



STUDENT HANDBOOK
K5-12TH GRADE

865.984.0046

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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 Math, 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. Students will be able to compete in Intramural Bible Quizzing tournaments based on the collection of verses they are learning weekly.

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 online or 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. There is a two-business day processing period on all student applications submitted. Students will not be admitted to class until applications have been processed.

7.5 No new students will be admitted after February 1.

All new students are accepted on a six-week trial bases. To satisfactorily complete this trial program, a student must maintain a (C) average and exhibit a cooperative attitude with our school program. 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. SMARTCARE SYSTEM

ACA uses the cloud-based system, SmartCare for billing and payment processing. This system will enable you to view your account and setup payment using a credit card, debit card, or checking account. All financial transactions will be conducted through the reception desk and the SmartCare system. Please do not send money to the homeroom teacher.

10. REGISTRATION FEES

Upon acceptance, the registration fee ensures a place in the classroom for each student and is non-refundable and is payable with each application yearly. Early registration is offered April-May and is \$45.00. General registration is \$90 June-July. Late registration is \$120 and begins August 1.

11. 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. If payment has not been received by the 10th of the month, a late fee of \$25 will be charged and the student will not be allowed to attend class until the investment is paid current. 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 investment is paid current. If a grading period should end and an account is not current, grade cards will be withheld until the investment is paid current. 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.

12. LUNCH PROGRAM

Students may opt in for the lunch program each semester. Lunches will be prepared by ACA. Lunch fee will be accessed by number of school days per semester. The lunch fee is

\$4.75 per day. The lunch fee will be charged weekly and must be paid in advance the Friday before. 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 and your child will be given a frozen meal. Food for parties must be cleared through the administration office a day in advance.

Students may have a clear container with water in the classroom. Students are not allowed to use microwaves.

13. 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 \$25 late fee will be charged after August 1. 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 by their teacher.

14. 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.

14.1 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).

14.2 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.

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

14.4 Be dressed appropriately and modestly.

14.5 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.

14.6 Social Media & Apps - 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. Students

should refrain from visiting websites and using other social media tools or apps that are out of compliance with ACA standard of conduct.

In order to best fulfill the goals of the discipline process, Apostolic Christian Academy has established a Code of Conduct that defines expected student behavior and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of Apostolic Christian Academy can affect a student's standing at ACA as well as the reputation of ACA, therefore it is the expectation of the administration that students adhere to the Code of Conduct at all times.

It is therefore also understood that violations of the Code of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Apostolic Christian Academy and its employees, including when riding a bus or attending a school function or activity.

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority.
- Respect for self, Apostolic Christian Academy and its employees and students, and the property of others.
- Courtesy extended in all relationships – student to student or student to teacher/staff.
- Stewardship of the property, supplies, and equipment of Apostolic Christian Academy, as well as wise stewardship of personal items
- Preparation for class and readiness to learn
- Students are to display a Christ-like attitude in all they do and say.

Prohibited Activities

In order to inform our ACA family the following prohibited in-school activities (including time spent on buses or in transport to activities), for which disciplinary penalties will be assessed, are provided. While the actions described below represent a cross section of activities, no compilation can be all inclusive and students are expected to refrain from behavior that would be characteristic of the areas mentioned below.

Attendance Parameters

- Unexcused tardiness to school or class (3 unexcused tardies will result in one absence)
- *Drivers may be subject to lose driving privileges*
- Leaving school campus without permission
 - Being in locations where students are not allowed
 - Excessive time out of class
 - Failure to sign out when leaving early
 - Unexcused absences
 - Skipping class
 - Skipping school

Dress Code

- Failure to conform to ACA's dress code (*Please make yourself familiar with dress code provided in the student handbook*)

Academic Expectations

- Not being prepared for class
- Not bringing your iPad to school and/or having it fully charged
- Failure to meet classroom responsibilities
- Failure to employ good study habits after repeated warning (not keeping a notebook, not taking notes, not keeping an assignment notebook, etc.)
- Failure to return documents by due date

Careless Behavior

- Running in the halls or in the classroom
- Purposely holding door to classroom closed, or slamming doors; Horseplay
- Throwing or shooting objects in the building
- Reckless driving on school property or at any school event
- Careless behavior in bathrooms

Classroom/School Etiquette

- Disruptive behavior that impedes the educational process
- Insubordination to the teacher
- Dishonesty in all manner while quizzing and testing
- Disrespect to peers and teacher

Inappropriate Behavior

- Inappropriate public displays of romantic affection (i.e., holding hands, kissing, excessive hugging)
- Bullying in all manner is strictly prohibited and will be dealt with severely.
- Language and/or gestures that are vulgar, obscene, offensive, derogatory, or disrespectful will result in disciplinary action. The believer's talk should build up, not put them down. (Freakin, that's so gay, etc)
- Students who use language referring to or insinuating homosexuality is strictly prohibited. Students who act/portray in a non-biblical manner is strictly prohibited. Whether it is in a joking manner or not, ACA has a zero-tolerance policy, and will result in immediate administrative action, and be subject to expulsion from ACA.

Dishonesty

- Dishonesty in any form, including lying, theft, cheating, and plagiarism (note: indication of cheating on any assignment will result in a zero. Parent contact (BY PHONE) will result for first offense, and possible suspension thereafter.) This guideline applies to the person copying as well as to the person knowingly supplying the material to be copied)
- Forging signatures or altering documents
- Altering grade reports

Disrespectful Behavior

- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Littering
- Disturbance or rude behavior in R.U.S.H. Service
- Defacing of any kind of school, student, or faculty property
- Non-compliance with regulations pertaining to driving to school
- Direct disobedience to any teacher or administrator
- Deliberate destruction or damage to school, church, student, and/or faculty property
- Disrespect by word or action toward any faculty, staff member, or student
- Display of any advertisements of items in whatever form (e.g., posters/stickers on books, lockers or on any personal possessions brought into the school) that are in conflict with the values of the school as stated in our objectives.

15. 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 pick-up line. All parents must drive through the designated line. 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.

16. DISMISSAL PROCEDURE

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 leaving 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. 1st-4th grade students will walk from their classrooms with their teachers to the sidewalk for dismissal. 5th-8th grade students will be dismissed from their 6th period classes to meet their dismissal teacher on the sidewalk. 9th-12th grade students who drive will be dismissed from their 5th period classes to their vehicles. 9th-12th grade students who do not drive will be dismissed from their 5th period classes to meet their dismissal teacher on the sidewalk. Student athletes will be responsible to report to scheduled practice.

17. 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. The teachers and administration are given full discretion in the discipline of students. This may include various forms of positive reinforcement or the issuing of detention, suspension, or expulsion from the school.

Several areas of infractions should be noted:

- 17.1 Disrespect to teachers or students.
- 17.2 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.
- 17.3 Not completing assigned work.
- 17.4 Destroying or defacing school property.
- 17.5 Meddling in other student's property or taking personal things without permission.
- 17.6 Fighting or pretending to be fighting.
- 17.7 Leaving the school grounds without permission.
- 17.8 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.
- 17.9 Detention will be served from 3:00pm-4:00pm on designated day. 4th-12th grade students will receive detention. Siblings may not be dropped off with a student who is serving detention.

DISCIPLINARY PROCESS:

Level I Category — Classroom Management. Disciplinary action will be taken for infractions of school policy and rules. Most disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following, separately or in combination as appropriate.

- Student conference with the teacher
- Notification of behavior problems to parents (sent via Jupiter or phone call)
- Student conference with the Administrator
- A parent-teacher-student or parent-teacher-administrator conference
- Detention

Level II Category — 2 detentions, 2 hours of community service on ACA grounds. 2-page paper (topic to be given by administration)

Level III Category — In-School Suspension. Number of days to be determined by administration.

Level IV Category — Out-Of-School Suspension. (Administration will determine the amount of time given and terms to return back to school) Student will not be able to return until a parent/student/administration conference takes place.

Level V Category — Upon the last result, if student refuses to change behavior pattern, and all measures have been exhausted, it will result in expulsion from Apostolic Christian Academy.

Restitution and restoration can be confirmed with visible student behavior and pastoral counsel and recommendation; reinstatement on probation can occur as well.

A formal report to record all infractions will be retained within the student's school file outlining the nature of the infraction, how the issue was addressed and the action plan to address resolution. Follow up steps will be amended to the initial report.

Disciplinary probation is sincerely intended as an intermediate step for the student to "get his or her act together." If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or he or she will be expelled by action of ACA Administration.

18. 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.

19. 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.

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. Students arriving after 12:00pm without a doctor's note will be counted as absent for the entire school day.

Excessive absences may result in dismissal from school. No refunds on tuition is 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 10 days absence per year on parent's note and 15 days absence per year on doctor's note. After 10 days on parent note, 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 and 3 tardies = 1 absence

When absences are excusable, the teacher will permit the student to make up missed assignments. 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

After 5 absences in a semester, parents will be required to meet with ACA Administration.

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

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 after 11 a.m. will be treated as tardy. Students arriving after 12:00pm without a doctor's note will be counted as absent for the entire school day.

Three tardies within any grading period will be assessed as one unexcused absence. Students may not exceed 10 tardies per semester. After 8 tardies in a semester, parents will be required to meet with ACA Administration. 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 and is tardy, the student will be required to contact their parent by phone in the office. Student drivers that are tardy will be required to contact their parent by phone in the office. Excessive tardies may result in dismissal from school. Student drivers with excessive tardies will lose driving privileges. If a student is late to a class period, the teacher will document the tardy in Jupiter.

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 pictures 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 (Covers diploma and reception cost) and is included in Investment. Graduation Cap and Gown is an additional fee.

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)
E 93-97	G 83-86	N 60-69	B	indicates commendable progress	(80-89)
E- 90-92	G- 80-82	U Below 60	C	indicates acceptable progress	(70-79)
			D	indicates below average	(60-69)
			F	indicates failure	(0-59)
			I	indicates incomplete – student does not promote to the next grade level.	

Grading:

- Homework/Seatwork – 30% of Overall Grade
- Quizzes – 25% of Overall Grade
- Tests – 25% of Overall Grade
- Projects – 20% of Overall Grade

Honors Scale:

- 89.5 – 100 – Highest Honors
- 83.5-89.4 – High Honors
- 79.5 – 83.4 – Honors

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 will be 30% of the student’s overall grade. 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.

Delinquent homework will result in a zero for 4th-12th Grade. Incomplete homework will be given a grade based on percentage of the work completed. The only way a student will receive a zero is if the student made NO effort to do their work. Students are given class time to work on assignments. Assignments not completed in class will be assigned as homework. Four homework grades are dropped throughout the school year (1 per quarter). We do request parent's full cooperation in seeing that the assignments are completed.

28. CELL PHONE POLICY

Students will not be permitted to have cell phones in their possession throughout the school day. All cell phones must be left in the student's vehicle or in a holding bin in the office during the school day (7:45am-3:00pm). 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 vehicle or in a holding bin in the office. If a student is wearing their device during school hours, it will be taken to the office for a parent/legal guardian to pick up. ACA and its employees will not be held responsible for lost, damaged or stolen property. The school is not obligated to investigate the loss or damage of a cell phone. Should a student's cell phone be confiscated, it will only be returned when a parent/guardian comes to the school to retrieve it. **There will be absolute ZERO TOLERANCE on cell phone use.**

29. TABLET DEVICE POLICY

School-issued tablets are the only electronic devices allowed during the school day. All personal tablet devices must be left in the student's vehicle or in a holding bin in the office during the school day (7:45-3:00pm) Students may not video or take pictures during the school day (7:45am-3:00pm) with their phone, laptop, or tablet device. ACA will not be held responsible for lost, damaged or stolen property.

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 cleaned 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 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. Please refer to T.C. 49-6-4205.

33. 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 sundresses 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.

34. 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. Only athletic shoes approved by administration may be worn in the classroom. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, 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.

34.1 GIRLS

34.1.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

34.1.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

34.1.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

34.1.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.

34.1.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.

34.1.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

34.1.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

34.1.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.

34.1.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)

34.1.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)

34.1.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.

34.1.L. Outerwear

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

34.1.M. Gym Uniform (**5th Grade – 12th Grade**)

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

34.1.N. Gym Uniform (**K5 – 4th Grade**)

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

34.1.O. Hair Accessories

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

34.2. BOYS

34.2.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
- 34.2.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
- 34.2.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
- 34.2.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.
- 34.2.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
- 34.2.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
- 34.2.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.
- 34.2.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, gray/white, etc.)

34.2.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)

34.2.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)

34.2.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

34.2.L. Outerwear

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

34.2.M. Gym Uniform (5th – 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. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.)
- d. Socks must be white, gray, or black

34.2.N. Gym Uniform (K5 – 4th Grade)

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

35. 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 one recital per year in February. Private lessons are an additional cost and will be paid directly to instructor a month in advance.

36. AFTER SCHOOL CARE

Students 5-10 years of age are given the opportunity to be a part of the After School Care program provided by Apostolic Christian Academy. The hours are 3:15pm-6:00pm during the school year. Drop off and pick up times are 6:30am-6:00pm (Summer). We do not allow any electronics in our After Care program. This includes cell phones, personal iPads, school iPads, laptop computers, and gaming devices. Standard afterschool fees apply. To register call the preschool office at 865.982.4901.

37. 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.

38. 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.

Apostolic Christian Academy
INVESTMENTS & FEES
2022

Kindergarten – 8th Grade Investment

	<u>MONTHLY</u>	<u>ANNUALLY</u>
KINDERGARTEN	\$320.00	\$3200.00
1 st -8 th GRADE	\$400.00	\$4000.00

9th-12th Grade Investment

(Investment includes Class Trip (meals not included), Jr./Sr. Class Banquets and Graduation Table.
 (*Graduation Cap and Gown is an additional fee)

	<u>MONTHLY</u>	<u>ANNUALLY</u>
9 th -12 th GRADE	\$450.00	\$4500.00

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 are subject to a \$25 late fee.

Registration Fee: Early (April-May) \$45.00, General (June-July) \$90, Late (August) \$120
**Registration fees are non-refundable.*

Book Fees: K5 - \$300.00
 1st-12th Grade - \$400.00

Book fees are due in full on or before July 1. If book fees are not paid before August 1, a \$25 late fee will be added.

*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.

STATEMENT OF COOPERATION AND AGREEMENT

1. Payment Procedures

Tuition is paid in ten monthly installments from August 1 – May 1.
Early registration is offered during the months of April-May and is \$45.00.
General registration is \$90 June-July. Late registration is \$120 and begins August 1.

Book fees are due July 1. Book fees paid on or before May 21 will receive a 5% discount. **If book fees are not paid before August 1, a \$25 late fee will be added.**

K5 - \$300
1st-12th Grade - \$400.00

	K5-8th Grade Tuition	
	<u>MONTHLY</u>	<u>ANNUALLY</u>
KINDERGARTEN	\$320.00	\$3200.00
1 st -8 th GRADE	\$400.00	\$4000.00

9th-12th Grade Tuition

(Tuition includes *Jr/Sr class trip (*meals not included), Jr/Sr banquets and graduation fee (*Graduation Cap and Gown is an additional fee)

	<u>MONTHLY</u>	<u>ANNUALLY</u>
9 th -12 th Grade	\$450.00	\$4500.00

****Registration fees, book fees, and tuition are nonrefundable.***

- Since the fees do not cover the actual cost of educating our child/children, we recognize that participation is needed in prayer and service. In order to properly share in his/her training, we also recognize that prompt consistent payment of our account is extremely vital to the school and will handle our business relationship with the school accordingly.
- All new students are accepted on a six-week trial basis. To satisfactorily complete this trial program a student must maintain a (C) grade average and exhibit a cooperative attitude with our school program.
- In full cooperation with the school, I sincerely pledge my loyalty to the aims and ideas of the school and will bring any and all questions and criticism directly to the administration so that those in authority may properly consider them.
- The teachers and administration are hereby given full discretion in the discipline of my child/children. This may include various forms of positive reinforcement or the issuing of detention, suspension, or expulsion from the school.

6. I also give my permission for my child to take part in all school activities, such as physical education activities and school sponsored trips, etc. In case of accident or serious illness, I request the school personnel contact me. If they are unable to reach me, I hereby authorize them to call my physician, and to follow his/her instructions. If it is not possible to contact his physician, the school personnel may make the necessary arrangements.
7. I understand that no student will be accepted by **APOSTOLIC CHRISTIAN ACADEMY** who has experimented with illegal drugs, or participated in occult activities. I understand any use/experiment of contraband drugs will result in immediate expulsion with no right to appeal. I understand that students of **ACA** are expected to keep high standards and to have high moral conduct. No student sexually active will be admitted to **ACA**. I further understand that any violation of this rule will result in expulsion. **NOTE:** Parents/guardians of the student named above, has he/she ever been disciplined by any other school for the use of drugs or for promiscuous behavior? **YES** _____ **NO** _____

If yes, when and what action was taken? _____

8. I further agree to hold the school and its agents harmless for the liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Apostolic Christian Academy or any employee or agent thereof, on my child's behalf and the school or its' agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other cost that Apostolic Christian Academy or its' agent should incur to defend itself against such action.
9. I understand that the tuition for my child/children attending ACA is arranged on and is due on the first of each month, August through May. Furthermore, it is understood that if payment has not been received by the 10th of the month, a late fee will be added and my child/children will not be allowed to attend class until the tuition is paid current. I also understand that grade cards will be withheld until the past due amount is paid and that the annual offer of half price pre-registration will not be available to any delinquent account.
10. **Maintaining the integrity of the learning environment is the top priority**
- Students will NOT be permitted to have cell phones in their possession throughout the school day.
 - Students MUST leave their cell phones in their vehicle or in the holding bin at the reception desk during the school day; cell phones shall cause no disruption.

If a cell phone is not left in their vehicle or in the holding bin at the reception desk, disciplinary action will include but is not limited to confiscation of the phone. Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time determined by an administrator.

- The first and second confiscation of the phone will only be returned when retrieved by a parent or guardian.
- The third offense will result in 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.

There will be absolute ZERO TOLERANCE on cell phone use.

This is a contract regarding my student's possession of a cellular telephone on campus. On the third offense, your child will not be able to have any cell phone on campus. If he/she is caught with any cell phone, it will result in two days of suspension. Furthermore, I understand that the school and its employees are in no way responsible for any theft or damage of my child's cellular phone while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone. Should my student's cell phone be confiscated, I understand that it will only be returned when I come to school to retrieve it.

11. 1) I understand that Plagiarism constitutes theft and fraud.
- 2) I have been educated about the meaning of plagiarism and understand the terms "plagiarism," "quotation," "paraphrase," and "source acknowledgment.
- 3) I specifically know that copying words from the **internet** without crediting the source constitutes plagiarism.
- 4) I have learned ways to avoid plagiarism by always acknowledging the source of any **borrowed** passage, sentence, or key idea that I use in my own writing. I will put language copied from any source (including electronic sources) into quotation marks and acknowledge the author. If I paraphrase published language, I will give credit to the author, even if I change the words.
- 5) I will never ask anybody to write a term paper for me, and I will not buy an essay online and claim to have written it myself.
- 6) I understand that if I plagiarize despite this agreement, I will face the following disciplinary consequences:
 - a) Any essay that plagiarizes will be considered an F, even if it is a draft.
 - b) A written report of the plagiarism incident will be submitted to the ACA administration.
 - c) I may be allowed to write another paper to make up for the plagiarized paper, but the grade of the second paper will be considered an F.
 - d) If plagiarism reoccurs in another assignment, I will fail the course.



PRESCHOOL HANDBOOK SIX WEEKS-K4

865.982.4901

1. STATEMENT OF PURPOSE

A growing church in a growing community has a responsibility to offer a service of civic as well as spiritual leadership. Realizing that in these swift moving times, situations often call for both parents to be away from home for several hours at a time; thus creating a need for competent understanding childcare. It is for this purpose that First Apostolic Church is sponsoring APOSTOLIC CHRISTIAN ACADEMY.

Our aim is to provide educational facilities on a child's level in a wholesome, home-like atmosphere. We also provide adequate educational toys, books, and supplies as well as qualified supervision, which will be conducive to a child's mental, physical, and spiritual growth.

A unique program of learning prepared by the Pensacola Christian College of Pensacola, Florida, and the curriculum, ABeka Book Publication, is designed with enthusiastic and interesting lessons. The format will encourage the children to learn and to enjoy the lessons.

Through the use of sight and sound, each child can develop at his own rate without adult pressures. Our curriculum is systematic with consistency and includes a variety of activities which will encourage the child's creative talents. Proper periods of rest and relaxation including naps are programmed into each day.

Wholesome meals and snacks are served at regular intervals. A daily record of each child is kept to record any points of interest relating to the child's development, health, and behavior (for infants and toddlers).

When a child is registered, the parents will pay a registration fee and a book fee. These fees are paid yearly.

If you have any questions after reading this handbook, please ask. We are here to serve you and to give your child the best possible care while he/she is in our charge. We love children and appreciate your letting us share in their formative years.

2. OUR HISTORY AND FACILITIES

In the spring of 1995, Apostolic Christian Academy Pre-School opened its doors. We have a fully equipped kitchen, carpeted classrooms, and each child has his own sleeping mat and clean linens furnished by Apostolic Christian Academy Pre-School.

Our staff loves children and loves the Lord. Each staff member is a Christian. They are dedicated to teaching love and loyalty to God and to country. Our staff has been trained to teach children and to lead them. Our teachers attend seminars to better qualify themselves and Apostolic Christian Academy Pre-School for caring for your child.

3. CHARGES

The charges for preschool at Apostolic Christian Academy Pre-School are weekly. If your child is present five days or only one day during the week, the charge will be for a full week's preschool. If your child is absent a full week, a holding fee will be due (except the infant & toddler classes). The children in the infant and toddler classes will be charged full week daycare fees if the children are present or absent. These classes will be eligible for one vacation week after they have been here past their anniversary date (one year). Monday through Friday is considered a full week at ACA Pre-School. All fees are due in advance on Monday and should be paid in the office. If for some reason no one is in the office when you wish to pay, please place your payment in the drop box inside the office. The registration fee is paid yearly as well as is the book fee. The registration fee becomes a materials fee after the first year. The office will send you a statement when these fees are due.

A late fee will be charged for any child left after 6 p.m. (5:30 p.m. for infant/toddler classes). There is a flat charge the first 15 minutes; then the rate increases every 5 minutes. Please make arrangements for your child to be picked up by their appointed time.

4. CHILD DROP OFF AND PICKUP

For security purposes, our building is locked at all times. All parents will be given a code to get in the building during business hours Monday through Friday. Anyone without a code will need to ring the bell to be let in. Bring your child to the reception area and check them in on our Child Care Manager before you take them to their classroom. The Child Care Manager is our electronic sign in & out system that makes it easy and quick to drop off and pick up your children. When you enroll your child, we will ask you for a four-digit number that will identify you as an authorized person to pick up your child. Each person that will be authorized for pick up will need their own four digit number before they will be allowed to pick up. We will help you set up your pin numbers in the office when you enroll.

To help your child adjust to his surroundings, please do not linger when dropping him off. When you return to pick them up, come to the reception area and sign them out before you pick your child.

If anyone other than the child's parents will be picking him up, the office must be contacted in advance. This may be done either by phone, note, or in person when the child arrives in the morning. They should be prepared to offer some identification the first time they come. If they will be picking up the child on a regular basis, establishing their identity will not be necessary after the first one or two times and a pin number will be assigned to them.

ACA staff will not release a child to anyone who may be in a hostile state of mind. If our staff has reason to believe that the person picking up a child may be intoxicated, we will call the local law enforcement authorities.

Due to the amount of traffic through the office, we ask that no parent telephone and request their child be waiting in the office. We must know with whom each child is leaving and when. If other parents are in the office or the office personnel is otherwise engaged, a waiting child may leave and the staff fail to notice their departure. It is best for the parent and the child to leave the building together.

Please do not smoke in the building. This includes pipes. In keeping with our modest dress rule, we ask that anyone picking up children not to wear swimsuits, see-through clothing or other brief attire that we deem immodest into the building.

5. DISMISSAL POLICY

ACA Pre-School takes every child on a 2-week trial basis. If for some reason your child does not adjust to our preschool and must be dismissed, ACA will reimburse the child's registration fee. If the parent or guardian decides to withdraw the child, there will be no reimbursement for the registration fee.

6. MEDICINE POLICY

The State of Tennessee requires that any medicine to be given at pre-school must be accompanied by a written note from the attending physician or a telephone call from his office. This applies to refilled prescriptions also.

No over-the-counter medicine will be given. This includes aspirin and cough medicine, etc.

If your child becomes ill during the day, we will contact you at once. If your child has a fever, please do not bring him to school. If he becomes feverish during the day, we will call you to come for him. We cannot keep a sick child in the preschool. **All children must be fever free for 24 hours without medication before returning to school.**

For the welfare of all children, any child who is sick needs to be kept at home. The parent must give all medication. If your child has been vomiting during the night or early morning, he should not come to school that day. Children with water-like diarrhea should not attend preschool until the stool becomes normal.

7. FOOD POLICY

Apostolic Christian Academy Pre-School serves hot and nutritious lunches daily and our menus are planned to appeal to youngsters while giving them a balanced diet. We ask that no food be brought from home.

If your child eats breakfast with us, he must be at school by 6:45 a.m. The kitchen stops serving breakfast at 7:00 a.m. The office will send you a statement on Monday for the previous week's charges.

Our lunches are catered daily and we must have our lunch count by 8:45 a.m. If your child will be here later than 8:45, please call the office and advise us so we can include your child in our lunch count. If your child should arrive after 8:45 a.m. and the office has not been notified, they will be served a microwave meal.

If you would like to send something special for your child's birthday, please notify the teacher or the office a few days ahead of time. Parents may send cake, ice cream, cupcakes, etc. The choice of treats is up to the parents. Due to allergies, we request that you do not send treats with nuts or peanut butter.

Parties are very special at ACA. Your child's teacher will send you a note informing you of the date of the party and what she would like for you to send.

8. CLOTHING POLICY

When a child is enrolled in ACA Pre-School, his parents should bring a backpack with a complete change of clothing in case of accidents. Please check this clothing periodically as little bodies have a way of outgrowing pants and dresses very quickly. If your child has an "accident" and his change of clothing does not fit or there is not an extra change of clothing, we must call you to bring a change for your child.

APOSTOLIC CHRISTIAN ACADEMY PRE-SCHOOL does not have a dress code for our pre-school boys and girls; however, the students who attend ACA for extended care (After The Bell) must adhere to the same dress code as the students of Apostolic Christian Academy. Due to physical activity, children will need to wear tennis shoes or rubber-soled shoes.

9. TOY POLICY

Each year ACA spends several hundred dollars on toys and playground equipment. We also have a large number of children to share these toys. It is impossible for our teachers to keep each child's personal toys from being lost, broken or misplaced. **We ask that no toys be brought from home unless it is a small stuffed animal that your child likes to have at nap time.**

10. ABSENCES

If your child will not attend school because of illness or other reasons, please contact the office at 983-4927 or 982-4901 by 9:00 a.m. This will help us in our lunch and snack count as well as staffing.

11. AFTER SCHOOL CARE (AFTER THE BELL)

After The Bell is our interactive afterschool program that provides after school care for students who attend Apostolic Christian Academy as well as area public schools. Our program consists of a variety of activities which includes sign language, music and art as well as organized games including soccer, basketball and volleyball. The charge for this service is charged weekly. In case of snow or in-service days, there is an extra charge for your child staying all day. When school has early dismissal because of in-service, the only extra charge to you is for his/her lunch. When there is no school because of a scheduled break such as Christmas or Spring Break, the charge changes to full time fees. If there is no school for three or more days during any week due to the weather or other circumstances, then the full pre-school fee is charged; if school is out one or two days only during a given week, then you pay extended care charges per day. We will never charge more than the current preschool rate at any time. Students 5-10 years of age are given the opportunity to be a part of the After School Care program provided by

Apostolic Christian Academy. The hours are 3:15pm-6:00pm during the school year. Drop off and pick up times are 6:30am-6:00pm (Summer). We do not allow any electronics in our After Care program. This includes cell phones, personal iPads, school iPads, laptop computers, and gaming devices. Standard afterschool fees apply. To register call the preschool office at 865.982.4901.

12. LATE FEES AND OTHER CHARGES

Since pre-school fees are to be paid in advance at all times, a late charge will be added to any account that has not been paid by Tuesday, 6 p.m. of the current week. Any account that is not paid by Friday of the current week will be regarded as delinquent and the child/children may not be allowed to attend school the following Monday. By allowing any account to become delinquent, we are doing the parents and the child a disservice.

A service charge of \$30 will be charged for returned checks. A repeated history of returned checks may result in cash payments being required.

13. INFANT AND TODDLER

For sanitary reasons, all items sent for your child must be labeled with their name or initials (bottles, cups, pacifiers, spoons, etc). All bottles, cups and eating utensils will be rinsed and sent home daily for you to wash and sanitize. We will use your baby wipes after lunch and snacks for your child. If you would prefer for us to use a washcloth, please send a clean cloth daily in a plastic baggie. Please keep at least one change of clothes in their diaper bag and be sure your bag is restocked daily with items needed for your child.

When your child begins eating baby food, you will need to provide the spoons and bowls if needed. Once your child is eating off of our menu and no longer eating baby food, we will provide the eating utensils with the meal. When your child is drinking from a cup, please send a **spill-proof sippy cup each day**. Please do not send breakfast with your child once they are eating off of the menu.

14. POTTY TRAINING

We will help you potty train your child at 24 months. (When we begin working with your child, it is vitally important that you follow through with the training at home). When your child begins potty training, your child must wear pull-ups with **Velcro sides** until completely potty trained. Please continue to send wipes along with the pull-ups until they are completely potty trained. Children will need to go two weeks without accidents before wearing regular underwear. Encourage your child to become independent in caring for himself in the restroom (pulling down and pulling up his own underpants, etc.) Consistency at the pre-school and at home will help your child achieve success more quickly. Children must be potty trained and wearing regular underwear in order to go in the K3 Class.

15. INCLEMENT WEATHER

ACA Pre-School will always try to be open during bad weather. However, if the weather makes it impossible for us to get to the school, we will send out a group text as well as

notify the TV Stations WBIR and WATE. If you have any questions, please check for our closing on their websites. Just a reminder that there is an “Apostolic Christian School” and “Apostolic Kiddie Academy” in Knoxville. Our listing will be Apostolic Christian Academy/Maryville if we are closed. If circumstances beyond our control cause us to close early, we will notify you of the situation by these television websites and/or by phone call.

Since our fees are weekly and not daily, there will not be a price adjustment should circumstances beyond our control cause us to be closed.

ACA has an Emergency Disaster Plan in place should an emergency arise that we would need to vacate our building and/or property. All staff has been trained in emergency procedures should this situation ever happen.

16. PERSONAL SAFETY

As recommended by the State, children ages three and older are taught personal safety. This twelve week session is taught once each year by a trained staff person. If you wish to view the entire curriculum, it is available in the office for your viewing. Every six months our staff receives child abuse training and at least once a year, we receive a 2 hour abuse training put on by the Advocacy Center.

17. BEHAVIOR MANAGEMENT TECHNIQUES/DISCIPLINE

Discipline is often confused with punishment. Discipline is teaching through example, while punishment is negative reinforcement for breaking rules. We prefer to use the positive approach in dealing with children’s behavior problems. Initially, teachers are encouraged to redirect. However, when children continue to break rules, and deliberately hurt another child, we use “Sit & Watch” or “Time-out” as discipline. Behavior problems will be discussed with parents by the Director. If the behavior problem still continues, the Center reserves the right to dismiss any child if he/she seems unable to follow rules with their classroom experience. We will ask for a parent/teacher conference if behavior is consistent.

18. BITING POLICY

- 1.If your child bites three times in one day, they will be sent home for the remainder of the day.
- 2.If your child bites again, upon returning the next day, they will be sent home for the remainder of the week.
- 3.If your child continues to bite, further action will be taken up to expulsion from the Center.

Not every child is meant for our center; sometimes they need a less structured or more structured environment. Being released from our program is the last option for a continuous biter and by no means want this for any family unless it is best for all parties involved.

19. ILLNESS GUIDELINES

Childhood Diseases

May return when:

- Chicken pox and hand, foot, and mouth.....after all lesions are crusted
- Diarrhea.....when stool is firm
- Fevers.....when fever free 24 hours
(Infants 3 months and under considered to have a fever at 100.5)
- Lice.....after medicated shampoo and all nits removed
- Impetigo.....after all lesions are crusted or covered with bandage
- Measles.....5th day after rash appears
- Mono.....must have written doctor release
- Pinkeye.....on medication 24 hours and without release of discharge
- Pinworm.....after two doses of medication
- Rashes (unknown origin).....when rash has disappeared
- Respiratory syncytial virus.....when cough and runny nose has stopped
(usually 5 to 7 days)
- Ringworm.....after medication for 24 hours/then area covered until gone
- Roseola.....when rash is gone
- Rotavirus.....after diarrhea stops
- Rubella.....fifth day after rash first appears
- Scabies.....24 hours after treatment and with written permission from doctor
- Strep throat.....after medication for 24 hours

**APOSTOLIC CHRISTIAN ACADEMY
PRESCHOOL FEES
1331 William Blount Drive
Maryville, TN 37801
(865) 983-4927**

Registration Fee:	\$55.00 (yearly)
Weekly Fee:	\$195.00 6 weeks – 36 months and until potty trained and is promoted to K3 class
	\$165.00 K3 & K4
	\$165.00 Kindergarten (if not picked up at noon when dismissed)
Holding Fee:	\$15.00 week if child is absent for entire week. 6 Weeks – K4 class & Summer School Age Program (1 per calendar year) Holding fee applies after 1 year anniversary
Book Fee:	Yearly (prices vary)
Daycare Hours are Monday – Friday	6:30 a.m. – 6:00 p.m. for K3 & K4 classes
Daycare Hours are Monday – Friday	7:30 a.m. – 5:30 p.m. for 6 weeks – 36 months
We also offer before and after school care:	\$65.00 weekly – 1 child \$75.00 weekly – 2 children