

ALABAMA CHRISTIAN ACADEMY

2009-2010 HANDBOOK

GRADES 6 – 12

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School = 277-1985

Elementary = #1

Secondary = #2 Key Offices:

- **Admissions:** Harriett Parker (Ext. 227)
- **Office Secretary:** Tracy Stiff (Ext. 201) and Sandy Naylor (Ext. 202)
- **Student Accounts:** Charlotte Young (Ext. 207) (Accounts Receivable)
- **Business:** Elaine Sullivan (Ext. 218)
- **Development:** Howard Todd (Ext. 204) (Assistant Principal for the High School)
- **Textbooks:** Rob Williams (Ext. 217) (Asst. Principal for the Middle School/Chapel Coordinator)
- **Counselor (Grades 6-12):** Janet Morrison (Ext. 209)
- **College/Career Planning Coordinator:** Donna Armstrong (Ext. 228)
- **Public Relations:** Irmay Fonville (Ext. 211)
- **Sports:** Denise Ainsworth (Ext. 216) (Athletic Director)
- **Media Center/Library:** Charlotte Patterson (Ext. 219)
- **Spiritual Life Director:** Dale Horn (Ext. 238)
- **School Nurse:** Melany Hatcher (Ext. 233)

Teachers: To contact teachers by email go to our website at www.alabamachristian.com and click on “Academics” and, then on “Email Contacts – Teachers”.

Allen Ammons (Ext. 401)
Matthew Beasley (Ext. 459)
Sherry Beazley (Ext. 453)
Barbara Bondly (Ext. 418)
Andy Bowen (Ext. 406)
Josh Cochran (Ext. 450)
Sara Corolla (Ext. 461)
Melinda Estes (Ext. 464)
Marla Evans (Ext. 407)
Paul Fisher (Ext. 452)
Brooks Gatlin (Ext. 222)
Don Gilliam (Ext. 410)
Chris Goodman (Ext. 214)
Manuel Guice (Ext. 447)
Kelli Hardin (Ext. 469)
Derek Harrell (Ext. 420)
Renato Jimenez (Ext. 405)
Tracey Kirksey (Ext. 411)
Jan Lowery (Ext. 412)
Kristen McCants (Ext. 457)

Brenda McCroskey (Ext. 413)
Monica Mills (Ext. 466)
Ross Mitchell (Ext. 445)
Tia Mitchell (Ext. 436)
Kevin Morrison (Ext. 213)
Alisa Mote (Ext. 463)
Leslie Mote (Ext. 467)
Laurie Norton (Ext. 416)
Rachel Phillips (Ext. 454)
Susan Picken (Ext. 419)
Cindy Savage (Ext. 421)
Kenny Simpson (Ext. 408)
Lynne Smith (Ext. 422)
Kathy Spencer (Ext. 446)
Deborah Streetman (Ext. 435)
Michael Summers (Ext. 449)
Hayley Todd (Ext. 424)
Beth Ward (Ext. 426)
Joy Williams (Ext. 423)
Rhea Wynn (Ext. 428)

Note: Regular Office Hours: 7:30 a.m. – 4:30 p.m.
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
STUDENT HANDBOOK GRADES 6 – 12
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 throughout the course of the school year as might be 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, and 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 education 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 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 the ACA faculty and students is to glorify God. This goal fosters a desire to strive for academic excellence and to prepare for a life of Christian service.
 - 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 has 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 on 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, 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.

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 Academy does not allow the enrollment and/or attendance of students who have been married, have had children, have been pregnant, or have impregnated. **Student behavior, on or off campus, which is illicit, immoral, illegal, and/or which reflects adversely on Alabama Christian Academy could cause immediate expulsion.**

The school does not sponsor, endorse, nor encourage dances. A Jr.-Sr. banquet is held each spring instead of a prom.

CHILD CUSTODY

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

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

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

CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY

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

SPECIAL EDUCATION/DISABLED STUDENTS

ACA is a private educational institution and therefore has no federal mandate to provide special education and related services to disabled students. The Academy requires that students continue to work on grade level in order to remain eligible for continuing enrollment at the school. 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. If a student fails two subjects in grades 6-8 or 2 full Carnegie units in grades 9-12 in one school year, such independent evaluations will be required.

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

PARENT - TEACHER CONFERENCES

Conferences with parents are important to teachers in the evaluation process. Requests for conferences may be made by calling the school office or emailing teachers. Since conferences are more successful when teachers can plan for them in advance, **PARENTS MUST MAKE APPOINTMENTS WITH TEACHERS OR ADMINISTRATORS.**

STUDENT AND PARENT CONCERNS PROCEDURE

Concerns from students and/or parents should **first** be made to the appropriate teacher **IN WRITING OR BY APPOINTMENT** and then to the principal or assistant 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. Those wishing to exercise this option must write the Academy's president a letter and formally request such a meeting. After reviewing the matter,

including all previous decisions by the faculty and administration, the Grievance Committee will recommend whether the full Board should hear the issue.

Any concern regarding school policy not covered by the Student Handbook or other published documents, must be presented in writing to the 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. Army Fonville at 277-1985 (Ext. 211) or email her at ifonville@alabamachristian.com. More info 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

UNIFORM POLICIES

All students must wear ACA approved uniforms to school 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

School Code: ACA

All items listed under your child’s gender are not required. You may choose from among them. Undergarments, shoes, belts, socks, tights, overcoats, and hair accessories may be purchased from other vendors. In such cases, however, the guidelines outlined below must be followed.

All tops must have designated ACA monograms. All bottoms must have designated “Eagle Head” tags.

Girls

Jumpers**	Princess jumper (gray or khaki) Kick pleat jumper (plaid)
Blouses	$\frac{3}{4}$ sleeve blouse (white) Peter Pan blouse (white) short sleeve and long sleeve Camp shirt (white) short sleeve only Oxford shirts (white, yellow or pinstripe short sleeve and long sleeve)
Shirts	Banded Overshirt (white, yellow or maroon) short sleeve and long sleeve Turtlenecks (white or maroon) Pique polo shirt (maroon, gray, white, yellow, or black) short sleeve and long sleeve
Skirts**	Box pleat skirt (khaki, gray, or plaid) Long skirt (khaki or black)
Shorts**	Knee length flat front shorts (khaki) Knee length pleated shorts (khaki, black, or gray)
Skorts **	Flat front skort (khaki, black or plaid) Pleated front skort (khaki, black or plaid) Full wrap pleated skort (khaki ONLY)
Slacks	Flat front pants (khaki or black) Pleated front pants (khaki, black, or gray) Capri pants (khaki)
Sweaters	Pullover Crew or V-neck sweater (white, maroon, or light gray) Sweater Vest (white, maroon, or light gray) Button front cardigan (white, maroon, or light gray)
Jackets	Full zippered-front fleece jacket (maroon or light gray) OR approved ACA organization/team jacket OR any designated by the uniform company itself for ACA. An approved windbreaker and sweatshirt are also available in maroon only.
Belts*	Brown or black braided or solid leather belts (mandatory with any clothing item having belt loops)
Socks*	Solid black, gray, brown, or white socks; or white knee and maroon knee socks (with skirts)
Shoes*	Black, brown, cordovan, or tan closed toe shoe with heel no higher than 2 inches. Tennis shoes that are primarily white, black, or gray or a combination of these colors Shoelaces for all shoes must be the predominant color of the shoe
Tights/Leggings*	Must be plain white, or black, brown, gray, or maroon
Accessories*	Hair ribbons, etc. must coordinate with the colors of the uniform

Boys

Shirts	Turtlenecks (white or maroon) Oxford Shirts (white, yellow, or pinstripe) short sleeve and long sleeve Pique polo shirt (maroon, gray, white, yellow, or black) short sleeve and long sleeve
Shorts**	Full length pleated shorts (khaki, black, or gray) Knee length flat front shorts (khaki only)
Slacks	Flat front pant (khaki, black, or gray) Pleated pants (khaki, black, or gray)
Sweaters	Pullover Crew or V-neck sweater (maroon or light gray) Sweater Vest (maroon or light gray) Button front cardigan (maroon or light gray)
Jackets	Full zippered-front fleece jacket (maroon or light gray) OR approved ACA

	organization/team jacket OR any designated by the uniform company itself for ACA. An approved windbreaker and sweatshirt are also available in maroon only.
Belts*	Brown , cordovan, or black braided or solid leather belts (mandatory with any clothing item having belt loops)
Socks*	Solid black, gray, brown, or white socks
Shoes*	Black, brown, cordovan or tan closed toe shoes. Tennis shoes that are primarily white, black, or gray or a combination of these colors. Shoelaces for all shoes must be predominant color of the shoe.

* May be purchased from other vendors.

** All items **MUST** be **NO SHORTER** than the top of the knee even when wearing leggings.

UNIFORM GUIDELINES

Solid white, black, brown, gray, or maroon socks; white, black, brown, gray, or maroon tights or leggings; or white, black, brown, gray, or maroon knee socks (with skirts) are the only acceptable colors to be worn by all students at all grade levels. 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.

When wearing the oxford uniform shirts, all but the top button must be buttoned for both girls and boys. No solid black outfit combinations may be worn. Uniforms must be clean and neat. Parents and teachers need to monitor the “fit” of uniforms as students grow and develop throughout the school year.

Non-uniform jackets/coats may be worn to school, but must promptly be put into student lockers upon arrival. Approved ACA organization/team jackets, however, may be worn in the building.

FIELD TRIP DRESS GUIDELINES

ACA school uniforms will be worn on all field trips (NO SHORTS) unless the nature of the trip is such that different dress is more appropriate. In such cases, any change must be approved by the administration and even then all ACA dress code guidelines will be enforced. Shirttails will be tucked in neatly on all field trips.

UNIFORM RULES

BOYS

Slacks and Shorts

- All slacks and shorts must be worn at the waistline and must not “sag,” exposing underwear when sitting or standing.
- Belts must be worn and buckled to keep the garment at the waist.
- Slacks may not bunch over shoes, nor may slacks or shorts be excessively baggy.

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

Shirts

- When wearing the oxford uniform shirts, all but the top button must be buttoned and cuffs must be buttoned, unless neatly rolled into a cuff.
- Undershirts may be worn under uniform shirts, but must be white, gray, black, or maroon (should coordinate with the uniform shirt). Any pattern or writing on the undershirt may not show through the uniform shirt.

Shoes

- Shoes are required at all times for students.
- Laces on shoes must remain tied.
- All shoes must be closed toe.
- Color for non-athletic shoes must be black, brown, or tan.
- Athletic shoes must be primarily white, black, or gray or a combination of these colors.
- Shoelaces for all shoes must be the predominant color of the shoe.

P.E. Clothes

- Students enrolled in Physical Education classes must purchase their uniform from Southern School Uniforms. This includes sweat pants and sweatshirts if desired for colder weather.

Athletic Clothes

- Athletes must wear practice gear or ACA athletic shorts and any ACA shirt. Clothing may **NOT** be modified (i.e. be torn, ripped, or modified in any manner). Appropriate athletic shoes **MUST** be worn by all athletes using the weight room.

Hair

- Hair is to be well groomed and neatly styled as determined by the administration.
- Hair must not overlap the bottom of a dress shirt collar.
- Unusual hairstyles or colors are unacceptable.
- Young men are expected to be clean-shaven and should shave on a daily, regular basis (i.e. no mustaches, goatees, beards, or sideburns that extend below the middle of the ear. This policy applies to the taking of all school pictures (senior and otherwise), graduation ceremonies, etc.

GIRLS

Jumpers, Skirts, Skorts, Shorts, and Slacks

- Jumpers, skirts, blouses, and slacks, and other like combinations are to be neat and modestly tailored in appearance to fit the individual in such a way as to conceal undergarments and the line of undergarments while sitting, standing, bending, and getting in and out of desks.
- Jumpers may not be worn without a blouse.

- All slacks, skorts, skirts, and shorts must be worn at the waistline, tailored to fit the individual including traditional leg width and modest enough to conceal undergarments and the line of undergarments.
- Slacks may not bunch over shoes.
- Skirts, jumpers, skorts, and shorts must come to the top of the kneecap or longer even when wearing leggings. Order the longer length skirt or skort if necessary to comply with the dress code. Allowances for growth should be considered with ordering.
- It is recommended that girls order at least one pair of slacks.

Skirts and Blouses

- When wearing the uniform blouses, all but the top button must be buttoned and as well as all cuffs on long sleeves, unless neatly rolled into a cuff.
- Blouses must be loose-fitting enough to conceal undergarments and any cleavage.
- Undershirts may be worn under uniform shirts, but must be white, gray, black, or maroon (should coordinate with the uniform shirt). Any pattern or writing on the undershirt may not show through the uniform shirt.

Shoes

- Shoes are required at all times for students
- Laces on shoes must remain tied.
- Heels should be no higher than 2 inches.
- All shoes must be closed toe.
- Color for non-athletic shoes must be black, brown, or tan.
- Athletic shoes must be primarily white, black, or gray or a combination of these colors. No house slippers/shoes are ever to be worn.
- Shoelaces for all shoes must be the predominant color of the shoe.

P.E. Clothing

Students enrolled in Physical Education classes must purchase their uniforms from Southern School Uniforms. This includes sweat pants and sweatshirts if desired for colder weather.

Athletic Clothing/Band Practice Clothing

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

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

Uniforms will be worn on fall picture day. For spring picture day, students may wear **dress clothes** (no denim) of their choosing. All attire must meet standards desired by ACA. No cleavage or midriffs are to be shown. Clothes must be loose fitting enough to conceal undergarments, and have no writing or pictures of any kind. ACA uniform shorts may be worn, but no other shorts are acceptable. Shoulder straps for dresses or tops must be at least three inches in width or a jacket must be worn (no

denim). All other uniform guidelines apply. **Fridays will be designated as “ACA Spirit Days.” On these days students will be permitted to wear blue jeans and any ACA T-shirt (team, organization, class, ACA special event t-shirts). Jean/denim shorts, however are not allowed. Jeans with holes and those that are frayed are NOT permitted. Those choosing not to wear jeans on these days must wear ACA uniforms. Team, organization, class or special event t-shirts are not permitted any other days without special permission by the administration.**

The following additional guidelines will also be enforced:

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

PROHIBITIONS

- 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.
- Any manner of grooming or clothing that is too tight, revealing, distracting, or made of see through material. All uniform items are to be fitted and worn to standards desired by both Southern School Uniform Company and Alabama Christian Academy.
- Any top that results in the exposure of the midriff or cleavage.
- Body piercing, tattoos, branding, or other non-conservative fads.
- Earrings on males.
- Long hair on males – must not overlap the bottom of a dress shirt collar.
- Elaborate and/or distracting makeup, hair colors, or styles.
- Hats, caps, or sunglasses worn in the school buildings.
- Knives, weapons, or any other items prohibited by this handbook.

ENFORCEMENT AND CONSEQUENCES

Attire may be checked at any time. If a teacher, staff member, or administrative official believes an article of clothing is in violation of uniform guidelines, appropriate measures will be taken. Students may be sent home in order to change into appropriate clothing. Class time missed for a uniform violation will count as an unexcused absence with appropriate penalties enforced in the missed classes.

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

DISCIPLINE

The student body is advised during the first weeks of school regarding the rules and regulations of the Academy. This advisement coupled with the written statements of policy in this handbook, should help eliminate any doubt as to the behavior that is expected of students at Alabama Christian Academy.

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

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

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

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

There are several methods used to bring about behavior modification. These methods include but are not limited to: after school detention, probation, work detail, suspension, or mandatory counseling. Inappropriate behavior will be dealt with in a manner suitable to the seriousness of the offense. **NO EXCEPTIONS to assigned detention periods will be made for athletes or other extra-curricular groups due to games and/or practice schedules.** The administration reserves the right to recommend expulsion of a student who does not conform to school rules and policies. **As a private Christian school, Alabama Christian Academy reserves the right to deny admission to any student. Further, Alabama Christian Academy reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school; this also includes the right not to allow students to return for the next school year.**

Students who are assigned to mandatory counseling must obtain services from a **licensed/certified** counselor, psychologist, or psychiatrist. The student's parent/guardian must sign a release form, which permits the school to share and obtain information regarding the student's diagnosis, prognosis, and progress. In addition, it is the parent's responsibility to see that an initial written report is supplied to the administration within 30 days of any mandated counseling. Failure to meet this requirement will result in the student's indefinite suspension.

LEVEL 1 OFFENSES

Minor disruptions (talking, throwing objects, passing notes, etc.)
Failure to sign in, check out from school, classroom, etc.
Failure to return paper work (report cards, progress reports, etc.)
Chewing gum (at teachers' discretion and in the library and computer lab), eating or drinking in the building without administrative approval, etc.
Minor disruptions in halls, assemblies, etc.
Unexcused tardies (one free pass will be accorded each 9 weeks)
Dress code violations
Library fines
Parking violations
Failure to bring appropriate materials/equipment to class
Relational aggression/Bullying
Intentional Use of Cell Phone
CONSEQUENCE = DETENTION (Supervised by teacher assigned to such duty.)

LEVEL 2 OFFENSES

Repeated Level 1 offenses
Defiance/Disrespect
Inappropriate touching/Inappropriate displays of affection
Presence in unauthorized areas (hallways, MPR, gym, etc.)
Inappropriate behavior at school events off campus
Dishonesty (Includes cheating on graded daily or homework assignments.)
Bringing pets/animals on campus
Reckless driving/speeding
2nd unexcused tardy
Possession/use of unacceptable items (See separate section.)
Abuse of school property
Inappropriate language (spoken, written, copied, etc.)
CONSEQUENCE = CAMPUS CLEAN UP (Supervised by the assistant principal.)
*PARENT CONFERENCE WITH AN ADMINISTRATOR PRESENT

LEVEL 3 OFFENSES

Repeated Level 2 Offenses
Fighting
Weapons (excluding firearms, explosives, and the like)
Truancy
Cheating on test/Plagiarism
Obscene, vulgar, profane language
Sexual/Physical harassment
Inciting major student disorder
Minor theft
Gambling
Forgery/Vandalism
Non-emergency pulling of any emergency station
CONSEQUENCE = SUSPENSION (ON OR OFF CAMPUS)/Placement on behavioral probation.
Note: "Off campus" suspensions carry a 2-point per day deduction from students' 9 weeks averages.

LEVEL 4 OFFENSES

Firearms, explosives, and the like (on campus or school trips)

Drugs/Alcohol (on or off campus)

Sexual acts (on campus)

Major theft

Tobacco (in any form)

Threats, attempted assaults or actual assaults on any individual or his property

Criminal acts

Repeated Level 3 Offenses

CONSEQUENCE = IMMEDIATE SUSPENSION WITH POSSIBLE EXPULSION

CONDUCT PROBATION

At the discretion of the administration students may be placed on conduct probation at the beginning of a new school year based upon behavioral difficulties displayed during the previous school year.

TOBACCO, ALCOHOL, ILLEGAL DRUGS/SUBSTANCES AND WEAPONS

The possession or use of tobacco products, alcoholic beverages, illegal drugs/substances, or the improper use of legally obtained drugs/substances by ACA students will **NOT** be tolerated. Pupils who engage in this kind of misbehavior at home or away from school demonstrate that they are in conflict with the Academy's basic mission and philosophy. No student will be allowed on school property or to be present at a school activity after having consumed alcoholic beverages. A breach of these standards could result in expulsion. **A SUSPENSION IS AN UNEXCUSED ABSENCE, and will be treated as such.** The use or possession of ILLEGAL drugs/substances (including tobacco and alcohol) on campus or at a school-sponsored activity may result in expulsion. ACA seeks to work with parents to teach and encourage students to avoid the use of and involvement with tobacco, alcohol and drugs. In order to foster a drug-free environment, ACA has established the following policies and procedures.

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

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

administration and with the parents' paying for such. **A SECOND positive drug test WILL result in the immediate dismissal of students.**

Firearms of all kinds (including facsimiles, air rifles and paintball pistols), knives (including pocket knives), box cutters, brass knuckles, chains, explosive devices or similar weapons are **NOT** permitted on campus. Parents, also, **MUST NOT** bring firearms or other weapons to the school campus. In addition, state law provides that any person over 14 years of age (including parents) who is convicted of the possession of a firearm on school premises or on a school bus will be denied a driver's license or have his driver's license suspended for 180 days.

OTHER UNACCEPTABLE ITEMS AND ACTIVITIES

The following items are not permitted in school buildings during school hours and will be confiscated: beepers, PDAs, MP3s, iPods, radios, tape recorders/players, cameras, cigarette lighters, electronic devices (including Palm-Pilots and similar devices), playing cards, pornography, fireworks, stink/smoke bombs, mace/pepper spray, laser beams/lights, skateboards, scooters, skates, toys or games not for instructional use, and any other item which presents a danger to any person on campus, disrupts the educational process, or is deemed as inappropriate or contrary to the promotion of a Christian atmosphere by the administration. Students are not permitted on school grounds outside of normal school hours for instruction, training, and extracurricular events and practices. Pupils discovered on campus in violation of this rule will be considered trespassing. NOTE: Use of cell phones is NOT permitted on campus during school hours.

OFFICE TELEPHONE/CELL PHONE USE

The office phones are business phones and must be kept open to conduct business. **If a genuine emergency arises during the day, a student should come to the office with a hall pass and the secretary will make the necessary call. Parents are not to call the school during the day to leave messages for their children.** Only in the case of an emergency can we relay messages to students. Please make arrangements each morning **before** school as to your child's transportation needs, lunch or lunch money needs, etc. It should be noted that the **USE of cell phones on campus during school hours is NOT permitted. The intentional use of a cell phone is a Level I disciplinary offense. Cell phones MUST be COMPLETELY turned off and kept out of sight during school hours. Any violation in this rule will result in the confiscation of the phone. Such will ONLY be returned to the student's parent in a personal visit with a school administrator. Cell phones may NOT be picked up UNTIL after 3:15 p.m. on the day FOLLOWING their confiscation.**

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.

PETS AND OTHER ANIMALS ON CAMPUS

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

HALL PASS

Students 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. Anytime students leave and return to their classrooms, teachers must complete hall passes and students **MUST** carry such with them. If students are excessively out of classes, their privilege to leave the classroom may be revoked. No students are allowed in the multipurpose room (MPR) before, during, or after school unless they are under the direct and personal supervision of an employee of the Academy.

USE OF CARS DURING SCHOOL

Due to safety and security concerns, all high school students who drive to school and all faculty members **MUST** register their vehicles and secure parking decals. Cars found lacking proper registration (hang tags) or cars parked in undesignated areas are subject to towing or booting at the owners' expense. High school students driving vehicles to school should park in designated parking lots. Once first period classes begin and access doors are locked, **NO** students will be permitted to go to their cars to retrieve items. Students who fail to observe these rules and who do not observe traffic regulations on campus will be subject to a fine, disciplinary action and loss of the privilege of driving their cars to school. Students may not park by the curb, which runs parallel to the baseball field, or any other areas marked "No Parking". All drivers should exercise extreme care and drive **SLOWLY** around the building due to the large number of small children who are in the area.

Students may go to their cars during school, **ONLY** with the approval of an administrator.

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.

TECHNOLOGY/COMPUTER USE

ACA has established technology as an area of priority. The school makes available to its students a number of computers, many of which have Internet access. As a result, all students are expected to use these computers in an ethically, morally, and legally responsible manner.

School policy prohibits account theft, file theft, violations of informational privacy, and penetration or harm to operating systems. This includes a ban on the search for and use of proxies in order to circumnavigate ACA's web security systems to reach restricted areas of the internet. Students will be held responsible and legally accountable for any and all abuse of computer systems. Violations will be dealt with by the administration and penalties may include a letter of reprimand, suspension or expulsion according to the guidelines set forth in the Code of Conduct found elsewhere in this handbook.

The administration reserves the right to monitor and record any activity on the local school network to maintain appropriate usage. The administration also reserves the right to inspect email and other information being accessed or distributed to or from the school campus.

Students using school computers must comply with the following guidelines:

- Respect the intended use of all computer accounts for acceptable instructional and administrative purposes.
- Not attempt to break a computer system or harass other people by manipulating system configurations. (E.g. change screen savers, graphical settings or icon placements.)
- Only use programs provided by the school and not install any plug-in or other software without permission.
- Access the computers using only applicable account names and user passwords and not share passwords with others.
- Save work on appropriate system disks.
- Obtain permission before downloading any files from the Internet.
- Not attempt to access offensive material such as pornography, coarse jokes and/or alternative lifestyle information from the Internet. The administration reserves the right to declare in any situation what would be considered offensive.
- Keep email free from: profanity, derisive statements regarding any race, religion or ethnic group, showing disrespect for law enforcement or the institution of marriage, and the generally accepted morals of the Christian community, and from advocating illegal acts of any kind including the use of guns, explosives or illegal drugs.

SCIENCE LABORATORY RULES

Students must obey the rules listed below as well as any other, which might be given by the teacher for each lab. Failure to do so will result in removal from the lab for the remainder of the period

and a reduction in both lab and conduct grades. In severe cases, the privilege of participating in lab may be forfeited.

- Never enter a lab or approach a demonstration set up without the supervision of the science teacher.
- Do not open or enter lab storage closets.
- Do not open storage containers or lab table drawers without being directed to do so by your teacher.
- Know the location and proper use of all safety equipment (fire exit, fire blanket, eyewash, safety shower and first aid kit).
- Never horseplay or play practical jokes.
- Read and/or listen to and follow all directions.
- Do not perform unauthorized experiments.
- Keep laboratory work areas clean and free of unnecessary papers, books, and equipment.
- Always wear safety goggles when working with heat sources, chemicals or other substances, which may get into the eye.
- It is advisable not to wear contact lenses in the lab. (Some labs may prohibit contact lenses.)
- Do not taste any substance in the lab.
- Do not eat, drink or chew gum in the lab area.
- Immediately report all accidents and/or chemical spills to the teacher.
- Dispose of broken glass in the container provided.
- Tie back long hair and loose clothing. Remove dangling jewelry.
- Never go barefoot in the lab.
- Always wash your hands after lab.
- Obey specific rules associated with each lab/class.
- Students are responsible for cleaning assigned lab areas.
- Students are financially responsible for glassware or labware breakage when the breakage is due to student negligence.

ATTENDANCE POLICIES

ATTENDANCE AND ABSENCES

All students must be punctual and regular in attendance. Absences, checkouts and tardies will be excused on the basis of the State Department of Education's recommendations. For the most part these are: personal illness, illness or death in the immediate family, emergency medical or dental attention, or other legitimate emergency situations with documented evidence or proof. **ON OCCASION, SPECIAL ABSENCES MAY BE APPROVED WHEN WRITTEN REQUESTS ARE SUBMITTED TO THE PRINCIPAL OR HIS DESIGNEE AT LEAST TWO (2) FULL DAYS IN ADVANCE. All special requests must be specific in nature in order to be considered.** Absences, checkouts and tardies for other reasons **are not excused.** AFTER TWO (2) CHECKOUTS TO GO HOME SICK WITHIN ONE WEEK, A NOTE FROM A DOCTOR WILL BE REQUIRED FOR READMISSION TO SCHOOL. Suspensions are also counted as unexcused absences. 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.

When a student is absent or checks out from school for any reason, he/she MUST bring a written statement from the parent upon returning to school except in cases of field trips, athletic events, and absences resulting from other school functions. If the absence, checkout, or tardy is because of a doctor/dental appointment, he/she MUST bring a written statement from the doctor's/dentist's office upon returning to school. **Failure to bring a note from a parent or medical professional after an absence, checkout or tardy will result in the student's being marked as "unexcused".** Students will have three (3) school days to bring the required note and get the absence changed to "excused". "Unexcused" absences and checkouts carry 2-point deductions from students' nine weeks' averages in the subjects missed. Tardies are handled as per the procedure specified under the "Tardy Policy" section of this handbook. **It is the students' responsibility to take care of this matter personally.** Excuse notes from parents must be given to designated individuals at the table in the front lobby and be cleared.

In order to participate in any athletic event or performance on a school day, a student must be in attendance by the start of 5th period.

PRE-APPROVED ABSENCES

The administration reserves the right to approve certain absences that are excused but "avoidable". Such absences (e.g. family trips, college days, special athletic events, etc.) **MUST** be pre-approved **TWO FULL DAYS IN ADVANCE** by the administration and students must contact teachers in advance in order to turn in work **UPON ARRIVAL** to class the next time it meets. In addition, a green slip **MUST** be obtained for readmission to class. Assignments not turned in the day the student returns to class will be classified the same as they would be if the absence were unexcused. Requests made in December and May will be scrutinized more closely and be less likely to be approved.

Students with more than 10 absences in a semester may not receive credit for the class. This includes excused and pre-approved absences. Students judged as exceeding the number of absences for credit will be assigned grades of zero for those classes. Students should also note that the 9th and 10th absences of any semester **MAY NOT** be pre-approved.

HOMEBOUND

On rare occasions, the administration 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.

PROCEDURE CONCERNING STUDENT ABSENCE

In order for a student to be allowed back into a class that was missed the day before, the following procedure must be followed. This procedure should be followed whether the student was absent for the entire day or whether he was tardy or checked out for a portion of the day. Admittance slips **MUST** be obtained for any class missed by a student whether the absence is excused or unexcused.

1. The student is to report to the table in the front lobby **before 7:55 a.m.** to receive an "admission pass" (green slip) to the class or classes he missed for whatever reason.
2. The student should present a note **signed and dated by a parent or doctor** stating the reason for the absence or check out. The absence will be determined to be "excused" or "unexcused" based on the parent or doctor's note.
3. A green slip admission pass must be presented to the teacher of ANY class the student missed. The teacher must initial the pass and make note of whether the absence is excused or unexcused. If an acceptable WRITTEN excuse is not provided by the third day, the absence remains unexcused. **Failure to bring a note from a parent or medical professional after an absence, checkout or tardy will result in the student's being marked as "unexcused". Students will have three (3) school days to bring the required note and get the absence changed to "excused". Failure to comply with this policy will result in such absences permanently remaining as "unexcused". Such situations carry 2-point deductions from students' nine weeks' averages in the subjects missed. It is the students' responsibility to take care of this matter personally.**
4. If, after missing class, students try to enter without a green slip, they will be sent to the office to obtain one. Again, these admission slips are the students' responsibility to obtain **before 7:55 a.m.** Middle School athletes are an exception to this procedure. They may obtain passes between first and second periods.
5. Any unexcused absence from school or class carries with it a two (2)-point deduction from that student's **nine weeks average** in that class. If the class is offered on a "credit/non-credit" basis the deduction will be eight (8) points. This procedure will be done by calculating the student's nine weeks grade on a 100-point scale and then subtracting the required points per unexcused absence.
6. **Any student who receives more than ten (10) absences of any kind in ANY class in a single semester is subject to loss of credit for that class.**

7. **Students who exceed the 10 absences rule MUST make up core class time missed by attending Saturday School. The dates and times will be determined by the administration. A \$40 fee will be charged for each day of Saturday School that a student is required to attend.**

MAKE-UP WORK

1. Those students who have excused absences may make up work missed. Students returning to school after being absent must check with their teachers **on the day they return** regarding any work missed. Scheduling make-up work is totally the responsibility of the student and failure to fulfill this obligation will result in a loss of credit for the work missed. Students with excused absences will be allowed the number of school days absent for make-up work. For example, a student absent for three days who returns on Monday will have until Thursday to complete homework and/or tests. A student absent only on the day of a test **may** be required by the teacher to take the test immediately upon return. Written permission from the principal is required for additional days.
2. Students may **NOT** receive credit for **ANY** work missed due to unexcused absences (zeroes are assigned) **UNLESS** such are due to “off-campus” suspension. Pupils receiving “off-campus” suspension may make-up major tests and projects **ONLY**, but will have two (2) points deducted from their nine weeks’ averages.
3. Students may request work through the classroom teacher.
4. **The office will request work from teachers for a sick child to do at home ONLY after he/she has missed three (3) complete days of school and such has been requested by the parent/guardian. Assignments for one or two days excused absences should be requested from the teacher on the day the student returns to class.** A twenty-four hour notice must be given for teachers to prepare assignments. If assignments are requested and not picked-up, they will not be repeated for students upon return to class.

Any student with previous knowledge of an absence including field trips, athletic events, and other pre-approved absences is responsible for any work missed while absent. Students must request work from their teachers in advance. Upon returning to school, such work is due including tests to be taken on the day of return under policy requirements. It should be noted that **NO** make-up work nor test is to be done during regular class time. Make-up tests/work **MUST** be done before or after school under teacher supervision **NOT** in the coffee shop or other places during class.

TARDY POLICY

Students should not be tardy to school or class without a **VALID REASON**. A tardy to **class** is virtually inexcusable. Teachers will keep accurate records of tardiness and they will discipline those who are tardy without excuse. Students who miss 25 minutes or more of class time will be counted as “absent” and **NOT** merely tardy. Depending on the circumstances, students, who are tardy to class by one minute or more, may be considered not simply tardy but to be cutting class. Students will be accorded **ONE** unexcused tardy per nine weeks reporting period without penalty. After this “free pass/traffic tardy”, the first (next) unexcused tardy will result in detention, the second in campus cleanup and a parent conference with an administrator and the third in two-point deductions from the

students' nine weeks' averages for those classes involved. All subsequent unexcused tardies will result in detention with repeated Level 1 offenses accumulating into Level 2 consequences. Students who are tardy to **first period** class **MUST** sign in at the main office and obtain a green admittance slip before being allowed into the classroom. Students should note that for exam exemption purposes; a tardy counts as an absence.

SCHOOL ATTENDANCE AND DRIVER'S LICENSE CONTINUATION

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

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

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

BEFORE AND AFTER SCHOOL

Secondary students may enter the building at 7:30 a.m. and may visit their lockers, study in the library, or visit in the halls or commons areas until 7:55 a.m. Students may enter classrooms upon the permission and supervision of a teacher or sponsor. **SECONDARY STUDENTS MUST CLEAR THE CAMPUS BY 3:40 p.m. Any pupils who might occasionally be unable to meet this deadline for whatever reason MUST come to the office to sign a register and then wait on the front porch of the main lobby so they can be monitored.** Parents may not, routinely leave their children at school unsupervised after 3:40 p.m. It is the parents' responsibility to make after-school arrangements for their children. Students from the Middle School and High School should **not** go into the elementary building before or after school unless they have specific business there. Students are **not** to enter the MPR or gym without direct, teacher supervision.

The time allowed before school should be used by students for:

1. Obtaining an admittance pass if the student has been absent from any class the day(s) before. **(Signed & dated note from parent or physician's slip required.)**

2. Obtaining a check out pass if the student will be leaving school before regular dismissal time. (Signed & dated note from parent required.)
3. Checking books out of the library or doing research work.
4. Checking with teachers to get make-up work if they have missed that class.

The hallway to the band/chorus building is a “no loitering area” before regular school hours due to 7:00 a.m. classes.

LEAVING SCHOOL EARLY/CHECKING OUT

For their own safety and protection students may not leave school early at any time without checking out through the office. This **INCLUDES** those who may arrive at school and want to leave before the first bell regardless of the reason. **Violation of this rule may result in suspension** as with any other act of truancy. If a student knows in advance that he/she must leave school before 3:15 p.m. for doctor or dentist appointments, etc., please observe the following procedure for checking out:

1. The student should bring a note **signed by a parent** to the office **before 7:55 a.m.** The note should state the reason for the check out and **MUST** have a phone number where the parent can be reached during the day. This gives the office time to verify the checkout with the parent and speeds the process for students who drive their own cars to appointments. **Students are reminded that all special requests to be absent from school must be turned in at least two full days in advance. STUDENTS CANNOT BE DISMISSED FROM SCHOOL ON THE BASIS OF AN INCOMING PHONE CALL.**
2. The student will receive a "green slip" from the office stating the time of the checkout.
3. **Before** the beginning of the period in which the student is to check out, he/she should show the green slip to the teacher and have it initialed before class begins.
4. When it is time to leave, the student should get up and quietly leave the classroom and report to the office.
5. The student should turn in the "green slip" and if a parent is picking him up, he may simply sign out on the "Check Out" sheet and leave. If the student is providing his own transportation, he may leave **ONLY IF THE NOTE HAS BEEN VERIFIED BY PHONE by office personnel**. If a parent knows his child will be providing his own transportation to appointments during school hours, he must make sure his daytime phone number is on the note the student brings to school. The school will not be responsible for appointments that are missed because a note cannot be verified with a parent. This policy is made for the safety and welfare of all students.
6. An official note from the doctor or dentist, etc. must be brought when the student returns to school.
7. Unless notified otherwise in writing by the custodial parent, **ONLY** the custodial parent will be allowed personally to check out a child from school.

INCLEMENT WEATHER AND SCHOOL CLOSING

In case of inclement weather, the Academy will close and reopen at the discretion of the administration. Parents should listen to the media to learn if the school will be closed during questionable weather conditions. **Usually stations only broadcast closings, so if you do not see that we are closed, we are open.** 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

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

Parents and physicians must sign medication forms provided by the school before any medication will be given at school. This includes prescription and nonprescription medications. Students will not be permitted to carry medications on their person except for inhalers and/or emergency type medications such as an EpiPen.

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

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

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

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

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

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

Parents must inform the school of any health problems in writing that might cause problems while children are at school. For students with chronic health conditions, please, supply the principal and nurse with physicians' statements regarding diagnosis, prognosis and treatment. Please keep the nurse informed of changes that may occur in your children's health status.

HEALTH/MEDICATION ISSUES

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.

Students must stay home from school for 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)

STUDENT INSURANCE/LIABILITY

Alabama Christian Academy is concerned with the well being of its students. All families are offered voluntary accident insurance through an independent provider. Information regarding this program is included in the student packets which are distributed during processing. All applications and payments for this voluntary program must be sent directly to the provider as specified. Information may also be obtained from the business office. The school does NOT maintain student accident insurance. Alabama Christian Academy, its Board of Trustees, employees, agents, contractors and volunteers shall not be responsible or liable to any parent, legal guardian or student for any injury to or death of any student or other person or any damage to or loss or destruction of any property of any student or any other person caused by or resulting from any cause whatsoever. To the full extent allowed by the law, all parents and legal guardians, and students agree by accepting admission into Alabama Christian Academy to release Alabama Christian Academy, its Board of Trustees, employees, agents, contractors and volunteers, from any and all liability and claims of liability of any and every kind whatsoever (including illness, accident or injury) arising or resulting from or in connection with any loss of life, personal or bodily injury or property damage, sustained at, stemming from or in any way related to Alabama Christian Academy and/or its physical school grounds, including while participating in any school program or event (but no party shall be released

from any claims, liabilities, losses and/or expenses resulting solely from his, her or its intentional misconduct). This would include, but not be limited to, any sports program, extra curricular activity, performance event, etc. whether on or off the physical school grounds. The school (including but not limited to the school nurse) reserves the right to seek emergency medical treatment in the event of an illness, accident or injury for our students when deemed necessary stemming from or in any way related to such emergency medical treatment obtained for students. In addition, to the full extent permitted by law, such parents, legal guardians and students agree to indemnify, hold harmless and defend Alabama Christian Academy, its Board of Trustees, employees, agents, contractors and volunteers from and against any and all claims, actions, damages, liability and expense including, but not limited to, reasonable outside attorneys' and other professional fees in connection with any death of or bodily or personal injury to any person or persons or any damage to or loss or destruction of any property in any way arising or resulting from, or related to any of the claims, liabilities, losses and/or expenses set out in this paragraph.

GENERAL SCHOOL PROCEDURES

TRAFFIC FLOW

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

LOCKERS

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

Locker doors should not be forced open or closed or slammed. Students may not place stickers or decals on or in their lockers. Students who damage or deface a locker must pay the replacement price of the locker. The use of a "locker mate" is encouraged and will help organize the space for better use. Any bookbags, which might be used at school, must be small enough to fit inside the available locker space and not have wheels/rollers. Bookbags must not be left in places where they might easily pose a safety hazard. At the end of the school year or upon withdrawal, lockers must be completely cleaned out. This is the responsibility of the student renting the locker. A locker-cleaning fee of \$10.00 will be assessed for those failing to comply. **Students in grades 6-10 are prohibited from bringing bookbags of ANY kind into classrooms. Such must be left in their lockers.**

LIBRARY

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

Check out policies:

1. Students may check out as many as five books for two weeks and renew them, if needed, after that time frame.
2. It is necessary to bring books to the library to renew them.
3. Late fines are not assessed until the third day the book is over-due.
4. Beginning on the third day, a fine of twenty-five cents per book per weekday is charged.
5. Students will not be allowed to check out books if they have overdue books or owe fines.
6. Overdue and fine notices are sent weekly through English teachers on Mondays, Wednesdays, and Fridays.
7. Chronic failure to return books and pay fines may result in a detention issued by the librarian.
8. If a book is lost, the student should notify the librarian immediately. The fine will be frozen as of that date. Students must pay for the book if it is not found after a reasonable period of time. A flat rate charge of \$20 per book will be assessed.
9. Books overdue for four weeks will be assumed lost and students will be charged \$20 for each book.
10. Books must be returned before the Christmas holidays.
11. Report cards are held if a student has not cleared all library fines and charges.

Library computers are **only** to be used for accessing our card catalog, research, word processing, and printing. As with other school computers, students must abide by policies set forth under **Technology Computer Use**. Students may not save documents to the hard drive or make changes to computer settings. All disks and flash drives used off-campus must be scanned by the librarian before being used in the library computers. 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 are posted in the library. Payment for printing 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

Any parent or visitor to the school **MUST** report to the Academy office, sign the "Visitor's Register", and obtain a visitor's pass **BEFORE proceeding** to any other point in the building. If a parent needs to see his/her child, the student will be called to the office. Articles left at home or in cars and later delivered to the school by parents or others may be brought to the main office and left on the counter. Such will **NOT** be delivered to students, but may be picked up by them on their own initiative. While classroom visits by parents are encouraged, they should be scheduled so that classroom instruction is not interrupted. Friends of students should not be on campus during school hours without permission from the administration.

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

LUNCH PROGRAM

Secondary students will eat their lunches in the designated areas. Students must have a teacher's or administrator's permission to leave the MPR during lunch. Students in grades 6-12 may bring their lunches, or purchase sandwiches, condiments, etc. from our contracted food service company. Cold soft drinks, milk or juice will be available. **Students may NOT have food brought in from restaurants and cafes.** Such a liberty would erode the benefits that the school receives via its food service contract. Should students forget lunches or lunch money and parents bring such to school for them, these **MUST** be left in the main office. It is the **STUDENTS' responsibility** to check to see if parents have brought lunches or money. Lunches should be marked with the students' names and grades. Students will not be called to the office individually to pick up lunches or money that have been brought to school.

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

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

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

LOST AND FOUND

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

STUDENT VALUABLES

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

STUDENT ACTIVITIES

Since sponsors must accept responsibility for insuring that all activities contribute to the purpose and aims of the school, students must work with them in all activities. No decisions will be made and/or communicated without the express consent and approval of the sponsor.

Student groups must be under the complete supervision of the sponsor. All programs, projects, and parties must be approved by the sponsor and the principal.

No purchase of clothing, sports needs, literature, etc. is to be made by any person (teacher, sponsor, coach, club officer, organization, etc.) without the WRITTEN authority to purchase.

All money collected by school groups must be deposited in the school account immediately and spent through the Purchase Order system with the approval of the school administration.

Purchase orders must be approved BEFORE a commitment is made to spend any money.

EXTRA-CURRICULAR ACTIVITIES

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

HOMECOMING ATTENDANTS AND ESCORTS

Attendants and escorts must meet the following criteria:

Attendants:

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

Escorts:

1. Enrolled at ACA and meet the same requirements as attendants.
2. Senior attendants' fathers or sponsor approved "father figure" will serve as escorts.

STUDENT GOVERNMENT

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

Elections will be held in the spring for the next school year. A President, Vice-President, Secretary, and Treasurer per each association and one Representative from each class, grades 5-11, shall be elected. All members must have at least a "C" average academically, good conduct grades, be

of good Christian character, have a proven willingness to work and have attended ACA for at least one full semester. Election will be by majority vote.

CLASS OFFICERS

Class officers for each grade level (6-12) will be elected at the beginning of each school year. Every grade will be represented by a president, vice-president, treasurer, and secretary. All candidates must be evaluated by a faculty committee and approved by the principal before being allowed to run for office. Election will be by a plurality of votes. All officers must have at least a "C" average academically, good conduct grades, be of good Christian character, have a proven willingness to work and have attended ACA for at least one full semester. SGA officers may not run for class office.

MONTALA PAGEANT

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

OUR YEARBOOK – THE MONTALA

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

PARTIES DURING CLASS

A class, group, or school party that is planned during school by faculty, parents or students for a school class must be approved in advance by the principal.

FIELD TRIPS

Since field trips are excellent means for broadening our students' horizons, ACA faculty members make effective use of them. **Field Trip Permission Slips** are sent home prior to all such trips. These must be signed and returned to the appropriate teacher before any pupil will be allowed to participate. Unless otherwise notified in writing, only the custodial parent's permission will be sought and **ONLY** it will be acknowledged unless prior written authorization of another's has been received by the school. School rules and standards of behavior and conduct apply fully on all such trips. Field trips during the months of December and May will be taken only on a limited basis and with the principal's prior approval.

ACA school uniforms will be worn on all field trips (NO SHORTS) unless the nature of the trip is such that different dress is more appropriate. In such cases, any change must be approved by the administration and even then all ACA dress code guidelines will be in force. Shirt tails will be tucked in neatly on all field trips.

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. In a tornado drill, students will be required to sit on the floor in a tucked position with arms covering their heads. Fire drills will commence with the sounding of the school's fire alarm. Tornado drills will commence with the steady ringing of a loud bell. After these drills, students will be notified to return to their classes by three short rings of a loud bell.

NATIONAL HONOR SOCIETY (NHS)

ACA has a long-standing NHS. Eligibility in this prestigious organization is limited to juniors and seniors who among other things: (1) have completed one semester's work at the Academy, (2) possess at least a 3.75 cumulative high school GPA and (3) are selected by a faculty council which evaluates all candidates in terms of character, leadership, and service. A complete description of ACA's selection procedure for the NHS is available in the school's office. Graduating seniors in good standing will receive a gold honor cord or medallion.

KEY CLUB

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

MU ALPHA THETA

ACA's Mu Alpha Theta chapter is an extension of the national organization whose purpose is to stimulate interest in mathematics by providing public recognition for superior math scholarship and by promoting various mathematical activities. In order to qualify for Mu Alpha Theta, students **must have completed** Algebra I, Algebra II and Geometry and be enrolled in or have already successfully completed Trigonometry/Pre-Calculus. Completed work in each of these courses must be performed at a B average or better. Students who become eligible for membership during their senior year **MUST** complete Trigonometry/Pre-Calculus with at least a B average in order to receive a sky-blue honor cord. Students who become eligible during their junior year **MUST** as juniors complete Trig/Pre-Cal with at least a B average, and as a senior complete Calculus with at least a B average OR complete Advanced Placement Calculus with at least a C average in order to receive a sky-blue honor cord.

SPANISH NATIONAL HONOR SOCIETY

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

ANNOUNCEMENTS

Most clubs, organizations, and teams have a need to advertise various activities and events during the course of the school year. Generally, announcements will be made twice daily. All such should be written and submitted with the sponsor's approval to the principal's box no later than noon on the day before the announcement is to be made. Submission of announcements at least two (2) days in advance is preferable. Teachers will turn on their TVs to Channel 6 during the first few minutes of each class during the morning hours so that students can view announcements.

STUDENT RESUMES

During English class, all students in grades 9-12 are required to write resumes at the beginning of each school year. Seniors are required to update these during the week following our spring holidays. Copies of such resumes will be kept on file in the guidance office.

TEXTBOOK RENTAL

All students in grades 6-12 will pay a **textbook** rental fee. The book rental fee must be paid before books are distributed. These textbooks will be returned at the end of the term or to the office on the day the student withdraws from the Academy. **Students should not leave textbooks unattended at any time in any part of the building including the gym area.** Students are responsible for paying for the books that are lost or damaged. Lending books or sharing books with other students is discouraged. Therefore, any student that lends his book to another student remains responsible for the book he was originally issued at Student Processing. **Workbooks** may be used by certain classes. Parents will be notified of these prices at the beginning of school during student processing or at the beginning of the second semester.

All textbooks **must** be kept covered for their protection. Neither tape nor contact paper is to be affixed to the books themselves. All students should write their names on the inside front cover of their books to provide a quick means for identification in case they are misplaced. Any problems with textbooks (bad bindings, torn pages, etc.) **MUST be brought to the textbook coordinator's attention within the first ten days of school. NO EXCUSES** will be accepted when books are turned in damaged at the **end** of the school year. Where available, parents may rent a spare textbook for \$15 per book.

TUITION AND FEE INFORMATION

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

1. **One-Pay Plan:** The full tuition is paid in full no later than June 15th. Parents choosing this method will receive \$150.00 per student discount (\$75.00 for ½ day Pre-K & Kindergarten.)
2. **Two-Pay Plan:** The full tuition is paid in two equal payments with the 1st payment due no later than June 15th, and the 2nd payment due no later than January 15th. Parents choosing this method will receive a \$75.00 per student discount (\$37.50 for ½ day Pre-K and Kindergarten.)
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 2nd or 16th day of each month. Parents must complete bank draft cards, provide voided checks, and sign bank draft agreement cards. This latter requirement **MUST** be repeated **EACH** year.
4. **Twelve-Month Bank Draft:** The full tuition will be paid in 12 monthly bank drafts beginning in June and ending in May. Parents may choose to have their account drafted on either the 2nd or 16th of each month. Parents must complete bank draft cards, provide voided checks, and sign bank draft agreement cards. This latter requirement **MUST** be repeated **EACH** year.

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 1st of the month and declared late after the 10th. Checks cannot be held.
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 1st of the month and declared late after the 10th. Checks cannot be held.

Note: A \$20.00 late fee will automatically be assessed to any delinquent payments. 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 1st and is considered a **non-refundable down payment**. Since the June 1st payment is a down payment for the year, the school will assume the student is not returning to ACA if payment is not received by June 10th 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 1st and the first day of school **AND** moves outside the area served by ACA (as determined by current 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 a holiday, the payment is due the Friday before. 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 or bank draft that is returned by the bank. If a returned check is for tuition and the 10th of the month has passed, a late fee of \$20.00 will also be assessed. Textbook rental fees for all students (grades 1-12) are due June 1st along with the June tuition payment.

Fees that are required by new students are the Registration Fee and New Student Fee. The New Student Fee is due the first year the student is enrolled. **It is non-refundable, non-transferable, 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.) In addition, it should be noted that any student whose account is more than one month in arrears will be barred from participating in any athletic, band, choral, etc. event until the account is made current. In such cases, payment must be made via cash or a cashier's check. Students are NOT allowed to participate in graduation exercises until accounts are paid in full.

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.** Parents will be notified in writing before the holiday break if their children will not be allowed to return to ACA for second semester.

Any account, which is delinquent for more than two payments places, an account in jeopardy and the account is no longer considered in good standing with the school. Accounts that are set up on monthly payments should be kept current or possible suspension of the monthly payment privilege will be considered for those particular accounts. Accounts that are not in good standing may be required to

pay for the school year in advance if the student plans to return the following year. Excessive late fees or any NSF returned checks could also jeopardize a family's good financial standing with the school.

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

Please remember that your account payment history is important and every effort should be made to pay each installment on time. This will insure a good standing with the school and your continued privilege of paying in monthly installments. Accounts that are continuously delinquent will be reviewed at the end of April and suspension of the monthly installment privilege may be considered if the student is pre-registered for the following year. Should families encounter unforeseen personal problems during the year regarding their accounts and fall more than two months past due, please contact the Accounts Receivable Manager immediately. She may be able to help so that accounts will not be placed in jeopardy of losing good standing status. It is very important that communication remain open if a financial problem should arise during the year. Questions regarding your account should be directed to the Accounts Receivable Manager in the central office.

STATEMENT OF FINANCIAL RESPONSIBILITY

Each school year, 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, and placed in the processing packets of all students at the beginning of the school year. 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.

STUDENT PROCESSING AND FEES

New and returning students in grades 6-12 are required to go through student processing each year. The processing date and times are typically selected in early spring of the previous school year and posted in the main office and on the school's website. Student processing fees are determined individually for each child based upon the courses taken and the child's grade level. These fees vary according to courses selected and include such things as locker rental, workbooks, some classroom supplies, lab fees, class dues, etc. These fees are not added to the family account but are due in full on processing day. Students and/or parents must come prepared to pay these fees on that day. Textbook rental fees should not be confused with these fees. Students will receive their textbooks for the year on processing day. A \$50.00 per student fee will be charged for all students processing on any day other

than the scheduled day set for this procedure. Questions regarding this issue should be addressed to the principal.

RETURNING STUDENT REGISTRATION

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. The fee is non-refundable and non-transferable. Returning students are given preference for enrollment only until January 31st.** 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. 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 at the beginning of each school year for the following school year. The sibling priority registration information is included on the "Handbook Compliance Statement". 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. 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 registration fee is payable when registration opens. You will have between November 1st and January 31st to pay the registration fee.

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 student has been cleared by each teacher, 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 or July.** This policy applies to all families whether they are paying in monthly installments or have paid for the year in full.

The Withdrawal Clearance Form must be signed by both the parent and the principal. A copy may be required by the new school a student will be entering. Transcripts will be sent to the new school upon request. No academic credit can be given or transcripts released until the withdrawal process is complete and all accounts are cleared and paid in full. **A telephone call several 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.**

CLASS DUES

Several years ago, in order to minimize the number of fund-raisers, the Board adopted a class dues policy. Dues are as follows:

9th grade - \$25.00

11th grade - \$40.00

10th grade - \$30.00

12th grade - \$30.00

These funds are payable at Student Processing each year. These funds build and follow each grade as the student's progress to their senior year.

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.

REGULAR DAILY SCHEDULE

Building Opens	7:30
Warning Bell	7:55
First Period	8:00 - 8:50
Second Period	8:54 - 9:44
*Activity/Assembly Period 9:44 – 10:16	
Third Period	10:20 - 11:10
Fourth Period	11:14 – 12:02
Fifth Period/Lunch	12:06 - 1:27
Sixth Period	1:31 - 2:21

Seventh Period

2:25 - 3:15

*Activity/Assembly Period is a combination of chapel, snack, special meetings, announcements, etc. that will vary on a daily basis.

ACTIVITY SCHEDULE

(Same schedule through Fifth Period)

Sixth Period

1:31 - 2:08

Seventh Period

2:12 - 2:50

Activity Period

2:55 - 3:15

SNACK BREAK

During the final minutes of the Activity/Assembly period, students will return to 2nd period for a snack break. Snacks must not be crumbly and **ONLY** bottled water is allowed as a drink. Secondary students in grades 7-12 may drink bottled water at any time of the day. Failure to comply with these guidelines may result in the loss of the privilege.

ACADEMIC AND ATHLETIC POLICIES

GRADING SCALE

ACADEMICS (Grades 6-12)

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 64 - 69
F = 0 - 63

CONDUCT

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Cr/NC = Credit/No Credit

All regular classes carry a 4.0 weight for GPA (Grade Point Average) calculations; most designated "Advanced and Honors" classes carry a 5.0 weight (to be calculated into the 4.0 scale) for GPA calculations. AP Biology is an exception to this rule and carries a weight of 5.5.

Some courses do not carry a numerical average, but instead, either a "credit" or "no credit" designation. Grades from these courses will not affect GPA calculations, but will count as credit toward graduation. Transfer students will receive honors points for classes **ONLY** in the same number of courses that may be offered ACA students.

COURSE CHANGES

Occasionally, students may be scheduled for a course/subject that quickly proves to be inappropriate for them. As soon as such situations arise, the student should complete a course change form and submit it to the guidance office for final approval. **No courses will be dropped or added after the first 15 school days of first semester. No AP class may be added after the first five school days of first semester.** Occasionally, some students may have to have their schedules altered in order to accommodate required course changes for other students.

CALCULATION OF GRADE POINT FOR HONORS, VALEDICTORIAN AND SALUTATORIAN

For the purpose of determining honors graduates, grade point averages will be computed in two stages. First, grade points will be figured on a 4.0 scale, ignoring credit/no-credit grades and any extra quality points awarded for Advanced Placement courses. All courses taken by the student will be counted in the calculation of GPAs. Then, additional fractions will be added to this average by dividing the extra honors points earned (maximum of one point per honors class except for AP Biology.) by 26, the number of Carnegie units required for graduation. The senior must have attended ACA for his entire senior year.

In case of a tie after calculating GPA, the following standards will be used to determine honor graduates:

1. Semester numerical averages for **all** core curriculum courses taken during the senior year will be used to determine a total numerical **average**.

2. The student with the highest numerical average will be valedictorian.
3. The student with the second highest numerical average will be salutatorian.

HONOR ROLL

An Honor Roll will be published at the conclusion of each semester. Names of students who make all "A's" and no conduct grades lower than "S" will be listed on the honor roll.

ATHLETIC PARTICIPATION POLICY

ACA is a member of the Alabama High School Athletic Association (AHSAA) and abides by its rules and regulations. Its "transfer rule" is rather complicated and the school's athletic director should be contacted so that the particulars of individual cases may be discussed and explained in detail.

Requirements:

- (a) Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
 - (1) Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses. Any combination of these courses is accepted.)
 - (2) Students that accumulate more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as they remain on track for graduation with their class.
- (b) Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade.
- (c) Students entering the 7th grade for the first time are eligible.
Note: A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

Guidelines:

1. Eligibility will be determined before the start of each new school year or at the beginning of the second semester. Students that are academically eligible at the beginning of the school year remain eligible for the remainder of that school year so far as grades are concerned. Students that regain eligibility at the beginning of the second semester remain eligible for the remainder of the second semester so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The

- regained eligibility of students may be determined any time after the end of the first semester, but all course requirements used to determine the eligibility must be completed no later than the fifth day of the second semester.
3. Only one unit (or subject) of physical education per year may be counted.
 4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
 5. An accredited correspondence course may be accepted by a school system but must be completed before September 1st.
 6. For eligibility purposes, special recitation, extra work, make-up work, tests, review, etc. may not be given for the purpose of making students eligible.
 7. To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.
 - (a) Ninth, tenth and the eleventh graders must be carrying at least six new units.
 - (b) Seniors that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year.
 - (c) Seventh and eighth graders must be carrying at least five new subjects.
 8. The eligibility of students that have attended other schools during the preceding year must be established by a transcript from those schools before these students are permitted to participate at the new school.

A doctor's certificate, which states the sickness of a student was of such nature and length that it was impossible for the student to receive credit for the required work, must be presented to the Executive Director of the AHSAA for an official ruling, which may be appealed by the school to the District Board. When a student drops out of school and stays out for one or more semesters, and then re-enters school, his/her eligibility status will be the same as it was at the close of the school year last attended. A student may count credits earned only in the summer school immediately preceding the current school year.

Tryouts are typically held prior to the start of each season for all teams and/or positions. **Team/Activity "cuts" and playing times are strictly at the discretion and judgment of our coaches/sponsors.** All athletes (as well as cheerleaders) **MUST** have a copy of their birth certificates and physical exam forms on file in the principal's office in order to be eligible to participate in athletics. **NOTE: In order to participate in any athletic event or performance on a school day, a student must be in attendance at school that day by the start of fifth period. Any exception to this rule must be approved by the principal. No student visitors are permitted on sidelines or benches without prior administration approval.**

The National Collegiate Athletic Association (NCAA) has established a website for athletes who are interested in eventually playing their sports at the college level. This site can be accessed at www.ncaa.org and contains information regarding rules and eligibility, news and publications, education programs, grants and research as well as sports and championships.

In addition, **any student whose account is more than one month in arrears will be barred from participating in any athletic event until the account is made current.** In such cases, payment must be made via cash or a cashier's check.

EXTRA-CURRICULAR AND CO-CURRICULAR PARTICIPATION POLICY

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

Co-curricular activities are defined as those activities, which include a classroom component, as well as activities outside the classroom for which students receive a grade. These include chorus, band, yearbook, and any other class of a similar nature. Any student, who would be ineligible for participation under the same **academic** guidelines as the athletic participation policy, may take these classes **BUT** will **NOT** be allowed to miss other classes for **any** reason including practice, trips, games, contests and performances. Other graded activities will be allowed as long as no classes are missed. **In addition, any student participating in band, chorus, etc. whose account is more than one month in arrears will be barred from public performances until the account is made current. In such cases, payment must be made via cash or a cashier's check.**

SPORTSMANSHIP

Students and parents are encouraged to support our athletic teams as families. Sports events provide opportunities for family sharing and enjoyment as well as times to teach values and sportsmanship. As a Christian school, it is important that our fans demonstrate courtesy and respect for our rivals and referees. Under no circumstances are our fans to have any personal confrontations with officials regarding our sporting events.

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

The AHSAA requires that all students competing in a varsity sport complete the STAR Sportmanship program on-line. This is a free video lesson on sportsmanship. Any student participating on a varsity team must complete (only once in their careers) the high school version of this program. This website may be logged on to at www.starsportsmanship.com. Go to student check-in and enter your name. Our school code is STAR02058. Once the athlete has completed ALL chapters, a certificate of completion should be printed and turned in to the Athletic Director. Questions regarding this requirement should be directed to ACA's Athletic Director at 277-1985 (Ext. 216).

DRESS FOR PHYSICAL EDUCATION CLASS

All students enrolled in physical education classes in grades 7-12 must wear a school physical education uniform during class in order to receive full credit for that day. These uniforms must be issued by ACA or be purchased from the Southern Uniform Company. Shoes worn in the gym must be non-marking to the court floor. Exceptions to the required P.E. dress will be granted on religious grounds, but the exceptions must be authorized by the principal and the head of the P.E. department. **Sixth graders are not required to dress out for P.E.** but may elect to do so as an option.

Physical education attire is to be worn in physical education class areas of the campus only. Students must change back into their school clothing before leaving campus at the end of the day unless they leave directly from the gym or go directly to their transportation. **Physical education attire is not to be worn in the main school building between 8:00 a.m. and 3:15 p.m. and for courses taught at special times.**

AWARDS

Academic awards will be given in an assembly in the spring to students in grades 6-12. 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. P.E., athletics, weight training, music/band/chorus, Bible-chorus, yearbook, and middle school common period grades will **not** be used in the calculation to determine academic awards. A full listing of all awards is available in the school's office. A few of the awards offered are: (1) Subject Awards, (2) Principal's Awards, and (3) President's Awards. Subject Awards will be given to the three students in each course with the highest averages. These must be A averages for the course. The Principal's Awards are issued to students with 89.5% overall averages (excluding P.E., athletics, weight training, chorus, music, middle school common period classes and yearbook). The President's Awards are earned by students who have received **all "A's"** each nine weeks (including P.E., music/band/chorus, and middle school common period and yearbook.) and on each semester exam taken. Students who have been suspended from school are **not** eligible to receive any academic awards.

VIEWING STUDENTS' GRADES/ACADEMIC PROGRESS/DEFICIENCY REPORTING (EDLINE ACCESS AND USE)

Edline is ACA's way of providing parents access to student data (attendance, grades, assignments, etc.).

All students in grades 6-12 and their parents are assigned individual Edline accounts. These accounts are accessible on-line at www.edline.net. Parents with multiple children will be able to get information for each through a single account. Questions about Edline accounts should be directed to the counselor's office.

If you have ALREADY ACTIVATED Edline:

You will use your same Edline username and password from last year.

If you are NEW TO EDLINE or HAVE NOT ACTIVATED YOUR ACCOUNT:

You will be given an activation code to go on-line and create your account. Your codes will be given out at processing or may be mailed during the first week of school.

Homework assignments:

- Weekly assignments will be posted by the end of the day on Monday.
- You 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 Edline will be explained fully during parent orientation at the beginning of each school year.

- **Word of Caution:** The pacing of lessons often needs to be modified based on student response to instruction; therefore, some assignments may change and will not be posted immediately on Edline. **The assignment given in class is the assignment for which students are held accountable.**

Posting of Grades:

- Please understand that grades are not posted immediately and our teachers have at least one week to grade and post scores. Writing assignments will naturally take longer to grade and be entered into gradebooks. **Please do not expect grades to be posted the same day a test is taken.**
- Semester exam grades and semester averages are NOT posted to Edline.
- The start of each 9 weeks may have fewer postings as teachers are beginning new concepts and materials.

Attendance:

- Period attendance will be posted periodically during each 9 weeks.

If tuition isn't paid in full within a few days of the 10th of any month in which report cards are released, they will be held and Edline blocked. "Deficiency Reports" will be generated via Grade Quick and sent home at the mid-point of each grading period. These must be signed by parents and returned within three days or students will be issued detention notices.

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

REPORT CARDS

Report cards are issued once every nine weeks. The reporting periods are given on the calendar. Report cards will be sent home on Friday following the end of the reporting period. Parents must sign and return them to the homeroom teacher by the next school day. Students, not returning signed report cards within three (3) school days of issuance, will receive detention. **GRADES IN THE FORM OF UNOFFICIAL REPORT CARDS OR TRANSCRIPTS MAY BE FAXED TO ANOTHER ACADEMIC INSTITUTION WITH PARENTAL PERMISSION PROVIDED THEY ARE SO MARKED.** Report cards of students whose accounts are in arrears will **NOT** be released until such are satisfactorily cleared.

NINE WEEKS' TESTS/FINAL EXAMS FOR MIDDLE SCHOOL STUDENTS

At the conclusion of each semester, eighth graders will be given semester exams in the four core curriculum courses. Seventh graders who take Pre-algebra will take a semester exam in that course. Seventh graders will be given nine weeks tests in their core classes while sixth graders will be given unit tests during these times. Semester exams count 1/5 (20%) of semester grades. Nine weeks

tests count 1/5 (20%) of the 9-weeks grade. This rule does not apply to sixth graders who only take unit tests. At the end of the first and third nine weeks, nine weeks tests will be given.

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

SEMESTER/FINAL EXAMS FOR HIGH SCHOOL STUDENTS

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

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

For courses in which a semester exam is given, the exam will count 1/5 (20%) of the final semester average. No student will take less than one exam nor more than four exams each semester. If a student is taking more than one course in a subject area, the student will be advised by the department chairperson as to which exam to take.

Exemption Criteria:

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

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

1st Sem.: History

2nd Sem.: English

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

1st Sem.: Math and Science

2nd Sem.: History and English

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

1st Sem.: English, Math, Science (**NOT** Social Studies)

2nd Sem.: Math, Science, Social Studies (**NOT** English)

12th Grade: May exempt as follows

1st Sem.: English and Social Studies (**NOT** Science or Math)

2nd Sem.: No exams will be given.

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

Standards for exemptions are as follows:

1. Students must maintain at least a 90 average for the **SEMESTER**.
2. Students must not have more than 5 absences in the class for the semester. **ANY** checkout or tardy during the class is considered as an absence with regard to semester exam exemption. Students who are excused from classes by the principal to leave school or class for approved school-related trips (including

college days) are not considered absent from school or class on attendance records. Otherwise, **ALL** absences, tardies and checkouts, whether excused or unexcused **WILL** count against exemptions.

3. Student **MUST** have conduct grades of “satisfactory” in the classes in order to be exempt from exams.

ACADEMIC READMISSION POLICY FOR MIDDLE SCHOOL STUDENTS

Sixth grade students who fail for the year or for the second semester require some form of remediation:

1. An F average in one skill subject (reading, language, spelling or math) OR in one or both content subjects (science/health, or social studies) requires 30 hours of summer tutoring to advance to the next grade.
2. An F average in two skill subjects requires repeating the grade.
3. An F average in one skill subject and both content subjects requires repeating the grade.
4. All tutors must be pre-approved in writing by the principal.

Seventh and eighth grade students who fail to make passing grades **in any subject** during the school year will not be advanced to the next grade unless one or more of the following conditions are met to the satisfaction of the principal:

1. The failed subjects can be retaken successfully in an accredited summer school program.
2. First and second semester averages will be added together for a yearly average to determine passing. (Exception: 8th graders taking Algebra I **MUST** pass each semester of Algebra I.)

ACADEMIC READMISSION POLICY FOR HIGH SCHOOL STUDENTS

The senior high school academic readmission policy for grades 9-12 is determined by the need to earn 26 units of credit for graduation for any student. This can be accomplished by earning the 26 units during the period of grades 9-12 with no more than 1 1/2 units being made up during any one summer school session. Students transferring from public school will be given consideration based on credits earned at their previous school.

CORRESPONDENCE COURSES/ADVANCEMENT CREDITS

ACA accepts courses for advancement only from the University of Alabama's High School Independent Study program (SACS accredited) with the prior written permission of the principal. The only courses that may be taken from UA are social studies, science, literature, and grammar and composition. ACA does **NOT** accept math, or foreign language courses from UA. Courses may be taken for advancement **only** if students wish to replace courses with electives in their schedules.

Past experience indicates that this correspondence program's level of difficulty meets and may exceed the difficulty level of ACA. Enrollment should be made with caution. **Only** if students fail courses from UA, may they repeat them at ACA **PROVIDED** the school schedule allows. The first attempt at the course will appear as "no credit" on transcripts, while the second attempt will appear as credit and its grade figured into GPAs.

Correspondence courses must be completed **before** the first day of the senior year or the student must enroll in the course at ACA.

SUMMER SCHOOL/REMEDIATION CREDITS

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

Remediation may take place at ACA **PROVIDED** the school schedule allows and permission is granted by the principal. Only two courses during grades 9-12 may be remediated at ACA. Remedial grades will show as "credit only" and will not be calculated in the GPA.

Students must seek permission **before** enrolling in **any** remedial courses. Remediation for students in grades 9-11 may NOT be attempted until the school year in which courses are failed has been completed. Note that no more than two (2) semesters of science may be remediated UNLESS a lab component is included.

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

ACADEMIC STANDING POLICIES

All students, (except those entering on academic probation) begin the year in good academic standing with ACA. During the school year, standing with the school may be affected by the following conditions:

1. **Academic Standing Policy:** Students failing two or more subjects at the end of a semester will be placed on academic probation for the next or following semester. Should the students fail two courses (not necessarily the same two courses) the next semester, they will forfeit their standing with the school and must withdraw at the end of that semester. After successful completion of a semester at another educational institution, students may reapply for consideration of readmission to ACA.
2. **Special Acceptance Standing:** Students accepted on "Academic Probation" must meet the defined academic criteria in order to remain in good academic standing. These criteria will be provided in a letter by the principal at the time of acceptance. If these criteria are not met, students must withdraw from ACA at the end of the first nine weeks. Students may reapply for admission the fall of the next academic year.

Parents of students entering on “Special Acceptance Standing” will receive letters defining necessary expectations that their children must meet. Parents are encouraged to contact teachers regarding any academic questions or concerns. They should also be aware that progress reports are sent home for parental signatures during the middle of each grading period for all students receiving Ds or Fs in any classes.

STANDARDIZED TESTING

The Stanford Achievement Test (SAT) is administered on an annual basis at ACA to 2nd, 4th, 6th and 8th graders. This test provides a measure of the student's scholastic progress. Group test data, such as that derived from this source, may be supplemented by special individual test data when the principal, counselor, parents, teachers, or students feel such additional information would be helpful. Test scores, as well as all school records, are protected by the right to privacy. Each fall 10th graders will take the PLAN (a preliminary to the ACT) and 11th graders will take the PSAT (a preliminary to the SAT/Scholastic Aptitude Test). Additionally, juniors will take the ASVAB at an assigned time to assist them in gathering information regarding possible careers.

ACT TESTING

Since ACA is a college prep school, **ALL** Juniors are **REQUIRED** to take the ACT or SAT (Scholastic Aptitude Test) no later than June 15th before their senior year. Students entering ACA as seniors **MUST** take the ACT at the first testing session scheduled. All juniors scoring below 20 on the ACT (or its equivalent on the SAT) **MUST** retake the test by the February date of their senior year in order to graduate. Those students scoring 15 or below will be required to meet personally with the College and Career Coordinator to discuss an appropriate method of preparation before they take the test again. The College and Career Coordinator will then communicate the plan of action to the students' parents.

Students **MUST** have all ACT/SAT scores reported to ACA directly **from the testing service/agency** by using ACA's high school code of 011-869. Scores from individual universities will **NOT** be accepted.

WORK PERMITS

All employers in Alabama must keep on file a work permit for each employee under 18 years of age. Administrators of ACA can issue work permits to meet this requirement provided parents supply copies of birth certificates and social security numbers for those students seeking such.

SELECTIVE SERVICE SYSTEM REGISTRATION

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

COLLEGE INFORMATION/SCHOLARSHIPS

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

REQUIREMENTS FOR THE ALABAMA CHRISTIAN ACADEMY DIPLOMA

Students attending ACA from grade 9 through 12 must earn **26 units of credit** to graduate and receive a Standard or Advanced Diploma. **ONLY units of credit earned in grades 9 – 12 apply toward graduation requirements.** When counting units of credit for graduation, each semester of work passed will be counted as $\frac{1}{2}$ unit. For example, if students pass first semester Spanish, but never pass second semester Spanish, they earn $\frac{1}{2}$ unit of credit in Spanish toward graduation. Whether receiving a Standard or Advanced Diploma, all seniors **MUST** have taken the ACT or Scholastic Aptitude Test (SAT) and have had their scores reported directly to ACA in order to graduate. Additionally, since ACA is a college prep school, **ALL Juniors are REQUIRED to take the ACT OR SAT (Scholastic Aptitude Test) no later than June 15th before their senior year.** All juniors scoring below 20 on the ACT (or its equivalent on the SAT) **MUST** retake the test by the February date of their senior year in order to graduate.

Those students scoring 15 or below will be required to meet personally with the College and Career Coordinator to discuss an appropriate method of preparation before they take the test again. The College and Career Coordinator will then communicate the plan of action to the students' parents.

Students **MUST** have all ACT/SAT scores reported to ACA directly from the testing service/agency by using ACA's high school code of 011-869. Finally, it should be noted that all accounts **MUST** be cleared and paid in full before seniors will be permitted to participate in graduation exercises and have their diplomas mailed.

Requirements for a Standard Diploma

4 units Bible – one for each year enrolled at ACA

4 units English

4 units Mathematics: (Completed during grades 9-12)

1 unit Algebra I–

Algebra I taken in the 8th grade earns one unit of credit and satisfies the Algebra I requirement but does **NOT** count as one of the 4 required units for graduation. The Algebra IA and Algebra IB combination completed in the 9th and 10th grades will satisfy the Algebra I requirement and will count as 2 of the 4 required math units.

1 unit Geometry

1 unit Algebra II

1 additional unit – For students who do not complete the Algebra IA and Algebra IB combination, the additional required unit **MUST** be selected from Finite Math, Trigonometry/Pre-Calculus, Calculus and Advanced Placement Calculus.

4 units Science:

1 unit Biology

1 unit Chemistry –

2 additional units must be selected from Physical Science

(limited to 9th graders), Anatomy & Physiology, Medical Anatomy & Physiology, Honors Biology, Advanced Placement Biology, and Physics.

4 units Social Studies:

1 unit World History – 9th grade

1 unit U.S. History & Geography OR AP European History – 10th grade

1 unit U.S. History & Geography OR AP U.S. History – 11th grade

½ unit American Government – 12th grade

½ unit Economics – 12th grade

1 unit Physical Education

½ unit Health

½ unit Intermediate Computer

4 units Electives – A list of electives is available through the guidance office. (Additional core courses may be taken as electives.)

Requirements for an Advanced Diploma

4 units Bible – one for each year enrolled at ACA

4 units English

4 units Mathematics: (Completed during grades 9-12)

1 unit Algebra I -

Algebra I taken in the 8th grade earns one unit of credit which is included in the high school GPA and satisfies the Algebra I requirement **BUT** does **NOT** count as one of the 4 required units for graduation.

1 unit Geometry

1 unit of Algebra II

1 unit of Trigonometry/Pre-Calculus

NOTE: The Algebra IA and Algebra IB combination does **NOT** count toward an Advanced Diploma.

4 units Science:

1 unit Biology

1 unit Chemistry

1 unit selected from Physics, Medical Anatomy & Physiology (may NOT receive credit for this course and Anatomy & Physiology), Honors Biology and Advanced Placement Biology

1 additional unit selected from Physical Science (limited to 9th graders), Anatomy & Physiology (may NOT receive credit for this course AND Medical Anatomy & Physiology), Physics, Honors Biology and Advanced Placement Biology.

4 units of Social Studies:

1 unit World History – 9th grade
1 unit U.S. History & Geography OR AP European History – 10th grade
1 unit U.S. History & Geography OR AP U.S. History – 11th grade
½ unit American Government – 12th grade
½ unit Economics – 12th grade

1 unit Physical Education

½ unit Health

½ unit Intermediate Computer

2 units Foreign Language

2 units Electives – A list of electives is available through the guidance office. (Additional core courses may be taken as electives.)

Advanced diplomas are awarded to students completing required work **AND maintaining a 3.00 academic GPA**. Graduating seniors receiving advanced diplomas are awarded white honor cords.

PREREQUISITES FOR SPECIFIC COURSES

Math Courses

Trig. /Pre-Calculus
Calculus
Advanced Placement Calculus

Prerequisites

Algebra II
Trig/Pre-Calculus
Completion of Trig/Pre-Cal with at least a B average and a PSAT math score of at least the 57th percentile or departmental approval.

Finite Math

Algebra II

Algebra IA and Algebra IB

Limited to students whose Pre-Algebra grade is below 77 **AND** whose SAT scores and Pre-Algebra teacher's recommendation identifies them as below level in math.

Science Courses

Biology (in 9th grade)

Prerequisites

Completion of 8th grade science with a minimum final average of 90. The 8th grade curriculum **MUST** have been integrated or have had a focus on physical science. Students' SAT scores may

	also be considered. Be concurrently enrolled in or have completed Algebra I (not Algebra IA). (This is to ensure that the student will be ready for Chemistry in the 10 th grade.)
Chemistry	Completion of Biology AND Algebra I OR Algebra IA and IB.
Physics	Completion of Algebra II with a final average of 73 or higher with concurrent enrollment in or completion of Trig./Pre-Cal. or Calculus.
Honors Biology	Completion of Biology AND Chemistry
Anatomy & Physiology	Biology
Medical Anatomy & Physiology	Completion of Biology
Advanced Placement Biology	Completion of Biology AND Chemistry.
<u>English Courses</u>	
Advanced Placement English Literature	90 or higher yearly average in 11 th grade English or department approval
<u>History Courses</u>	
Advanced Placement European History	85 or higher yearly average in both 9 th grade history and English or departmental approval.
Advanced Placement U.S. History	Strong performance in 10 th grade history and departmental approval.

HONORS AND ADVANCED PLACEMENT COURSES

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

AP classes frequently require summer reading or summer assignments. ACA currently offers the following Advanced Placement courses: AP Biology, AP Calculus, AP English, AP European History, and AP U.S. History. An Honors Biology course and a 10th grade Honors English course are also available. AP Biology requires 2 additional hours of class time per week from August through April with the exception of finals week for first semester. Other requirements may be made of AP students and will be announced on the first day of classes. AP classes have fees much higher than the fees of regular college prep classes. This is due to the testing fee of approximately \$90.00 per course, additional labs, study materials, and reading assignments.

An honors point is added to the GPA each semester for each AP and honors course successfully completed to offset the level of difficulty. One and a half honors points per semester will be given for AP Biology.

GRADUATION

A graduation ceremony will be held at the conclusion of each school year in order to honor seniors who have successfully completed all requirements for the awarding of diplomas. All school rules, including those regarding facial hair, apply during this time. It should be noted that diplomas will not actually be distributed at the graduation ceremony, but will be mailed to graduates during the following week. Disruption of the ceremony or unduly calling attention to oneself during graduation exercises will result in diplomas being held until such time as an administrator can meet with the student and one parent/guardian. At that meeting, the kind and number of service hours to be served by the student will be determined and agreed upon in writing. After the student serves the specified hours and such has been confirmed, his diploma will be mailed. In extremely egregious situations, as determined by the administration, diplomas may be held permanently and **NOT** awarded.

ENGLISH RESEARCH ASSIGNMENTS/SUMMER READING

English research assignments/term papers are a course requirement in grades 9-12. Semester credit will not be given without completion of a passing paper. If a student fails the term paper, the teacher MAY allow the student to write another paper OR to rewrite the original paper to achieve a passing grade. In grades 11 and 12, the failing grade, however, WILL be used to calculate the nine weeks average.

TRANSCRIPT RELEASE

Transcripts of students' records will be released by the counselor to educational institutions upon the receipt of written requests. Students may not have transcripts released to any school unless their accounts are current. The first five transcripts will be free. Thereafter, a \$2.00 processing fee will be assessed for each additional transcript released.

CONFIDENTIALITY OF RECORDS/INFORMATION

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

notified to the contrary by parents, ACA will also release GPAs, class rankings, pictures, college preferences, etc. for honors students to the news media.

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

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

HIGH SCHOOL CODE

The High School Code for Alabama Christian Academy is:

011-869

This school code number is required on several applications that Juniors and Seniors complete for ACT and SAT testing or other forms pertaining to college enrollment.

SERVICES OF THE GUIDANCE OFFICE

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

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.

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