



STUDENT HANDBOOK
K5-12TH GRADE

865.984.0046

ACA STUDENT HANDBOOK

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APOSTOLIC CHRISTIAN ACADEMY (ACA), in addition to being an institution of education, is a channel through which the Lord Jesus Christ can be more clearly revealed. However, in this context, it is necessary for us to present a clear statement of our faith in the Lord Jesus Christ and the Holy Bible. We should combine with that statement a substantive and definitive school purpose.

1. STATEMENT OF FAITH

1.1 We believe the Bible to be the inspired, the only infallible Word of God.

1.2 We believe that there is only one God.

1.3 We believe in the deity of our Lord Jesus Christ, in his Virgin birth and His sinless life, in His miracles, in His vicarious death through His shed blood, in His ascension, and in His personal return in power and glory.

1.4 We believe that for the salvation of lost and sinful men, there must be a plan. Three parts are included in this plan of salvation: 1) repentance, 2) water baptism (in the name of Jesus and for remission of sin), and the 3) infilling of the Holy Spirit. (Acts 2:38, John 3:5)

1.5 We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

1.6 We believe in the resurrection of both the saved and the lost; they that are saved, unto the resurrection of life and they that are lost, unto the resurrection of damnation.

1.7 We believe in the spiritual unity of believers in our Lord Jesus Christ.

2. SCHOOL PURPOSE

Our school purpose is to offer a Christ-centered program which will effectively instruct the student in our basic Christian heritage, lead him to a personal knowledge of Jesus Christ as Lord and Savior, and help him develop the qualities of Christian character and Christian leadership. A superior academic program with emphasis on the subjects, meaningful experiences, and problem solving is offered at ACA. A strong reading program is maintained. Careful attention is used in curriculum planning, using the ABeka Book Inc., so that our academic program satisfies the requirements of the Tennessee State Board of Education (as published in their Rules, Regulations and Minimum Standards), and the requirements of the other points of our school purpose. Our curriculum and standards each year reflect age-appropriate challenges that prepare our graduates to be admitted to college upon graduation. Our curriculum plan exceeds standard school requirements. Classes such as Career Exploration, College Prep, Physical Education, Bible, Arts and National Christian School Competition are included in their general studies.

3. OBJECTIVES IN EDUCATION

Our objectives in the education of your children are as follows:

- 3.1 Prepare children spiritually by instilling in them a personal responsibility to and appreciation for the Lord Jesus Christ.
- 3.2 Prepare children to successfully live in a democratic system helping them to develop a sense of responsibility as a citizen and a Christian.
- 3.3 Offer an instructional program that meets the academic needs of children, one that encourages them to think clearly, logically, and independently, achieving mastery in the tools of learning and communication.
- 3.4 To develop moral, ethical, and spiritual senses.
- 3.5 Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.
- 3.6 Provide opportunities to develop skills necessary for making a living.
- 3.7 Offer opportunities to participate in wholesome forms of recreation.
- 3.8 To intensively prepare all graduates for college entry through College and Career Preparatory Programs.

4. ACCREDITATION/ASSOCIATION

Apostolic Christian Academy is sponsored by First Apostolic Church and is accredited by the Christian Education Department of the Assemblies of the Lord Jesus Christ, which maintains a national charter with the federal government. ACA currently maintains an "AA" rating, the highest level of accreditation with the ALJC. Tennessee Association of Non-Public Academic Schools (TANAS) grants our member association. TANAS is an approved Private School Accrediting Agency recognized by the Tennessee State Department of Education. Apostolic Christian Academy has a star rating among other Christian, private institutions in their category.

5. BIBLE CURRICULUM

Bible study is recognized in Apostolic Christian Academy as a fundamental requirement for all students. It augments the subjects of English, History, Social Studies, Science and Health. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, "The fear of the Lord is the beginning of knowledge." The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and the hearts of children like the Bible. It is with this in mind that we use a curriculum, which will take the student systematically and progressively on his grade level through the Word of God.

6. TEACHER STANDARDS

The Administration of ACA approves all the teachers of ACA academically, morally, and spiritually before they join the faculty. All teachers are required to have a minimum associate degree from a recognized college/university or be willing to continue their education toward a minimum of a bachelor's degree. All teachers are certified by the Christian Education Department of the Assemblies of the Lord Jesus Christ, which maintains a national charter with the federal government. ACA staff currently maintains an "A" average rating. The foremost requirements for teachers of ACA, are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. Now you see why our teachers are highly esteemed and valued at ACA.

7. ADMISSION PROCEDURE

7.1 Application forms are to be filled out completely and returned to the school office.

These forms are a means of supplying basic information concerning the student as it would relate to his/her educational experience and general background. The registration fee must accompany each application form. Parents must sign the statement of cooperation.

7.2 An appointment for an interview by the principal with the student and parent will be requested. This interview may include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships. In the case of an application for re-admission, the principal may feel an interview with the returning student and his/her parents may be productive for the student and the school.

7.3 An entrance exam is required for all homeschooled students entering Apostolic Christian Academy.

7.4 Final registration is only complete when we have: (1) the child's complete registration forms, (2) health records, (3) the registration fee, (4) at least one month's investment, (5) book fees, (6) previous school records, (7) and signed statement of cooperation.

Each student's record is reviewed by the administration yearly, and the student's admission is based on specific criteria.

APOSTOLIC CHRISTIAN ACADEMY (ACA), as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

8. THE SCHOOL DAY

The school day at ACA begins at 8:00 a.m. and dismissal is 3:00 p.m. - 3:15 p.m (1st-12th grade). Kindergarten hours are from 8:00 a.m. – 12:00 p.m. If Kindergarten students are not picked up by 12:15, they will go into after school care and an additional fee will

be charged. Please have your child/children arrive no earlier than 7:45 a.m. or remain no later than 3:15 p.m. unless previous arrangements are made with APOSTOLIC CHRISTIAN ACADEMY After the Bell Program for extended school care. Any student not enrolled in extended school care and who arrives before 7:45 a.m. or is not picked up by 3:15 p.m. will be charged \$3 for every 15-minute period accordingly. For security purposes, after 8:00am, please ring the bell located on the preschool side to be admitted into the building.

9. FINANCIAL TRANSACTIONS

All financial transactions will be conducted through the reception desk. Please do not send money to the homeroom teacher. Registration for events and order forms may be turned into the homeroom teacher.

10. LUNCH PROGRAM

Students may opt in for the lunch program each semester. Our lunches will be catered by Gracie's. Lunch fee will be accessed by number of school days per semester. The lunch fee will be charged weekly and must be paid in advance the Friday before (Lunch is \$4.50 per day). If your child is not a part of the lunch program, he/she must bring a lunch. If a packed lunch is not with your child, you will be charged \$4.50 and your child will be given a frozen meal. Takeout food is not permitted. Food for parties must be cleared through the administration office a day in advance.

No food or drinks are allowed upstairs. Only closed drink containers should be brought for lunch and kept in lockers.

11. BOOK FEES

All book fees must be paid in full by July 1. Your child's books will not be ordered until book fees are paid in full. Please note that a paper fee will be charged for a student that requires copies of material due to late book fees. The child will not be admitted to class if fees are unpaid. In the event a student loses his/her textbook, he/she will be charged a book replacement fee. Each student must provide his/her own supplies. We suggest that supplies not be purchased until the students have an opportunity to find out the supplies required of their teacher.

12. STANDARDS OF CONDUCT

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which causes the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, ACA has adopted the following standards for students in attendance while they are at school and at home.

- 12.1 Refrain from swearing, smoking, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).
- 12.2 We do not allow any commercial, over-the-counter drugs to be taken at school. Before medication can be taken, it must be a prescription drug, and a doctor's note

must accompany it. This note is good only on the prescription; if the drug is refilled, a new note from the doctor must accompany it. We adhere to this rule for the safety of our students.

12.3 Maintain high standards of courtesy, kindness, morality, and honesty.

12.4 Be dressed appropriately and modestly.

12.5 Be kind and helpful to young children and always respect those in authority.

In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character. Students found to be out of harmony with the ACA ideals of work and life may be requested to withdraw whenever the general welfare demands this.

13. TRANSPORTATION AND TRAFFIC CONTROL

The speed limit across the school parking lot is 5 miles per hour. The safety of the children is put at risk when a vehicle fails to follow the posted route. "No Parking" and "Fire Zones" must be heeded at all times. Vehicles may be cited for parking violations. Parking at the side of the building is not allowed. Dismissal traffic will become jammed if the parents park in the drive through. All parents must drive through the designated driveway. Students will not be sent to a car parked in the parking lot or to a parent who walks up to dismissal door. If business needs to be conducted, please drive around to preschool side and ring the bell to be granted access into the building. No parent/guardian will be permitted in classroom area or be allowed to enter through the school side door during drop-off and pickup.

14. STUDENT DRIVERS

All student drivers must provide the office with written information on the make, model, color, and license number of their vehicles, along with parental permission to drive to school. Students riding to school with another student must provide ACA written consent from the parents of both the passenger student and the driving student. All students must park to the side of the building.

15. DISCIPLINE

While discipline is basically positive training in the right directions (Proverbs 22:6), there is a negative side of correction and adherence to rules. Several areas of infractions should be noted:

15.1 Disrespect to teachers or students.

15.2 Disorderly conduct in the classroom, in chapel, or on the school grounds such as: communicating without permission, interrupting the class, throwing objects indoors, chewing gum, running in the building, or cheating of any kind.

15.3 Not completing assigned work.

15.4 Destroying or defacing school property.

15.5 Meddling in other student's property or taking personal things without permission.

15.6 Fighting or pretending to be fighting.

15.7 Leaving the school grounds without permission.

15.8 Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the authority to enforce disciplinary procedures.

16. REGISTRATION FEES

Upon acceptance, registration fees insure a place in the classroom for each student and are non-refundable. Registration fees are payable with each application yearly.

17. INVESTMENT

Investments are set up on a ten-month payment plan for your convenience, and the first payment is due August 1. Payments must be made monthly and are due on the first of each month. A late payment fee will be charged if the payment is received after the tenth of the month. There is also a service charge for returned checks. Post-dated checks cannot be accepted.

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the start of a new school year. If an account becomes delinquent at any time during the school year, the student will not be allowed to attend classes until the past due balance is paid. If a grading period should end and an account is not current, grade cards will be withheld until the past due amount is paid. Parents whose accounts are not current will be notified and no grade cards, diplomas, or other records will be given until the amount owed is paid in full.

18. WITHDRAWALS

Withdrawals from school must go through the administration office. Students transferring to another school should do this at the end of a grading period. If one day of any grading period is attended, the full nine-weeks investment will be charged. Report cards and other records will not be issued to a transferring student whose account is not current.

19. SUSPENSION OR DISMISSAL

A student may be suspended or dismissed from school at any time he is found out of harmony with the rules and policies of ACA. In the case of suspension, the opportunity of make-up work will not be granted and there must be a conference between student and administration before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration and further reviews or appeals will not be considered.

APOSTOLIC CHRISTIAN ACADEMY (ACA) expects full cooperation from both student and parents in the education of the student. If at any time ACA feels that this cooperation is lacking, the student may be requested to transfer.

20. TEACHER COMMUNICATION

Please feel free to consult with the school administration about any problems or questions concerning the welfare of your child. It is the desire of ACA to be of service to both parents and student. We must ask that visits be made by appointment with the teacher at a convenient after-school hour. No parent is allowed in the classroom during the school day. **ACA policy is that teachers do not communicate with parents concerning school issues by text message.** Please do not text your child's teacher concerning school related matters.

21. ABSENCES

In case of absence, the parent or guardian must call the school office at 984-0046 by 9 a.m. to explain the absence. **When the student returns to school, he must bring a note from a parent or guardian informing us of the absence.** This note is for our files.

Excessive absences may result in dismissal from school. No refunds on investments are made because of absences. Any student that misses 15 or more days per semester, excused or unexcused, will automatically fail that semester. ACA will accept 14 days absence per year on parent's note. After 14 days, the student must have a written doctor's note to be admitted back to class. The State of Tennessee recognizes the following as excusable absences:

- 21.1 Sickness of the student whose attendance would endanger his health and the health of other students.
- 21.2 Serious illness of a member of the student's immediate family, which would necessitate absences.
- 21.3 Death in the family may be excused for a reasonable period of time.
- 21.4 Pre-approved absence by the principal.

Absences will be assessed by homeroom class for K5-8th grade, and by class periods for 9th-12th grade. Students must attend the minimum of 90% of the allotted class time to be counted present (student will receive tardy if he is late or leaves early | 3 tardies = 1 absence).

When absences are excusable, the teacher will permit the student to make up any work which was missed. If an absence is anticipated, the student must secure permission to be absent and therefore, make up assignments. We strongly urge that dental and medical appointments not be made during school hours. If an appointment is necessary during school hours, we must have at least a two-day written notice.

After exceeding days of absences for the year, the student must complete course recovery work by an approved institution to be re-admitted to Apostolic Christian Academy.

For an additional fee, ACA will be offering a Summer Recovery Course for failed subjects. If you choose not to participate in the Summer Recovery Course, your child will need to make up the subject that was failed.

22. TARDIES

22.1 - K5 – 6th Grade

A student arriving after 8:00 a.m. shall be considered tardy and must report to the school office before they will be admitted to class. A student leaving early (before 3:00 p.m. dismissal) will be treated as a tardy. ACA will recognize 2 tardies as excused per year. Three unexcused tardies within any grading period will be assessed as one unexcused absence. We are required by law to report each successive accumulation of five (5) unexcused absences by a student to the Blount County Juvenile Court for disciplinary action.

If a student rides to school with someone other than their parents, the student must contact the parent by phone in the office. Excessive tardies may result in dismissal from school.

22.2 - 7th – 12th Grade

Tardies will be assessed by class periods. Students must attend the minimum of 90% of the allotted class time to be counted present. Student will receive a tardy if he is late or leaves early (3 tardies = 1 absence). A student arriving after bell for class period shall be considered tardy. ACA will recognize 2 tardies as excused per year. Three unexcused tardies within any grading period will be assessed as one unexcused absence. We are required by law to report each successive accumulation of five (5) unexcused absences by a student to the Blount County Juvenile Court for disciplinary action. Tardiness to class will result in detention every three offenses.

If a student drives to school and is tardy, the student must contact the parent by phone at the reception desk. Excessive tardiness may result in dismissal from school.

23. MAKE-UP WORK

The responsibility of initiating make-up work belongs to the student and parent. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school.

24. SENIOR POLICY

A student who is enrolled in school and becomes 20 years of age within the school year is not eligible to attend. Our graduation ceremony is generally held the first Sunday in June at 6:00 p.m. Each graduate will need to prepare for the following their last month of school:

24.1 Reception Table at Graduation (memories, pictures, guest book). Outside food will not be permitted at senior table. All items must fit on 6ft. tabletop (no free standing items around table).

24.2 Student will need to submit 15 pictures on jump drive from childhood through current school year to the school office. All pictures must be in harmony with ACA standard of dress and conduct.

24.3 Graduation Fee - \$100 (Covers diploma and reception cost) and is included in investment.

25. DUAL ENROLLMENT

Students eligible for college dual enrollment program must submit a proposed college schedule to ACA administration prior to college registration. Once approved by administrators, the student must bring a master schedule to school office for records. Apostolic Christian Academy must receive a copy of college transcript each semester. Please note this program is an additional cost and will be paid directly to college.

26. REPORT CARDS

The purpose of our report system is to give parents and students an indication of the progress, or lack of progress being made. Each child’s ability, attitude, and application are taken into account in grading. The teacher will be using a number grade when issuing the report card.

Our faculty consistently endeavors to know each of the students and to help each student to experience academic success. It is our firm belief that when a student experiences academic success, learns a skill, he/she is pleased, thus enhancing a healthy self-concept. However, if a student lacks academic motivation and does not respond to instruction, the academic progress will not be realized. Our observation has been that academic success produces more academic progress in the non-motivated student.

Our grading system may not be the same as other schools and should not be used for comparison. We encourage our students to work hard and to develop good study habits and to work up to his or her capacity.

K5-2 nd Grade Rubrics (some elective courses use this system)			3 rd -12 th Grade	
E+ 98-100	G+ 87-89	S 70-79	A	indicates excellent progress (90-100)
			B	indicates commendable progress (80-89)
E 93-97	G 83-86	N 60-69	C	indicates acceptable progress (70-79)
			D	indicates below average (60-69)
E- 90-92	G- 80-82	U Below 60	F	indicates failure (0-59)
			I	indicates incomplete – student does not promote to the next grade level.

Optional elective courses can be dropped until third class, but book fee will still be applied. Dropping an elective course after week 2 of class will be considered a failed class.

27. HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance in his/her studies. Therefore, each student is required to complete his/her homework assignments. Homework is given for the following express purpose:

27.1 For practice. It is given so that the material will be mastered.

27.2 For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

27.3 Teaches the student responsibility to finish unsupervised tasks.

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention, particularly on the junior high and senior high levels.

We do request parent's full cooperation in seeing that the assignments are completed. Repeated delinquent homework will result in a less than acceptable grade.

28. CELL PHONE POLICY

All cell phones must be turned off and in child's locker during the school day (7:45am-3:15pm). Failure to do so will result in confiscation of the cell phone. A parent or legal guardian must retrieve the cell phone from the school office. The second violation will result in the parent being asked to sign a contract stating that the third violation will result in the student being banned from having any cell phone on campus. After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension. Apple watches or any other smart watch devices are not permitted during the school day. Students should keep them in their locker during the school day. If a student is wearing their device during school hours, it will be taken to the office for a parent to pickup.

29. TABLET DEVICE POLICY

All tablet devices must be turned off and in child's locker during the school day (7:45-3:15pm) Laptops, tablet devices, and smart phones are not allowed in classroom unless directed by instructor for specific class-related activities. Students may not video or take pictures during the school day (8:00am-3:15pm) with their phone, laptop, or tablet device.

30. INCLEMENT WEATHER

In case of bad weather conditions, we follow the Blount County School cancellation schedule. If Blount County schools are closed or delayed, ACA will be closed or delayed also.

31. LOST AND FOUND

Lost and found will be in the school office. Each item costs .25 cents to retrieve. Lost and Found will be clean out each Friday by 3:15. All students need to label their uniforms. Lost and found will be tagged and disposed of in 7 days.

32. SEARCH AND SEIZURE

Apostolic Christian Academy reserves the right to search student lockers, desks, vehicle or personal belongings for objects or materials deemed noncompliant with school rules or which threaten the safety of the school or the students. Confiscated property will be returned at the discretion of the school administration.

33. MOBILE COMPUTER LAB

Teacher may from time to time require students to use the Internet to conduct research or complete a class project. Computers are available at the school in the computer lab. Students who have been assigned projects, but who do not have access to the Internet at home, should work with their homeroom teacher to schedule time in the computer lab.

34. SCHOOL DRESS

Boys shall have their hair cut neatly above the ears and collar. Facial hair, including sideburns below the earlobe, mustaches, etc. are not permitted. Long pants, shirts, and shoes are required. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed.

Girls shall wear dresses or skirts that cover the knee. No pants, pant dresses, shorts or sun-dresses are allowed. No fur or lace. Sleeveless or brief cap sleeves are not permitted. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. The wearing of jewelry (with exception of one ring of purpose and a brooch on Fridays only) and makeup, including colored nail polish on fingernails or toenails is not permitted.

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, meetings, and programs. ACA upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

If your child is out of compliance with the school dress code he/she will be sent home or parents will be required to bring appropriate clothing.

35. ACA UNIFORM DRESS CODE GUIDELINES FOR GRADES K5-12

French Toast Source Code: QS5GDTE

Land End Preferred School Number: 900144734

ABC Monogram – 865.984.1314

- All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.

- Students must wear clothing that fits appropriately: no oversized clothing or skintight clothing.
- Only ACA school logo and emblems will be allowed on clothing.
- Clothing marked with an asterisk (*) must be purchased from French Toast or Lands' End. These items include burgundy and the ACA burgundy and gray plaid.
- General colors are black, white, *burgundy, and gray.
- All visible undershirts, tank tops, t-shirts, and camisoles worn under shirts and blouses must be solid white, black, or gray.
- All males must wear a belt. Belts for males and females must be made of leather or cloth. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments. Silver metal on belt buckles is permitted (gold buckles are not permitted.).
- If a skirt has belt loops, the female student must wear a belt.
- All skirts and jumpers must cover the knees completely (even when the female is seated). Make sure that approved items from French Toast or Lands' End will fit your child appropriately (length, tightness, etc.).
- Outerwear worn in the classroom such as coats and jackets must be solid black or gray.
- All shoes must be closed toe and closed back. Athletic shoes are only to be worn in gym. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, burgundy/gray/white, etc.).
- ABC Monogram has ACA school crest on file for printing on items.
- School code will be assigned for online retailers. Also, a custom catalog of ACA approved items will be available.

35.1 GIRLS

35.1.A Jumpers

- a. Colors – solid black, gray, *burgundy, *ACA plaid
- b. Material – cotton, cotton twill, polyester, cotton poly, chino, etc.
NO DENIM OR CORDUROY
- c. Length – must be long enough to cover the knees completely (even when the student is sitting)
- d. No painter or cargo style jumpers
- e. Hems must be sewn and intact

35.1.B. Traditional Uniform Skirts

- a. Colors – solid black, gray, *burgundy, *ACA plaid
- b. Material – cotton, cotton twill, polyester, cotton poly, chino, etc.
NO DENIM OR CORDUROY
- c. Length – must be long enough to cover the knees completely (even when the student is sitting)
- d. No painter or cargo style skirts
- e. No lace
- f. Hems must be sewn and intact
- g. Splits may not extend past the bottom of the knee

35.1.C. Classic Polo Style Shirts

- a. Colors – solid black, white, gray, *burgundy
- b. Sleeves – short or long-sleeved: no cap sleeves and underarms must be covered
- c. Standard 2-3 buttons
- d. Collar – turn-down collar

35.1.D Collared Blouses

- a. Colors – solid black, white, gray, *burgundy
- b. Sleeves - short or long-sleeved: no cap sleeves and underarms must be covered
- c. If a dress shirt has a button-down collar, it must be buttoned.

35.1.E. Turtlenecks

- a. Colors – solid black, white, gray, *burgundy
- b. Must be worn under another uniform garment only (jumper, polo, oxford, sweater, vest, sweatshirt, or fleece). The wearing of turtlenecks alone is **NOT** permitted.

35.1.F. Sweater, Sweater Vests

- a. Colors – solid black, gray, *burgundy, *ACA plaid
- b. Must be worn with a collared shirt or turtleneck
- c. No fur or lace
- d. Cardigan, V-neck, or crewneck pullover

35.1.G. Sweatshirts or Fleece Worn inside the Building

- a. Colors – solid black, gray, *burgundy
- b. School crest is suggested
- c. No hoods or hoodies
- d. No fur or lace
- e. Must be worn with a collared shirt or turtleneck

35.1.H. Casual Shoes

- a. All shoes must be closed-toe and closed-heel
- b. Color- solid black, gray, or silver

- c. Plain boots are permitted (western, combat, or fur on boots are not permitted)
- d. Kindergarten students will be required to wear conservative tennis shoes (no high-tops or light-up shoes) to school every day with the exception of RUSH. Tennis shoes must be school colors. Students must wear casual dress shoes for RUSH.

35.1.I. Leggings, Socks, Tights or Hose

- a. Colors – black, white, or gray
- b. *Burgundy printed socks, tights, leggings must be purchased at French Toast or Lands’ End
- c. Leggings must be solid color (black, white, or gray)

35.1.J. Belts

- a. Colors – black or gray
- b. Must be made of leather or cloth
- c. Belt buckles must be plain and standard size, no oversized buckles or buckles with emblems, signs, logos, or any other embellishments
- d. Silver buckles are permitted (gold buckles are not permitted)

35.1.K. Friday Attire

- a. NO ATHLETIC SHOES
- b. Dress attire within school colors is permitted (Black, White, Gray, Burgundy). Embellished clothing, burgundy from outside sources, patterned clothing, scarves, pins are acceptable on Friday only.

35.1.L. Outerwear

- a. All coats must be black or solid gray if worn in the classroom.

35.1.M. Gym Uniform (**7th Grade – 12th Grade**)

- a. Must wear school-approved gym shirt (Order from School Office)
- b. Must wear black split skirts by approved school seamstress (Order from school office)
- c. Athletic shoes must be worn in gym only. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, burgundy/gray/white, etc.)
- d. Socks must be white, gray, or black
- e. Tank tops under gym shirts must be white, if worn

35.1.N. Gym Uniform (**K5 – 6th Grade**)

- a. Athletic shoes must be worn in gym only.
- b. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.)

35.1.O. Hair Accessories

- a. Must be black, white, gray, burgundy, or silver (patterns accepted)
- b. Can purchase school spirit hair bows from ACA provider

35.2. BOYS

35.2.A. Traditional Uniform Pants

- a. Colors – solid black, gray, *burgundy
- b. Material – cotton, cotton twill, polyester, cotton poly, chino, etc.
NO DENIM OR CORDUROY
- c. No painter or cargo style pants
- d. Hems must be sewn, intact, and may not touch the ground

35.2.B. Classic Polo Style Shirts **must be tucked in at all times*

- a. Colors – solid black, white, gray, *burgundy
- c. Sleeves – short or long-sleeved
- d. Standard 2-3 buttons
- e. Collar – turn-down collar

35.2.C. Dress Shirts **must be tucked in at all times*

- a. Colors – solid black, white, gray, *burgundy, and *ACA plaid
- b. Sleeves - short or long-sleeved
- c. If a dress shirt has a button-down collar, it must be buttoned

35.2.D. Turtlenecks **must be tucked in at all*

- a. Colors – solid black, white, gray, *burgundy
- b. Must be worn under another uniform **garment only** (polo, oxford, sweater, vest, sweatshirt, or fleece). The wearing of turtlenecks alone is **NOT** permitted.

35.2.E. Sweater, Sweater Vests

- a. Colors – solid black, gray, *burgundy, *ACA plaid
- b. Must be worn with a collared shirt or turtleneck
- c. Cardigan, V-neck, or crewneck pullover

35.2.F. Sweatshirts or Fleece Worn Inside the Building

- a. Colors – black, gray, *burgundy
- b. School crest is suggested
- c. No hoods or hoodies
- d. Must be worn with a collared shirt or turtleneck

35.2.G. Dress or Casual Shoes

- a. All shoes must be closed-toe and closed-back
- b. Color- solid black or gray
- c. Plain boots are permitted (western or combat boots are not permitted)
- d. Kindergarten students will be required to wear conservative tennis shoes (no high-tops or light-up shoes) to school every day with the exception of RUSH. Tennis shoes must be school colors. Students must wear casual dress shoes for RUSH.

35.2.H. Athletic Shoes

- a. All shoes must be closed-toe and closed-heel
- b. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, burgundy/gray/white, etc.)

35.2.I. Socks

- a. All male students must wear socks
- b. Colors – Black, gray, and *burgundy or printed socks may be purchased at French Toast or Lands' End
- c. Must cover the ankles (no ankle socks)

35.2.J. Belts

- a. Colors – black or gray
- b. Must be made of leather or cloth
- c. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments. Silver buckles are permitted (gold buckles are not permitted)

35.2.K. Friday Attire

- a. Dress attire within school colors is permitted (Black, White, Gray, Burgundy). Patterned clothing and burgundy from outside sources are permitted. Boys must wear a tie to RUSH.
- b. NO ATHLETIC SHOES

35.2.L. Outerwear

- a. All coats must be black or solid gray if worn in the classroom

35.2.M. Gym Uniform (7th – 12th Grade)

- a. Must wear school-approved gym shirt (Order from School Office)
- b. Must wear **solid black** gym pants – stripe is acceptable (*white/gray*)
- c. Athletic shoes must be worn in gym only. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, burgundy/gray/white, etc.)
- d. Socks must be white, gray, or black

35.2.N. Gym Uniform (K5 – 6th Grade)

- a. Athletic shoes must be worn in gym only.
- b. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.)

36. PRIVATE MUSIC LESSONS

Private lessons at the academy are only for preschool and grade school academy students. Lessons will start in September. Lesson time will be allotted according to student's schedule. School of Music has two recitals per year in the winter and spring. Private lessons are an additional cost and will be paid directly to instructor a month in advance.

37. AFTER THE BELL

After the Bell is an interactive afterschool program for students until 6:00 p.m. Standard afterschool fees apply. To register call the preschool office at 865.982.4901.

38. JUPITER GRADES

Each parent and student will be given log in information to sign into Jupiter Grades at orientation. Parents will need to opt in to receive texts, emails, and alerts. You can use Jupiter Grades to view your child's grades, assignments, syllabus, discipline, and class announcements. If you are not receiving Jupiter messages or having trouble logging in, please contact Emily Cooper at (865)984-0046 or visit the reception desk.

39. VISITORS

All persons entering the school campus must report to the reception desk to obtain a visitor's pass. Visitors will be required to sign in and out. The visitor pass must be worn while in the building. Parents will need to write a note of permission for a person to visit their child. Arrangements must be made one week prior to the visit. No visitor is allowed upstairs without authorization.

40. ELECTIVES OFFERED

Apostolic Christian Academy offers many elective options for students. These options are found in your welcome folder. Please sign up for courses and turn in to your homeroom teachers. All students will take physical education first semester of their ninth grade year to satisfy their required credit. A student transferring after ninth grade will take course first semester. Physical education is a prerequisite for all athletic programs.

40.1 Optional Electives

Band (7th-12th) – Aubrey Alfter

Praise/Worship Team (7th-12th) – Aubrey Alfter

HD Camera, Webcasting, Multimedia Pro Presenter, Sound, Lights (7th-12th) – Darren Cooper

Adobe Suite/Annual (9th-12th) – Dale McBroom

Spring Program (9th-12th) - Karen Kirby

Stage Design (9th-12th) – *Seasonal - Dawn Pace

Leadership Club (8th-12th) – Chad Erickson

Bible Quizzing (K5-12th)

School of Music (Piano, Vocals, Bass, Drums, Guitar)

P7 Club (9th-12th) – Nolan Carpenter

40.2 Included in Core Subjects for all students

Bible Memorization (K5-12th) – Homeroom Teacher

Bible (6th-12th) Chad Erickson/Zach Hammond

National School Competition – Additional Fee (7th-12th)

College Prep (9th-12th) – McCreary

41. SOCIAL MEDIA

Posting negative comments regarding ACA, ACA staff, etc. on social media sites will not be tolerated as it is out of harmony with ACA standard of conduct. Failure to comply with this policy may result in withdrawal of student.

41.1 APPS

The cell phone apps Whisper and AfterSchool are inappropriate and are not in compliance with standards of conduct set forth by ACA. If the apps Whisper or AfterSchool are found on your student's phone, the student is subject to being expelled from ACA.

42. APOSTOLIC CHRISTIAN ACADEMY ATHLETIC PROGRAM

FALL SPORTS	Grade	Team Fee
Intramural Soccer/Volleyball	1 st -5 th	\$40.00
High School Soccer (Boys)	7 th - 12 th	\$50.00
Middle School Volleyball (Girls)	6 th – 8 th	\$50.00
High School Volleyball (Girls)	9 th – 12 th	\$50.00
WINTER SPORTS		
Intramural Basketball	1 st -5 th	\$40.00
Middle School Basketball Boys & Girls	6 th – 8 th	\$50.00
High School Girls Basketball	7 th -12 th	\$50.00
High School Boys Basketball	9 th – 12 th	\$50.00
SPRING SPORTS		
Middle School Coed Soccer	5 th -8 th	\$50.00
High School Track/Field (Co-ed)	7 th -12 th	\$25.00
High School Baseball	9 th -12 th	\$50.00

42.1 ACA ATHLETICS

Our purpose is to advance the school's mission. Our desire is to develop Christian Character in our student athletes. The athletic staff is dedicated to help mentor and encourage the student athletes in their endeavors not only in the athletic area but also in the classroom, community, at home, and church. The purpose is to help the students develop Christian lifestyle that will go with them the rest of their life.

42.2 GOALS FOR ACA ATHLETIC DEPARTMENT

To pursue with excellence as an athletic program that most of all glorifies God.

To develop highly competitive programs and first class facilities.

To develop training in our elementary and junior high school programs that will prepare our students for varsity level competition.

To develop a training system beginning in the elementary school that will instruct our faculty, staff, parents, and students in the philosophy and expectations of our athletic department.

To use athletics to share Jesus Christ with those who do not know Him.

42.3 ACA TEAM COMMITMENT POLICY

42.2.A. All athletes must maintain a "C" average or higher throughout the sports season. If an athlete is failing a particular class, he or she will NOT be able to practice or dress-out with the team during competition until the grade is brought up to a "C" or higher.

42.3.B. Student-athletes are expected to be at every practice and competition and be on time. Any absence or tardiness for practice and/or a competition should be communicated directly to a head coach of that sport. This teaches ACA student athletes a level of responsibility, commitment, and good sportsmanship towards their fellow teammates and coaches. Missing practices also places a greater burden on those at practice and hurts the team's effectiveness during games.

42.3.C. Respect towards officials, authority figures, facilities, property, and other teammates is expected at all times. The discipline for these violations will be as follows:

1st offense: immediate removal from game, practice, or match and student conference with A.D. and/or coach(es) for specified amount of time or remaining game time (as decided by Coach).

2nd offense: parent conference

3rd offense: 1 game suspension (practice and game attendance is still mandatory).

4th offense: Probation for dismissal from the team with a game-by-game decision for Coaches regarding playing privileges as decided by the coach.

42.3.D. Cursing and/or inappropriate language is absolutely unacceptable and will result in a one week or two game suspension, as well as probation for dismissal from the team.

42.3.E. The athletic handbook must be read and statement papers must be signed by each athlete and his/her parent(s). Also, the contents of the ACA athletic handbook should be abided by and the signed documents must be on file prior to participation in a sport at ACA.

42.3.F. Students who are absent from school may not participate in extra-curricular activities during that day. Students must be present a minimum of 3 ½ hours in order to participate in an athletic program.

42.3.G. Uniforms are property of Apostolic Christian Academy. The student-athlete may not wear the uniform unless authorized by the coach.

42.3.H. Athletes are scheduled to arrive at all games an hour prior to the start of the game or under the guidelines set by the coach. All athletes must ride with the team to away games.

42.4. ELIGIBILITY FOR PARTICIPATION

42.4.A. In order to sign up for an ACA sport, students must maintain grades of "C" or above, and have their sports physical form current.

42.4.B. Students must maintain a "C" or higher after every midterm and 9 week grading period. One failing grade will result in a 4 week "game" suspension or until the grade is brought back up to the minimum. Students should still attend practice during this time, but dress out for a game or travel to an away game with the team. If the student does not bring his/her grade back up after the 4 weeks, the student will then be placed on Academic Probation. This means the student will be ineligible for practice or games for 9 weeks. Academic Probation will begin on Monday following the distribution of report cards.

42.4.C. Each student is expected to complete all homework and assignments regardless of whether the game is home or away. If the team is traveling away and has to leave school early, it is the student's responsibility to obtain all assignments for all classes missed prior to leaving school.

42.4.D. Returning late from away games will not result in an excused absence the next school day. Students are expected to be in regular attendance the day following an athletic competition.

42.4.E. Parents must be supportive. If parents cause disunity they risk the possibility of the student being suspended or terminated from the team.

42.5 PLAYING TIME

42.5.A. Success is not based on the playing time of our student athletes. Success is contributing to the team's success by using their God given ability.

42.5.B. Life lessons are learned from being part of an athletic team.

42.5.C. Every eligible student has the opportunity to try out for a team, **but not everyone will make the team.**

42.5.D. Athletes who make the team will be given every opportunity to demonstrate and improve their skill and prove their ability to their coaches, and thus increase their chances of playing a significant amount of time.

42.5.E. Parents must instruct and prepare their children for participation in a competitive athletic program at ACA. We are preparing students for life, and the competition that will be encountered in the world after graduating from high school. In every aspect of life you will have competition.

42.5.F. Our athletes are expected to work hard, be committed, be dedicated, be self-disciplined, and be determined on and off the field. We want our student athletes to grow in their relationship with God, their athletic skill, and academic knowledge.

42.5.G. Our athletes must show leadership in all activities on and off campus.

42.5.H. Coaches will make every effort to allow each athlete the opportunity of competing, but a specified amount of playing times is never guaranteed and should never be expected.

42.6 PARENTAL INVOLVEMENT

Parents are an important part of the success in our athletic program. Your support and assistance will be needed during the year. Parents may be asked to be available to volunteer in the concession area and ticket sales and support our fund-raising activities. Your cooperation support will be a blessing to our program and an encouragement to our athletes and athletic program. A parent who is not supportive of the team can have a negative effect on team unity.

42.7 PARENT/COACH RELATIONSHIP

As parents, you have the right to understand the expectations that will be placed on the student athlete when they become involved in ACA's athletic program. This begins with clear communication from the coach of your student athlete's sport. If a parent desires a conference with a coach or athletic director, contact the athletic director by phone or email to set up an appointment. **Do not confront a coach before, during, or after a game or practice. In order to maintain each student's focus, team practices are designed solely for team conditioning and training. The focus of the athlete is greatly divided when spectators are present. We ask that family/friends refrain from attending practices in order to achieve peak performance.**

42.8 PROCEDURES TO DISCUSS A CONCERN

Contact Athletic Director through phone call or email to address issue. Please do not confront a coach before, during, or after a game or practice. Parents please support and respect the athletic program and coaches. It is vital to support the athlete's achievements and encourage athletes during their struggles. Please refrain from criticizing the coach in front of your child or any other members of the team. This will encourage team unity.

42.9 COMMUNICATION THAT PARENTS SHOULD EXPECT FROM COACHES

Injury of the student athlete.

Expectations for your student athlete.

Locations and times of practices and games.

Team requirements (fees, special equipment, off-season conditioning, camps)

Discipline that may result in denial of your child's participation.
The student's attitude, work ethic, and eligibility

42.10 COMMUNICATION THAT COACHES SHOULD EXPECT FROM PARENTS

Discussion of injuries.
Discipline of the student athlete.
Notification of any schedule conflicts.

42.11 ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

Amount of playing time.
Team Strategy.
Other student/athletes.

As your student athlete becomes involved in the sports program at ACA, they will experience a sense of pride and accomplishment. Please encourage the student to keep a positive attitude and respect the coach and team. There are situations that may require a conference between the coach, athletic directors, and parents. Communication with athletic staff is encouraged. The results of these conferences should promote a resolution to the issue of concern.

42.12 APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

Ways to help your student athlete improve.
Concerns about your student athlete's behavior.

It is very difficult to accept your student athlete not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all student athletes involved. As you have seen from the list above, certain issues can be and should be discussed with your student athlete's coach. Other issues must be left to the discretion of the coach.

42.13 LEAVING A SQUAD

At any point in the season an athlete decides to leave a squad proper dismissal must take place. A meeting must be set up with coach and athletic director, to discuss reasons for leaving. A failure to follow proper procedure will restrict the athlete in participating in future sport programs of ACA. A student athlete who quits a team or is dismissed because of a violation of rules may not participate on any other athletic team that same sport season. He/she will not begin practice for another sport until the first sport is complete.

42.14 JEWELRY AND APPEARANCE

No jewelry shall be worn during any game or practice. All athletes must be neatly groomed. The coach is in charge of his squad and their appearance. When student athletes are traveling to an away event they are expected to dress in team uniforms or school dress codes. Shirts should be tucked in and all extra clothing, books, etc. should be put in a bag and carried on the shoulder. The student athlete should exhibit respect

for their character, others, and school. They are not only representing ACA but also Christ.

42.15 MEDICAL INFORMATION

For the protection and safety of the athlete, a physical examination is required each year before involvement in any athletic activity. Each athlete must bring form signed by his/her medical doctor before engaging in athletic activity (form is provided by medical doctor). Any injury or illness that occurs during a practice or game should be reported to the coach for evaluation. If medical attention is needed, the parents should be notified immediately.

ACA does not provide health insurance for athletes. Parents are responsible for any healthcare expenses incurred by their students including office visits, emergency room or other hospital services, including emergency transportation.

42.16 AFTER SCHOOL CARE

ACA will allow your child to go to afterschool care between the end of the school day and sports practice for a reduced fee of \$15 based on team practice time. All students have to be picked up at the end of the practice/ballgame. If not picked up, they will be checked into ACA afterschool and normal fees will apply.

Athlete Name: _____

Athlete Signature: _____

Parent Signature: _____

Date: _____

**Apostolic Christian Academy
2017 INVESTMENTS & FEES**

Kindergarten – 8th Grade Investment

	<u>MONTHLY</u>	<u>ANNUALLY</u>
FIRST CHILD	\$255.00	\$2550.00
SECOND CHILD	\$245.00	\$2450.00
THIRD CHILD	\$235.00	\$2350.00
FOURTH CHILD	\$205.00	\$2050.00

9th-12th Grade Investment

(Investment includes Class Trip, Jr./Sr. Class Banquets and Graduation Fee)

	<u>MONTHLY</u>	<u>ANNUALLY</u>
9 th GRADE	\$290.00	\$2900.00
10 th GRADE	\$300.00	\$3000.00
11 th GRADE	\$320.00	\$3200.00
12 th GRADE	\$310.00	\$3100.00

Based on a 10 month schedule – First payment due August 1st and last payment due May 1st. Payments received after the 10th of each month is subject to a late fee.

Registration Fee: \$60.00 (nonrefundable) *(Half price April 15 – May 15)*

Book Fees: K5 - \$225.00

1 – 8 Grade - \$345.00

9 – 12 Grade - \$365.00

Book fees are due in full on or before July 1, 2017.

*ACA has done its best to estimate the investment and fees for the upcoming year. However, all fees are subject to change and any unforeseen fees may be added at any time.

*Registration fees, book fees and investments are nonrefundable.

*Prices listed are based upon student being enrolled throughout entire high school career. Investment will be adjusted if student enters during high school career.