

STUDENT HANDBOOK

K5 – 12th Grade



***GROUNDING IN TRUTH THROUGH GOD'S WORD
SUPERIOR ACADEMICS IN A CHRISTIAN ENVIRONMENT
BUILDING CHARACTER FOR GLOBAL IMPACT***

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

- 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 atoning 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.
- We believe that God created the human person as either male or female in His image and likeness, that a person's sex is not changeable per God's design and that God's design for marriage and the family is the union of one man and one woman from whose union children are brought into the world. A person's life begins at the moment of his or her conception and should be protected until natural death.

2. MISSION STATEMENT AND SCHOOL PURPOSE

*"Grounded in Truth through God's Word, Superior Academics in a Christian Environment,
Building Character for Global Impact."*

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, 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:

- 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.

4. ACCREDITATION/ASSOCIATION

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 Tennessee Secondary School Athletic Association (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.

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

Teachers at Apostolic Christian Academy are certified through the Tennessee Association of Non-Public Academic Schools (TANAS), the State of Tennessee Department of Education, or are actively pursuing licensure through an approved certification pathway.

Beyond academic credentials, the foremost qualifications of ACA teachers are a demonstrated commitment to Christian education, a genuine love for children, and a wholehearted devotion to the Lord Jesus Christ. Teachers are expected to model Christ-like character, uphold biblical values, and partner with families in nurturing the spiritual, academic, and personal growth of each student.

7. ADMISSION PROCEDURE

- Application forms must be filled out online. They supply basic information concerning the student, including his/her educational experience and general background. The registration fee must accompany each application form. Parents must sign the statement of cooperation.
- An appointment for an interview by administration with the student and parent(s) 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, administration may feel an interview with the returning student and his/her parents may be productive for the student and the school.
- For all new students in 6th – 12th grade, a letter of recommendation (from a non-family member: pastor, coach, previous teacher) is required prior to admission. This letter can be uploaded on application form.
- An entrance exam is required for all homeschooled students entering ACA.
- 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.
- Apostolic Christian Academy is an institution that does not discriminate based on race, color, or national origin.
- No new students will be admitted after February 1.

All new students are accepted on a six-week trial basis. 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. In

upholding the dignity granted to each person as male or female, ACA reserves the right to not admit any student who rejects his or her biological sex and adopts an identity of the opposite sex or who engages in any sexual behavior. Failure of a student or parent to uphold ACA's Statement of Faith may be grounds to deny admission or request a student find another school more in line with the student and/or parent's beliefs.

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. Please have your child/children arrive no earlier than 7:45 a.m. and remain no later than 3:15 p.m. unless previous arrangements are made with ACA 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 \$3.00 for every 15-minute period accordingly. For security purposes, after 8:00 a.m., 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 set up payment using a credit card, debit card, or checking/savings account. All financial transactions will be conducted via the SmartCare system. Please do not send money to the homeroom teacher. Parents will need to download the Smartcare app to manage the account.

10. REGISTRATION FEES

Upon acceptance, the registration fee ensures a place in the classroom for each student. This fee is non-refundable and must be paid annually with each application. Early registration is \$25 through May 1. General registration is \$150 after May 1. Late registration is \$175 beginning August 1.

11. INVESTMENT

I) Payment Options:

- Pay in full: Parents can choose to pay by semester or by the school year.
- Payment Plan: (10-month plan: August-May): This option requires payments to be set up on auto-draft. When setting up your plan in Smartcare, payments will be auto drafted on the 1st of each month. If payment has not been received by the 15th of each month, a \$30 late fee will be added to your account. *This includes tuition investment, book fees, lunches, or any other charge that is applied to your Smartcare account. In the event that the auto-draft day falls on a non-business day, the payment will be processed on the next working business day.
- To better serve our school community, we have added in clarification to the structure of Smartcare Billing System: Smartcare processes payments in batches on the 26th of each month for the following month's fees. For instance, the payment for August will be processed on July 26th. Auto-draft is set in Smartcare to occur on the 1st of each month. If payment is not paid on the 1st, you have until the 15th to pay the account balance and must contact the office to make us aware of your payment plan.

II) Accepted Payment Methods:

- ACH: Automatic deduction from checking or savings initiated by your bank.
- Debit Cards.
- Credit Cards: VISA, AMEX, MasterCard, Discover. (Please note: All card payments will incur an additional fee of 2.85%.)

*All accounts must be current for pre-registration. Delinquent accounts must be paid in full before the start of a new school year.

III) Consequences of Delinquency:

- If an account becomes delinquent during the school year, the student may not attend classes and extracurricular activities will be suspended until the account is current.
- Grade cards will be withheld at the end of a grading period until the account is current.
- Parents with delinquent accounts will be notified, and no grade cards, diplomas, or records will be released until the amount owed is paid in full.

IV) Declined Payments:

- If a payment is declined, a three-day grace period will be given to resolve the issue and make the current payment.
- After the grace period, a \$50.00 charge will be applied, and students may not be allowed back into class until payment is made.

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 \$6.50 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 \$8.00, and your child will be given a frozen meal. Food for parties must be cleared through the administration office a day in advance. Students are not allowed to use microwaves.

Students may have a clear container with water in the classroom. Dry snacks will be allowed during a designated time in the classroom.

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 \$25.00 late fee will be charged after July 2nd. 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 cause 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**.

- 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.
- 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).
- 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.

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.

Students found to be out of harmony with the ACA ideals of work and life may be requested to withdraw whenever the general welfare of the school demands this.

Social media & Apps:

Negative comments from students or parents regarding ACA, ACA staff, etc., on social media sites will not be tolerated as they are out of harmony with the ACA standard of conduct. Failure to comply with this policy may result in student withdrawal. Students should refrain from visiting websites and using other social media tools or apps that are out of compliance with the ACA standard of conduct.

Banned Apps List:

Administration reserves the right to ban any app deemed to be out of harmony with ACA's values. Specifically, banned apps as of the revision date of this handbook are as follows:

- Afterschool
- Backchat
- Chance
- Charm
- Cyber Dust
- DigitCalc
- Discord
- Glide
- Gogii Games
- Group Me
- Jiggler
- KIK
- Lulu
- Omegle
- Secret
- Slingshot
- Sneek
- Snapchat
- Tenderly
- TikTok
- Timehop
- Yik-Yak
- Zoosk

15. 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:

- Tardiness to school or class (3 tardies will result in one absence).
- 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.
- Excessive absences.
- Skipping class.
- Skipping school.

Student Driver Parameter:

The following specific activities may result in a student driver losing driving privileges. However, Administration reserves the right to revoke driving privileges for items deemed appropriate at the sole discretion of ACA.

- Excessive absences and/or tardies.
- Unauthorized leaving of campus.
- Unsafe operation of a vehicle.

Dress Code:

- Failure to conform to ACA's dress code as detailed later in this 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.
- Disrespect to peers and teacher.

Inappropriate Behavior:

- Inappropriate public displays of romantic affection (i.e., holding hands, kissing, excessive hugging).
- Bullying of all manners is strictly prohibited and will be dealt with severely.
- Fighting, including giving the appearance of fighting.
- 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 down.
- Any sexual behavior by students is prohibited and contrary to God's Word. Any student engaging in sexual behavior is subject to disciplinary action including expulsion from school.
- Students who use language referring to or insinuating homosexuality or a gender identity inconsistent with a student's biological sex 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 score/grade zero.) Parent contact (through Jupiter) 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.
- Dishonesty in any manner while quizzing and testing.
- Altering grade reports.

Disrespectful Behavior:

- Rebellious or disrespectful attitude.
- Flagrant disrespect and disobedience.
- Littering.
- Disturbance or rude behavior in RUSH Service.
- Non-compliance with regulations pertaining to driving to school.
- Direct disobedience to any teacher or administrator.
- Deliberate destruction, defacing, 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 for 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 ACA objectives.

Adhere to Tennessee State Law: Code 39-16-517:

A person who recklessly, by any means of communication, threatens to commit an act of mass violence on school property or at a school-related activity commits a Class A misdemeanor. "Means of communication" means direct and indirect verbal, written, or electronic communications, including graffiti, pictures, diagrams, telephone calls, voice over internet protocol calls, video messages, voice mails, electronic mail, social media posts, instant messages, chat group posts, text messages, and any other recognized means of conveying information.

Any person who has knowledge of a threat of mass violence on school property or at a school-related activity and knowingly fails to report the threat commits a Class B misdemeanor. This is a very serious matter to ACA and law enforcement. There is a zero-tolerance policy in regards to this law and violators will be subject to judiciary measures in the state of Tennessee, and expulsion from ACA.

16. TRANSPORTATION AND TRAFFIC CONTROL

The speed limit in the school parking lot is 15 miles per hour to ensure student safety. Drivers must follow the designated route, observe "No Parking" and "Fire Zone" signs, and avoid actions that disrupt the flow of traffic; violations may result in citations. Parking along the side of the building is prohibited. During morning drop-off and afternoon dismissal, parents must use the designated line—students will not be released to vehicles parked elsewhere or to individuals approaching on foot. For school business, park on the daycare for entry; doors remain locked, and access is granted by the daycare front desk. To prioritize safety, drivers must refrain from cell phone use while in the drop-off or pick-up line.

17. DISMISSAL PROCEDURE

To ensure the safe and orderly dismissal of students, the following dismissal procedure has been established.

- I. Students will only be dismissed to authorized individuals. Parents are required to notify the school should anyone other than a parent or sibling driver be authorized to pick up a

child from school, including in the event of an emergency. That person, on the first several times picking up a child will be required to provide identification to ensure the child is released to an authorized individual. Should a child need to go home with a friend, it is the parent's responsibility to notify the school. Absent authorization, the child will not be released to a non-parent.

- II. 1st – 8th grade students will walk from their classrooms with their teachers to the pavilion for dismissal.
- III. 9th – 12th grade students who drive will be dismissed at 2:50 p.m. to pick up their siblings (if applicable) and to their vehicles. Non-drivers will be dismissed to the pavilion for dismissal.
- IV. Student athletes will be responsible to report to scheduled practice.
- V. All student drivers must fill out a student driver form with 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 in the area designated for student parking.

LATE PICK-UP POLICY

Parents are expected to arrange for their child(ren) to be picked up promptly at the conclusion of the regular school day. Students who are not participating in a school-sponsored activity or enrolled in the ACA After-School Program must be picked up no later than the designated dismissal time of **3:15 p.m.**

Students who remain on campus beyond dismissal and are not enrolled in the ACA After-School Program may be placed in the ACA After-School Program for supervision until they are picked up. In such cases, the following fees will apply:

- **An initial ACA After-School Program enrollment fee of \$50 per family** will be assessed for students who are not currently enrolled in the program but require after-school supervision due to a late pick-up.
- **A late pick-up fee of \$25 for the first fifteen (15) minutes and \$1 for each additional minute thereafter, per child,** will be assessed until the student is picked up.

Payment of all applicable enrollment and late pick-up fees is due at the time of pick-up. Students may not return to the ACA After-School Program or other after-school supervision services until any outstanding balance has been paid in full, unless prior arrangements have been approved by the school administration.

Parents who anticipate being late due to an emergency or other unforeseen circumstance are expected to notify the school office as soon as possible. While advance notification is appreciated and assists the school in providing appropriate supervision, it does not automatically waive applicable enrollment or late pick-up fees.

Repeated late pick-ups may result in mandatory enrollment in the ACA After-School Program, suspension of after-school supervision privileges, or other administrative action deemed appropriate by the school.

ACA is committed to providing a safe and properly supervised environment for every student. Parents are expected to make timely pick-up arrangements to avoid unnecessary supervision costs and disruption to school operations.

18. 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. Examples of behaviors that may result in disciplinary action include those listed in the Standards of Conduct.

In order to best fulfill the goals of the discipline process, Apostolic Christian Academy has established a Standard 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 Standards of Conduct at all times.

It is therefore also understood that violations of the Standards 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.

- I. 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.
- II. Detention will be served at the teacher's discretion on the designated day TBD. This communication will be conveyed to the parent and student through Jupiter. 4th – 12th grade students will receive detention. Siblings of a student serving detention must be picked up at dismissal.
- III. While most behaviors can be corrected by a classroom teacher or instruction from an administrator or staff member, repeated behaviors or more serious offenses may necessitate a conference, detention, suspension, or in the most serious of offenses or refusal to abide by the Standards of Conduct, expulsion from ACA as outlined below.

DISCIPLINARY PROCESS:

I. 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.

II. Level II Category:

In-School Suspension. Number of days to be determined by administration.

III. Level III Category:

Out-Of-School Suspension (Administration will determine the amount of time given and the terms of return to school). The Student will not be able to return until a conference between the parent, student, and administration takes place.

IV. Level IV 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 recording all infractions will be retained within the student's school file. It will outline the nature of the infraction, how the issue was addressed, and the action plan to resolve it. Follow-up steps will be amended to the initial report.

Disciplinary probation is sincerely intended as an intermediate step for the student to comply in spirit and action with the Standards of Conduct. Administration may require a student to enter into a behavioral contract. If this occurs, compliance is mandatory for the student to continue attending Apostolic Christian Academy. If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or expelled by the action of the ACA Administration.

19. SUSPENSION OR DISMISSAL

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

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

20. 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.

STUDENT WITHDRAWAL AUTHORIZATION

In the event a parent or legal guardian requests to withdraw a student from Apostolic Christian Academy, the Academy requires the written consent and signature of all parents or legal guardians possessing legal custodial and/or educational decision-making authority, unless otherwise directed by a valid court order. The Academy reserves the right to require documentation verifying such authority prior to processing any withdrawal request.

21. 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. All communication with teachers should go through Jupiter. Any phone calls should be followed up with a summary of the communication being logged in Jupiter as well.

22. ATTENDANCE POLICY

Regular attendance is essential to a student's academic achievement, spiritual growth, character development, and overall success. Classroom instruction, discussion, collaboration, and hands-on learning cannot always be duplicated through makeup work. Therefore, consistent attendance is expected of every student enrolled at Apostolic Christian Academy.

Attendance is a shared responsibility between the school, the student, and the home. Parents are expected to make every reasonable effort to ensure their child attends school daily, arrives on time, and is prepared to learn.

B. Reporting an Absence

If a student will be absent, the parent or guardian must notify the school office at [865-984-0046](tel:865-984-0046) no later than **9:00 a.m.** on the day of the absence.

Students arriving after **11:00 a.m.** will be counted absent for the entire school day.

Whenever an absence is anticipated, parents are encouraged to notify the school in advance and obtain administrative approval when appropriate. Failure to properly report an absence or provide the required documentation may result in the absence being classified as unexcused.

C. Attendance Documentation

To properly document student absences, Apostolic Christian Academy recognizes two forms of attendance documentation.

Parent Documentation

Parents or guardians may excuse up to ten (10) absences per school year by submitting a written parent note explaining the reason for the student's absence.

Parent notes are expected to be submitted to the school office on the student's first day back to school. Parent notes will not be accepted after five (5) school days from the student's return unless approved by the Principal due to extenuating circumstances.

Medical Documentation

After the ten (10) parent-note absences have been used, additional illness-related absences must be supported by documentation from a licensed healthcare provider.

Physician documentation is expected to be submitted to the school office on the student's first day back to school.

ACA will recognize up to fifteen (15) medically documented absences during a school year, provided the absences are properly documented and otherwise meet the requirements of this policy. Medical documentation verifies the reason for an absence; however, it does not eliminate the educational impact of excessive absences or exempt a student from attendance review.

D. Excused Absences

The following absences may be considered excused:

- Personal illness.
- Medical, dental, or court appointments.
- Death in the immediate family (normally not to exceed three (3) school days unless approved by administration).
- Serious illness of an immediate family member requiring the student's temporary assistance (physician documentation may be required).
- School-sponsored activities.
- Pre-approved absences authorized by the Principal.
- Emergencies or extraordinary circumstances beyond the student's control, as determined by the Principal.

Whenever possible, family vacations should be scheduled during summer vacation or school holidays. The Principal reserves the right to determine whether an absence is excused or unexcused.

E. Unexcused Absences

Any absence that does not meet the criteria established in this policy or lacks the required documentation will be classified as an Unexcused Absence (UA).

F. Attendance Accountability

Administration monitors a student's total absences, whether excused or unexcused, because excessive absences may significantly impact academic progress.

The following interventions may occur:

After Five (5) Total Absences in a Semester

- Parent notification.
- Required conference with ACA Administration to review the student's attendance and academic progress.

After Ten (10) Total Absences in a School Year

- Continued attendance review.
- Attendance Improvement Plan may be implemented when deemed necessary.
- Additional interventions may be recommended to support student success.

Students experiencing chronic illness, hospitalization, surgery, or other documented medical circumstances may receive reasonable accommodations as determined by administration.

ATTENDANCE DISCIPLINE

Every three (3) tardies shall equal one (1) Unexcused Absence (UA). The following disciplinary consequences apply:

Three (3) Unexcused Absences

- Parent conference with administration.
- Attendance expectations reviewed.

Five (5) Unexcused Absences

- Assignment to Extended Learning.

Each Additional Unexcused Absence After the Fifth (5th)

- One (1) additional hour of Extended Learning will be assigned for each additional Unexcused Absence.

Ten (10) Unexcused Absences in One Semester

Students may be subject to one or more of the following:

- Academic probation.
- Loss of semester credit.
- Retention.

- Dismissal from Apostolic Christian Academy.
- Referral for truancy as required by Tennessee law.

Administration reserves the right to review each attendance case individually, considering attendance history, academic performance, documentation, and extenuating circumstances before determining the appropriate course of action.

G. Extended Learning

Extended Learning is designed to recover lost instructional time while reinforcing academic accountability and personal responsibility. Students assigned to Extended Learning will be notified by administration of the assigned date and time.

Schedule: Saturday, 8:00 a.m. – 12:00 p.m.

Fee: \$60.00 per assigned session.

Students are expected to attend the assigned session unless prior approval for rescheduling has been granted by the Principal due to illness or other extenuating circumstances. For every additional Unexcused Absence beyond the fifth (5th), one (1) additional hour of Extended Learning will be assigned.

Students who fail to attend or successfully complete an assigned Extended Learning session may be subject to additional disciplinary action.

H. Chronic Absenteeism & Truancy

Regular school attendance is required by Tennessee law. Apostolic Christian Academy complies with the compulsory attendance and truancy requirements established by the State of Tennessee and will follow all applicable laws, regulations, reporting requirements, and intervention procedures as prescribed by the Tennessee Department of Education and local authorities.

Students who demonstrate a pattern of excessive absenteeism may be subject to additional administrative action, including:

- Parent conferences.
- Attendance Improvement Plan.
- Extended Learning.
- Academic probation.
- Loss of semester credit.
- Retention.
- Referral to the appropriate authorities for truancy as required by Tennessee law.
- Dismissal from Apostolic Christian Academy.

Students who accumulate **ten (10) or more unexcused absences in a semester** may fail that semester due to excessive absenteeism.

Participation in field trips, extracurricular activities, athletics, student leadership opportunities, and other school-sponsored events may be restricted when excessive absenteeism or unexcused absences interfere with a student's academic progress or compliance with school expectations.

No tuition refunds will be issued due to student absences. ACA reserves the right to administer this policy fairly and consistently while considering individual circumstances, documentation, and the best interests of the student and the school.

II. TARDY POLICY

Punctuality is an important part of a student's academic success. Arriving on time demonstrates responsibility, respect for others, and preparedness to learn. Students are expected to be in their classrooms and ready for instruction at the beginning of each school day.

Morning Arrival

The school day begins promptly at **8:00 a.m.** Students arriving after **8:00 a.m.** are considered tardy and must report to the school office before being admitted to class. Students arriving after **11:00 a.m.** will be counted absent for the entire school day.

Early Dismissal

Students leaving school **before 11:00 a.m.** will be counted absent for the entire school day unless the absence has been approved and documented as excused by administration.

Students leaving school **after 11:00 a.m.**, but before the end of the instructional day, may be considered tardy. Parents are encouraged to schedule medical, dental, and other appointments outside of school hours whenever possible.

Attendance Accountability

For attendance purposes, **every three (3) tardies shall equal one (1) Unexcused Absence (UA).**

Accumulated tardies will be applied toward the Attendance Accountability procedures outlined in the Attendance Policy.

Parent & Student Expectations

Parents and students share the responsibility of ensuring students arrive at school on time each day.

Students are expected to:

- Arrive at school on time and prepared for instruction.
- Report to the school office if arriving after 8:00 a.m.

- Remain at school for the entire instructional day unless properly signed out through the school office.

Parents are expected to:

- Ensure their child arrives at school on time each day.
- Notify the school office when a student must arrive late or leave early.
- Schedule appointments outside of school hours whenever possible.
- Minimize unnecessary tardies and early dismissals.

Excessive Tardiness

Excessive tardiness disrupts the educational process and may result in administrative intervention, including parent conferences, loss of student privileges, or other disciplinary action as determined by administration.

Repeated tardiness will be addressed in accordance with the Attendance Policy and may contribute to additional attendance consequences through the accumulation of Unexcused Absences.

III. MAKE-UP WORK POLICY

Students are responsible for completing all assignments, quizzes, tests, projects, and other coursework missed during an absence. While teachers will provide reasonable access to assignments, the responsibility for obtaining, completing, and submitting make-up work rests with the student and parent.

Excused Absences

Students with an excused absence are eligible to make up missed work for **full credit**.

Students will generally be allowed **one (1) school day for each day absent** to complete and submit missed assignments unless otherwise directed by the teacher or administration.

If a student is absent on the day of a scheduled quiz or test, the teacher will determine an appropriate time for the assessment to be completed.

Assignments, projects, reports, presentations, or other long-term assignments announced prior to the student's absence remain due on the original due date unless otherwise approved by the teacher or administration.

Unexcused Absences

Students with an unexcused absence remain responsible for all missed coursework.

The student and parent assume full responsibility for obtaining missed assignments by monitoring Jupiter and communicating with teachers when necessary.

All make-up work resulting from an unexcused absence must be completed and submitted **within two (2) school days** of the student's return unless otherwise approved by the Principal. Make-up work submitted within the required timeframe may receive a **maximum grade of 70%**.

Any make-up work not submitted by the established deadline will receive a grade of **zero**. Teachers are not required to recreate classroom instruction, repeat lectures, provide individual reteaching, or offer additional tutoring due to an unexcused absence.

Anticipated Absences

When an absence is known in advance, students are expected to notify their teachers and obtain assignments before leaving whenever possible. Parents and students should understand that some classroom instruction, discussions, labs, demonstrations, and activities cannot be recreated outside of the classroom.

IV. HOMEWORK POLICY

Homework is an important extension of classroom instruction and is designed to reinforce learning, develop responsibility, and encourage independent study habits. Homework provides students with additional opportunities to practice newly learned skills, strengthen understanding, and prepare for future instruction.

Homework may be assigned for one or more of the following purposes:

- Reinforcement and practice of classroom instruction.
- Remediation of concepts requiring additional attention.
- Preparation for future lessons.
- Long-term projects and research.
- Development of responsibility, organization, and independent study habits.

Student Expectations

Students are expected to:

- Complete all assigned homework to the best of their ability.
- Submit assignments on time.
- Take responsibility for work not completed during class.
- Seek assistance from the teacher when clarification is needed.

Late Homework

Students in grades **3–12** are expected to submit all homework assignments by the assigned due date. Homework not submitted within **three (3) school days** of the original due date will receive a grade of **zero**.

Homework submitted on time but not fully completed will be graded according to the percentage of work completed. Assignments not completed during class may be assigned as homework at the teacher's discretion.

22. 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:

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

26. DUAL ENROLLMENT

A student interested in Dual Enrollment (DE) must first obtain a Dual Enrollment Approval Form from ACA administration and receive approval before beginning Dual Enrollment. Students must then submit a proposed college schedule to ACA administration prior to college registration. Once approved, the student must bring a master schedule to the school office for records. Apostolic Christian Academy must receive a copy of the student's college transcript each semester.

Please note this program is an additional cost and will be paid directly to college.

Dual enrollment allows a student to take courses at a college or university that simultaneously provides credit for both high school and college. These courses are available through community colleges, private colleges and state universities. The dual enrollment student will usually attend the college or university after the regular school day or on Saturday, and some classes are offered online.

- The student must obtain approval from the headmaster and the student's parents. (This is specified on the Dual Enrollment Approval Form)
- Students must be in good standing with Apostolic Christian Academy's Code of Conduct, including behavior, academics, and attendance, to gain and maintain eligibility for Dual Enrollment.
- High School students in their junior and senior years may enroll in dual enrollment courses.
- Students must be at least a high school freshman if enrolling in DE courses at Tennessee College of Applied Technology (TCAT).
- The student must have a minimum 3.0 unweighted grade point average prior to enrollment. (*Pellissippi State: Students with a 3.6 unweighted high school GPA are exempt from entrance testing. This applies to all courses except for higher-level math and science courses.)
- The student must have achieved minimum ACT, PreACT, SAT, or PSAT scores as prescribed by the post-secondary institution prior to enrollment. PreACT and PSAT scores are only accepted for high school juniors. (*Pellissippi State Community College:

ACT/PreACT score of 18 in English and 19 in Reading OR SAT/ PSAT score of 500 in Evidence-Based Reading and Writing. Qualifications for some courses are unique. Students who wish to take a specific class, particularly in math or science, may need to meet additional ACT/PreACT or SAT/PSAT minimum scores in mathematics.)

- Only ACA-approved courses may be taken for dual enrollment (see administration).
- The student must have satisfied any required prerequisites before enrolling in a dual enrollment course and be in good academic and behavior standing.
- The dual enrollment student must maintain a 3.0 GPA in high school coursework and a college GPA of 2.75 in order to continue in the program.
- Most three credit hour dual enrollment courses equate to one (1) high school credit.
- Per the Family Educational Rights and Privacy Act (FERPA), post-secondary professors and administrators cannot discuss a student's grades, attendance, or academic performance with parents unless the student has signed a Disclosure of Records Form.
- Dual Enrollment courses are permanently recorded on a student's official college transcript and high school transcript.
- Any grades earned will affect future college GPA calculations and will affect the student's high school transcript.
- Failure to successfully complete a Dual Enrollment course will result in ineligibility for future participation in the Dual Enrollment program.

Dual Enrollment Tuition Costs:

- Every post-secondary institution has their cost per credit hour of due enrollment. Payments will be made directly to the institution not with ACA.
- Tuition for Dual Enrollment courses at Pellissippi State is \$181 per credit hour.
- Some courses may have additional fees for equipment, lab materials, or specialized coursework.

Tennessee Dual Enrollment Grant:

- Many Dual Enrollment students qualify for financial assistance through the Tennessee Student Assistance Corporation (TSAC) Dual Enrollment Grant.
- The grant covers up to five total courses beginning the summer before a student's junior year.
- Dual Enrollment students are not eligible for federal financial aid (FAFSA).
- The student must maintain a college GPA of 2.75 in order to keep their Tennessee dual enrollment grant.

23. 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.

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 or 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 – 2nd Grade Rubrics (some elective courses use this system)		
E+	G+	S
98-100	87-89	70-79
E	G	N
93-97	83-86	60-69
E-	G-	U
90-92	80-82	< 60

3rd – 12th Grade	
A	(89.5-100) Indicates excellent progress
B	(79.5-89.4) Indicates commendable progress.
C	(69.5-79.4) Indicates acceptable progress.
D	(59.5-69.4) Indicates below average
F	(0-59.4) Indicates failure
I	Indicates incomplete – student does not promote to the next grade

Honors Scale:

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

Honor Graduation Cords:

Summa Cum Laude	3.80 - 4.00 - Gold Cord
Magna Cum Laude	3.65 - 3.79 - Silver Cord
Cum Laude	3.50 - 3.64 - White Cord

Valedictorian and Salutatorian

Apostolic Christian Academy determines Valedictorian and Salutatorian honors through a comprehensive review of multiple factors, not solely cumulative grade point average. To be

eligible for consideration, students must have completed both their junior and senior years as enrolled ACA students, have taken the ACT, and remain in good standing with the Academy's Code of Conduct.

Final selections are made at the discretion of the Administration and may include, but are not limited to, academic performance, course rigor, consistency of achievement, character, leadership, and adherence to ACA's spiritual and behavioral standards.

National Christian School Competition (NACSC) Representation

Selection of students to represent Apostolic Christian Academy at the annual National Christian School Competition (NACSC) is based on a comprehensive review of multiple factors and is not determined by academic performance alone. Eligible students must be in good standing with ACA's Code of Conduct and demonstrate readiness to represent the Academy with excellence and integrity.

Final selections are made at the discretion of the Administration and may include, but are not limited to, academic preparedness, skill proficiency, discipline, character, leadership, teamwork, spiritual maturity, and conduct both on and off campus. Students selected are expected to exemplify ACA's values and uphold the Academy's mission while representing the school in all competitive settings.

To qualify for Honors awards and Honor Graduation Cords, students must be in good standing with ACA's attendance policy and Code of Conduct.

24. 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 (7:45 a.m. – 3:00 p.m.). 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 smartwatch 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.**

25. 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 a.m. – 3:00 p.m.) Students may not video or take pictures during the school day (7:45 a.m. – 3:00 p.m.) with their phone, laptop, or tablet device. ACA will not be held responsible for lost, damaged or stolen property.

26. SOCIAL MEDIA POLICY

To help guide students on the appropriate use of social media, ACA has adopted the following policy. The purpose of the policy is to ensure that students' use of social media is consistent with the values of ACA and does not undermine or negatively impact the learning environment.

Accordingly, the following guidelines apply:

- Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has any effect on the learning environment or violates the Standards of Conduct.
- Students are expected to be respectful toward ACA personnel, teachers, administrators, and staff and toward other adult members of the school community when using social media. Communication that is disrespectful toward the school, its personnel, or other members of the school community will be addressed as a disciplinary matter and a violation of the Standards of Conduct.
- Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the respectful learning environment expected at ACA, the matter will be addressed as a disciplinary issue.

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.

In the event of ACA's closure due to severe weather conditions, all extracurricular activities, including but not limited to sports games and practices, will be canceled at the discretion of the school administration.

27. LOST AND FOUND

Lost and Found will be cleaned out routinely. All students need to label their uniforms. Unclaimed items will be donated.

28. SEARCH AND SEIZURE

Apostolic Christian Academy reserves the right to search lockers, desks, vehicles, or personal belongings for objects or materials deemed non-compliant with school rules or that threaten the safety of the school or the students. The confiscated property will be returned at the discretion of the school administration. Please refer to T.C. 49-6-4205.

29. CAMPUS SECURITY

ACA makes every effort to provide a safe learning environment for all students. Accordingly, as noted in our dismissal policy, we take appropriate steps to ensure students only leave with

authorized individuals. Weapons of any kind are not permitted on ACA's campus. Violation of this policy may result in the immediate expulsion of the student.

In the event of an emergency on campus, ACA will take all appropriate steps to promptly notify parents of the situation as it is able, understanding that the safety of our students and personnel take priority in any such situation. Please do not come to campus in such an event until instructed to do so by ACA personnel. Any alteration to dismissal procedures set out in this Handbook will be communicated in such an event.

ACA does maintain security cameras on campus. Footage from those cameras is kept for a limited period of time and is for the exclusive use by ACA to ensure individuals on campus are safe and to assist in the investigation of any on campus incidents. ACA may, in its sole discretion, allow a parent to review certain footage if necessary to address an issue that took place on campus and is captured on the footage, but review of such footage is the exception rather than the rule.

As required by law, ACA shall report any incidents where ACA knows or has reasonable cause to suspect that a child has been the victim of abuse or neglect. All such reports shall be made consistent with the provisions of Tennessee law.

Should any student or the parent of any student believe the student has been the victim of bullying, harassment, or abuse by another student or any administrator, faculty, or staff of ACA, we encourage them to report the matter immediately to the principal of the school or the pastor so the matter may be reviewed and, if necessary, reported as may be required by law.

30. SCHOOL DRESS

Apostolic Christian Academy (ACA) maintains standards of dress and grooming that reflect biblical modesty, personal discipline, and a clean, professional appearance. Students are expected to represent ACA with excellence at all times, both in daily attendance and at all school-related functions.

Boys shall maintain haircuts that are neat, conservative, and well-groomed at all times. Hair must be evenly trimmed, tapered, and not shabby or unkempt in appearance. Hair must remain above the ears, off the neckline and collar, and bangs must be kept above the eyebrows. Hair shall be neatly fixed daily and may not obstruct the eyes or face. Extreme, distracting, or fashion-driven hairstyles are not permitted, nor is the dyeing or coloring of hair. Facial hair is not permitted, including mustaches, beards, goatees, or sideburns extending below the earlobe.

Boys are required to wear long pants, shirts, and shoes at all times. Clothing must be clean, modest, and in good repair. Extreme fads in dress or appearance, as well as sloppiness, are not permitted.

Girls shall dress in a manner that reflects modesty, femininity, and appropriateness. Dresses or skirts must cover the knee at all times. Pants, pant dresses, shorts, and sundresses are not permitted. Sleeveless garments or brief cap sleeves are not allowed, and garments containing

fur or lace are prohibited. Hair must be neat, natural in color, and well maintained. Extreme fads in dress or hair, including the dyeing or coloring of hair, are not permitted.

The wearing of jewelry is not permitted, with the exception of one ring of purpose and one brooch worn on Fridays only. Makeup is not permitted, including colored nail polish on fingernails or toenails.

The dress and grooming policy applies to all school functions, including orientation, special services, ceremonies, meetings, programs, and events. ACA upholds the biblical standard of modesty. Because modesty may be subject to interpretation, the school reserves the right to define and enforce modesty standards in situations not explicitly addressed in this policy. Any hairstyle, clothing, or appearance deemed inappropriate, distracting, or inconsistent with ACA standards may be corrected at the discretion of administration.

If a student is out of compliance with the dress and grooming policy, the student may be sent home or parents may be required to bring appropriate clothing or address grooming concerns before the student is permitted to return to class.

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

- This dress code applies to all students (K5-12) at school events, including orientation, ceremonies, meetings, and programs. ACA upholds biblical modesty standards and reserves the right to define them as needed.
- Clothing must be purchased from approved vendors: French Toast (QS5GDTE), Lands' End (900144734), or ABC Monogram (865-984-1314) for ACA logos. Items marked with an asterisk (*) are specific to these vendors (e.g., burgundy, ACA plaid).
- All attire must be clean, neat, well-fitting (no wrinkles, tears, or overly tight/loose styles), and feature only ACA logos. Non-compliant students will be sent home or require parents to provide appropriate clothing
- **Allowed Colors:** Black, white, burgundy*, and gray.
- **Layering:** Undershirts (e.g., t-shirts, camisoles) must be solid white, black, or gray.
- **Classroom Outerwear:** Coats or jackets must be solid black, gray, white, or burgundy without a hood.

For Boys:

- **Pants:** Solid black, gray, burgundy* in cotton, twill, polyester, or chino (no denim, corduroy, or cargo styles). Hems sewn, not dragging. Jogger-style pants allowed if slack-like with belt loops. K5-1st may wear elastic-waist pants (no belts required).
- **Shirts:** Polo, dress shirts, or turtlenecks in black, white, gray, burgundy*, or ACA plaid* (dress shirts only). Short/long sleeves; collars buttoned if applicable; turtlenecks under another item only. All tucked in.
- **Sweaters/Sweatshirts:** Vests, cardigans, or pullovers in black, gray, burgundy*, or ACA plaid*. Sweatshirts/fleeces (no hoods) in black, gray, burgundy* with optional school crest. Worn with collared shirt/turtleneck.

- **Shoes:** Closed-toe/back in black or gray (plain boots OK, no combat). Kindergarten wears school-color tennis shoes daily (no high-tops/light-ups), except RUSH (dress shoes). Athletic shoes in black, white, gray, burgundy with orange accents for gym.
- **Accessories:** Socks in black, gray, burgundy* (covering ankles); belts in black/gray leather/cloth with plain silver buckles for grades 2-12 (optional K5-1st with elastic pants).
- **Friday/RUSH:** Dressy school-color attire; patterns allowed. RUSH requires oxford shirt, tie, dress shoes (no polos/athletic shoes).
- **Gym:** K5-4th: school-color athletic shoes. 5th-12th: school-approved gym shirt, black pants (white/gray stripe OK), athletic shoes with orange accents, white/gray/black socks

For Girls:

- **Attire:** Dresses, jumpers, or skirts in black, gray, burgundy*, or ACA plaid*, covering knees fully (even seated), with sewn hems.
- No pants, shorts, sundresses, sleeveless tops (including cap sleeves), denim, corduroy, cargo styles, fur, lace, jewelry (except one ring and Friday brooch), makeup, or colored nail polish.
- No extreme styles/dye. Skirts and jumpers must fully cover the knees. Red Wine Flancy's are permitted but cannot be paired with burgundy polos or crew necks.
- **Shirts:** Polo or collared blouses in black, white, gray, burgundy*. Short/long sleeves (no cap sleeves, underarms covered); button-down collars buttoned. Turtlenecks in same colors, worn under another item only.
- **Sweaters/Sweatshirts:** Vests, cardigans, or pullovers in black, gray, burgundy*, or ACA plaid*. Sweatshirts/fleeces (no hoods) in black, gray, burgundy* with optional crest. Worn with collared shirt/turtleneck.
- **Shoes:** Closed-toe/heel in black, gray, or silver (plain boots OK, no fur/combat). Tennis shoes in black, white, gray, burgundy with light pink accents for gym/Kindergarten (no high-tops/light-ups, except RUSH, when dress shoes required).
- **Accessories:** Leggings, socks, tights in black, white, gray (burgundy* from vendors); belts in black/gray leather/cloth with silver buckles if skirt has loops; hair accessories in school colors/patterns.
- **Friday:** Dressy school-color attire; embellishments, patterns, scarves, pins allowed. No athletic shoes.
- **Gym:** K5-4th: school-color athletic shoes with light pink accents. 5th-12th: school-approved gym shirt, black Snoga skirt, athletic shoes, white/gray/black socks, optional white tank top.

38. PRIVATE MUSIC LESSONS

Apostolic Christian Academy provides the opportunity for private music lessons to students in grades 3 through 12.

For students in grades K5 - 2nd, there will be an opportunity to be introduced to chorus throughout the year, and they will get to sing during Jr. RUSH services. There will be no

additional fees for this opportunity provided.

Private lessons for 3rd – 12th grade are set to begin in the fall and will conclude at the Spring Recital. Private lessons are an additional cost and will be required to be kept current in order to continue lessons. For further questions, please reach out to the front office.

39. BEFORE AND AFTER SCHOOL CARE

Students 5-12 years of age are given the opportunity to be a part of the Before and After School Care programs provided by Apostolic Christian Academy. The after-school care hours are 3:15 p.m. – 6:00 p.m. during the school year. Drop off time for before school care begins at 6:30 a.m. At 7:45 a.m. the students will be directed to their homeroom teacher to begin the school day.

ACA does not allow any electronics in the before and after school care programs. This includes cell phones, personal iPads, school iPads, laptop computers, and gaming devices.

Standard before and after school fees apply. To register, please call the preschool office at 865-982-4901.

40. 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.

41. 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.

42. ANNUAL/ BI-ANNUAL TRIPS

- I. Junior/Senior Trip: Apostolic Christian Academy organizes a biennial trip for students in the junior and senior classes. The destination is selected and planned during the year of the trip. While high school fees are collected annually to help offset the cost of this experience, participation is a privilege. ACA reserves the right to deny participation to any student whose behavior is deemed inconsistent with the ACA Standard of Conduct, who is delinquent in billing or other obligations, or for other reasons determined significant by the administration.
- II. NACSC Annual Trip: Each year, following the final week of the school term, ACA coordinates an off-campus trip for selected students participating in the NACSC competition. Participation in this trip is a privilege, and ACA reserves the right to withhold this opportunity from any student whose conduct is found to be inconsistent

with the ACA Standard of Conduct, who is delinquent in billing or other responsibilities, or for other matters deemed significant by the administration.

43. SCHOOL ACTIVITIES

Apostolic Christian Academy is dedicated to providing its students with a comprehensive education that includes various activities and field trips throughout the school year. Please note that these activities may involve additional costs, which will be communicated clearly and well in advance so that families can plan accordingly. We request that all students attend these school-related functions, as they are an important part of our school community. These essential functions include, but are not limited to, K5 graduation, senior graduation, Christmas Spectacular, and Spring Program. All 9th-12th grade students are required to participate in the National Apostolic Christian School Competition (NACSC), and students in 7th-8th grades are highly encouraged to participate.

44. STUDENTS WITH DISABILITIES AND STUDENTS REQUIRING LEARNING SUPPORT

Apostolic Christian Academy (ACA) partners with the Blount County Local Education Agency (LEA) to determine what equitable services may be available for students with special learning needs. However, as a private Christian school, ACA is not required to provide the same level of special education services as public schools and does not implement Individualized Education Programs (IEPs).

Under the Education Freedom Scholarship Program, students who accept the voucher do not retain the right to receive special education services through an IEP (Section 49-6-3509(b)). Instead, some students may qualify for an Individualized Service Plan (ISP), which outlines limited services that the Blount County LEA may provide. ACA will facilitate discussions with the LEA, but the final decision on available services rests with the LEA, not ACA.

I. Determining Whether ACA Can Support a Student's Needs

- Parents must submit all prior special education documentation, including any IEPs, assessments, or related reports, during the admissions process.
- ACA will review the student's needs and determine whether we can adequately support them based on available ISP services and ACA's own academic structure.
- If a student qualifies for an ISP, ACA will work with the Blount County LEA to coordinate those services as permitted under state guidelines.
- If ACA determines that a student's needs exceed what we can reasonably support within our resources and staffing, the family will be notified during the admissions process so they can make an informed decision.

II. Limitations of Special Education Services at ACA

- ACA does not provide direct special education services such as occupational therapy, speech therapy, or behavioral intervention on campus.

- The Blount County LEA may provide limited services through an ISP, but these services may require students to travel to a public school facility rather than being delivered at ACA.
- ACA makes reasonable accommodations within our instructional framework but does not modify curriculum standards or create individualized education plans.

Families of students with special learning needs are encouraged to meet with ACA administration before enrollment to ensure the best educational fit for their child.

45. Course Failure & Credit Recovery Policy

Apostolic Christian Academy is committed to maintaining academic integrity and ensuring students progress appropriately toward graduation. Students who fail a required course must remediate the deficiency in order to remain aligned with the subsequent school year's academic track.

In the event that a student fails a course required for promotion or graduation, it is the student's responsibility to complete approved credit recovery prior to the start of the following academic year.

Failure to complete required recovery coursework may result in:

- Schedule modification
- Academic probation
- Delayed promotion
- Delayed graduation

Approved Credit Recovery Options

Credit recovery must be completed through a reputable, accredited program approved by ACA Administration. Approved options may include, but are not limited to:

- Liberty University Online Academy
- Abeka Online
- Accredited distance learning programs
- Other administrator-approved institutions

ACA reserves the right to deny credit from programs that do not meet academic standards or alignment requirements.

Transcript & Documentation Requirement

- An official transcript or certificate of completion must be submitted to ACA prior to the first day of the following school year. **[Must be sent directly from institution to ACA]**
- All recovery coursework must be completed in full before the student may advance into the next course level
- Verbal confirmation, screenshots, or progress reports are not accepted as final documentation

Financial Responsibility

- All costs associated with credit recovery are the sole responsibility of the parent/guardian
- Credit recovery fees are not included in ACA tuition
- ACA does not reimburse or subsidize credit recovery coursework

ACA does not guarantee grade promotion or on-time graduation for students who fail required coursework unless all approved credit recovery requirements are successfully completed and documented.

46. TRANSFER STUDENT ACADEMIC ALIGNMENT & A-LA-CARTE COURSE POLICY

Students transferring to Apostolic Christian Academy may come from educational programs, curricula, or academic tracks that differ from ACA's graduation requirements. Upon enrollment, ACA will review transcripts, academic records, and course histories to determine appropriate placement and alignment with ACA graduation standards.

ACA reserves the right to require additional coursework for transfer students to ensure compliance with institutional graduation requirements, academic rigor, and program integrity.

Required Additional Coursework (A-La-Carte Courses)

In the event that a transfer student is not on the same academic track as ACA students of the same grade level, the student may be required to enroll in additional courses beyond the standard course load.

These courses may include, but are not limited to:

- Core academic requirements
- Credit recovery
- Curriculum alignment courses
- Graduation requirement deficiencies
- Online, hybrid, or independent study courses approved by administration

Such courses are considered a-la-carte academic services and are not included in standard tuition.

A-La-Carte Course Tuition & Fees

- Cost per additional course: \$250 per course
- A-la-carte courses are billed in addition to normal tuition and fees
- Fees must be paid prior to course enrollment
- A-la-carte course fees are non-refundable
- Courses are subject to availability and administrative approval

Failure to enroll in or complete required a-la-carte coursework may result in delayed graduation, schedule modification, or academic probation.

Final determination regarding:

- Academic placement
- Required additional coursework
- Course delivery method
- Graduation eligibility

rests solely with ACA Administration. Enrollment at ACA constitutes acknowledgment and acceptance of this policy.

47. STATEMENT OF COOPERATION AND AGREEMENT

This Statement of Cooperation and Agreement outlines the financial obligations, behavioral expectations, and policies that students and their parents/guardians must uphold as members of the Apostolic Christian Academy (ACA) community. By signing below, both the student and parent/guardian agree to comply with these terms and support the school's mission and values.

I. Registration Fees:

Early registration: \$50 (will expire May 1)

Normal: \$125 (after May 1)

The registration fee is non-refundable, ensures a place in the classroom, and is payable with each application annually.

II. Book Fees:

ANNUALLY

K5-12th Grade	\$575.00
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All book fees must be paid in full by July 1. Books will not be ordered until fees are paid in full. Please note that a \$25 late fee will be charged after July 2

III. Tuition Investment:

MONTHLY

ANNUALLY

K5-12th Grade	\$670.00	\$6,700.00
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This investment covers tuition, two field trips, and ACA Performing Arts costumes (Christmas Spectacular & Spring Program).

IV. High School Fees (9th – 12th Grade):

	<u>MONTHLY</u>	<u>ANNUALLY</u>
9 th – 12 th Grade	\$60.00	\$600.00

Includes Class Trip (meals not included), Jr./Sr. Class Banquets and Graduation Reception. Note: Graduation Cap and Gown is an additional fee)

V. Additional Expenses:

- Sports fees: \$250 per sport for Middle/High School, \$125 per sport for elementary
- School of Music fees: TBD
- Advanced Learning Services: \$30 per session
- Lunch Program: \$6.50 per day (billed monthly)
- ACA Crew Sweaters and merchandise: price TBD

*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.

* Fees are calculated based on enrollment for the entire high school career; adjustments will be made for students entering mid-career.

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

VI. Payment Options:

Families who qualify for Education Freedom Scholarship Act

- Parents must apply for the Education Freedom Scholarship.
- Upon qualification, the Department of Education will collaborate with ACA to remit payment for tuition investments and book fees.
- All other expenses (e.g., high school fees, School of Music, field trips, Advanced Learning Services, atypical expenses, lunch program, and sports fees) remain the responsibility of the parent/guardian and must be paid via cash, check, or Smartcare account.

Families who **DO NOT** qualify for Education Freedom Scholarship Act

- If your child does not qualify for the Education Freedom Scholarship Act, ACA will have the option of a secondary scholarship available to assist in the overall cost to attend ACA.
- Once the scholarship amount has been determined and awarded, each parent/guardian will be given the following options:

A. Pay in full: Parents can choose to pay by semester or by the school year.

- B. **Payment Plan: (10-month plan: August-May):** This option requires payments to be set up on auto-draft. When setting up your plan in Smartcare, payments will be auto drafted on the 1st of each month. If payment has not been received by the 15th of each month, a \$30 late fee will be added to your account. *This includes tuition investment, book fees, lunches, or any other charge that is applied to your Smartcare account. In the event that the auto-draft day falls on a non-business day, the payment will be processed on the next working business day.
- C. **To better serve our school community, we have added in clarification to the structure of Smartcare Billing System:** Smartcare processes payments in batches on the 26th of each month for the following month's fees. For instance, the payment for August will be processed on July 26th. Auto-draft is set in Smartcare to occur on the 1st of each month. If payment is not paid on the 1st, you have until the 15th to pay the account balance and must contact the office to make us aware of your payment plan.

VII. Accepted Payment Methods:

- ACH: Automatic deduction from checking or savings initiated by your bank.
- Debit Cards.
- Credit Cards: VISA, AMEX, MasterCard, Discover. (Please note: All card payments will incur an additional fee of 2.85%.)

All accounts must be current for pre-registration. Delinquent accounts must be paid in full before the start of a new school year.

VIII. Consequences of Delinquency:

- If an account becomes delinquent during the school year, the student may not attend classes and extracurricular activities will be suspended until the account is current.
- Grade cards will be withheld at the end of a grading period until the account is current.
- Parents with delinquent accounts will be notified, and no grade cards, diplomas, or records will be released until the amount owed is paid in full.

IX. Declined Payments:

- If a payment is declined, a three-day grace period will be given to resolve the issue and make the current payment.
 - After the grace period, a \$50.00 charge will be applied, and students may not be allowed back into class until payment is made.
1. 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.
 2. 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.

3. 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.
4. Please be aware that posting negative comments on social media sites about ACA, ACA staff, or other related topics is unacceptable. This behavior goes against ACA's values of compliance and parental/guardianship partnership. If this policy is not followed, it may result in the withdrawal of the student.
5. 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 participate in all school activities, such as physical education activities and school-sponsored trips, etc. I authorize ACA to take photographs and/or videos of school activities and post them for promotional purposes benefiting the school.
7. In case of an accident or serious illness to my child (student), 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.
8. 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?

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9. 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.

10. 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 15th 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.
11. 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.

12. Plagiarism: I acknowledge that plagiarism is a serious offense, equivalent to intellectual theft and dishonesty.

I have been informed about the definition of plagiarism and am familiar with related

concepts such as "quotation," "paraphrase," and "source citation." I understand that using text from the internet or any other source without proper attribution constitutes plagiarism.

To uphold academic integrity, I commit to always crediting the source of any ideas, phrases, or passages I incorporate into my work. When directly quoting text, including from electronic sources, I will use quotation marks and provide appropriate attribution. When paraphrasing, I will still acknowledge the original author, even if the wording is my own. I will not enlist others to complete my assignments, nor will I submit purchased essays as my own work.

Furthermore, I recognize that using artificial intelligence (AI) tools—such as chatbots or essay-generating software—to produce my assignments violates academic honesty unless explicitly permitted by my instructor. I will rely on my own efforts for all work submitted under my name.

Should I engage in plagiarism or cheating, I understand the following consequences will apply:

- Any assignment found to contain plagiarism or cheating will receive a failing grade, regardless of whether it is a draft.
- A formal report documenting the incident will be submitted to the ACA administration.
- I may be permitted to submit a replacement assignment, though it will also be assigned a failing grade.
- A subsequent instance of plagiarism in another assignment will result in failure of the course.

Academic dishonesty, in any form, is not tolerated. If I am found cheating on an assignment or exam—whether by copying from another student, allowing my work to be copied, or completing another student's work—I will receive a zero for that task. Depending on the severity, additional disciplinary measures may be imposed, up to and including expulsion from ACA. I am committed to maintaining integrity in my academic endeavors and will neither engage in nor facilitate dishonest practices.

By signing below, I, the student and parent of student, agree to abide by the rules set out in this Handbook and uphold the provisions of the Statement of Cooperation and Agreement.

Print Name of Student

Signature of Student

Print Name of Parent

Signature of Parent

Date