



**ATHENS CHRISTIAN ACADEMY**  
**105 S. Carroll**  
**Athens, TX 75751**

**Grades Kindergarten – 6th**

**Established 1996**

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## **FORWARD**

First Baptist Church, Athens Christian Academy Board of Directors, and our staff welcome you to Athens Christian Academy! Our desire is that you will find our school to be one in which everyone involved is dedicated to excellence in Christian education.

This handbook was written with the hope that it will answer any questions or concerns that you may have about the school. Please read the handbook carefully and refer to it often. If you have additional questions or concerns, please feel free to contact the academy office.

Once again, welcome, and thank you for sharing your child(ren) with us. We look forward to working with you as we strive to meet the educational needs of children through Christian education.

Athens Christian Academy

## **Athens Christian Academy**

Athens Christian Academy (ACA) exists as a coeducational day school that encompasses grades kindergarten through sixth. It is operated as a non-profit, non-denominational, educational service and is governed by the ACA Board of Directors. ACA's purpose is to provide superior education in a Christian environment. ACA welcomed its first classes of students in the fall of 1996. The first students represented three grade levels - kindergarten through second. A grade per year has been added, and now grades kindergarten through sixth are offered each school year.

ACA offers a combination of outstanding curricula. Students receive a strong foundation in reading. The phonetic approach to reading builds confident readers, trains students to listen carefully, and develops good habits for thinking, analyzing, organizing, memorizing, and applying important facts and rules in any area of education. In math, students are accelerated so that they are better prepared once they graduate.

### **Mission Statement**

Athens Christian Academy is a school that meets the academic needs of children, grades kindergarten through sixth. In conjunction with parents, the academy seeks the highest academic standards in an environment that promotes the basic tenets of the Christian faith.

### **Educational Philosophy**

ACA's desire is to provide the highest quality education for our students within the framework of our "Statement of Faith" (See Policy Manual). Our aim is to provide an atmosphere that will nurture the spiritual, emotional, social, and physical growth of students, while stimulating their minds to achieve academically. ACA's goals include the following: to ensure that school personnel understand and attempt to meet the needs of each individual student; to provide an environment that creates a strong social bond among students, faculty, and administrators; to ensure that school personnel display Christian attitudes as behavioral examples; to provide ways for the school and home to communicate; and to provide activities that promote the development of the child in every facet of his/her life.

Although there will be no attempt to substitute indoctrination for education, ACA's Board of Directors, administrator, teachers, and staff confess and affirm the central beliefs and truths of the Christian faith and seek to honor those truths throughout this school. Our desire is that through academic excellence and nurturing of the spirit, each child will reach his/her God-given potential in life.

## **MISSION**

### **Athens Christian Academy Admission Policy**

Athens Christian Academy (ACA) admits students of any race, color, national, or ethnic origin to all 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 administration of its educational policies, financial aid programs, or other school administered programs.

#### **Admissions Criteria**

All students admitted to ACA must meet the following requirements:

- ◆ Meet the age requirement of the grade for which they are applying
- ◆ Be at or above grade level as determined by standardized testing
- ◆ Not have a history of disorderly conduct or learning differences that would potentially be disruptive to the education process
- ◆ Be of parents who, if not professing Christians, do not object to their child being exposed to the tenets of the Christian faith
- ◆ Be of parents who can meet their financial obligations to the school

#### **Admissions Procedure**

**Objective:** The objective of the admissions procedure is to identify and admit those students who should be enrolled in ACA. Achievement scores weigh heavily.

**Priorities:** As space is available, admissions are made based on the following schedule of priorities:

1. Children of staff members
2. Children of families with other students already enrolled
3. Children of families who are members of First Baptist Church
4. All others based on the date their completed application is filed with the academy office

**Cooperation:** In harmony with our purpose of serving Christian families with the education and nurturing of their children, parents must agree to work in cooperation with the school to achieve the stated goals of the school.

## **Age Requirement**

Kindergarten	Five (5) Years Old by September 1
First Grade	Six (6) Years Old by September 1

## **Application**

New families must fill out an “Application for Admission” and schedule an appointment with the administrator. A registration fee and school records, including all previous tests, must accompany the application for admission. New students to the program may be required to take an entrance exam. A testing fee of \$50 is required for grades K - 6. Returning students must submit a re-enrollment form and registration fee. Unless approved by the Board of Directors and the school administrator, any student with an outstanding balance will not be enrolled.

## **Admissions**

Decisions for acceptance will be made based on previous records (both academic and behavioral), testing, and interviews with both the parent and the student. The administrator and other individuals appointed by the board will review all applications for admission. Additional records may be necessary in order to reach a decision on admission.

Students may be admitted on probation if all of the admission criteria are not met. Parents will be notified of the school’s decision regarding enrollment.

## **Parent/School Agreement**

Parents or guardians of each child enrolled in ACA must read and commit to abide by the policies and rules of ACA. Parents are expected to support and uphold school policies. Without this cooperation and confirmation from the parents, a double standard exists between the home and school which is counterproductive to the student’s effectiveness.

If at any time misunderstandings develop between the school and the home, it becomes the obligation of both to resolve these in a Biblical fashion - that of going directly to the parties involved for clarification and explanation. All suggestions and comments from parents will be examined fully and are welcomed and encouraged for the overall strengthening of the school.

The costs of any litigation initiated by a parent against the school will be borne solely by the parent.

Any parent who openly demonstrates to students, any staff member, or other parents a lack of support for school policies is undermining the school’s positive intent and thereby hindering its effectiveness. Anytime this occurs, the child/children of the above-mentioned parents may be dismissed from the school.

The school agrees to work closely with the parents in the education of their child (ren). This includes provision of competent teachers, a full and balanced curriculum, regular reporting, proper student supervision, and communication with the home.

In full cooperation with the school, parents are expected to attend school meetings and actively support other school-sponsored activities and fundraisers, knowing that parental participation is critical to the success and well-being of the school.

### **Statement of Cooperation**

Upon admission to Athens Christian Academy, all parents or guardians are required to sign and date a "Statement of Cooperation." This will be kept on file in the ACA office.

### **Divorce Decree**

If a child enrolling in ACA has parents who are divorced, a copy of the divorce decree, particularly the section pertaining to parental rights as they relate to school, must be provided to the academy office. This pertinent information becomes part of the child's permanent record. If the divorce decree changes at any time the student is attending ACA, it is the responsibility of the parent to provide a copy to the school office.

### **Financial Policy**

Athens Christian Academy is committed to providing for its students the most superior education available while also demonstrating careful fiscal responsibility in its operation. The annual budget is based on income generated from tuition, fees, donations, and fundraising.

### **Registration Fee**

This is paid on an annual basis and is used mainly for the purchase of curriculum for the student. This is required at the time of registration and is non-refundable and **non-transferable without administrator and board approval**. All re-usable textbooks will remain the property of ACA.

### **Tuition**

Taking into account the days the school is closed, **tuition will be prorated over nine (9) or ten (10) months**. In some circumstances, tuition may be spread over 12 months, except for students in sixth (6<sup>th</sup>) grade that will be graduating in May. The fees are the same each month. Tuition must be paid in advance and may be paid in cash, by check or electronic payment through Pay Now. **A \$25.00 fee will be assessed by ACA for all returned checks. All accounts must be kept current.** If tuition is forty-five (45) days late, your child may be dismissed from our program until payment is made. Grades will be held at the end of the school year for any student with an outstanding balance at ACA (tuition, lunches, milk, lost books, etc.) until all accounts are paid in full.

Once the student begins a semester, the tuition for the entire semester, unless otherwise approved by the administrator, is required even though the student withdraws later, is expelled, or for any other reason does not continue to attend the academy for the remainder of the semester. **Grades and records will not be released until all financial obligations have been met by the parents. Students may not re-enroll until all previous debts have been paid.**

### **Assessment to Cover Emergency Situations**

In the event unforeseen financial burdens occur during a school year, it may be necessary to assess each student an additional monthly fee not to exceed \$25.00. Such assessments will not be made unless absolutely necessary and only to meet deficit financial situations.

### **Financial Aid**

Financial aid for tuition costs is available to those families qualifying for financial assistance after an application has been made and approved by the board. Applications for financial assistance are available in the school office. This financial assistance is intended for qualified parents with financial needs that would otherwise prevent enrollment of their children. Final decisions for financial assistance are made by ACA's Financial Aid Committee. In requesting financial assistance, parents will be asked to assist in the school or in other school-related activities in lieu of full tuition.

### **Financial Agreement**

Parents or guardians of each student enrolled in ACA will be required to submit a signed and dated "Financial Agreement" form which is to accompany the "Application for Admissions."

### **Student Dress Code**

The students of Athens Christian Academy will be required to wear a school uniform Monday through Friday. A specific uniform to be worn on chapel days and on field trips is also required throughout the year. Please note the "Student Dress Code Requirements" handout for all specifics governing student uniform dress. On free dress days, students may wear any clothes deemed appropriate within the standards of Christian principles set forth by the school. The following clothing items have been deemed inappropriate for students to wear on free dress days. Students will **not** be allowed to wear the following items. Parents will be notified to bring appropriate clothing.

- ◆ **Shorts that are shorter than three (3) inches above the knee**
- ◆ Halter tops, tank tops, low cut tops, or tops revealing the middle section of the body
- ◆ Muscle shirts, tank tops, or shirts supporting rock groups, drugs, alcohol, racial slurs, political statements, skull emblems, or characters that promote lifestyles inconsistent with ACA
- ◆ Pants or shirts that have been torn, ripped, or frayed

## **Dress Code Violation**

If a student is not dressed in uniform, a “Dress Code Violation Reminder” will be sent home. After one (1) reminder, parents will be notified to bring the correct item to school. If the reminder occurs on chapel day, parents will be called to bring appropriate dress. If a student receives more than three (3) reminders a school year, a tally will also be given for each infraction thereafter.

## **Student Grooming**

Hair should be clean, conservatively cut, and should be of natural color tones. Hair must rest above or on the eyebrow for a clear line of vision. Hair should be cut in such a manner as not to require continuous attention. Boys’ hair should be no longer than halfway down the neck and halfway over the ear. Faddish haircuts or excessively long and unkempt hair, any unnatural coloring, shaved heads, or designs are not acceptable. Students will be required to obtain a more conservative cut approved by the administrator. The administrator reserves the right to require students to cut their hair if it is considered inappropriate for school.

## **Student Accessories**

All students should wear no more than one (1) bracelet, one (1) necklace, and one (1) watch. Earrings are not allowed on boys, and girls’ earrings should be of a size and nature as not to require continuous attention. Artificial nails are also not allowed. Cell phones must be registered in the school office and are only allowed if permission has been given beforehand from parents. Parents must also sign a cell phone form releasing the academy from liability. Phones must remain off and are not to be used during the school day. They will be collected and secured each day by the homeroom teacher. When returned, failure to keep phone off will result in a single year-long warning the first time and confiscation the second time. All confiscated phones must be picked up by a parent or guardian from the school office. A \$5.00 fee paid to the school will be required for any phone confiscated. Additional violations will result in immediate confiscations at \$5.00 each.

## **Discipline Policies and Guidelines**

“In whatever you do in word or deed, do all in the name of the Lord Jesus giving thanks through Him to God, the Father.” (Colossians 3:17)

Every effort will be made to ensure that students at Athens Christian Academy (ACA) receive the best education possible and that teachers have quality instruction time. Therefore, classes cannot be interrupted by students who do not comply with discipline policies. Good discipline means that the classroom is relatively free from confusion, disorder, and anti-social behavior. It means that each child and the group as a whole operate freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminder of punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop godly self-discipline. Any child who hinders the ability of the teacher to properly instruct the class and who requires a disproportional amount

of attention, which, in turn, causes the neglect of other students in the class, will receive disciplinary action.

ACA focuses discipline on positive reinforcement of the desired behavior. However, if this method of discipline is not effective, other methods will be implemented to ensure appropriate behavior in the classroom.

As a Christian school, discipline in the classroom is very important. The classroom must be teacher controlled, not class controlled. All students (including home-schooled and part-time students) will receive a conduct grade during each grading period. This conduct grade is determined by the number of warning slips or “tallies” a student receives each quarter for objectionable behavior. For each tally received per quarter, a student’s conduct grade will be lowered by two (2) points. Examples of objectionable behavior, which may affect a student’s conduct grade, may include but are not limited to the following:

- 1.) Dishonesty
- 2.) Disrupting the Classroom
- 3.) Objectionable Language
- 4.) Damaging Property
- 5.) Fighting
- 6.) General Disregard for Others
- 7.) Disrespect to Adults

Tallies are also given to students for failing to bring proper materials and books to school. In these cases, students will receive appropriate tallies that count towards detention time and also lower their conduct grade. Any student who fails to complete and bring a homework assignment for school will receive the following consequences:

- 1.) A tally the first (1<sup>st</sup>) day
- 2.) Grace on the second (2<sup>nd</sup>) day if homework is turned in
- 3.) A maximum grade of seventy (70) on the third (3<sup>rd</sup>) day if homework is turned in, and
- 4.) A grade of zero (0) on the fourth (4<sup>th</sup>) day. After the fourth (4<sup>th</sup>) day, the assignment may still be required to be completed and brought to school.

Parents should play an active role in the discipline of their children; therefore, teachers will notify parents of any inappropriate behavior or incomplete work or missing materials.

### **Anti-Bullying Policy**

We hold the conviction that the school community should be an extension of the home environment, reflecting the love and security upon which a child’s development is so dependent. Being aware of the influence a school has on its students, we seek opportunities to nourish the healthy growth of each student’s sense of worth and confidence. As a Christian school, we believe this is firmly based on the student’s growing personal relationship with God and other people.

Our staff has been carefully selected, not only for their sound academic qualifications, but because they have a passion for the success of young people. One of our goals is to develop warm, loving, and respectful relationships between students, parents, and staff. There is no doubt that this has been one of the major factors contributing to the continued academic success of Athens Christian Academy students.

We also hold to the view that education is a partnership among parents, students, and staff; and to this end, we strive to develop open lines of communication with parents. It is important for the student to see that parents and staff are working hand-in-hand for the academic, social, physical, and spiritual growth that will extend far beyond the child's years at school.

Athens Christian Academy is committed to teaching everyone how to establish relationships that are grounded in love, compassion, reconciliation, and justice. We do not tolerate ideas, behaviors, or beliefs that marginalize or victimize others.

Bullying behaviors reflect an imbalance of power where there is a deliberate intent to cause harm or distress. Bullying takes many forms, all of which will cause distress. These behaviors include the following: hitting; pushing; tripping; kicking; spitting; teasing; rudeness; using offensive names; cursing; ridiculing; threatening; establishing cliques; excluding others; rude texts, emails, or phone calls; or any other type of aggressive or demanding behavior inappropriate in a school setting.

#### **What Athens Christian Academy Will Do:**

- Strive to provide a safe and secure environment for teachers, students, staff, and visitors
- Strive to provide a supportive environment that encourages positive relationships between students, their parents or guardians, and staff
- Educate students, parents, and staff about bullying, tolerance, and pro-social behaviors through positive role-modeling, curricula, and chapels
- Respond to all reports of bullying within the school community

#### **What Students, Parents, and Staff Will Be Encouraged To Do:**

- Reject any form of bullying behavior
- Not tolerate bullying behavior within their social or professional groups
- Talk openly about bullying
- Not be a bully themselves
- Tell someone they trust (e.g. parent, teacher, or staff member) if they see bullying taking place
- Tell someone they trust if they are bullied
- Make an appointment with the administrator and/or other involved parties in order to seek a resolution to all bullying

## **Tally System**

Any student (including home-schooled or part-time students) in grades K-6 who receives three (3) tallies in one (1) week must serve a detention. If a student receives six (6) tallies in a week or five (5) tallies in a week for kindergarten, a conference is called with the parents, the classroom teacher, and the student. At this time, a course of action will be determined.

Tallies are given to students for misbehavior, for failure to observe school rules, and irresponsible conduct. The purpose of this discipline is to retrain, instruct, and correct. The goal of the tally system is to encourage students to live peacefully within the framework of normal school rules. If the system is working properly, students are able to correct misbehavior at the earliest time in order to avoid more serious consequences later.

Students in grades K-6 will receive one (1) tally for each of the following infractions committed either on campus or at a school function off campus:

1. Chewing Gum, Candy, or Food without Permission or in Inappropriate Places
2. Failing to Return on Time Completed Homework or Stenos, Friday Folders, or Other Materials to be Signed by Parents
3. Constantly Failing to Bring Absence Notes from Home (After 3)
4. Being in Unauthorized Places
5. Failing to Bring Textbooks or Other Materials to Class
6. Failing to Do Class Work
7. Talking in Class without Permission
8. Talking or Making Noises in the Hallway
9. Committing Minor Disruptions at Assembly, Chapel, Field Trips, or Other School Functions
10. Throwing Items in the Building
11. Out of Seat without Permission
12. Using a Telephone without Permission
13. Reading, Writing, or Passing Notes
14. Inattentive in Class
15. Tardy to Classes that Change During the Day
16. Wearing Offensive Clothing on Free Dress Day or Excessive Dress Code Reminders
17. Teasing, Ridiculing, Excluding, or Not Respecting Another Student
18. Littering or Leaving Classrooms, Hallways, Bathrooms, the Cafeteria, the Sanctuary, Playgrounds, the Gym, Desks, or Cubbies Untidy or Messy
19. Failing to Follow Teachers' Instructions
20. Disobeying Classroom, Playground, P.E., or Cafeteria Rules

Students in grades K-6 will receive three (3) tallies (1 detention) for each of the following infractions committed either on campus or at a school function off campus:

- 1.) Defacing or Damaging Personal, School, or Church Property (Student will also be responsible to cover the cost of repair or replacement of damaged property.)
- 2.) Improper Language, Threats, Gossip, Slander, Verbal or Physical Abuse, Obscene Gestures, or Spitting

- Others
- 3.) Exhibiting Flagrant Disrespect Spoken or Displayed Towards Others or Bullying Others
  - 4.) Continually Misbehaving to the Point that Teacher or Staff Member Requests the Student Leave the Class
  - 5.) Seriously Disrupting or Misbehaving in Assembly, Chapel, Field Trips, or Other School Functions
  - 6.) Committing a Serious Dress Code Violation (at Administrator's Discretion Only)
  - 7.) Failing to Report to Required Classes or Receiving an Unexcused Absence
  - 8.) Possessing any Type of Prescription or Non-Prescription Drug
  - 9.) Repeatedly Committing a Single Tally Infraction
  - 10.) Receiving Five (5) Tardies / Three (3) EPU's in a Quarter (Unless Waived by Administrator, these detentions will we served outside of school hours, as determined by the Administrator)

Younger students (Grades K-3) will receive three (3) tallies (1 detention) for the following infractions committed either on campus or at a school function off campus. Older students (Grades 4-6) will receive six (6) tallies (2 detentions) for the following infractions committed either on campus or at a school function off campus:

- 1.) Forging a Parent's or Guardian's Signature
- 2.) Altering or Creating any School Document (Hard Copy or Electronic)
- 3.) Cheating or Plagiarizing
- 4.) Stealing
- 5.) Fighting Deemed Serious Enough by the Administrator (Includes Hitting, Pushing, Tripping, Kicking, Etc.)
- 6.) Lying to a Teacher or Staff Member
- 7.) Leaving School Property or an Off-Campus School Function Without Permission
- 8.) Possessing and/or Igniting any Type of Lighter, Matches, or Fireworks Without Authorization from Staff
- 9.) Setting off any Fire Alarm When There is No Emergency

### **Detentions and Conduct Grade: (K-6<sup>th</sup> Grades)**

Three (3) tallies in one week will result in a detention. As mentioned above, tallies given for behavior will also lower a student's conduct grade by two (2) points for each tally. Students who have a detention will serve the detention at lunch or after school after the third tally has been given. The detention will last thirty (30) minutes. If a student gets as many as four (4) detentions during the school year, excluding all those given for tardiness or EPU's, a letter will be sent to the parents placing the student on probation. If a student receives a fifth (5<sup>th</sup>) detention, the administrator will place the student in a one (1) day in-school suspension. If a student receives a sixth (6<sup>th</sup>) detention, the administrator will place the student in Saturday School from 9:00 A.M. until noon at a cost to parents or guardians of \$25.00 for the morning. The seventh (7<sup>th</sup>) detention will result in a one (1) day out-of-school suspension without the opportunity to make up missed work for a grade. The work will still be required, and the student will receive a zero (0) for all work graded on the day of suspension. If a student receives an eighth (8<sup>th</sup>) detention during the year, the student will be expelled from the academy for the remainder of the school year.

Additional disciplinary actions that may be taken for any offences include the following:

1. Talking with the Administrator and Notification of the Parent
2. Classroom Separation
3. Teacher/Parent Conference
4. Being Assigned Additional School Tasks, such as Writing Sentences, Copying Pages from Books, Writing Reports, or Other Tasks Deemed Appropriate for the Offense (Parents will be responsible for making sure that the child returns the assigned work the following day.)
5. Losing Privileges such as Playtime, Field Trips, P.E., Etc.

Any child who requires a disproportional amount of attention, whether for disciplinary or academic reasons, which in turn causes the neglect of other students, may be dismissed. After adequate awareness of the situation has been made to both the parents and the school board, the administrator and classroom teacher will determine whether dismissal proceedings should occur. ACA staff may also search all school property and any student's outer clothing, pockets, or property by securing voluntary consent of the student or by establishing reasonable suspicion.

A student may be denied admission to the school for the ensuing year when, in the opinion of the ACA Board of Directors, the student's presence would not be beneficial to the overall school program.

## **Expulsion**

The following offenses are considered serious enough to result in immediate expulsion. The administrator may immediately verbally suspend any child suspected of committing any of these offenses, and a meeting with the school board will be scheduled to provide a hearing for the student and his/her parents or guardians. The student may not return to school until the hearing is completed and the board makes its decision regarding the student and expulsion. The board's decision should be considered final and binding.

1. Possessing any Type of Weapon, Including Homemade Ones Designated to Inflict Bodily Injury on Students or Staff
2. Possessing Alcoholic Beverages, Tobacco Products, Illegal Drugs, Drug Paraphernalia, or Glue/Aerosol Paint with Intent to Inhale
3. Possessing Satanic, Occult, or Pornographic Materials
4. Possessing Answer Keys to Currently Used Tests or Quizzes
5. Seriously Interfering with a Teacher's Ability to Communicate with Students or with the Ability of Classmates to Learn or with School Operations
6. Seriously Threatening or Bullying Staff Members, Students, or the School
7. Committing Any Act of Arson or Assault
8. Acting in an Immoral or Indecent Fashion Toward Other Students or Staff or Exhibiting Any Form of Sexual Harassment
9. Accumulating Eight Detentions in a School Year

The ACA Board of Directors reserves the right to handle all infractions not listed above, to deny the privilege of attendance at ACA, or to take other disciplinary action with any student, parent,

or guardian whose conduct does not conform to Christian standards. This applies during school hours as well as during any school function, on or off campus.

## **Building and Classroom Policies**

The following policies apply to students while in academy space:

1. No running is allowed except in supervised PE activities.
2. Students are requested to take pride in their school by picking up all materials on the floor, placing waste materials in proper containers, and keeping hands and feet off walls and door frames.
3. All restrooms should be kept clean and neat. Students are expected to leave the restroom and all other areas in as good or better condition than when they entered.
4. Students are only to be in areas designated for student activities.
5. During fire and emergency drills, students will proceed quietly through the building in an orderly fashion to the designated fire exit or to appropriate places in the building. No talking is allowed.
6. In the event of inclement weather, indoor provisions for the students will be made by the school supervisors.
7. Students may not bring visitors to school without permission from the administrator. Former students and alumni may visit the school with permission from the administrator as well.
8. School telephones are reserved for official school business and emergency use only.  
Students may only have cell phones with prior permission from the academy administrator. **Phones must remain off during school hours and registered with the school office. They will be collected each day at the beginning of school.**
9. Students will have their own classroom rules, which will be explained at the beginning of the year and then obeyed throughout the year.

## **Classroom Size**

The optimum number of students in a class is eighteen (18). The ACA Board of Directors must approve classes larger than these. The academy will only run one (1) section of each grade level unless overall student enrollment warrants a second section and room is available.

## **Grading Policy and Promotion**

Progress reports are issued in the middle of each quarter, and report cards are issued at the end of each quarter. The grading codes are as follows:

### **Kindergarten**

E – Excellent	(90 – 100)
VG – Very Good	(80 – 89)
S – Satisfactory	(70 – 79)
U – Unsatisfactory/Failing	(Below 70)

### **First Grade through Sixth Grade**

97 – 100	-	A+ Outstanding
93 – 96	-	A
90 - 92	-	A-
87 – 89	-	B+
83 - 86	-	B
80 - 82	-	B-
77 - 79	-	C+
73 - 76	-	C
70 - 72	-	C-
Below 70	-	F Failing

Certain enrichment courses may utilize the E-U grading scale in grades K-6. Parent/Teacher conferences will be scheduled once or twice a school year to discuss grades, conduct, etc. Parents may also request individual conferences with teachers or staff throughout the year.

Our homeroom teachers and administrative staff will provide phone numbers and the hours teachers may be reached at home. Please refrain from calling our enrichment and PE teachers at home. Instead, please call the academy office and leave a message for the particular teacher to call you back.

All students (K-5) must complete all requirements and pass all courses with a grade of 70 or above or an S or above in order to be promoted to the next grade level. Students who fail to meet the above requirements may fulfill those requirements during the summer vacation with an approved course of study. The approved course of study must be generated by the administrator or his/her assistant. Failure to complete or to pass the prescribed summer work will result in the student being retained.

In the case of 6<sup>th</sup> graders, all students must complete all requirements and pass all courses with a grade of 70 or above in order to be promoted to the next grade level and graduate from the school. Students who fail to meet the above requirements may still participate in graduation exercises as long as the student and parents/guardians agree in writing that the student will attend and complete all prescribed summer work established by the school administrator or his/her assistant. Until the time that all work has been successfully completed, the student's diploma will remain marked "Incomplete." Failure to complete or successfully pass all prescribed summer work will result in the student being retained and no final diploma awarded.

### **Honor Roll**

At the end of each grading period, students in grades K–6 will be recognized for the academy's A and A-B Honor Roll. Special recognition of these students will be made during chapel. **In order to qualify for the honor roll, a student must be full time at ACA and must either**

**make all A's or all A's and B's. This includes conduct grades as well. Penmanship grades must be an eighty (80) or above. In order to be eligible for the honor roll for any particular quarter, a transfer student must enter the school within the first five (5) days of the quarter. In order to qualify for the A or the A-B Honor Roll for the Year, a student must have made the A or the A-B Honor Roll each of the current four (4) quarters. Thus transfer students entering the school after five (5) days of any quarter are not eligible for either that particular quarter honor roll or the yearly honor roll.**

### **Attendance Policy**

Education requires continuing instruction, student participation, classroom interaction, learning experiences, and study in order for students to reach their maximum potential. Tardiness and absence are detrimental to academic achievement. Students with good attendance records have a better chance to achieve higher grades, enjoy school, and learn the responsibility necessary for independence and success in later life. **ACA strongly encourages parents to refrain from taking students out of school for personal trips during regularly scheduled class time.** Perfect Attendance means **NO tardies and NO absences of any kind**, including family trips.

Any student in K-6 will be counted absent if he/she leaves school before 10:00 A.M. or arrives at school after 10:00 A.M.

On the day the student returns to school, a note from a parent is to be brought advising the office manager of the nature of the absence. Repeated failure to contact the office will result in the student receiving a tally.

Only legitimate excuses for absences will be accepted. Please note the absences listed below that will be considered excused:

- ◆ Personal Illness
- ◆ Illness/Death in the Immediate Family
- ◆ Weather/Road Conditions
- ◆ Medical/Dental Appointments (Parents are strongly urged to make these appointments after school hours.)
- ◆ Family Trips with Prior Approval from the Administrator
- ◆ Absences Approved by the Administrator

Any student who receives an unexcused absence will receive zeroes (0's) for all his/her graded work and three (3) tallies (1 detention). Any student who accumulates more than eighteen (18) absences (excused or unexcused) per school year will be required to attend a three hour session of Saturday School at times designated by the administrator and at a cost to parents or guardians of \$25.00 for the morning. Each three-hour session will make up one (1) absence. All absences totaling more than eighteen (18) in a school year must be made up in order for the student to be promoted. Any exceptions to this rule must be approved by the administrator and the Board of Directors.

### **Make-up Work**

Make-up work is required for absences and will be assigned upon the return of the student to school. As stated above, students will not receive credit for unexcused absences even though

make-up work is required. Students will be given days to turn in work equal to the number of days absent.

### **Volunteer Services**

Parents of students enrolled in ACA are expected to perform volunteer services on behalf of the school and the Parent/Teacher Fellowship. Parents will be furnished a “Talent Bank Form” and a “PTF Service Policy” that must be completed and returned to the school. These forms will be kept on file to be referenced when volunteer services are required.

### **Chapel Attendance**

Students will be expected to attend chapel once a week. Chapel programs will include faculty speakers, outside speakers, and student presentations. Chapel services will always be Christian in atmosphere and purpose. One purpose of chapel is to promote unity of the school by meeting together as a group. Family and friends are always welcome at chapel services. (Refer to dress code handout for required chapel attire.)

### **Tardy Policy**

**Each summer, the office will determine the time classes will begin and dismiss. ALL STUDENTS ARE TO BE IN THEIR CLASSROOMS NO LATER THAN THIS DESIGNATED TIME.** Because a tardy student can disrupt a class already in progress, every effort should be made to have students at school on time. A tardy student must check with the academy office before going to the classroom. The office will issue a tardy slip to be turned into the teacher before the student can participate in class. Any student who is tardy five (5) times in a quarter will be subject to disciplinary action at the discretion of the Administrator. Students who are constantly tardy will be subject to further disciplinary action by the school administrator. Disciplinary action may include, but is not limited to the following measures: required school meeting, loss of privileges or play periods, additional detention time, additional after-school time, in-school suspension, Saturday School at a cost to parents or guardians of \$25.00 for three-hour session, or out-of-school suspension as determined by the school administrator.

### **Arrival and Dismissal Procedures**

Upon entering the church parking lot from College Street, **parents should join the line for drop off and pick up.** Those desiring to escort their child(ren) to class should park in one of the designated areas. **PARENTS SHOULD NOT LET THEIR CHILD(REN) OUT ALONE IN THE PARKING LOT, AND SHOULD NOT BLOCK THE DRIVE-THROUGH AREA!** All street speed limits should be obeyed. Parking lot speed limit is five (5) MPH. **After the first day of school, all parents, except kindergarten parents, should refrain from walking children into classrooms.**

**Unless otherwise noted, early release day times are as follows:**

<b><u>Grade</u></b>	<b><u>Early Release Time</u></b>
Kindergarten	11:45
First Grade	11:55
Second Grade	12:00
Third Grade	12:05
Fourth Grade	12:10
Fifth Grade	12:15
Sixth Grade	12:20

It is very important that parents be **prompt** to pick up their child(ren), as there will be additional classes dismissing shortly. Unless otherwise noted, students should be picked up at the College Street entrance to the church. **Unless attending Aftercare, all students should be picked up within ten (10) minutes after their class releases for the day.** After one (1) grace per student for the year, **parents will be charged one dollar (\$1.00) per minute for students left after this time, and students will be held in the school office until released to parents.** Parents unable to pay at the time of pick up will have their fee attached to their next monthly bill.

### **Early and Late Pickup**

For the safety and well being of the children, teachers may not release a child without notification from the office. An “Early Release Form” must be generated when a student is picked up early. The student must be picked up and signed out from the school office unless otherwise noted. Parents should not request pickup from any location other than the office and should always go to the office to pick up their child(ren). For every three (3) early pickups per quarter, a student will receive an after-school detention unless waived by the administrator.

Students will not be released to anyone at any time except those on their authorized pickup list. Persons authorized to pick up a student must present their identification at the ACA office. The school strongly discourages early pickup.

### **Request for a Specific Teacher**

*Parents may not request a specific teacher.*

### **Parents in Classrooms**

Except for the first day of school and the first week of kindergarten, all adults should refrain from entering classrooms unless allowed by the homeroom or class teacher or the school office, whether it be before, during, or after school. **Parents should especially not engage teachers at the beginning of the day. It is important that our teachers begin their daily lessons on schedule.** To further enhance the safety and security of our students, all teachers are instructed to lock their doors once the school day begins.

### **School Lunches**

Nutritious, hot meals are made available to purchase. All food meets the health standards set by the state in regard to nutrition. Both Student and Parent lunches should be ordered a week in advance and parents will be invoiced monthly. Parents who want to join their child for lunch should get visitors’ passes from the office, be on time for lunch, eat in the designated area, supervise their own child(ren) during lunch, and release their child(ren) when lunch is over. ACA has lunch and milk available for purchase. No reimbursement

will be given for over payment of lunches or milk. **No carbonated drinks are allowed at school or on field trips.** Students who order lunches will be charged for the lunches regardless of whether or not the meals are eaten.

### **Field Trips**

Please note the handout for student dress code requirements to determine required field trip dress. In some instances where safety is a factor, students may be asked to wear closed shoes. Any student not dressed in uniform will remain at school in another classroom.

If students are asked to bring a sack lunch and drink, **they should not bring carbonated drinks.** They should eat and drink in designated areas only. No eating or drinking is allowed on the church buses. Also, students should follow all discipline rules when they are on a field trip, both in the bus and at their destination. This is for the safety of students, teachers, and parents.

Parents or grandparents may go on field trips with their child/grandchild, but **no siblings are allowed to attend.** Parents may ride in the bus as long as space allows, but may take their own vehicles if they wish. Unless otherwise noted, all students must be transported on the church bus and should return on the bus. If parents have **special circumstances** and need to pick up their child(ren) from a field trip, they must sign a release form entitled “ACA Field Trip Pickup” before leaving with their child. Additional authorized persons picking up child(ren) will also assume all liability and must sign this release form as well. All field trips will have adequate adult supervision, and bus drivers must be on the list of approved drivers with the First Baptist Church’s insurance carrier. Each homeroom may take two field trips during the year—one in the fall and the other in the spring.

### **Immunization Records**

**A current immunization record signed by the child’s doctor or issued by the Health Department is required before the child’s first day of school. All immunizations must be up-to-date.** Parents or guardians who select not to have all required immunizations administered must submit documentation from their physician and the appropriate state waiver. For details, go to

[www.dshs.state.tx.us/immunize/school/default.shtm](http://www.dshs.state.tx.us/immunize/school/default.shtm).

### **Illness**

Children showing signs of illness (fever, vomiting, etc.) should be kept at home. **Children should be free of fever for twenty-four (24) hours before returning to school.** Children with contagious conditions should be kept at home until there is no danger of passing the condition on to others. If a child becomes ill at school, the parent

will be notified to pick up the child at the school office. The child will remain in the office until the parent arrives.

### **Safety**

All teachers have a stop sign for use when monitoring students crossing the street. The students will stop at the safety lines on the sidewalk. The teacher/staff will enter the street first, holding the stop sign up and stopping all traffic. Students will then be directed by the teacher to quickly cross the street. The teacher/staff will remain in the street until all students have crossed safely and will then escort them to the ROC.

### **Emergency Notification Policy**

Parents will be asked to fill out an emergency procedure card upon registration in the school. In case of a medical emergency, the office personnel will follow the procedures outlined on the card. First aid will be administered by office personnel until action by the parent or physician is taken.

### **Evacuation Plan**

ACA use the following evacuation outline in case of an emergency that requires the students to be moved to another location:

- a. The office will notify all classrooms to evacuate the building using the intercom system,
- b. The administration will send an alert to all parents immediately by text, email and/or voice message. The alert will go to all emergency contacts listed for each student. Alerts will be received on parent's cell phones and electronic devices.
- c. Staff will escort students across College Street into the ROC
- d. Teachers and staff will take their flashlights, cell phones, emergency cards and first-aid kits with them
- e. Staff will sign out students as they are picked up

### **Medication Policy**

The only medication that will be administered by school personnel will be the medication prescribed for those children who have been diagnosed with a chronic condition such as diabetes or asthma. Any exception must be approved by the administration. The academy must receive both a "Physician or Parents' Written Notice" and an "Authorization for Administering Medication" form signed by the parent, legal guardian, or other person having legal custody before administering any medication. All other medications not approved by the administrator, must be given by the parent or a designated person other than school personnel. Students may **not** have any medications in their possession during school hours. Please remember that all medication is distributed by unlicensed non-medical personnel.

### **Medical Release**

The ACA administrator must have on file a medical release form authorizing emergency medical attention before a student can participate in any school activities, field trips, or athletics. Students playing after-school sports for ACA must also get medical physicals before playing.

### **Physical Education Classes**

All students enrolled as full-time students at ACA must participate in physical education class. For safety reasons, all students must wear tennis shoes and any other protective equipment required by the instructor. Parents must send a note to the instructor when requesting that their child sit out of class. Requests should only be made for legitimate reasons, such as illness or injury. Requests not to participate for periods longer than five (5) days will require a doctor's note.

### **Care of School Property**

Students should not damage or deface any property belonging to the school or church. Students shall be responsible for the care and return of textbooks and may be charged for damage to or replacement of textbooks. Students will also be charged for repairs of damaged property resulting from their inappropriate behavior.

### **Emergency Closing**

Should the Athens Independent School District declare a closing due to inclement weather (snow, ice, etc.), ACA will also close. The ACA office will send a "Parent Alert" to all parents. We ask parents to listen to KCKL (95.9), Channel 7 Tyler (KLTV), or Channel 56 Tyler (KETK) for specific announcements.

### **School Communication**

Athens Christian Academy utilizes electronic messaging for all school-related correspondence. It is the responsibility of each parent or guardian to receive and respond to this correspondence in a timely and appropriate fashion.

(Revised July 6, 2015)