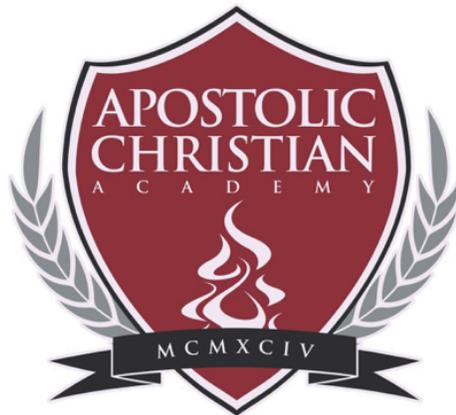


Apostolic Christian Academy Distance Learning



Student Handbook 2022-2023

1331 William Blount Drive
Maryville, Tn 37801
Office: (865) 984-0046

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.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible Word of God.
- We believe that there is only one God.
- 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.
- 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)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- 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.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

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.

With our Distance Learning Program, you will receive a versatile online Christian curriculum. Each student will enjoy our learning management system with dynamic, Christ-centered lessons and interactive features designed to serve students in elementary, middle, and high school. Our educational platform is called Ignitia, and is powered by Alpha and Omega Publications. Ignitia features easy-to-use navigation, handy notes tools, inventive day-planning functions, and enhanced flexibility to suit any student's learning style. 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.

OBJECTIVES IN EDUCATION

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

- Prepare children spiritually by instilling in them a personal responsibility to and appreciation for the Lord Jesus Christ.
- Prepare children to successfully live in a democratic system helping them to develop a sense of responsibility as a citizen and a Christian.
- 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.
- To develop moral, ethical, and spiritual senses.
- Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.
- Provide opportunities to develop skills necessary for making a living.
- Offer opportunities to participate in wholesome forms of recreation.
- To intensively prepare all graduates for college entry through College and Career Preparatory Programs.

ACCREDITATION

Apostolic Christian Academy has completed all necessary requirements for accreditation as set forth in the regulations and standards of the Tennessee Association of Non-Public Academic Schools and is recognized as a Category II, State accredited school by the Tennessee Department of Education. This status places Apostolic Christian Academy in company with the highest level of state accreditation for non-public schools. Our athletic teams are approved to compete in the TSSAA. 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.

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.

TEACHER STANDARDS

Teachers are certified by the State of Tennessee Department of Education, or currently working through the certification process. 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.

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.

ADMISSION PROCEDURE

1. Application: Complete our online application.
2. An admissions counselor will contact you within three business days to discuss creating your student's account.
3. Your student's admissions advisor will request records to be sent to ACA.
4. Your student's admissions advisor will draft a personalized class schedule based on his/her records.
5. Once ACA and parents finalize the schedule, your student's admissions advisor will register your student for their designated start date.
6. Financial Check-In: Financial advisor will setup payment schedule.

TUITION INVESTMENT

1. Annually \$3,000 per school year (*Graduation Cap and Gown is additional fee)
2. Monthly \$300 per month (August-May)
3. K5-4th Grade: \$300 Book Fee
4. 5th-12th Grade: \$150 Technology Fee

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

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

Registration Fees: \$100 per child. \$75 for 2nd child. \$50 for each additional child. An Accounting Consultant will set up an investment auto draft plan upon completion of registration.

Investments are set up on a ten-month payment plan for your convenience, and the

first payment is due on the 1st of each month. Tuition will be paid by an automated payment funds transfer through checking account or credit card for your convenience.

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. Our standards of conduct are expected for all students who attend Apostolic Christian Academy.
- 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).
- If your student should come on campus - 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.
- Maintain high standards of courtesy, kindness, morality, and honesty.
- Be dressed appropriately and modestly.
- 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.
- 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.

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.

INCOMPLETE COURSE WORK

If for any reason the student has not completed all course work by the last day of school, an Incomplete Course Work Contract must be filled out by the parent and submitted to ACA administration for approval of an extension that will include a completion plan set forth by ACA administration.

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.

ACADEMIC PROBATION

In the event a student fails to do his/her work, and they become severely behind, or grades become delinquent, the student/parent may be asked to sign an academic contract to continue as a student. It is utmost importance that each student keeps up with all school work and paces themselves accordingly.

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.

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. If you have any concerns, you can call the office at (865) 984-0046.

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.

Grading Scale

As numerical grades issued by ACA Distance Learning for grades 3-12 are converted into letter grades, final grades recorded in the student's cumulative academic record will be translated according to the following scale.

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

Honors Scale: 89.5 – 100 – Highest Honors | 83.5-89.34 – High Honors | 79.5 – 83.4 – Honors

* Distance Learning students will not be eligible for Valedictorian or Salutatorian upon graduation at Apostolic Christian Academy.

SCHOOL DRESS

In the event our distance learning students would be on campus, the school dress policy shall apply.

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.

ACA UNIFORM DRESS CODE GUIDELINES FOR GRADES K5-12

French Toast Source Code: QS5GDTE

Land End Preferred School Number: 900144734

- 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.

GIRLS

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

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

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

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.

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.

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

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

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.

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)

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)

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.

Outerwear

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

BOYS

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

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

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

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

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.

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

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

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.

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.)

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)

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)

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

Outerwear

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

ACADEMIC INTEGRITY

Academic integrity is an integral foundation for Apostolic Christian Academy. It is the student's responsibility to understand and acknowledge the policy statements and cheating definitions of each of his or her instructors.

Plagiarism - Students should strive to avoid this by ensuring that any material which is not common knowledge is adequately cited to maintain academic integrity. Examples of plagiarism are, but are not limited to, the following:

- Copying and pasting any selection from an online or print source and representing it as your own work.
- Utilizing selections of online or print sources and failing to properly cite authorship.
- Presenting the work of another individual as one's own.

Cheating- To influence or lead by deceit or trickery. To violate rules dishonestly. To cheat on a quiz or assignment. Some examples are, but are not limited to the following:

- Providing questions/answers/work to another student.
- Receiving questions/answers/work from another student.
- Utilizing online or print sources on an assignment, quiz, or test.

Discipline for Academic Integrity Violations:

- 1st offense-Zero on the assignment. The student and parent is notified.
- 2nd Offense-Zero on the assignment. Parents and student(s) must have a conference with ACA administration.
- 3rd Offense-Zero on the assignment. Student will be temporarily suspended, and possible expulsion from ACA will ensue.

ATTENDANCE ON CAMPUS

Distance Learning students will have opportunities throughout the school year to be on campus. In the event students come onto campus, dress code adherence must be maintained at all times.

RESPONSIBLE INTERNET USE

The use of the Internet must be in support of education and research and consistent with the educational objectives of the school system. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

Apostolic Christian Academy is not responsible for managing the mobile devices of Distant Learners. This responsibility is solely with the parents (legal guardian) and student.

Net Etiquette: Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Avoid offensive or inflammatory speech.

- Be courteous and polite.
- Use appropriate language.
- Profanity or obscenities are not permitted at any time.
- Do not use the network in such a way that would disrupt the work of others.
- All communications and information accessible via the network should be assumed to be private property.
- Users may not quote personal communications without the author's consent.

STATEMENT OF COOPERATION AND AGREEMENT

1. Our program is a tier-1 school, therefore this academic institution is unable to accommodate students who require an (IEP) Individual Education Plan, or who is in need of special educational services.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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? _____

7. 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.

8. Investments are set up on a ten-month payment plan for your convenience, and the first payment is due on the 1st of each month. Tuition will be paid by an automated payment funds transfer through checking account or credit card for your convenience. 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 eleventh of the month. There is also a service charge for denied withdrawal from checking account or failed credit card attempt.

ACA offers students a payment plan through Smartcare as an alternative when payment can not be made in full. Smartcare is an automated draft system that processes payment of monthly installments via automatic draft from a banking account or bank card. The financially responsible party is liable for all expenses of the student at ACA and agrees to the following terms:

- A. All outstanding balances must be satisfied prior to registration for the next school term, and no official records will be released until balance is satisfied.
- B. It is the responsibility of the financially responsible party to certify that they are the account holder and authorize Smartcare to automatically deduct all monthly investments for the amounts indicated and ensure that all financial estimates are accurate on the summary of the account prior to the first installment investment to be drafted.
- C. It is the responsibility of the financial responsible party to make sure that all bank account information is up-to-date, accurate and that the account has sufficient funds at least 24 hours prior to the draft withdrawal date. It is the responsibility of the financially responsible party to update or change account information, including credit cards that will expire during the execution of an installment plan through the automated draft system.
- D. Any student requesting manual intervention to their payment plan or updated account information will be charged a \$25.00 Administrative Fee.
- E. In the event that funds are not available in the account for any reason (stop payment, insufficient funds, account closed, invalid account number, expired date, invalid card number, etc.) on the date the automatic draft is presented for payment, the following will apply:

- *A returned funds fee of \$35.00 will be charged by ACA on the second business day after payment was due.
- *An Administrative fee of \$25.00 will be charged by ACA for reinstating ACH on the second business day after payment was due.
- *Every 5 days that account is in arrears, there will be a 5% late charge based on the account balance.
- *On the 10th day of non payment, the student(s) will be reported to authorities for truancy.
- *On the 10th day of non payment, the student(s) will be officially unenrolled and considered no longer a student.
- *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(s) being enrolled throughout their entire high school career. Investment will be adjusted if student(s) enter during high school career.

- 9.
- 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.

CHOOSE A PAYMENT OPTION

I choose to pay the annual academic investment in full (\$3,000) Initials_____

Or

I choose the payment plan of 10 monthly payments (\$300 August-May) Initials_____

FURTHER:

I have read the ACA Distance Learning Handbook and fully understand all liabilities, academic guidelines, financial responsibilities, and conduct requirements. Signatures that appear below verify full agreement, cooperation, and compliance with all that is stated within the ACA Distance Learning Handbook.

Parent/Guardian Signature:_____

Parent/Guardian Signature:_____

Date:_____

DIGITAL LEARNING FAQ

Answers to questions regarding Distance Learning Program

Thank you for choosing Apostolic Christian Academy for your child's education. We are pleased to offer distance learning for the first time in our history. Technology ushers in fundamental structural changes that can be integral to achieving significant improvements in productivity. Used to support both teaching and learning, technology infuses classrooms with digital learning tools, such as computers and handheld devices; expands course offerings, experiences, and learning materials; supports learning 24 hours a day, 7 days a week; builds 21st century skills; increases student engagement and motivation; and accelerates learning.

-U.S. Department of Education

ACA has two options available for students, depending on their location and circumstance.

- > **Distance learning**- an option for any non-ACA student who lives more than 50 miles away.
- > **On-campus learning**-students who regularly attend on campus.

Q1: Am I eligible to enroll in ACA's distance learning program?

Students must live at least 50 miles from ACA to be eligible. We do not limit any countries or states. The attitude towards and acceptance of distance learning varies from state to state. Parents who choose distance learning should become familiar with and follow any applicable homeschooling requirements for their region.

Q2: What supplies will I need?

Distance learners will need a device such as a computer or a tablet and internet connection. We also suggest a composition book for journaling, TI-83 calculator for high school and above, and paper and writing instruments for taking notes.

Q3: How do I enroll in distance learning?

1. Application: Complete our online application.
2. An admissions counselor will contact you within three business days to discuss creating your student's account.
3. Your student's admissions advisor will request records to be sent to ACA.
4. Your student's admissions advisor will draft a personalized class schedule based on his/her records.
5. Once ACA and parents finalize the schedule, your student's admissions advisor will register your student for their designated start date.
6. Financial Check-In: Financial advisor will setup payment schedule.

Q4: What programs will students have to access, and how do I access them?

On the first day of school, teachers will give students the web address, username, password, and instructions about how to use the program. Students must log into this program daily to complete their studies.

CURRICULUM

- K5-4th Grade: ABEKA w/MasterTeach Video Supplementation
- 5th-12th Grade: Our online teaching platform is built exclusively for Christian Schools. It is a versatile online Christian curriculum and learning management system with dynamic, Christ-centered lessons and interactive features designed to serve teachers and students in grades 5-12th. Our online curriculum will be streamlined with units, lesson plans, multimedia elements like interactive games, audio and video clips, external web links, as well as off-computer assignments. Access to a computer/iPad along with the internet will be required to utilize our distance learning platform.

Q5: What else does ACA offer for distance learners?

Online educators will consider every child's needs in designing instruction and targeted support. They also can participate in social and academic class video meetings, video teacher calls, RUSH chapel services, Spring and Christmas Spectacular, National Christian School Competition, and more!

Q6: What is the parent's role?

Parents serve as the primary source in holding students accountable for progress in their courses. We recommend that parents check Ignitia daily for important communications.

Q7: How does the student communicate with an Academy teacher?

The student can communicate with their Academy teachers through the messaging system in the Ignitia Learning Management System. Please allow teachers 48 business hours to grade assignments. Please allow teachers 24 business hours to respond to any other message.

Q8: Who do parents contact for assistance?

For assistance for distance learners, you may contact ACA's online coordinator, **Sis. Katherine Carter, M-F 9:00-5:00 EST. Ph# 828-514-8419; carter.katherine@gmail.com.**

Q9: Do I have to be connected to the internet to do schoolwork?

Yes. Our curriculum is internet-based and accessed via our website by a username and password assigned to each student. You cannot download material and work offline, unless it is a written assignment. You have to maintain an online connection to complete schoolwork.

Q10: What should I do if my student misses a scheduled day of schoolwork? Do we need to notify ACA?

Distance Learners- One of the benefits of schooling online is the flexibility of the schedule. With the Online Academy, you have the flexibility to change your schedule when it becomes necessary.

Q11: Will students receive a report card or progress reports?

Yes. You have access to student's grades at all times through Ignitia. Our school calendar is divided into four quarters, lasting 9 weeks each. We will send mid-term progress reports approximately every 4.5 weeks and a report card with final quarter grades every 9 weeks. Administration will email report cards to distance learners.

Q12: How quickly will my student's work be graded?

Our teachers have up to 48 hours (except for weekends and holidays) to review and grade each student's daily assignments. Since projects are much larger than daily assignments, teachers have an extended time to grade them.

Q13: How much time will students have to spend on distance learning?

The Tennessee State Board of Education Rule 0520-01-17 states that students learning virtually in grades 1-12 should have access to 6.5 hours a day of instructional time.

Q14: Are you keeping attendance for distance learners?

YES. Because students and schools are still being held accountable for instructional school days, attendance will be taken by the virtual meet check-ins, participation in group discussions and video calls, and work completed for each student.

Q15: Will my child have to take a test at the end of the year?

Yes. All ACA students will participate in Stanford testing in the spring.

Q16: How will you address students' social and emotional needs?

Online educators are asked to consider students' social and emotional needs as part of their daily lesson planning. Their primary focus will be on connecting with students and ensuring their wellbeing. In addition, distance learners may travel to FAC for RUSH services and other events on campus.

Q17: My child has unique needs.

Please discuss any unique needs your child has during enrollment. Our educators will make every effort to accommodate unique needs.

Q18: Which internet browsers support Ignitia?

Supported Browsers are Google Chrome version 64 or higher, Firefox version 57 or higher, Microsoft Internet Explorer version 11 (For users of Internet Explorer on Windows 8. Ignitia must be operated in the Desktop version of Internet Explorer.) Safari version 9 or higher.

Q19: Will distance learners have to log on at specific times, or will it all be at their own pace?

We recommend you follow a set daily scheduled plan, but it is not required. You will, however, be required to participate in zoom/video calls with teachers and the online administrator if scheduled and watch videos that your teachers assign. Participation will be part of your grade.

Q20: How do distance learners turn in physical work, like projects, and how is it graded?

Any physical project, such as a science project, math model, poster, English or speech presentation, etc. that cannot be done online, the teacher will make individual arrangements with you for digital submission.