



**CHARLOTTE ADVENTIST  
CHRISTIAN ACADEMY**  
BUILDING A BETTER FUTURE, ONE STUDENT AT A TIME.

# **School Handbook**

2018-2019

## **Seventh-day Adventist School**

*A Co-Educational Day School for  
Kindergarten through Eighth Grade*

*Affiliated with  
The Carolina Conference of  
Seventh-day Adventists and  
The Southern Union Conference of  
Seventh-day Adventists*

*Accredited by  
Accrediting Association of Seventh-day Adventist  
Schools, Colleges, and Universities, Inc. (AAA)  
National Council for Private School Accreditation (NCPSA)*

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# ***Introduction & History***

## **History of Adventist Christian Academy (ACA)**

Seventh-day Adventist education began in Charlotte in 1919. The school was located at three other locations before it moved from Kilgore to this current site in 1989.

## **Our Mission Statement**

We are followers of Jesus helping others follow Jesus.

## **Guiding Principles**

We are dedicated to...

- Creating a safe place that welcomes everyone.
- Working together as a community of home, school, and church to uphold Adventist Christian Education.
- Providing balanced, dynamic learning experiences.
- Fostering friendships for now and eternity.
- Developing servant leadership in each person.
- Providing academic excellence that generates critical thinking.
- Teaching and inspiring Christ like behavior.
- The Adventist EDGE initiative through ongoing professional growth.
- Fostering a spiritual atmosphere that gives glory to God.

## **School Description**

Adventist Christian Academy (ACA) is a private, non-profit kindergarten through eighth grade Christian school. It is sponsored and supported by the Carolina Conference of Seventh-day Adventists as well as the Sharon and University Seventh-day Adventist churches and their affiliated church communities. Its educational program is approved by the Carolina Conference of Seventh-day Adventists, the Southern Union Conference of Seventh-day Adventists and recognized by the state of North Carolina due to national accrediting associations. A board of directors is elected from the constituent churches supervises its operations.

## **Accreditation**

Adventist Christian Academy is accredited through the National Council for Private School Accreditation (NCPSA), the North American Division Board of Regents, the Adventist Accrediting Association (AAA).

As a state recognized educational facility, we follow the adopted North Carolina guidelines for length of school year, attendance policy, student transfers, and immunization records. We are also inspected yearly by the local fire department and the Mecklenburg County Health Department, which licenses our kitchen.

## **Philosophy**

The philosophy of Adventist Christian Academy is to provide a sound, Christ-centered, uniquely Seventh-day Adventist education, in which the student is taught to cherish the practical teachings of the Bible, maintaining at the same time a high degree of academic excellence.

We believe that our school should not only prepare our youth to be leaders in their church and in our society, but also to be heirs of the world to come. To provide such an education, this school recognizes that the parent's role is very important in the development of the students.

## **Objectives**

- To encourage our students to develop a personal relationship with Christ, thus forming a Christian character.
- To encourage the development of responsibility to God, their fellow men, and to be a productive citizen.
- To promote a strong sense of self-worth, and self-respect for each student.
- To ensure excellence in scholarship and achievement.
- To acquire high standards of health, physical growth, and social development.
- To encourage a useful work ethic.
- To develop a commitment to Christian service.
- To reinforce the value and importance of respect for others.

## **Asbestos Statement**

The main building, which is currently in use by Adventist Christian Academy, is, according to the building contractor, free of asbestos containing building material. A part of his letter reads as follows: "...to the best of our knowledge there was not any asbestos in any of the material that was used to construct this project." A complete copy of this school's management plan and the contractor's letter may be obtained at the local school administration office. In the church building, the asbestos has been encapsulated; a certificate is available.

# ***Admissions Procedures***

## **Rationale**

Adventist Christian Academy admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Furthermore, this institution does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic or extra-curricular programs. In order to ensure the best educational environment prospective students are screened through testing, recommendation forms, and staff evaluations. The criteria include student conduct, motivation, scholastics, and parental support. ACA is not designed to handle children with severe educational/emotional needs; hence, these children may be asked to seek admission where their needs may be more effectively met.

## **Policy**

This school is open to all persons who possess a good moral character and demonstrate both reverence and a willingness to wholeheartedly observe all regulations of the school. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who is accepted thereby pledges to observe the regulations of the school and respect the standards and ideals of the denomination. Students who desire admission to Adventist Christian Academy pledge to uphold Christian standards in speech and actions, in and out of school.

The Admissions Committee reviews all applications. All students entering ACA for the 1st time will be placed on a 1-year probationary status. If a classroom is at maximum enrollment, prospective students will be placed on a waiting list.

## **School Hours**

Monday – Thursday 8:15 a.m. - 3:05 p.m.

Friday 8:15 a.m. - 2:00 p.m.

## **New Student Admission**

A student's application will be considered by the Admissions Committee only when all of the following have been completed and received in the school office:

- Completed application form with application fee
- Copy of birth certificate
- Copy of Social Security Card
- Current record of up-to-date immunizations

- Current physical examination performed by a licensed physician (by September 15)
- Record request with previous school's address and phone number

Grade placement for students transferring from home schools will be dependent upon the results of a standardized placement test as well as subsequent review by the staff. Final placement will be determined within one month of entrance. Students whose records are not received within two weeks of entrance will be subject to the grade placement policy stated above.

## **Returning Students**

All returning students must fill out a re-application form each year. The Admission's Committee will notify each student regarding their re-admission status. Information should be kept current via the school's webpage. ([www.adventistchristianacademy.org](http://www.adventistchristianacademy.org) Choose Student Information/Reports)

## **Kindergarten/ 1<sup>st</sup> Grade Requirements**

Students entering Kindergarten must be 5 years old on or before August 15, and students entering first grade must be 6 years old by that date. All Kindergarten students must be toilet trained. Requests for exceptions to this policy must be given to the principal and submitted to the Education Department of the Carolina Conference for an evaluation of both scholastic capabilities and developmental maturity. The student will be accepted only by written permission from the Education Department.

## **After School Care**

ACA provides an after school program for parents who need quality after school care, whether it is weekly, part time, or just for an occasional day. We plan to deliver the program in a positive environment of support, care and safety, with a Christ-centered atmosphere. Contact the school for after care provider information. After care providers will determine rates.

At 3:20 p.m. (M-Th) ALL remaining students will be sent to after school care and charged for the service. All students will be sent to aftercare at 2:20 on Friday.

## **Medical Policy**

School personnel cannot administer medication to students. All medications must be brought to the office in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage and the time for each dose. Any student who must have medication administered during school hours will file the medication authorization form, signed by the parents or legal guardians of the student with the school office.

ACA should be notified in writing from the physician any time a student is taken off a permanent medication that affects the student's health during the school day.

The office will maintain a medication log for each student specifying the name of the student, the name of the medication, the date, time and amount of each dosage and any reaction by the student to the medication.

Inhalers are to be registered with the office and kept in an agreed upon location to be used as needed.

### **First Aid**

First Aid is available in the office for students who are injured at school. Students MUST report all injuries, no matter how minor, to the staff member who is supervising them at the time. The school cannot be responsible for unreported injuries. If a child becomes ill during the school day the parent may be requested to come and pick up the child. A child who is ill should remain at home for the good of the child and his/her classmates.

### **Financial Information**

Christian education is highly valuable and worthy of sacrificial investment. To assist with tuition, ACA has several sources of scholarships for which many families are eligible. The following statement outlines the general financial practices that are important to the parents and or financial sponsor.

### **SMART Tuition Management Program**

ACA requires the use of a tuition management system called SMART Tuition. This program can withdraw money directly from the family checking account to the school account each month using either ACH drafts (bank account transfers) or credit card payment options. It is quick and easy to do! All families will be asked to sign up for SMART Tuition at registration, and the program will be fully explained to them.

The family is charged a nonrefundable \$50-dollar fee for the use of the program.

### **Previous Balances**

The account for the previous year's expense at ACA or other Seventh-day Adventist educational facility must be settled before a student is permitted to enroll for the current school year. Any delinquent accounts remaining from a sibling who attended ACA must also be settled before another family member is admitted.



## **Tuition/Registration/Application Fees**

The annual tuition is broken down into ten-twelve payments with the last payment due in July. Tuition payments are due on or before the 1<sup>st</sup>, 5<sup>th</sup>, 15<sup>th</sup> or 20<sup>th</sup> of each month. Registration is a one-time fee due in July. Miscellaneous charges not covered by this amount are billed monthly and are due upon receipt. Application and Registration fees are NON-REFUNDABLE.

## **Pre-Payment/Paid in Full Policy**

Parents who prepay the school year will get a 5% discount for tuition only if method of payment is by check, money order, cash or Adventist School Pay (2% discount if paid by credit/debit card).

Parents who prepay the semester will get a 3% discount for tuition only if method of payment is by check, money order, cash or Adventist School Pay and will not have to sign up for FACTS for the semester.

## **Past-Due Action**

30 days: A letter is sent to the financial sponsor requesting payment. Finance Committee and Board Chair are notified.

45 days: The financial sponsor will be contacted by a member of the finance committee. The student(s) will not be allowed to attend classes until suitable arrangements have been made.

The school reserves the right to take legal action to collect ignored past due balances. Any costs incurred in the collection of unpaid balances will be added to the account. We understand that circumstances sometimes change. Please communicate any changes that may cause tardy payments to the office before they become an issue.

## **Transcripts or Diplomas**

Transcripts or diplomas cannot be issued unless the account for the student has been paid in full.

## **Refund Policy**

If a student withdraws from the school prior to the end of the school year, charges will be figured on a per day basis. The registration fee is non-refundable. Any refund due will be issued to the parent in check form.

## **Insurance**

Accident Insurance is provided by the Conference for each child and is paid for in the initial registration fee. Claims are to be filled out by the teacher/supervisor, and then by the parent before given to the hospital or doctor as the insurance company dictates. See the office for the forms. This is a secondary insurance policy, paid after your family's medical insurance has paid. This policy is in effect when the student is on the

school and church grounds during regular hours, traveling directly to and from school for regular school sessions or participating in an activity solely sponsored and supervised by school authorities.

Should a student be injured under these conditions, he or she must file a report with the school secretary within 24 hours from the time of the accident.

## **Custody of Children**

It is the policy of ACA to respect the rights of all parents as they relate to visiting a child or picking a child up from school. If the custody/visitation rights of a parent have been terminated by court order, it is the responsibility of the custodial parent to provide ACA with a copy of the court order. Additionally, ACA requests that parents not involve the faculty and staff in any custody proceedings.

## **Grievance Procedures**

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliation procedures, based on Matthew 18 and 1 Corinthians 6 should be used for resolving the problem.

Step 1. The parent should first talk with the teacher and attempt to resolve the problem.

Step 2. If the problem is not resolved, the parent should ask the principal to become involved.

Step 3. IF the problem still is not resolved the parent may request that the school board chairperson work with the administration to bring about a resolution.

Step 4. If the problem still is not resolved, the parent may request a hearing with the school board.

Step 5. If the problem still is not resolved, the parent may request the Conference Superintendent of Education to assist in bringing about resolution.

Step 6. If the problem still is not resolved, the matter may be taken to the Carolina Conference

K-12 Board. The decision at this level shall be considered final.

# ***Student Life***

## **Rationale**

ACA has certain standards by which all students are expected to abide. When these principles are accepted and practiced by the students, this school becomes in a truer sense the school that God wants it to be.

This handbook is published under the authorization of the school board of Adventist Christian Academy. It contains policies and procedures of operation that are to serve as a guide in maintaining a close working relationship among parents, staff members, school board members, and students. The information provided herein will be reviewed and revised as necessary. The school board reserves the right to change and/or add to any policy or regulation contained in this book. As these changes are made, parents will be notified through the school newsletter, the ACA Accent. We encourage parents to read carefully all regulations. Great responsibility rests upon our parents in carrying out the Christian principles upon which our school operates.

Should subjective interpretations of school policy be necessary, the teacher has the right to make that determination. If that interpretation is questioned or disputed by a student, parent or guardian, the principal may give the interpretation. The school board reserves the right to make final interpretations of school policy and to edit policy when and where necessary. The school reserves the right to make clear any interpretation of policy written or implied and is not subject to legal interpretation of wording or intention.

## **Attendance**

### **Storm Procedures**

School-closing information will be broadcast over the ACA website, Text, WSOC-TV, channel 9, News 14 Carolina News, or their website. No phone calls will be made to individual families.

### **School Attendance and Success in School**

Numerous studies link attendance with student achievement, therefore increased student attendance will result in improved student achievement. Given this research we believe that by improving student attendance the following will occur:

- Improved student attitude
- Improved student achievement
- Improved teacher productivity, which creates an environment conducive to teaching and learning.

## **Attendance Policy**

Students at Adventist Christian Academy are to be present and on time for all classes, activities, and appointments. Regular attendance develops patterns of behavior essential to professional and personal success in life. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

### **Absences**

If a student misses more than 15% of a class (i.e., six days per nine-week period) the teacher will determine how or if the missed work may be completed. The classroom teacher will also determine time constraints for making up work for excused or unexcused absences.

#### **Procedure to have absences/tardies recorded as excused**

If a student has been absent/tardy, to excuse those absences/tardies, he/she must bring a valid written note upon return to school giving the reason for absence and signed by the student's parent or guardian. If a signed note is not received, the absence/tardy will be recorded as unexcused.

### **Tardy Procedures**

School begins at 8:15 am. A bell will ring at 8:00 am at which time the doors will open and students are to go directly to their classrooms after taking care of their personal effects and needs. The bell will sound again at 8:15 am. Students not in their classroom sitting in their seat before the final bell will be sent to the office to acquire a late pass.

A flag is placed outside the front entrance of the school at 8:15 am when the final bell rings. Any student coming into the school after the flag is out must be signed in by a parent at the school office and receive a late pass to be admitted into class.

Within any quarter, if a student reaches

- 5 - unexcused tardies - a letter to alert parents will be sent by administration
- 7 - unexcused tardies - a meeting with the principal, teacher, and parents will be scheduled
- 10 - unexcused tardies - parents will be required to come before the ACA School Board with a plan of action

### **Excused Absences or Tardies**

The following reasons for pupil absences, tardiness, and early departure shall be considered by this policy to be excused:

- Personal illness, doctor/dentist, physical therapy and/or hospital appointment
- Extended illness (three consecutive days or more) or chronic health condition as documented by a physician's note. (All medical excuses written by the doctor shall be submitted within 24 hours of the student's return to school in order to be considered as an excused absence. Otherwise they will remain unexcused absences).
- Family illness
- Death in the immediate family
- In-school disciplinary actions
- Religious observance (Holidays only)
- Required court appearance with note from court
- Military obligations
- School-sponsored trips, activities, or athletic events
- Take Your Child to Work Day (usually held in March)
- Pre-approved Pathfinder events

Examples of unexcused absences/tardies include, but are not limited to:

- Overslept
- Missed my ride
- Running late or traffic
- Family vacation
- Getting your hair & nails done
- An appointment
- Being in the school building, but not in class
- Shopping
- Going home during school day to pick up items (e.g. homework, uniform, lunches)

### **Notification of Excessive Absences**

The State of NC requires that every student in the state between the ages of seven (or younger if enrolled) and sixteen years attend school. The Compulsory Attendance Law requires that the school notify parents of excessive absences under the following conditions:

1. After the third unlawful absence the principal or his/her designee shall notify the parent/guardian within a period of three school days.
2. After six unexcused absences, the principal shall notify the parent/guardian of the student's excessive number of unlawful absences from school. The notification to the parent shall be by mail and shall state that the parent/guardian may be in violation of the North Carolina Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the attendance policies (G.S. 115 C-378).

3. If a student has ten accumulated unlawful absences in a school term, the student's parent/guardian shall be notified by certified mail of the student's excessive number of unlawful absences. If the principal determines that the parent/guardian has not made a good effort to comply with the law, he/she will notify the proper authorities.

## **Communication**

The ACA Accent is the official newsletter and means of communication. It is emailed to parents on a weekly basis.

Our email address is: [acaoffice@adventistchristianacademy.org](mailto:acaoffice@adventistchristianacademy.org)

Our Web Page address is: [www.adventistchristianacademy.org](http://www.adventistchristianacademy.org)

## **Lunches**

Parents should provide their children with a healthful, nutritious lunch each day. Security dictates that lunches brought to the students after they have arrived in the morning be dropped off in the office with names on them. Because of licensing regulations, the kitchen is off limits for the students. No food is to be eaten in the halls or parking lot area. Lunches are to be eaten in designated areas. Because the school advocates the benefits of a healthful diet, we request that the unclean meats, as stated in Leviticus 11, are not used for school lunches. These include ham, pork, bacon, shellfish and etc. It is requested that students do not bring drinks containing caffeine, such as coffee, tea, and any carbonated drink that lists caffeine as an ingredient. We also encourage parents to minimize products that contain large amounts of sugar.

## **Ingredients**

Ingredient listings must be submitted to the office for any food that is brought in to be shared with students for classroom parties or any other occasion.

Gum Policy

Gum chewing is not allowed on the school premises at any time.

## **Field Trips/Class Trips**

Field and class trips are an integral part of the educational experience at ACA. Students are required to participate in these trips. For some trips, a fee is assessed. ACA will endeavor to keep costs to a minimum and will give as much advance notice as possible. ACA Standards of Conduct and Dress will be observed during these trips and the ACA t-shirt is required for all field trips.

Prior to participating in a trip, the faculty must have written permission from the student's parent(s) or guardian(s) on the form provided by the ACA.

Arrangements must be made prior to the trip if student will be transported from the destination in a manner other than school-provided.

Parents providing transportation for field trips must provide proof of liability insurance, and must assure correct use of seatbelts as required by North Carolina law. It is the NC state law that students must use a booster seat if they have not reached the age of 8 or the weight of 80 pounds. All lights and safety equipment on the vehicle must be operating properly.

Parents must also have a **background check** (through Verified Volunteers) run on them prior to any interaction with students on a school activity. For the protection of all of our children, drivers must submit a copy of their driving record to the school office. You can obtain the record online at <http://www.ncdot.gov/dmv/online>. Also, the Carolina Conference requires insurance coverage with liability limits of at least \$100,000/\$300,000 for any automobile transporting students. ***If you have this coverage and are willing to help with transportation, please give a copy of your automobile insurance declarations page to the office.***

## **Discipline**

### Rationale

Self-government is the object of discipline. The school, as an extension of the home, will endeavor to build upon the discipline that is already set forth by the home. We ask that parents assist us by supporting the efforts of the staff on behalf of all the students. Each staff member, by virtue of his or her authority, will be granted the privilege of establishing and enforcing basic rules and regulations of the operation of the classroom in accordance with the philosophy and objectives of Adventist Christian Academy and the policies of the Carolina Conference Department of Education.

## **Standards of Conduct**

Reverence for God, Respect for humanity, and Responsibility for one's actions are the three R's of a student's conduct at Adventist Christian Academy. Conduct in the classroom should contribute to the learning environment, not detract from it. A parent whose child engages in consistent disruption of classroom routine and/or instructional procedures and cannot be encouraged to gain self-control will be notified and appropriate action will be taken.

The following items are not allowed at school:

|                              |                                    |
|------------------------------|------------------------------------|
| Toys (without prior consent) | Magazines, (without prior consent) |
| Game or trading cards        | Skate boards, skate shoes, etc.    |
| Chewing gum                  | Items that may cause disruption    |
| Fireworks                    |                                    |

Running is not permitted in the classrooms and/or hallways, and quietness should be maintained so that other classes are not disturbed.

## **School Wide Rules**

1. Be respectful to others at all times.
2. Follow the directions the first time.
3. Do not be disruptive.
4. Keep your hands to yourself (“hands-off”)
5. Do not take the Lord’s name in vain, or use vulgar language/gestures
6. Be honest.

## **Safety Guidelines**

### ***Anti-Bullying Policy***

Bullying is prohibited on Adventist Christian Academy school grounds, property immediately adjacent to school grounds, at school sponsored or school related activities, functions or programs whether on or off school grounds, school vehicles or transportation related to school events, or through the use of technology or an electronic device if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or orderly operation of the school.

## **Definitions**

**Bullying** means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of:

1. Causing physical or emotional harm to the other student or damage to the other student’s property.
2. Placing the other student in reasonable fear of harm to him or herself or of damage to his property.
3. Creating a hostile environment at school for the other student.
4. Infringing on the rights of the other student at school.
5. Materially and substantially disrupting the education process or the orderly operation of the school.

## **Cyber-bullying**

The above definition of bullying includes cyber-bullying which means bullying through the use of technology or any electronic medium.

## **Reporting Process**

All staff members are required to be proactive with regards to monitoring students for evidence of bullying. Incidents of bullying will be addressed and documented by the observing/reported to staff as outlined below.



Students will be encouraged to report bullying to their teacher or other staff member. Anonymous reporting will be accepted; however, no disciplinary action will be taken solely on the basis of the anonymous report.

Staff will immediately intervene with obvious or known bullying incidents. In the event of unobserved but reported incidents, the principal will investigate the incident, document, and take corrective action as deemed appropriate.

- Documentation of the incident(s) will be provided in writing to the principal.
- Chronic bullying incidents will be referred to the School Board for further discipline and/or follow up.

### **Physical Violence/Verbal Abuse**

Physical or verbal attack of one person or a group of persons is forbidden at ACA. This includes menacing or threatening behavior towards another person.

**Consequences:** Engaging in any of these activities may result in immediate suspension.

### **Harassment/Hazing**

Each person is to respect the right of others to be free of harassment in all forms. Harassment is understood to mean any type of actions or words, including electronic communication, that make another student feel uncomfortable or insecure. This includes sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature), hazing (any conduct or method of initiation in any school organization, club or activity which could willfully endanger a person's physical and/or mental health, intimidation, bullying, disrespect and any other verbal, social, physical, or other expression that might undermine the well-being of another. It includes offensive pictures, graffiti, jokes and gestures. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment.

### **Sexual Misconduct**

Sexual Misconduct includes inappropriate physical contact, sexually explicit words, gestures, innuendo and "off color" jokes, viewing and/or sharing sexually explicit photos, cartoons, or videos on cell phones or electronic devices.

**Reporting Procedures:** Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to any classroom teacher. If the harassment comes from an adult, the student shall report directly to the principal, the school board chairman or any teacher.

**Consequences:** ACA intends to uphold speech and behavior that enhances the image of God in all. In light of such, inappropriate sexual talk and/or behavior will elicit an immediate suspension and additionally will be taken to the school board for review in consideration of potential expulsion.

### **Possession of Alcohol, Drugs, and Tobacco**

ACA has a zero tolerance policy for the transportation, possession, and distribution (the act of giving or selling any such substance to another) and/or sale of alcohol, tobacco, drugs, or drug paraphernalia (including look-alike drugs), or distribution of any substance not labeled in accordance with the FDA on school property, or at any school activity.

**Consequences:** Verification by administration of the conscious violation of this policy will result in **recommendation to the School Board for expulsion from school**. Legal authorities will be contacted as required by law.

Personal belongings may be subject to search on the basis of reasonable cause.

### **Weapons, Dangerous Objects, and Explosive Devices**

ACA has a zero tolerance policy for the use, sale, possession of, or furnishing of any illegal weapons. Firearms, explosives, or other devices that may be considered a weapon are also prohibited.

**Consequences:** Verification by administration of the conscious violation of this policy will result in **immediate recommendation to the School Board for expulsion from school**. Legal authorities will be contacted as required by law.

### **Arson**

Arson is the willful destruction of property by fire. The use of devices that may cause a fire to occur whether deliberate or accidental, such as cigarette lighters or matches are prohibited. Legal authorities will be contacted as required by law.

**Consequences:** Verification by administration of the conscious violation of this policy will result in **immediate recommendation to the School Board for expulsion from school**. Legal authorities will be contacted as required by law.

### **Fire Drills, Alarms and Extinguishers**

Fire drills will be held periodically during the school year. When the fire alarm sounds, students should proceed quickly and quietly to the fire exits as instructed. Anyone who sets off a false fire alarm or uses the fire extinguisher for other than their intended purpose will be disciplined.

**Consequences:** Verification by administration of the conscious violation of this policy will result in **immediate recommendation to the School Board for Suspension from school.**

## **Property Damage**

Any attempt to damage school property including faculty property whether by carelessness, misuse, willful destruction of objects or materials belonging to the school, will be assessed and charged to the student. This includes but is not limited to writing on desks, furniture, and walls.

**Consequences:** Refer to level 4 offenses

## **Levels of Offense**

As ACA classifies different levels of infractions, the maturity and awareness of the student is also taken into consideration. Most discipline problems are resolved in an atmosphere of mutual respect and cooperation in the classroom.

### **Step 1-3 Behaviors (based on frequency of any combination)**

*First offense:* warning

*Second offense:* Behavioral Referral Form sent home

*Third offense:* Parent/Teacher conference

*Fourth offense:* Administrative referral

- Uncooperative classroom behavior as defined by the classroom teacher
- Disruptive or disrespectful behavior at assembly, worship, hallway, or school functions
- Littering
- Inappropriate dress
- Inappropriate language – verbal or written
- Inappropriate public display of affection
- Loitering in hallway during class time

### **Step 4 Behaviors**

Administrative referral

Student loses privilege to hold offices and to participate in extra-curricular activities

Problems in any of the following areas (but not limited to) may result in immediate suspension:

- Repeated insubordination (Refusal to comply with reasonable requests of school personnel)

- Experimenting or dealing with the occult, astrology, or psychic phenomena.
- Dishonesty, including theft, willful deception regarding violation of school regulations, cheating, plagiarism, and gambling.
- Skipping class or chronic tardiness to class.
- Undermining the religious ideals of the school.
- Willful destruction of any school or church property or any vandalism. This includes excessive wear, tear, and neglect of textbooks. Replacement expense will be the student's responsibility.
- Committing a breach of conduct outside the school, which has an adverse effect on the reputation of the school.
- Willful disrespect to, disobedience of, or humiliation of any staff member or school volunteer.

### **Step 5 Behaviors**

Problems in the following areas will result in the student's immediate suspension:

- Bullying: verbal, physical, or cyber-bullying
- Physical violence/verbal abuse
- Exhibition of violence (punching, kicking, choking, scratching, etc.)
- The use or possession of any illegal drug (including alcohol or tobacco).
- Possession on school grounds of a weapon or article capable of doing bodily harm or having the appearance of being able to do so.
- Sexual harassment or implications of a sexual nature, including the use of words, gestures or pictures.
- Possessing or displaying of obscene or pornographic material.
- Willful use of the school's network to access or process pornographic material.

The preceding lists are not to be considered all-inclusive. The student will be sent home for a one to three-day suspension. A conference must be held with a member of the school administration and the parents before the student may re-enter the classroom.

Suspension is considered the last resort in focusing the attention of the student on a change of behavior. Such a change must be effected for continued enrollment at Adventist Christian Academy. After two suspensions, the ACA School Board is notified of the status of the student's

behavior. Upon the third incident, the student will be asked to come before the school board or to withdraw immediately.

Re-admission to ACA the following year will be at the discretion of the School Board in consultation with the student, parents and principal.

## **Zero Tolerance**

Please note that all information received by the school administration and/or staff regarding a student(s) who threatens (even casually or in jest) a teacher, staff member, or another student with personal injury or death, or who threatens major property damage, will be treated in a serious manner by the school administration, school board, and the Carolina Conference Education Office.

When it is confirmed that any such action was intended or have taken place, the student(s) will be immediately removed from the school until further notice by the school board and/or conference education office.

If the offense warrants it, legal authorities will be notified.

## **Security**

### **Campus Visitor Policy**

For the protection of all students, we are a closed campus during the school day. This means that the front doors will be locked during the day, and visitors/parents in the school must make arrangements with the administration in advance of the visit.

Visitors and parents are expected to sign in at the front office, receive a Visitor's Pass, and follow all campus rules and regulations. This includes our Electronics Policy and Cell Phone Usage rules (cell phones may simply be kept out of sight, please, all other rules stand as stated in the Electronics Policy).

In an effort to keep classroom disruptions to a minimum, we ask that parents and visitors do not enter a classroom unless they have received permission and received their Visitor Pass from the main office building.

### **Surveillance Cameras**

In order to promote school safety and security, ACA operates and maintains several surveillance video cameras throughout the school campus in hallways, and exterior locations. These cameras are used to record video images 24 hours a day, 7 days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action.

Investment in surveillance camera systems by our school helps to ensure parents and guardians that the general safety and security of children is being addressed during school hours and at all after-school extracurricular activities and programs.

## **During drop off and pick up times**

***We ask that Parents have their children prepared for drop off in the morning. Should a parent need to speak with their child or come into the building we ask that parents park in a designated parking space, or near the sidewalk on Emory Lane as to not hold up drop off and/or pick up traffic.***

Young children not yet of school age should not be in the classrooms during school hours. They must be under the direct supervision of an adult whenever on the campus. Students from other schools are not allowed to attend classes at ACA without approval from the principal.

## **Traffic Flow Policy**

The driveway is one-way via the church parking lot during the following hours: 7:45 am-9:00 am and 2:30 pm-3:20 pm. All vehicles are expected to enter and leave the premises in a safe manner, obeying the 10 mph speed limit and traffic flow directions. A safe distance needs to be maintained from pedestrians, school property, and other vehicles. For security, the parking lot must be cleared of vehicles during the school day unless registered with the office. Any parents or vetted friends of the school who are volunteering for the day are welcome.

## **Personal Property Disclosure**

Adventist Christian Academy faculty and staff are not responsible for personal property brought to school. It is the student's responsibility to keep track of his/her property.

## **Electronics Policy**

Use of personal electronic devices is not permitted during school hours. These devices include but are not limited to MP3 players, iPods, and Cellular devices. **The school will not be responsible for lost or damaged property while at school.** If there is a legitimate need to have one of the items listed above at school, this will need to be approved by administration prior to using them during school hours.

***Consequences:*** *Inappropriate use of such devices will warrant confiscation of equipment until a parent comes to the school and picks it up. All staff members have the right to confiscate any electronic item. Any confiscated items will be returned to a parent.*

## **Cell phones**

Understanding the need for communication and the ever-growing number of youth with cell phones, we are allowing cell phone usage on school grounds under the following policy:

- Phones must be turned off during class time and stored in the front office in a secured space

- Cell phone cameras are never to be used
- Cell phone usage may never disrupt the educational environment
- Cell phone usage on field trips will be determined by the teacher

These rules are needed to ensure the learning environment is protected from disruption, and for the privacy of other students.

Having a cell phone on school grounds is a privilege, not a right. Any deviation from this cell phone policy will result in the loss of cell phone privileges at ACA. There will be zero tolerance for any student who abuses this privilege. A first offense will be the last, and the student will not be allowed to have a cell phone on school grounds for the remainder of the school year.

All staff members have the right to confiscate cell phones. Any confiscated cell phones will be returned to a parent.

Please be reminded that emergency information should be called in to the school office, do not depend on cell phone availability during the time your child is on school grounds.

## **Telephone Usage**

Teachers and students will not be called from class to answer the phone during school hours except for an emergency. Important messages will be relayed in a timely manner. Students should not ask to use the phone except in an emergency. The teacher will issue a phone pass after approval.

## **Computer Use Agreement**

All families must obtain an Acceptable Use Policy from the office, read it, sign it, and return it to the office before the student is allowed to use any technology on the school grounds.

## **Personal Appearance**

### **Philosophy**

As a part of the education to be received at Adventist Christian Academy, the correct understanding and practical application of Biblical principles in the choice of clothing and appearance is intended to de-emphasize the love of self and preoccupation with conformity to changing fads.

While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. The Bible gives six broad standards to serve as guidelines for the Christian in their overall appearance. They are:

- |                   |             |                  |
|-------------------|-------------|------------------|
| 1. Attractiveness | 2. Modesty  | 3. Cleanliness   |
| 4. Simplicity     | 5. Neatness | 6. Healthfulness |

Any need to enforce these policies will be at the discretion of the administration.

Parental help in monitoring student dress BEFORE arrival at school is anticipated.

### **General Expectations**

School clothing should be chosen to enhance school decorum. It should be appropriate for the classroom setting, tastefully coordinated, neat and clean. The school reserves the right to determine the acceptability of non-uniform accessories and hairstyles. Clothing is to fit properly, not tight or loose. Clothing is not to have holes, rips, or tears. Closed toe shoes are recommended. For safety reasons shoes with wheels are not permitted and heels over 2 inches are not permitted. No shower type flip flops are to be worn. Any need to enforce these policies will be at the discretion of the administration and staff.

### **Hair**

Hair should be clean, well-managed, natural color, and non-distracting. Extreme or bizarre hairstyles are not permitted.

### **Jewelry**

No bracelets (this includes plastic or fabric except medical), earrings, necklaces, rings, chains, or studs for initial stage of ear piercing are permitted. Tattoos and body piercings are not allowed.

### **Hats**

No head covering of any kind including hats, cap, bandana, or forehead bands are to be worn in any classroom building (boys and girls).

### **Make-up**

Make-up should be modest and enhancing to one's appearance. Nail polish should be well maintained, neat, and have no chips. No artificial nails. Nail color and design will be at the discretion of the administration and staff.

### **Accessories/Miscellaneous**

No themed belt buckles. No skulls or other questionable emblems on anything.

### **Tights and Socks**

Tights and socks must be of solid colors.

### **Shoes**



Closed toed shoes are recommended. Tennis shoes that are appropriately fastened/tied are required for gym use or during PE class. Shoes that are NOT allowed include: flip flops, shoes with wheels, and heels over two inches. Shoes cannot have student handwriting on them or any other questionable emblems.

### **Shirts, Blouses & Sweaters with School Logo**

**Style:** Only approved Lands' End Uniform Top

**Length:** Shirts must stay below belt line when arms are raised and can be no longer than hip length when arms are lowered.

**Fit:** Loose put proper fit.

**Colors:** Solid, White, Navy Blue, Maize (yellow), Red and Light Blue Polo's

**Messages/Pictures on clothing:** School Logo only

**Exceptions:** P.E. gym uniform and clothes designated by the staff for special functions

### **Slacks, Skirts, and Shorts**

**Length:** Pant cuff must not touch the floor. Shorts, skorts, skirts are to be no higher than the top of kneecap.

**Fit:** Proper waist size. Pants fit snug at the waist, no skinny fit, or too big. All bottoms are to be free of holes, rips or tears and in good repair.

**Colors:** Solid in khaki, navy blue

**Exceptions:** P.E. gym uniform and clothes designated by the staff for special functions

### **Outer covering for classroom use**

**Style:** ACA Sport Jacket, zippered jacket (no hoods), buttoned or zippered sweater or blazer style jacket.

**Colors:** Solid White or navy blue

**Messages/Pictures on clothing:** None or School Logo only

Any noticeable deviations from the above description will not be acceptable.

School Uniform available through:

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900115957>

### **Dress Code Violations**

Students who attend school dressed inappropriately will be required to make the necessary changes before attending classes. Any tardiness or absence from class due to inappropriateness of dress will be un-excused. Consequences: Steps 1-3.

## **Open House**

Open House is a preview of our kindergarten through 8th grade programs for prospective new students and their parents. It is held in the spring of each year. Information on curriculum, finances and other school programs is included.

## **Extra-Curricular Activities**

|                                    |                                    |
|------------------------------------|------------------------------------|
| Assembly programs                  | Outdoor education - Grades 5 & 6   |
| Community guests                   | Outreach opportunities             |
| Field trips                        | Choir                              |
| Spring Banquet                     | Hand bell choir/Praise Team        |
| Fund raising activities            | School parties & social events     |
| Involvement in worship services    | Student Council                    |
| Mission trips                      | Volunteer service programs         |
| National Geographic Bee Grades 4-8 | Spiritual Emphasis - Fall & Spring |
| Conference Musical Festival        | Intramurals                        |

# ***Academics***

## **Rationale**

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education. It incorporates an awareness of the principles of human growth and development, encouraging, guiding and sustaining the students as they seek to understand themselves and to relate to their fellow human beings and to their Creator. The textbooks and course material used throughout the school are in compliance with the recommendations of the Office of Education for the General Conference of Seventh-day Adventist, which is the central coordination office for all schools operated by the Seventh-day Adventist Church throughout the world.

Programs offered at ACA include instruction in the academic areas of math, language arts, science and social studies. Other areas of study include religion, communication skills, physical and life science, health and safety, physical education, practical applied arts and fine arts. These are taught with the objective of developing character, witness and service abilities, physical and social skills and career and work responsibility.

## **Library/Media Center**

All students will have access to the library to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family. The library is upgraded each year by the ANGEL (Adventist Network of General Educational Libraries) program, a library service sponsored by the Southern Union Conference. The fee for any lost book is \$10 for paperbacks and \$20 for hardback books. The cost of replacing it will be charged to the student's school statement.

## **Textbooks**

All textbooks remain the property of ACA. Students are responsible for the proper care of all textbooks. Damaged books will be evaluated and students charged accordingly. Lost books will be replaced by the parent/student at cost. If the book is found the full price will be refunded less a \$5.00 handling fee.

## **End of Year Testing**

Should a student's ability to progress to the next grade be in question, students may be assessed to assist in student placement for the next school year. Any adjustments that need to be made due to the results of the tests are reported to the parents along with the final report cards.

## **Music Organizations**

ACA is pleased to offer a variety of musical opportunities to our students. Music is a vibrant part of the curriculum, with a focus on praising and serving God through our musical talents.

All students are required to participate in the music program.

Musical opportunities offered at ACA include choir, praise team, bell choir, and classroom music in grades K - 8th. It is a wonderful privilege and honor to be a part of an ACA musical organization. It is also a commitment on the part of the student and the parent, as performances are required events. ACA considers the music departments ministry based, and part of that ministry includes required weekend, sacred service performances. These performances are ministry for the glory of God, and are the culmination of the hard work and efforts of the musical group. ACA families are responsible for their child to be present for performances.

Students in a musical organization at ACA will have:

- A desire to learn the chosen musical field
- Commitment
- Teamwork
- A spirit of excellence
- Willingness to utilize their talents for the glory of God
- Attendance at all performances
- Proper behavior management during classes and performances

## **Achievement Tests**

Standardized tests are given annually to all students in grades K through 8 in the fall. It is important that all students be in school during this time as tests are used to help assess the strengths and weaknesses of the individual students. A report of the results will be given to parents as soon as the test results are known.

## **Homework**

Homework is given to accomplish the following purposes: (1) drill of essential material, (2) practice of material to be mastered, (3) as remedial activity, (4) for learning through special projects, reports, and compositions. Homework is to be done outside school hours. As a general rule, progressively more homework is assigned beyond the fifth grade. Usually, normal class assignments in grades 1-5 are designed to be completed during the regular school day if a student makes economic use of time. Upper grade students will need to do readings in religion, history, English, and science. Additional research and experimentation will be given as deemed necessary. Parents can help with homework by providing a wholesome atmosphere free from undue strain, pressure, and distractions. Independent work habits should be encouraged in the early years. Students are urged to prepare their work neatly, accurately, and punctually. Parents are encouraged to assist their children in developing organizational skills, such as using an assignment book and calendar, writing reminder notes, and designating specific places for items to be transported to and from school. The responsibility of completing homework and turning it in when it is due is a major factor in the training of personal management. Not only does it affect the student's current grade status, but also whether the student will be allowed to remain in school. If homework is not turned in on a regular basis, the student may be asked to withdraw.

## **Retention**

The teachers of Adventist Christian Academy are committed to working with each student individually, as much as possible, to ensure that the student understands and masters' new concepts as they are presented. Due to the diversity of cognitive abilities and learning styles, however, some students are slower than others in their academic progress. When students fall behind one grade level or more, a meeting may be called to discuss possible home and/or school interventions. If, after various interventions are tried, the student continues to lag behind academically, it may be necessary to retain the student. This decision is made by consensus of the classroom teacher(s), the parents, and the principal.

The following will be considered for retention:

- Students in first grade who have not mastered minimum reading or math requirements
- Students who have accumulated excessive absences
- Students who have demonstrated a decided lack of effort and have failing grades.

In certain instances, where a student demonstrates severe deficits academically, emotionally, and/or behaviorally, it may be recommended that the parents arrange for a psycho-educational assessment by a certified

school psychologist at the local public school district to determine if there are serious physical, learning, emotional, and/or behavioral disabilities which may affect the student's ability to learn.

## **Progress Reports**

The school year is divided into four quarters or grading periods. Two quarters make up one semester. Progress reports will be issued at the end of each quarter. In addition, mid-term reports will be sent out, as noted in the school calendar, for students in grades 3-10. Grades will be reported in the following manner: Grades will be available at all times on Renweb.

### **Grades Pre-Kindergarten and Kindergarten**

Seventh-day Adventist kindergartens are developmental by design and encourage children to progress at their own pace. Progress reports are designed to report each student's progress on the skills that are being encouraged.

### **Grades 1-2**

|    |   |
|----|---|
| I  | Achieves objectives and performs skills independently |
| NT | Needs more time to develop                            |
| P  | Progressing toward achieving objectives and skills    |

### **Grades 3-8**

|    |           |             |
|----|-----------|-------------|
| A  | Excellent | 92.50-100   |
| A- | Excellent | 89.50-92.49 |
| B+ | Very Good | 86.50-89.49 |
| B  | Good      | 82.50-86.49 |
| B- | Good      | 79.50-82.49 |
| C+ | Average   | 76.50-79.49 |
| C  | Average   | 72.50-76.49 |
| C- | Average   | 69.50-72.49 |
| D+ | Poor      | 66.50-69.49 |
| D  | Poor      | 62.50-66.49 |
| D- | Poor      | 59.50-62.49 |
| F  | Failing   | 0.00-59.49  |

## **Graduation Requirements**

### 8<sup>th</sup> Grade

1. A student who fails two or more core subjects may not be promoted to the ninth grade.
2. Each student must be eligible for promotion to ninth grade in order to participate in graduation exercises at the end of the year.

3. A student who is not promoted due to failing a class or classes may remove the failing grade or grades by attending summer school or taking these courses by home study. Upon satisfactory completion of the courses the student may/will be promoted.
4. The student's final statement of account must be paid in full a week prior to graduation before he/she will receive his/her diploma.

### **Honor Roll**

Using the letter grades from each quarter, a GPA can be established for each student in grades 3–8. A GPA of 2.0 (C average) with no D's or F's must be maintained in order to practice and be a member of extra-curricular groups. Eligibility for these activities will be monitored at each term and mid-term.

|                  |             |
|------------------|-------------|
| Principal's List | 3.75 – 4.00 |
| High Honors      | 3.50 – 3.74 |
| Honors           | 3.00 – 3.49 |

### **Parent/Teacher Conferences**

Parent/Teacher Conferences will be scheduled at the end of the first quarter and second quarter. These parent/teacher conferences are required. If parents miss the scheduled conferences, they must reschedule this time with the teacher within 7 school days. Conferences at the end of third and fourth quarters are optional, but may be requested by the classroom teacher.

Additional conferences can be scheduled at the request of the teacher or parent. Do not request appointments with the teacher before or during school hours.

## ***Home and School Association***

### **Parent Involvement**

We acknowledge that the parents are an integral part of each student's education. Likewise, the school is an integral part of each student's social and spiritual development. Working together we can develop each student into the person God created them to be.

### **Volunteer Guidelines**

Home and School is responsible for planning and implementing programs and activities that support the needs of the students, families, and staff. All ACA parents/guardians are automatic members of the Home and School Association and work in coordination with the ACA staff and school board. There are regular meetings held on the first Tuesday of each month at the school. These meetings will keep you up to date with planned activities and will provide all you with an opportunity to have input in and recommend school activities and educational programs. With active

involvement and support of all the parents and guardians, we can ensure a positive experience for our children at ACA.

The contributions made by the Home and School parents and guardians are readily observed by all the students. Students need your role modeling to take ownership of and pride in their school. A positive, supportive attitude goes a long way in the way they view their life at school. The basic principle of *shared responsibility* is critical to our *mutual success*. We want everyone to be involved. We value you and need your time and talents to make this the best atmosphere for our children.

Parent's Support of Home & School Includes:

- \$70.00 of the registration fee is designated for Home & School's support of special events and programs.
- Volunteer Parent assistance of 15 hours per school year. These can include but are not limited to: school work bees, driving for field trips, helping in the classroom, participating in a school activity such as the Christmas program etc. Some parent volunteers are able to provide more hours of service than others. However, every hour from every parent is appreciated and valuable. Volunteer hours will be recorded and rewarded.
- All parents receiving merit or needs-based scholarships must participate with volunteer hours to qualify for those scholarships.

### **ACA Faculty**

|                           |                                    |
|---------------------------|------------------------------------|
| Rebecca Barclay, BS, MA   | Grades 3-5                         |
| Cathy Carlton, BS         | Grades K-2                         |
| Diamon Grenville, BA, MPA | Administrative Assistant           |
| Lidia Hewitt, BS, MA      | Teacher Assistant Grades K-2       |
| Terry Tryon, BS           | Grades 6-8, Head Teacher/Principal |

### **ACA Auxiliary Staff**

|                |   |
|----------------|---|
| Maidiel Torrez | After school care provider and janitorial |
|----------------|---|

Email: [acaoffice@adventistchristianacademy.org](mailto:acaoffice@adventistchristianacademy.org)

Web Page: [www.adventistchristianacademy.org](http://www.adventistchristianacademy.org)