

2023/2024
PARENT STUDENT
HANDBOOK



Antioch Christian Academy Board Members 2023/2024

David Herren
Michael Brown President
Travis Landsaw Vice President
Gavin Hart Secretary
Linda Catania Treasurer
Jamey Mullin Board Member

Antioch Christian Academy Administration 2023/2024

David Herren, Headmaster
Stacy Owens, Preschool
Richard McDonald, 3rd - 12th
Tiffany Sweeten, K-2, Business Office
Melinda Cathey, American Academy
Kayli Payne, Preschool Assistant
Mayra Paniagua, K-12 Assistant
Kaytlynn Smart, Admissions

Antioch Christian Academy Faculty 2022/2023

2's - Shay Rush, Shelby Metcalf, Kaytlynn Smart, Stormy Perez
3's - Rhonda French, Kailyn Thurman, Shandra Hargrave, Hillary Noran
4's and PreK - Erin DePauw, Karen Kendrick, Donna Hill
Preschool Chapel and Music - Whitney Reyes
Christina Morrison, Kindergarten, Sign Language
Sadie Downes, Kindergarten
Tiffanie Mosley 1st Grade, Art
Stephanie Neely, 2nd Grade
Lisa Roberts, 3rd Grade, Music
Steve Lyon, 4th Grade, PE
Deborah Lanigan, 5th Grade, Programs
Christopher Roberts, 6th-HS Math and Science, Computer
Anna Boziane, 6th-HS STEM, Math, Leadership and Yearbook
Melinda Cathey, 6th-HS English
Mason Cameron, 6th-HS Bible and History, Computer
Brock Vinson, Kaytlynn Smart, Lisa Roberts, Christopher Roberts, Athletics
Spanish - Mayra Paniagua, Stormy Perez
Richard McDonald, Music and Worship Arts

Antioch Christian Academy Extended Care 2022-2023

Alicia Wilson, Christine Metcalf, Kristen Hale-Shatswell, Kailyn Thurman, Kayli Payne

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Motto

Partnering with parents in Christ, to train the next generation.

Mission Statement

Antioch Christian Academy, a Christ-centered academic program of excellence, exists to support actively involved parents in their God-given responsibility to train their children to glorify God and to be fully equipped as moral, intelligent, productive, and responsible citizens to serve and witness to the world in which they live.

Philosophy of Education

Antioch Christian Academy's philosophy of education is based upon the authority, authenticity, and reliability of the Bible as the complete and final revelation of God. As stated in II Timothy 3:16-17, "All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." (NIV) ACA views Christian education as the process of learning truth through the Bible, and communicating this truth in all that is studied. To this end, the purpose of Christian education is education about Christ which results in character and conduct like Him. Antioch places a high value on the knowledge, both of God and His works.

We believe that the education and training of children is a parental responsibility and that parents should select a school that will educate and train their children in a manner that reflects Christ. Antioch Christian Academy's purpose is to assist parents in their responsibility of parenting Christian children. ACA serves as an extension of the home, existing to strengthen the parent-child bond. ACA and parents partner together in guiding, teaching, loving, and disciplining the children, teaching them to love God and providing them with the knowledge that all mankind is to serve God. In doing so, we will all be positive "Christ-like" contributors to God's very own creation.

Statement of Faith

ACA does not subscribe to the doctrinal statement of any one church or denomination, but does require that all teachers, administrators, and members of the Board subscribe to the following doctrinal statements:

- We believe there is only one God, eternally existing in three persons: the Father, the Son, and the Holy Spirit.
- We believe that the Bible is the inspired Word of God, and is infallible and our final authority in all matters of religion.
- We believe that Jesus is the Christ, the Son of God, and the Savior of the world.
- We believe in the miraculous birth, sinless life, substitutionary death, bodily resurrection, ascension, and the literal return of Jesus Christ.
- We believe that the Holy Spirit lives in the Christian, and helps him to live a godly life.
- We believe that salvation is a result of a personal faith in Christ, and that obedience to Christ is essential.
- We believe that baptism has been commanded by Christ Jesus and the Apostles.
- We believe in everlasting life in Heaven for the saved and everlasting life in Hell for the lost.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Statement of Marriage and Sexuality

Every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are neither in accord with Scripture nor the doctrines of the church and are to be repudiated.

Each person's God – given sex is determined biologically at birth.

The term "marriage" as sanctioned by God in Scripture joins one man to one woman in an exclusive union. God intends sexual intimacy to only occur between a man and a woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

Any form of sexual immorality, including but not limited to adultery, fornication, homosexual conduct, bisexual conduct, professing to be homosexual/bisexual, bestiality, use of pornography, any attempt to change one's biological sex or to identify as anything other than one's biological sex or to express disagreement with one's

biological sex, is sinful and contrary to God's Word. God offers redemption and restoration to all who confess and repent, seeking His mercy and forgiveness through Jesus Christ.

Antioch Christian Academy requires all employees, volunteers, parents, and students, to abide by this Statement of Marriage and Sexuality. Engaging in conduct contrary to this Statement or advocating for positions or conduct contrary to this Statement is considered a violation of school policy and is subject to disciplinary action up to and including expulsion or termination. Any disciplinary decisions will be made on a case by case basis and Antioch Christian Academy reserves the right to consider Biblically relevant factors in each decision such as a person's confession of sin, evidence of repentance, willingness to cease violating behavior and other relevant factors.

ACA Conflict Resolution

If a parent or student has a complaint in regard to any school activity or decision, it is the responsibility of that parent or student to go directly to the person involved. One to one discussion and prayer should be thoroughly explored to affect resolution of the situation. If no resolution can be reached, it may then be taken to the Headmaster. If resolution is still not possible, then a written appeal may be made to the ACA School Board. All correspondence to the Board should be directed to the board president. All decisions of the Board are final.

All parent questions concerning a teacher, student and/or student-teacher relationships should follow these steps:

- The parent should schedule a meeting with the child's teacher.
- If the question or concern is not resolved, the parent will then set up a meeting with the Headmaster.

If there is further concern, the parent may request, in writing, to be placed on the next School Board meeting agenda or the principal may bring the concern to the attention of the School Board.

Academic Probation and Expulsion

Our mission at Antioch Christian Academy is to provide an institution of academic excellence. Students in 1st-High School grade must maintain a 2.50 GPA or be placed on academic probation. Once your child has been placed on probation, he/she will have nine weeks to meet the minimum GPA requirement. At a four-week interval, the teacher will meet with the parent(s) to discuss the child's progress. At the end of the nine weeks, if the student has not met the minimum requirements for GPA, he/she is subject to immediate academic expulsion.

A student enrolling at ACA with an academic history of poor grades and/or discipline problems may be placed on temporary probation. A student may be placed on probation during the school year because of poor grades and/or discipline problems at Antioch Christian Academy. The duration and terms of probation are to be established by the Headmaster and approved by the board.

Admissions

ACA admissions policy does not discriminate as to race, color, national or ethnic origin. ACA expects parents to be supportive of all practices and policies, to cooperate respectfully with the authority of the administration and teachers, and to enable the child to cooperate fully with all programs and activities of ACA. ACA reserves the right to deny admission to students when the student's academic or other records, references, or the initial interview and/or entrance examination results are unfavorable and indicate questionable success. ACA does not offer enrollment to students who have been expelled from other schools. The following forms and fees are required to complete a student's cumulative folder and are due at the time of enrollment.

No student will be allowed to attend classes until All Supplemental Forms and Documents have been submitted no later than Aug 1.

| New Students | Returning Students |
|-----------------------------|--------------------------------------|
| Application | Re-Enrollment Packet |
| Testing | Current Immunization Records |
| Interview | Re-Enrollment Fee |
| Teacher Recommendation Form | ACH Form |
| Previous School Records | Child Custody Papers (If Applicable) |
| Enrollment Packet | Student pledge for iPad use |

| | |
|--|--|
| Birth Certificate | Extended Care Handbook Acknowledgement and Agreement (If Applicable) |
| Current Immunization Records | |
| Enrollment Fee | |
| ACH Form | |
| Child Custody Papers (If Applicable) | |
| Student pledge for iPad use | |
| Extended Care Handbook Acknowledgement and Agreement (If Applicable) | |

Attendance

Attendance to class is of paramount importance to the success of any educational facility. As such, ACA students are expected to be in school and on time, except in cases of legitimate illness and/or emergencies.

The ACA school board requires the school office to keep attendance records and report excessive absences.

***All students are to be dropped off to the gym no later than 8:15 a.m. They will be counted tardy any time after 8:15 a.m. Students arriving after 8:15 a.m. must go directly to the office with an adult to be signed in and taken to class. Students may begin arriving as early as 8:00 a.m. Anyone who arrives before 8:00 a.m. will be checked into before care.

Full Day

A full day of attendance is a student being present from 8:15 a.m. to 3:15 p.m.

Half Day

A Student MUST be in school at least a half-day of attendance or WILL BE Counted ABSENT. A Half-Day is defined as a student being present between 8:30 a.m. to 11:30 a.m. or 12:30 p.m. to 3:30 p.m.

Early Release

A student's attendance will be marked as an Early Release if checked out after 1:00 pm. Four (4) Early Releases will constitute one (1) absence.

Reporting an Absence

ACA requires that parents report all unplanned absences to the school on the day of the absence, no later than 3:15 p.m. All absence reports should include your name, your student's name, grade, and reason for the absence.

Acceptable reporting methods are:

- Phone discussion with the school office
- Voice mail messages to the school office
- E-mail to the school office
- A note sent with a present ACA sibling

Excused Absence

Illness – Any absence due to illness reported to the school office the day of the student's absence.

Extended Illness and/or Injury to the Student - Any medical illness or treatment requiring an absence from school exceeding three (3) days must be substantiated by a physician's written statement of illness, and recovery. The physician's statement must be submitted to the school within five (5) days of the student's return to class.

Dr. Appointments – A doctor's note must be turned in to the office.

Serious Illness and/or Injury to an immediate family member.

Head Lice – An absence of two (2) school days, not less than 48 hours is excused for treatment of head lice. Must have a Dr. Note saying the student is free of Lice before they can return.

Legal – A subpoena or other legal business which requires the student to be present.

Bereavement – following the death or catastrophic injury/illness of a loved one.

Field Trips and School Sponsored Activities – This does not affect student attendance unless they are absent, tardy or have an early release.

Unexcused Absences

All absences not meeting the criteria outlined above will be considered unexcused and will be reviewed by administrators on an individual basis. Unexcused absences may result in a zero or failed score for any tests, daily assignments, or homework given the day of the absence. Continued attendance violations could result in a student receiving a failing grade.

Ten (10) absences within a semester is considered excessive and thereby will be reported to the school board.

Vacation and Travel

A school calendar is provided on the ACA website. ACA encourages families to minimize absences by planning vacation and travel during the breaks outlined in the school calendar. In the case that such scheduling is not possible, students are allowed up to 10 days per school year for prearranged vacation absences **that have been communicated to the school two (2) weeks prior to the absence.**

Vacation absences that are not communicated to the school prior to the absence will be considered unexcused absences.

Make Up Work

ACA requires parents to request class assignments only after a student has been absent for two (2) consecutive days, or in the case of a planned vacation that will span two (2) or more consecutive days.

To request classroom assignments, please call or email the school office by 10:00 a.m. to allow teachers time to gather assignments. The assignments will be ready for pickup by 3:30 p.m. on the day requested.

One (1) day of homework-time is allowed for each one (1) day of absence.

Special Considerations

The ACA board and administration will make every effort to work with families of students with extenuating circumstances. If you would like to discuss special considerations regarding the ACA Attendance Policy, please make an appointment with the headmaster.

Tardiness

It is very important that each student be on time to school and in class each day. Promptness is not only a necessary courtesy to the teacher and other students, but more importantly, it assures the child is getting off to a good start each day. Students who arrive late not only lose valuable class time in the office waiting for a tardy slip but they miss out on the morning classroom activities. They also become an interruption to the classroom when they enter late. Helping students to realize the importance of being on time is part of building good habits for life. Children may arrive at school as early as 8:00 a.m. to prepare for the start of the school day at 8:15 a.m..

***All students are to be dropped off to the gym no later than 8:15 a.m. They will be counted tardy any time after 8:15 a.m. Students arriving after 8:15 a.m. must go directly to the office with an adult to be signed in and taken to class. Four (4) tardies will constitute one (1) absence.

Students arriving after 8:15 a.m. or leaving prior to 3:15 p.m. must be checked in/out through the school office. Persons picking up students (other than parents) must be listed on the emergency contact or pick-up list. Students will not be allowed to leave with anyone who is not on the list. Please keep your lists up to date by logging onto parents web and editing your transportation form in the "web forms" section.

Back-To-School-Night

Back-to-School Night is scheduled at the beginning of each school year and is open to students and their families. (Please see the school calendar for date and time.) This orientation will inform parents of class goals, learning expectations, curriculum covered and parent/student responsibilities. It is also an opportunity for students to show parents their classrooms and tour the campus. **All parents are encouraged to attend this orientation.**

Chapel

Chapel services will be conducted one day a week. Chapel will include prayer, singing, and scriptures. A lesson, Biblical film, or special guest speaker will follow this. (Note: students 3rd - HS must wear Chapel attire – See “Dress Code.”)

Curriculum

Classes use Abeka, Bob Jones University, ACE curriculum, and Shurley English. The ACA curriculum incorporates the principles of God’s Word throughout all academic subjects. Other approved curriculum may be implemented to give each child the best education possible. ACA will always strive to update the curriculum on a regular schedule to offer the best education for our students.

Disciplinary Code

It is the goal of ACA to provide an atmosphere in which optimum spiritual and academic growth and personal achievement can take place. Creating a loving culture of order and discipline is a partnership between our students, their families, and the school.

Discipline involves guiding, molding, encouraging, teaching, reproofing, and correcting...all with the goal of bringing about desired behavior. The ACA staff are expected to treat students with respect and dignity. Teachers are also expected to give students opportunities to make decisions, take responsibility for their actions, and learn from their mistakes. Students are expected and encouraged to conduct themselves in a manner consistent with the policies of the school. Parents are expected to partner with the school in all matters of discipline.

It is ACA’s desire to build our discipline program grounded in the Word of God.

ACA follows a disciplinary process that assumes the teacher is in the classroom to teach, and students are in the classroom to learn. Teachers will establish classroom discipline plans with clear rules and expectations for their individual classrooms. Successful teachers will follow this progression of correction with students:

- Show students what they have done
- Give them ownership of the problem
- Give them options for solving the problem
- Leave their dignity intact
- Use logical and realistic consequences
- Teachers will handle minor behavioral issues in their classrooms and when appropriate, will notify parents using the ACA Discipline Referral Form, text, and/or email. However, major issues will require an automatic office visit, which includes, but is not limited to, the following:

| | |
|---|--------------------------|
| Repeated unacceptable room behavior | Fighting |
| Repeated disobedience | Stealing |
| Destruction of property | Bullying |
| Profanity or profane gestures | Lying |
| Aggressive physical contact | Sexual/racial harassment |
| Bringing inappropriate materials, objects, or weapons on campus | |

Students being sent to the office will conference with the Headmaster. Following this conference, the student will be given a Report of Misconduct/Administrative Referral that is to be taken home, signed by a parent and returned to school the following day. Parents are encouraged to call the school to discuss any concerns.

Probation

- The administration will put a student on probation if other forms of discipline have proven ineffective, or at any time it becomes questionable as to whether a student should remain at ACA. A period of probation gives the administration time to consider carefully the needs of the student and the issues involved and give the student time to prove him or herself. Probation will be set for a definite period of time, and with definite pre-determined goals. At the conclusion of probation the student will either have accomplished the goals set and be taken off probation, or will be recommended to the Board for expulsion.

Suspension

- In severe cases of misbehavior or refusal to do academic work, suspension may be necessary as a disciplinary measure. The purpose of suspension is to bring the child to think differently and to correct the behavior. The board encourages parents to work closely with the administration with these goals in mind. A policy of one to three days suspension will be followed. Excessive suspension may result in a recommendation for dismissal from the school.

Expulsion

- A student will be considered for expulsion from school if it becomes the decision of the Board that ACA can no longer affect positive conduct change or positive academic training. When a student is not making progress towards obedience or academic success, and consultation with parents and staff has not influenced an acceptable progression, the headmaster will recommend to the board that the child be expelled. The Board will review the situation and make the final decision.

Antioch Christian Academy Dress Code: “Neat, Clean, and Modest”

We believe that a students' attire, especially once they are old enough to make these decisions for themselves, reflects their personality and also willingness to be disciplined under authority that God has placed over them. The ACA dress code is meant to be comfortable but also ordered and intentional. Please help your students to make wise decisions about what they wear each day. In addition to the following guidelines, any attire deemed by the administration to be distracting could be asked to change or not worn again. Please disclose any medical issues that would need accommodation. Thank you!

Antioch Christian Academy K-12 Dress Code Girls

Students are required to be in dress code if they are on school property, or off at field trips unless otherwise stated. This includes, but is not limited to, parent-teacher conferences, school programs, and school parties.

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|--|
| K-2 rd Grade: Monday thru Friday |
| 3rd-12 th Grade: Monday thru Friday, Except Chapel Days |

Hair:

- No hairstyles that draw unnecessary attention
- Hair length may vary, but please no hairstyles that get in the eyes or impede hearing
- No unnatural hair colors

Shirts:

- Polos, t-shirts, sweaters, hoodies, or jackets may be worn
- No tank tops, sleeveless shirts, spaghetti straps, or razor-backs are allowed at any time.
- No cleavage or midriffs should be seen
- No torn, frayed, see-through, low-cut, or inappropriate messages

Pants:

- Jeans, slacks, cargoes, and dress pants may be worn
- No tears or frays
- No writing on the seat on pants
- No athletic pants or sweatpants, except on relaxed Fridays
- No leggings/jeggings unless worn underneath a dress or outfit

Shorts:

- Denim, dress, and cargo shorts may be worn.
- No tears or frays
- No athletic shorts, except on relaxed Fridays, and must be knee-length or with leggings
- No writing on the seat of the shorts
- Length must be to the knee or no more than 2 inches from the knee
- Leggings may be worn underneath shorts or dresses

Skirts/Dresses:

- Should be knee-length with shorts underneath if no leggings are worn
- If worn with leggings, must completely cover the seat when seated

Undergarments:

- All girls must wear appropriate undergarments every day, but undergarments should not be seen

Shoes:

- Appropriate for weather AND school activities
- No flip-flops

Hats:

- No hats, beanies, stocking caps, etc during the school day
- No inappropriate messages on hats.
- If a hoodie is worn to school, it must be removed during the day except when outside

Jackets:

- No inappropriate messages.

Kindergarten

- Send an extra set of clothes and underwear with students each day in case of accidents.

3rd-12th Grade: Chapel Attire

Our students are encouraged to put forth excellence in their dress for chapels, in order to show their honor and respect for worship, God's Word, and their personal relationship with him.

Shirts:

- Blouses or dress shirts
- Shirts should be neat and wrinkle-free

Skirts/Dresses:

- Follow guidelines mentioned under skirts or dresses

Pants:

- Slacks, dress denim, dress shorts, or other dress pants

K-12th Grade Casual Dress Fridays

- Students may choose their clothing as long as it meets dress code standards
- Must be neat, clean, and modest
- Athletic pants and sweatpants may be worn as long as they are not tight-fitting, not leggings, and do not have writing on the pants, or inappropriate messages.
- No tank tops, sleeveless shirts, spaghetti straps, or razor-backs are allowed at any time.

Miscellaneous

Activity Trackers:

- Acceptable, but cannot have communication capabilities
- No devices are allowed with communication ability, all communication should be done through the office.

If in doubt, ask.

It is better to ask and have certainty than to hope to not be out of alignment with authority.

Antioch Christian Academy Dress Code Boys

Students are required to be in dress code if they are on school property, or off at field trips unless otherwise stated. This includes, but is not limited to, parent-teacher conferences, school programs, and school parties.

K-2nd Grade: Monday thru Friday

3rd-12th Grade: Monday thru Friday Except for Chapel Days

Hair:

- Hair length may vary, but please no hairstyles that get in the eyes or impede hearing.
- No hairstyles that draw unnecessary attention
- No unnatural hair colors

Shirts:

- Polos, T-shirts, sweaters, hoodies, or jackets may be worn
- No tank tops, sleeveless shirts, spaghetti straps, or razor-backs are allowed at any time
- No torn, frayed, see-through, low-cut, midriffs seen, or inappropriate messages

Pants:

- Jeans, slacks, cargoes, and dress pants may be worn.
- No tears or frays
- No writing on the seat on pants
- No athletic pants or sweatpants, except on relaxed Fridays
- Students 5th grade and up may change into athletic attire for PE

Shorts:

- Denim, dress shorts, and cargo shorts may be worn.
- No tears or frays
- No athletic shorts, except on relaxed Fridays and must be knee-length.
- No writing on the seat of the shorts
- Length must be to the knee or no more than 2 inches from the knee

Shoes:

- Appropriate for weather AND school activities
- No flip-flops

Hats:

- No hats, beanies, stocking caps, etc during the school day.
- No inappropriate messages on hats.

Jackets:

- No inappropriate messages.

Kindergarten

- Send an extra set of clothes and underwear with students each day in case of accidents

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| 3 rd -12 th Grade: Chapel Attire |
|--|

Our students are encouraged to put forth excellence in their dress for chapels, in order to show their honor and respect for worship, God's Word, and their personal relationship with him.

Shirts:

- Button-down dress shirt, polo shirt, or other dress shirt
- Tie is encouraged but not required
- Vests with dress shirts, or sports coats are acceptable
- Shirts should be neat and wrinkle-free

Pants:

- Slacks dress denims, dress shorts, or other dress pants
- Must be worn with a belt

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|---|
| K-12 th Grade Casual Dress Fridays |
|---|

- Students may choose their clothing as long as it meets dress code standards
- Must be neat, clean, and modest
- Athletic pants and sweatpants may be worn as long as they are not tight fitting, not leggings, and do not have writing on the pants, or inappropriate messages.
- No tank tops, sleeveless shirts, spaghetti straps, or razor-backs are allowed at any time.

Miscellaneous

Activity Trackers:

- Acceptable, but cannot have communication capabilities
- No devices are allowed with communication ability, all communication should be done through the office.

If in doubt, ask.

It is better to ask and have certainty, then to hope to not be out of alignment with authority.

Dress Code Violation(s)

If a student is not wearing the appropriate dress code as outlined by Antioch Christian Academy, the following steps will be taken.

- **1st Violation:** A documented notice will be given to the student describing the dress code violation, and parents will be notified, alternative clothing will be provided to the student if needed.
- **2nd Violation:** A notice will be given to the student describing the dress code violation, and parents will be notified, alternative clothing will be provided to the student if needed, and disciplinary action will follow.
- **3rd Violation:** A notice will be given to the student describing the dress code violation, and parents will be notified, alternative clothing will be provided to the student if needed, and stronger disciplinary action will follow, consistent with the discipline procedure documented in this handbook. If flagrant disregard for dress code continues, suspension or expulsion could be warranted.

Electronic Toys and Devices

Students are not to bring toys, beepers, CD players, electronic games, or any other electronic equipment to school or to any school-sponsored activity without permission from the teacher. During the school day cell phones are to be turned off and stored in student backpacks. ACA is not responsible for lost or damaged items. Special exceptions apply: Extended Care Students- please refer to the Extended Care section below for complete details.

Extended Care Program

Please refer to the Extended Care Parent/Student Handbook for complete guidelines. Each student attending our Extended Care Program must have a current Extended Care Enrollment & Emergency Contact Form, as well as the Acknowledgement of Extended Care Policy Form on file.

Hours of Operation

- Before Care: 7:00 a.m. – 8:00 a.m. Students arriving at school prior to 8:00 a.m. will be considered in attendance in the Before Care program and applicable Drop-in Fees will apply.
- After Care: 3:30 p.m. – 6:00 p.m. Students not picked-up by 3:30 p.m. will be placed in the After Care program and the applicable Drop-in Fees will apply.
- Children of parents who are at the school during Extended Care hours and who participate in any of the Extended Care activities will be charged the applicable Drop-in Fees.

Full Time Fees

- Registration Fee per Family is \$50 per year
- Before Care only is \$100 per month
- After Care only is \$200 per month
- Extended Care (Before & After Care) is \$295 per month
- All payments are due in full on or before the 15th of each month.
- August-May monthly fees are not pro-rated.
- Emergency Drop-in Fee:
 - Drop-ins are to be paid daily. Drop-in fees are: \$10.00 per hour and the hours are not prorated.
 - Drop-ins are only available on an emergency basis and must be called in by a parent.

Late Fees

- Any child dropped off at school prior to 8:10 a.m. will be in the care of the Extended Care Staff and applicable fees will be incurred.
- There will be a \$10.00 late fee every 15 minutes for children not picked up by 6:00 p.m.

- If Extended Care payments are in arrears, your child may be denied permission to attend the Extended Care Program until all fees are paid in full.

Extended Care Snacks

- Please send a daily snack with your child or if you prefer, you may send multiple snacks labeled with your child's name. These snacks will be stored in the Extended Care cabinet.

Electronic Devices/Toys

- Extended Care students may bring toys and electronic game devices from home to use during Extended Care Hours. All electronic devices will be stored in the student's backpack during regular school hours. ACA is not responsible for lost or damaged items.

Field Trips

All school-sponsored field trips will relate to school studies that promote the philosophy of Antioch Christian Academy and enhance the understanding in one or more curricular areas. Field trips are considered an extension of the regular school day. Information outlining trip details will be sent to parents in advance of the field trip. Some field trips may require additional costs for admission or other special offerings which will be covered by ACA. All other field trip expenses (individual lunches, snacks, etc.) will be covered by parents as outlined by the teacher. All students participating in a field trip will need a signed parent permission slip on file in the office.

Parental Involvement

Parents serving as field trip chaperones may be called upon to volunteer transportation. Parents must make other arrangements for siblings when attending a field trip. **Children under the age of 18 who are not students of ACA are not allowed to participate in school-sponsored field trips.**

Transportation

Private - Oklahoma state law requires that children five years old or younger must be properly restrained in either a child car seat or a booster seat appropriate for their height and weight. Children ages 6-12 must be properly restrained in a child car seat, booster seat, or seat belt. All K5 parents must provide a car seat or booster seat for their child on field trips or class outings, which require private vehicle transportation. Any parent who transports student(s) on a field trip must have a copy of their driver's license and proof of insurance on file in the ACA office.

Head Lice

In the event that your child should contract head lice, Antioch Christian Academy will request that your child be prohibited from attending class until treatment has been sought and until such time as he or she is free of lice and nits. A letter from a Health Department official or your doctor certifying that your child is free of lice and nits is required before your child may return to class.

Homework Policy

Homework is essential to a student's academic achievement and is designed to help students strengthen work-study habits, promote responsibility, and achieve academic course goals. Homework will be assigned at the teacher's discretion. Completion of homework should range from 15 to 30 minutes a night for students in grades K-2nd; and up to 60-90 minutes for students in grades 3rd-High School. All homework assignments are expected to be completed and turned in on time. Please communicate with your student's teacher if your child is experiencing difficulty in completing homework assignments within the expected time frame so that a plan for success can be developed. Routine failure to comply with this policy will result in disciplinary action. (Note: There will be no homework assigned on Wednesdays due to church activities.)







Illness

A child who is running a fever (100.4 and above), vomiting, contagious, or experiencing diarrhea the night prior to class time should be kept home. A student must be symptom free for 48 hours before returning to school. A student who becomes ill during the day will be allowed to rest comfortably until parents can be notified and the student can be picked up from school. A child with a fever (100.4 and above) must be picked up from school.

If your child has a contagious illness (such as pink eye, chicken pox etc.) please notify the office immediately so we can notify other children who have been exposed. Students contracting a contagious illness must be on medication for a minimum of **24 hours** before being allowed to return to school. For contagious illnesses such as

chicken pox, or hand, foot, and mouth disease, your child must have a note from the doctor clearing them for return to school.

I NEED TO STAY HOME IF....

| I HAVE A FEVER | I AM VOMITING | I HAVE DIARRHEA | I HAVE A RASH | I HAVE HEAD LICE | I HAVE AN EYE INFECTION | I HAVE BEEN IN THE HOSPITAL |
|---|---|---|---|---|--|---|
|  |  |  |  |  |  |  |
| Temperature of 100.3°F or higher. | Within the past 24 hours | Within the past 24 hours | Body Rash with itching or fever. | Itchy head, active head lice | Redness, itching, and/or pus draining from eye | Hospital stay and/or emergency room visit. |

I am ready to go back to school when I am...

| | | | | | | |
|--|----------------------------------|----------------------------------|---|---|---|--|
| Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil) | Free from vomiting for 24 hours. | Free from diarrhea for 24 hours. | Free from rash. Itching or fever. I have been evaluated by my doctor if needed. | Treated with appropriate lice treatment at home and released by Doctor. | Free from drainage and/or have been evaluated by my doctor if needed. | Released by my medical provider to return to school. |
|--|----------------------------------|----------------------------------|---|---|---|--|

If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your healthcare provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

Inclement Weather

The Headmaster will determine as early as possible if the school will be closed due to weather or other conditions. If there is a delayed opening, school start time will be delayed by one hour. (There will be no Before Care Program offered if the school opening is delayed.) Student safety will be the top priority in determining whether to close the school for inclement weather. Announcements of school closings or a delayed opening will be made on local television stations, and through parent email and text alerts.

Legal Reporting Obligation of a School

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child; and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.

Library Policies

It is the desire of the school to demonstrate good stewardship of the wonderful gifts God gives us. To fulfill the goal of good stewardship, these library policies have been developed:

1. The library will be open on school days and it will not be open during school holidays.
2. Books may be checked out for ten school days and may be renewed if another patron is not waiting for them.
3. Videos may be checked out for five days and may also be renewed if another patron is not waiting for them.
4. Students may check out videos with parental permission.
5. Reference materials may be checked out overnight.
6. Library materials are for the use of the families and staff of Antioch Christian Academy.
7. Materials will not be loaned to others unless special permission is obtained from the administration.
8. Students coming to the library during the school day must have a pass with the purpose of the visit written on the pass by the teacher. Students who are not wise stewards of their time in the library will be sent back to class. No student is to be in the Library without adult supervision.

Library Overdue, Replacement, and Damage Policy

It is the desire of Antioch Christian Academy to encourage an attitude of personal responsibility in each student. To reinforce the concept of taking responsibility for personal choices and actions, this overdue book policy has been developed.

- Books will be checked out for ten days school days.
- Videos will be checked out for five school days.
- Reference materials will be checked out overnight.
- Teachers may check out materials for classroom use for the time they are needed in the class.
- Overdue notices will be sent in the Friday folders each week.
- When the material is reported lost, the student is given ten days to recover the material. After ten days, the student will be required to pay a replacement fee.
- Students who have delinquent materials will not be allowed to check out resources until the materials are returned to the library.
- If a lost item that has been paid for is found, the student will usually be refunded the replacement fee. If the replacement fee has already been used to replace the item, the fee will not be refunded. In such a case the student may keep the recovered item or donate it to the library.
- Replacement fees will be charged for materials that are returned in unusable condition because of damage done while they were on loan.
- Fines for damage to books will be levied according to the amount of damage to a book. Water damage, torn pages or covers, or non-erasable marks constitute damage that will be fined.

Lost and Found

Please label coats, sweaters; lunch boxes etc. with student names so that these items can be returned to their owners. The Lost and Found basket is located near to the ACA office in the lunchroom area. Please check immediately upon losing an item. Unclaimed articles will be donated to charitable organizations at the end of every month.

Lunch

Students have the choice of ordering a catered-in hot lunch or bringing their lunch from home. Monthly menus and payment options for the catered-in hot lunch can be found on parents web. Parents must order lunches online on or before the deadline date. Lunch payment can be made at the time of order, or through the office. The hot lunch cost is **\$6.00** per lunch. If a parent should forget to send a lunch or order a lunch for their student(s), the school will make every effort to contact the parent. In the event a parent can not be reached, Students have access to two microwaves. Please send food ready to be heated in a microwave safe container.

Medication

An ACA Student Medication Dispense Record must be completed and signed by a parent/guardian, and on file for students taking prescribed medications on school grounds. These medications must be brought to school by an adult in their original pharmacy container listing the dosage and times to be taken. Students are not to bring medications to school in their backpacks. All medicine must be given to the school office for distribution. Teachers and/or undesignated staff will not administer medications to students.

Mid-Term Progress Reports

Parents web will be used for progress reports on each student at the mid-point of every nine-week period. Once you have received a copy of your student's progress report via email, you must reply to the teacher advising you have reviewed and understand the progress report. You have two days to reply to your student's teacher via email. Dates of progress reports are listed on the school calendar.

Parent-Teacher Conferences

Two parent-teacher conferences are scheduled during the school year. We encourage all parents to participate. Conference dates appear on the school calendar.

Parent Volunteer Service

At Antioch Christian Academy, it is our desire to have one parent from each family volunteer a minimum of one day of service to ACA during the school year. This service could include participation in the Parent Teacher Fellowship, aiding the office in specific tasks, helping in your child's classroom, etc. The school board feels that through this commitment and sharing, the parents and the teachers will develop a closer relationship and the parents will develop a better understanding of ACA's goals for their children. Parents need to schedule the volunteer service with their child's teacher and the office to avoid conflicts with other parents volunteering.

Parties

Parents are invited to send treats to school to celebrate student birthdays. Birthday treats will be shared at your student's regularly scheduled lunchtime. Please notify your child's teacher ahead of time as to the date you are planning to send birthday treats. Birthday treats need to be easy to serve. Parents need to provide party plates, silverware, napkins, and/or serving utensils. Please do not send beverages of any kind.

Distribution of invitations for parties being held outside of school will be allowed only if every student in the class receives an invitation. If the whole class is not invited, we ask that you refrain from passing out invitations on school property.

The Headmaster will authorize other class parties held at school and classroom teachers will notify parents as to dates and times for these parties. The theme of school-sponsored parties are to be consistent with Biblical teachings.

Playground Safety Guidelines

Playground guidelines have been established for the safety of all ACA students. Students using the playground area before, during, or after school are asked to adhere to these guidelines. No student is permitted on the playground without adult supervision.

PLAYGROUND GUIDELINES

When using the swings, always remember:

- To sit on your bottom and face forward
- To wait for the swing to stop before getting off
- To have one person in a swing seat at a time
- To slow down if the swing chains start to bounce

When using the wall and/or dome climber(s), always remember:

- To climb with a good grip using two hands and two feet
- To climb high but never to sit, stand, or jump from the top of the equipment
- To climb without touching, bumping, or pushing others

When using the monkey bars, always remember to:

- To cross in one direction
- To use the bars for crossing only – not for sitting

When using the tire swings, always remember to:

- To share the equipment by lining up and taking turns
- Only swing back and forth. No spinning
- No more than three students on the swing at a time

When playing with friends, always remember:

- To share the equipment by lining up and taking turns
- To walk to and from the playground
- To respect each other by not grabbing, pulling, picking up, or carrying each other
- To take care of our playground by not causing damage to anyone or anything
- That the mulch is dirty and is not for digging in or lying on
- That all balls are to be used inside the fenced playground area
- That all equipment should be used for its original purpose only, i.e. basketballs only used to play basketball; jump ropes only used for jumping rope, etc

PTF - Parent Teacher Fellowship

It is ACA's goal to work together with parents to realize all that the Lord has purposed for our school and children. The Parent Teacher Fellowship is a positive step towards that goal and is a source of prayer and support for our school board, staff, and students. Working closely with ACA teachers, administration, and board, PTF members raise funds and sponsor events for various services and supplies, which enrich our school and our programs. All parents and staff members are encouraged to become involved in the various activities carried out through the PTF. Monthly evening meeting dates will be shared via emails, the school newsletter and Parent Alert, usually the second Tuesday of each month. We invite all parents to come and help make a positive difference on our campus.

Remedial Work and/or Special Tutoring

Remedial work or special tutoring may be recommended as a basis for admission to Antioch Christian Academy or may become necessary during the school year if specific deficiencies are detected by the teacher or through special testing. Antioch has a tutor that we use regularly and is available upon request. Parents will be asked to pay an hourly fee for this service.

Report Cards

Parents web will be used for report cards on each student at the end of every nine-week period. Once you have received a copy of your student's report card via email, you must reply to the teacher advising you have reviewed and understand the report card. You have two days to reply to your student's teacher via email. Dates of report cards are listed on the school calendar. (Note: The final report card is issued after school ends and does not need to be returned. You will receive a link that must be opened and printed within 2 weeks. Parents who are unable to print the report card may pick it up at the school office.

GRADING SCALE

1st-High School

| | | | | | | | | | |
|-------|----|-------|----|-------|----|-------|----|----------|---|
| 100 | A+ | 89-87 | B+ | 77-79 | C+ | 68-69 | D+ | Below 63 | F |
| 93-99 | A | 83-86 | B | 73-76 | C | 66-67 | D | | |
| 90-92 | A- | 80-82 | B- | 70-72 | C- | 65-64 | D- | | |

Kindergarten

| | | | |
|----------------------|---|---------------------------|---|
| Excellent (90-100) | E | Needs Improvement (70-80) | N |
| Satisfactory (80-90) | S | Unsatisfactory (Below 70) | U |

GRADE POINT AVERAGE FORMULA

A=4 points B=3 points C=2 points D=1 point F=0 points

Awards for Honor Roll and Principal's Honor Roll

- **Honor Roll** will be awarded to students maintaining a GPA of 3.50 - 3.75 for Quarter 1 through Quarter 4.
- **Headmaster's Honor Roll** will be awarded to students maintaining a GPA of 3.75 – 4.0 for Quarter 1 through Quarter 4.

School Property Policy

Antioch Christian Academy is blessed to have such a fine Christian school. We require our students to show proper care and safety with respect to the facility, grounds, and equipment. Students will be responsible for any damage to school property or equipment.

ACA staff reserves the right to do random locker/backpack checks throughout the school year. A log will be kept of all property or paraphernalia found that is not allowed on school property. The items will be seized and kept in the office until a meeting with the parents is set up. The property will then be turned over to the parent during the meeting. If the items are illegal in nature, they will be turned over to the Oklahoma City Police Dept. and a report will be made.

Staff Internet Rules & Responsibilities

Antioch Christian Academy encourages the use of technology in its instructional program and offers Internet access in support of curricular objectives. Internet access is a means to enhance educational opportunities through research and resource sharing, communication and collaboration, and the acquisition of life skills for the future.

With Internet access, there is also the availability of material that may not be considered to be of educational value in the context of a school setting. Antioch Christian Academy firmly believes, though, that access to the Internet provides advantages, which far outweigh the disadvantages. The school has taken reasonable precautions to restrict access to controversial or inappropriate materials. It is, however, impossible to limit access to all such material.

Each ACA staff member and student is responsible for his or her use of school computers and/or iPads and his or her Internet access. All use of school computers and access of the Internet must be responsible, efficient, ethical and legal. Antioch Christian Academy Internet access is a privilege. Violation of any of the rules and responsibilities stated in this document will result in the loss of Internet access and may result in further disciplinary or legal actions.

Rules and Procedures:

- Antioch Christian Academy provides Internet access in support of the educator, education, research and school curricular objectives.
- Adult supervision of student Internet access is required.
- Access to networks and resources around the world must be used in compliance with the rules and appropriate procedures for accessed networks and resources.
- Transmission of any material in violation of U.S. or state regulations including, but not limited to, copyrighted, threatening or obscene material is prohibited.
- Use of Antioch Christian Academy Internet access for commercial activities, product promotion, political lobbying or illegal activities is strictly prohibited. (Use of public property for personal gain is a felony and is subject to prosecution.)
- Access of inappropriate or restricted information such as pornography or other obscene material is strictly prohibited. Sending or receiving of offensive messages or pictures from any source is prohibited.
- Access of materials that advocate violence or discrimination toward other people (hate literature) is prohibited.
- All copyright laws must be respected.
- Each ACA staff member and student is ultimately responsible for his or her behavior and communication on the Internet

Student Internet Rules and Responsibilities

- We are pleased to offer Internet access to our students. Our goal in offering this access is to further the educational experience of our students. We believe that the wide range and diversity of resources that the Internet offers will help facilitate this goal.
- The Internet is an international network of interconnected computers and their users.
- The purpose of all Internet use in our school will be the support of curricular objectives. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Parents/Legal guardians should be cautioned that some material available on the Internet may contain items that are potentially offensive. Antioch Christian Academy firmly believes, though, that access to the Internet has advantages for our students that far outweigh the disadvantages.
- We believe that it is the responsibility of the parent/legal guardian to set and convey the standards children should follow when using information and media sources. To that end we are requiring that parents/legal guardians and their children sign the Antioch Christian Academy Internet Use Permission Slip.

Textbooks

The cost of textbooks is the responsibility of the parent and enrollment fees must be received before ACA can order student books. New students will purchase all textbooks and workbooks at the time of enrollment. Returning students can order books as early as the spring preceding the respective school year. If the books are lost or damaged beyond use, new books will need to be purchased.

Friday Folders

Students will receive a folder each Friday that contains completed class work. Friday folders are to be signed by the parent indicating the receipt of the folder and its enclosed materials and returned to the teacher on the following Monday. A Thursday Update weekly bulletin will be sent via email to ACA families.

Tuition and Fees

ACA tuition payments will be handled through ACH Automatic withdrawal through a bank or savings account. Upon submitting your student's enrollment form, you signed the Tuition Payment Agreement and agreed to pay all the fees on time, by the 15th of each month. All late payments are subject to a **\$50** late fee. Parents may request a statement at any time. Enrollment requires a commitment on the part of the parents to pay the agreed fees and tuition for their child(ren).

- Tuition is **\$5,500** K-12th Grade. Tuition payments **are non-refundable payments**. Payments can be paid in twelve (12) monthly installments, two semester payments or paid in one payment through Antioch's ACH program (Automatic withdrawal). All tuition payments start, and are due by June 15th. If you enroll after June 15th your tuition will be divided by the number of months between enrollment and May 15th. There is a **\$100** discount for any enrollment turned in by March 31st. There is a **10%** discount for each additional student after the first enrollment. There is a **5%** discount for payment in full by July 15th, and a 2.5% discount for payment by semester plan, due July 15th and January 15th.
- The Enrollment Fee is **a non-refundable fee** that is required for enrollment and guarantees a space for your child at Antioch Christian Academy. The enrollment fee is **\$400** per returning student, and **\$450** for new students. Students enrolling at Antioch Christian Academy for the first time may be required to take an entry-level screening test. An application must be submitted before testing can be done.

If any check or ACH pull given to ACA is returned because of insufficient funds, the student's account will be charged \$50.00 in addition to any charges incurred with ACA's bank.

Visiting Campus

Classroom visits should be scheduled with the teacher in advance. During the school day, siblings should not be brought into the classroom. Parents are asked to always check in with the office staff before going into the classroom. Parents are encouraged to come by and share lunch with their child at any time. Other school age children will not be allowed to visit Antioch students at school without special permission from the Headmaster and/or teacher.

Withdrawal and Dismissal

All withdrawals from Antioch Christian Academy must be made through the office by the parent or guardian in writing. A withdrawal form must be completed and signed by the parent or guardian to be approved by the ACA Board of Directors. No tuition refunds will be available and all discounts are null and void when a student withdraws. No school records will be released until all delinquent tuition and/or other outstanding charges have been paid. Any student who withdraws or is asked to leave the school during the school year will relinquish their rights to attend or participate in any and all school sponsored activities (i.e. field trips, class parties, etc.).