



ATLANTIC
CHRISTIAN ACADEMY
Integrating Faith, Love and Learning

Parent / Student Handbook
K5-12
2017-2018

*Atlantic Christian Academy is committed to glorifying God
by discipling students in a loving community
that pursues excellence as we partner with parents in Christian education.*

4900 Summit Blvd | West Palm Beach, FL 33415 | 561.686.8081

www.atlanticchristianacademy.org



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Dear ACA Families,

We welcome you, students and parents, to a new school year at Atlantic Christian Academy (ACA). We look forward to an exciting year in which each student can better understand their unique God-given gifts and abilities through the encouragement and teaching by qualified, professional Christian educators. ACA recognizes that God gives parents the exciting and challenging task of raising children. We are here to work alongside you and assist you in this important responsibility. Our staff is dedicated to providing a strong academic program for your student through a biblical worldview, and to faithfully communicate their progress to you.

For us to have the greatest success, we need to have a team of students, parents, and staff working together. It's important that all members of the team become familiar with the policies and procedures in the ACA Parent/Student Handbook. This handbook serves as a guide to our community. Knowing and adhering to the content will help the school year run smoothly. We welcome suggestions and comments as they relate to the overall strengthening of the school.

As parents and school staff work together to disciple our students, the support of school policies is important. Maintaining harmony will increase academic achievement and ensure a great ACA experience. If at any time a disagreement develops between the school and home, it is the obligation of both to resolve the issue in a biblical fashion. Jesus tells us in Matthew 18 to go directly to the party involved for clarification and explanation.

Teachers and staff at ACA are chosen for their Christian commitment, their love of children, and their desire for academic excellence for all students. They are dedicated to providing a full and balanced curriculum. We are committed to partnering with students and parents. Working together this school year, our goal is for every one of our students to grow spiritually, academically, and socially.

God sees each person as uniquely made in His image. Students, enjoy God's gifts, His love, and His power here at ACA. The Holy Spirit is given to work in the lives of believers. Work diligently, and allow your parents and teachers to assist you in this exciting journey of becoming all that God created you to be.

I'm excited to see God at work in the lives of our students at ACA. I look forward to meeting you and hearing all that the Lord is doing as we partner together in Christian education. May we continue to praise and thank Him for His presence in this place.

In His Strength,

James A. Rozendal, Headmaster

Atlantic Christian Academy

Joshua 1:9 *"Have I not commanded you? Be strong and of good courage; do not be afraid, nor be dismayed, for the LORD your God is with you wherever you go."*

ATLANTIC CHRISTIAN ACADEMY'S MISSION STATEMENT

Atlantic Christian Academy is committed to glorifying God by discipling students in a loving community that pursues excellence as we partner with parents in Christian education.

We do this through the integration of faith, love and learning.

Atlantic Christian Academy opened in July 2013,
as a non-denominational, Christ-centered Christian school.

The school is located on 17 acres in a suburban area of
West Palm Beach and provides instruction for
toddlers through twelfth grade.

ACCREDITATION AND AFFILIATIONS

Atlantic Christian Academy is affiliated with and accredited by the Florida Association of Christian Colleges and Schools (FACCS) and the International Association of Christian Colleges and Schools (IACCS). Schools accredited by FACCS/ IACCS are recognized nationwide by other accrediting organizations, including the Florida Department of Education. ACA is affiliated with the Association of Christian Schools International (ACSI) and is also a member of Christian Schools of Palm Beach County (CSPBC).



STATEMENT OF NON-DISCRIMINATORY POLICY

Atlantic Christian Academy, 4900 Summit Boulevard, West Palm Beach, Florida 33415, admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, or ethnic origin in our educational policies, admissions policies, financial assistance programs, athletic, or other school administered programs.

STATEMENT OF FAITH

1. We believe there is one living and true God, eternally existing in three persons: the Father, the Son, and the Holy Spirit.
2. We believe in God, the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.
3. We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings; His substitutionary atoning death; bodily resurrection; ascension into heaven; perpetual intercession for His people; and personal, visible return to earth.
4. We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower in ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide.
5. We believe all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as his/her personal Lord and Savior, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all of his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.
6. We believe that all the Scriptures of the Old and New Testaments are the Word of God, fully inspired, and that they are the infallible rule of faith and practice.
7. We believe God created the universe perfectly out of nothing. As believers, we recognize that our calling is to be good stewards of His creation, bringing Him honor and glory.
8. We believe in what is termed, "The Apostles' Creed," as embodying all the fundamental doctrines of orthodox Christianity.
9. We believe in Christ's "Great Commission" in Matthew 28:19 to "Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit."

CHRISTIAN EDUCATION

In keeping with our mission, Atlantic Christian Academy provides an educational program which seeks to:

1. Reveal Jesus Christ to the student through study of the Bible, biblically-integrated curriculum, and the godly example of teachers and students in the community.
2. Develop Christian character in the student, producing a life of victorious Christian living and faithful service.
3. Direct each student in the development of skills, concepts, attitudes, and values essential to his/her progress toward becoming a fulfilled and contributing member of the body of Christ.
4. Prepare the present generation of Christian youth to exercise servant leadership.
5. Provide a quality education in a Christian atmosphere where students are able to discover their God-given gifts and serve others for the glory of God.

To assist in accomplishing these goals, the school provides:

1. A Christ-centered, biblical worldview, with academic excellence
2. An academically qualified and spiritually dedicated faculty and staff
3. A curriculum developed from a Christian perspective
4. A program of discipleship and guidance within the Christian frame of reference
5. A program of edifying and enriching social activities that glorify God
6. An educational experience providing personalized attention to the spiritual, academic, and social needs of the student
7. A challenge to students to recognize and respond to Holy Spirit-led authority to develop the student's greatest potential
8. An opportunity for parents to receive valuable assistance in the spiritual training of their children

**We are excited that you have joined the ACA family!
Please encourage families you know who are also interested in a
quality Christian education for their children.**

ADMISSION AND CONTINUING ENROLLMENT

Spiritual Standard of Admission

Deuteronomy 6:6-7 “And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”

ACA is called to serve those parents who take to heart the command of the Lord in Deuteronomy 6:6–7 as stated above. We seek to come alongside families who have a commitment to Jesus Christ and a devotion to His ways.

Spiritual Standard of Continuing Enrollment

As the primary educators of children, parents need to be committed to effective partnership. This is demonstrated by parents who:

- participate in school activities and events.
- communicate effectively with teachers.
- abide and support school rules and policies.
- actively disciple their children.

“Do two walk together, unless they have agreed to do so?” — Amos 3:3 (NIV)

Finally, at ACA we believe that the relationship between school and home must be one characterized by trust and like-mindedness if we are to be successful in our mission. As such, in the event that, over a season of time, home/school collaboration is not consistent and like-minded, both the parent and school administration have the prerogative to terminate a student’s enrollment.

Behavioral Standard of Admission

Prospective students exhibiting a past history of serious, disruptive conduct may not be admitted to ACA. If ACA determines that our spiritual, academic, and social environment is uniquely suited to minister to a prospective student who exhibits a past history of misbehavior, that student may be enrolled on a probationary status for one semester. If ACA determines that an enrolled student’s behavior is a detriment to the environment at ACA, that student may be asked to leave ACA prior to the end of the probationary semester.

Behavioral Standard of Continuing Enrollment

ACA is blessed with resources to meet the needs of a diverse range of students. We are committed to ministering to each student enrolled at ACA “as unto the Lord” by employing classroom and school-wide resources available so that each student may grow spiritually, academically, and socially. We recognize, however, that fruitful ministry requires a receiving heart and that this requirement rests with the student and family. ACA reserves the right to discipline any student for violation of ACA’s policies, standards, expectations, rules, and regulations. Behavior or attitude that, at ACA’s discretion, is deemed inconsistent with our mission statement, places in jeopardy a student’s enrollment at ACA. We may suspend or expel a student at any time if through prayerful discernment the school administration determines it is necessary to maintain our standards and minister to the student. Thus, ACA reserves the right to dismiss from ACA any student who disrupts the tranquility of the school by being out of harmony with the mission, vision, and views of ACA.

TUITION and FINANCES

Preschool		
<ul style="list-style-type: none"> Enrollment/Activity Fee \$300 per student Includes books, materials, and activities (non-transferrable and non-refundable) 		
Toddler		
Annual	3 Day/\$9,200	5 Day/\$11,400
Monthly	3 Day/\$767	5 Day/\$950
Two's/K3's/K4's (non-VPK, 7am-6pm)		
Annual	3 Day/\$8,400	5 Day/\$10,400
Monthly	3 Day/\$700	5 Day/\$867
VPK Only 8:30-11:30am State Funded 4-year-old program		
VPK Wrap-Around 7am-6pm		
Monthly	3 Day/\$525	5 Day/\$675

Elementary, Middle, and High School			
Application/Testing Fee*	\$100	Kindergarten K5	\$8,200
Enrollment Fee*	\$400	Elementary Grades 1-5	\$9,600
Includes books and materials			
Activity Fee *	\$300	Middle School Grades 6-8	\$9,900
Includes local field trips and numerous activities		High School Grades 9-12	\$10,300
*All fees are per student, non-transferrable, and non-refundable			

Tuition Payment Options

Option A

Pay In Full

Pay tuition by July 1 for a 3% discount

Option B

Bi-Annual Payments

½ tuition due July 1

½ tuition due December 15

Option C

12 Month Payment Plan

Set up by FACTS, a tuition management company, June through May. Use the Admissions/ Tuition tab on our website www.atlanticchristianacademy.org/admissions/tuition to enroll.

TUITION and FINANCES (continued)

Payment Policies

1. The Enrollment and Activity Fees are per student and include books, materials, local field trips, and activities. They are non-transferrable and non-refundable and must be paid at the time of enrollment.
2. The charge for tuition is an annual fee, divided into equal installments. It is not based on a daily or calendar month fee.
3. A \$30.00 NSF Fee will be charged for all returned checks paid to Atlantic Christian Academy and for automatic draft and returned checks to FACTS. A second attempt will be made to: 1) deposit returned checks by ACA, and 2) deduct all automatic drafts on the following payment cycle by FACTS.
4. Late payments will incur a \$25.00 fee.
5. Overdue accounts will result in the student not being permitted to attend school, participate in extracurricular activities/class trips until the account is brought current.
6. Costs expended by the school for a student to attend a trip or event which they do not attend will be charged to the family account.
7. Your account with Atlantic Christian Academy is a family account. All past due balances for school tuition, extended care, and any other miscellaneous charges must be paid in full in order for a student to receive their report card, transcripts, and any other student records.
8. A \$200.00 withdrawal fee will be incurred if a student is withdrawn before the completion of the school year. After the start of the school semester, the entire semester tuition will be due.

Guidelines on Dealing with Non-Payment of School Tuition

The entire school tuition and Campus Fee are due before the beginning of the school year. However, we offer a monthly payment plan as set forth in the Tuition and Fee Schedule through FACTS.

School tuition and fees are due on the first day of each month and are considered late after the 10th. If your payment is received after the 10th, you will be subject to a \$25 late fee.

As we endeavor to be good stewards of the responsibility entrusted to us by God, the following procedure has been put in place for all tuition accounts that become past due. When an account is not paid in full by the 10th of the month, a letter via email and a statement will be sent to the family reminding them of their past due balance. If the account is still not brought current by the first day of the following month, the following steps will be taken:

Step 1: The family will be contacted and asked to bring their account current.

Step 2: If the account is not brought current, the student will be subject to a temporary suspension from ACA due to non-payment, until the account can be brought current, including the next tuition payment. Student report cards will not be released when tuition accounts are not current. Suspended students cannot participate in after-school activities or school-planned field trips, nor receive schoolwork from teachers. All software, including learning management systems, will be turned off.

Step 3: If the account is still not brought current after steps one and two, the student may be withdrawn from ACA.

Parents must keep ACA informed of their current addresses, phone numbers and email addresses.

In order for a withdrawn student to return to ACA, the account must be brought current, including all late fees, etc. ACA may reserve the right to deny re-enrollment due to a poor payment history. School records will not be released until the balance is paid in full.

Re-Enrollment Process

At ACA, the vast majority of our students complete their education with us. That being the case, current ACA students are automatically re-enrolled for the upcoming school year. A statement will be sent in early spring, and the Enrollment and Activity Fees are discounted to all families paying in full by the designated date. Please visit the Admissions/Tuition Information page of our website for details.

Withdrawal of Students

A parent or guardian of the student must submit a completed Withdrawal Form to the school office on or before the date of withdrawal. On the day following withdrawal, the registrar will complete the withdrawal process and inform the business office of any outstanding accounts and missing textbooks. Withdrawal grades will be secured from the teachers and upon clearance from the business office, records will be released to a new school. Students must be enrolled at least 30 days of any quarter before receiving a grade. A \$200.00 withdrawal fee will be incurred if a student is withdrawn before the completion of the school year. After the start of the school semester, the entire semester tuition will be due.

COMMUNICATION

As parents and teachers partner together in education, it is important that communication is maintained throughout the school year. Parents are encouraged to communicate with their children's teachers if they have questions or concerns by contacting them directly through email or the school office. There are a variety of communication mediums that ACA uses to keep you up-to-date on all that is happening in our school community:

Website

Visit our website at www.atlanticchristianacademy.org for the most comprehensive view of all that our school offers. You will find updates through each issue of *ACA Today*, including the school calendar, athletics and fine arts news, a link to RenWeb, admissions and tuition information, and much more.

Facebook/Instagram

These pages are used to communicate important daily information, as well as exciting events and activities happening throughout the school week.

ACA Today

ACA Today is a bi-monthly publication emailed to families containing a recap of school activities, upcoming events, and thoughts from our leadership team. All issues are also available on the website.

In-The-Loop

This Friday email keeps you updated on school happenings for the coming week. It can also be viewed each week on the website under *Campus News*.

RenWeb

RenWeb is the school's communication system for students and parents to keep track of attendance, grades, and assignments. Each family will be given a password which can be used online or through a smartphone app allowing for up-to-date information on student progress.

Emergency School Closings and Openings

ACA generally follows the same decisions made by the Palm Beach County School Board concerning the closing and opening of school due to weather. In the case of inclement weather or other emergencies when school must be closed, please reference our Facebook/Instagram pages and website. We will provide up-to-date information to radio station 88.1/WAY-FM and local WPB news station channel 5/WPTV.

Email and Phone

Parents can email and call teachers and administrators directly. The email directory for ACA staff is available on our website. www.atlanticchristianacademy.org

Parent-Teacher Conferences

Either the parent or the teacher may request a parent-teacher conference at any time during the school year to promote student success.

SECURITY

Atlantic Christian Academy has been entrusted with christian education, care, and safety of the Lord's children. All staff will maintain prudent security measures to create a safe and secure learning environment for students. All parents and other visitors on campus are to stop at the ACA office and obtain a visitor's pass before visiting a classroom or any other part of the campus. To help maintain a secure environment, please do not open or hold any perimeter doors for others. Any questions should be directed to the Main Office.

STUDENT ACTIVITIES

Atlantic Christian Academy offers students a wide range of activities to enhance their education. There are many opportunities to grow spiritually, academically, and socially as they seek to glorify God with their gifts and talents.

Student Activities Eligibility Policy

Students will be eligible to participate in athletics provided they maintain the appropriate academic, spiritual, behavioral and attendance standards.

ATHLETICS

The primary goal of the sports program is to support the mission of ACA. Sports provide an excellent opportunity for discipleship as students learn many important life lessons like sacrifice, self-discipline, perseverance, teamwork, and community.

ACA is a member of the Florida High School Athletic Association (FHSAA). We operate on a three-season schedule at the high school level and a four-season schedule at the middle and elementary school level. An FHSAA Pre-Participation Physical Evaluation (EL2) must be completed by a physician, and a Consent and Release form Liability Certificate (EL3) must be kept on file in the Athletics Department. In order for students to participate in sports, their family tuition account must be current.

Limits of Eligibility

Students have four consecutive years of eligibility, beginning when they first enter ninth grade. Four years after a student enters the ninth grade, that student shall become ineligible for interscholastic athletics. A student must be under 19 years and nine months of age to participate in high school athletics. Middle school students may participate in interscholastic athletics one year as eighth graders, one year as seventh graders, and one year as sixth graders.

Residence Requirements

A student shall be eligible in the school year in which he or she first enrolls each school year, or makes himself/herself a candidate for an athletics team by engaging in a practice prior to enrolling in any member school. The student shall be eligible in that school so long as he or she remains enrolled at that school and meets all other eligibility requirements. Other questions may be addressed in the FHSAA Handbook.

Transfer Students

Issues relating to students transferring into ACA should be referred to the Athletic Director and the FHSAA policies on transfer students. ACA reserves the right to terminate any student's athletic eligibility at any time when it deems that it is in the best interest of the student or ACA to do so.



All tenth-grade students interested in receiving athletic scholarships for college must register at www.eligibilitycenter.org.

STUDENT ACTIVITIES (continued)

Field Trips

ACA students enjoy educational field trips at various times throughout the year. These trips serve to motivate interest in various fields of endeavor located within our immediate area and in nearby communities. Local field trip costs are covered through the activity fee. Notices will be sent home with the students to inform parents in advance of upcoming trips. At certain grade levels, overnight field trips are planned as part of the school's curriculum. Additional fees are charged for field trips requiring an overnight stay.

School Events and Trips Policy

Parents agree to be financially responsible for any event (class trips, field trips, musical presentations, athletic events, etc.) their student signs up for, reserves a spot for, or agrees to attend. Any expenses incurred by the school due to the cancellation by the student will be charged to the student's tuition account. *In order for students to participate in class trips and school events, their family tuition account must be current.*

Chaperone and Volunteer Policies

At ACA, we appreciate and encourage parent participation. Chaperones and volunteers working closely with students are approved by Administration and subject to background checks.

SCHOOL DAY SCHEDULES

Elementary School Schedule *Grades K5-5*

8:00am Class Begins

2:55pm Dismissal

Chapel is held on Wednesdays, 8:20-9:00am.

All elementary school students should be picked up by 3:15pm. Students remaining after this time will be walked to the Elementary Extended Care program. *See below for fee information.*

Secondary School Student Schedule *Grades 6-12*

Students in grades 6-12 will follow a varied daily schedule:

Monday – Thursday

First Period	8:00 - 8:51am
Second Period	8:55 - 9:46am
Third Period	9:50 - 10:41am
MS Lunch	10:44 - 11:16am
HS Fourth Period	10:45 - 11:36am
MS Fourth Period	11:20 - 12:11pm
HS Lunch	11:39 - 12:11pm
Fifth Period	12:15 - 1:06pm
Sixth Period	1:10 - 2:01pm
Seventh Period	2:05 - 2:55pm

Friday (Chapel/Assembly)

First Period	8:00-8:44pm
Second Period	8:48 - 9:32am
Third Period	9:36-10:20am
MS Chapel	10:24 -11:08am
HS Fourth Period	10:24 -11:08am
MS Lunch	11:11 – 11:43am
HS Chapel	11:12 – 11:56am
HS Lunch	11:59 -12:31pm
MS Fourth Period	11:47-12:31pm
Fifth Period	12:35 -1:19pm
Sixth Period	1:23 -2:07pm
Seventh Period	2:11-2:55pm

After-School Hours

Secondary school students must be off campus after school unless staying for athletic practices, games, tutoring, extracurricular, or other supervised activities. It is the parent's responsibility to ensure that they pick up their child/children no later than 3:30pm each school day. Any middle school student not in their appropriately designated area by 3:30pm will be placed in the Extended Care Program. *See below for fee information.*, high school students must remain in the outside courtyard until they are picked up by 3:30pm.. ACA is not responsible for the safety or supervision of any student who remains on or about the campus after designated times without proper authorization.

Early Dismissal

Students planning to leave school early for an appointment must be signed out before 2:30pm so as not to interfere with end of school day procedures.

Extended Care

This service is available for students who arrive at school early and/or stay late. The hours of operation are from 7:00-7:45am for elementary students and 3:30-6:00pm campus wide. The fee for this service is \$12.00 per day. For more information, please contact the Main office.

Miscellaneous Student Issues

Dropping Items at School

When dropping off items at school for a student, please bring them to the Main office and we will ensure that your student receives the items in a timely manner.

Lunch

ACA students may purchase meals through our lunch provider. Please visit our website under Campus News for more information. Packed lunches should be sent with your child in the morning. We are not able to distribute lunches from the school office.

Lost and Found

The student's name should be on all personal articles, school-assigned books, and materials. A lost and found area will be maintained by the offices in buildings 3 and 5. . At the end of each grading period, unclaimed articles may be given to a benevolent ministry.

Electronics

High school students' electronic devices, including phones, headphones, earphones, earbuds, etc., must be turned off and put away between 8:00am-3:00pm. Students may use an electronic device such as a cell phone, iPhone, tablet, laptop, etc., only at such time that the teacher/coach/supervisor gives permission to do so. In the event that a student is using an electronic device at such time that it is prohibited, it will be treated as a behavior infraction. Continued infractions will be seen as a heart issue and treated as such.

Elementary and middle school students' electronic devices must be turned off and put away from 8:00am – 3:00pm unless the teacher gives permission to turn them on.

Administration has the right to review content of any device. The student will be held accountable for content (the same way objectionable literature, videos, speech, etc., are treated). This applies on campus as well as at any ACA event. ACA is not responsible for lost or stolen personal items, including but not limited to electronic devices, money, clothing, books, purses, backpacks, etc.

Locker Usage

Lockers in the north and south hallway of the gym are assigned to students in Grades 9-12. Lockers are also provided in the locker rooms for those participating in P.E. classes. Locks should be placed on all locker room lockers. Please secure all purses, wallets, clothing, books, etc. It is the student's responsibility to keep their possessions safe. Student lockers should be kept clean and neat. Food should be removed on a weekly basis. Lockers are the property of the school, and ACA shall retain exclusive control of such lockers at all times. The school further reserves the right to inspect the student lockers at any time, without notice and without student consent.

ELEMENTARY ATTENDANCE POLICY *Grades K5-5*

Tardies for Elementary Students

Tardiness is defined as any arrival in the classroom after 8:00am and before 10:30am. Students must be in their classrooms to be considered present. After 10:30am, students will be marked absent for the day and are not eligible for participation in sports or other extracurricular activities. Individual classroom teachers will keep records of tardies to their classes and will determine if they are excused or unexcused. Excessive tardies will have the following consequences:

Five tardies in a quarter: Administration will contact parents by email or letter requesting parental assistance in having their child arrive to school on time.

Eight tardies in a quarter: a meeting with the parent and Administration will be held. Additional tardies may result in the student being suspended or may affect their promotion for the following year.

Absences for Elementary Students

In order to gain the most from school, each student must be in regular attendance. Florida School Law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law." Attendance will be taken by the child's classroom teacher each day. Parents will receive written notification after the fifth absence and each subsequent absence. ***Ten or more absences in a semester could affect a student's promotion, as well as funding for scholarship programs.*** Extended illness with a doctor's note is taken into consideration.

Absentee Policy

Excused absences require a parent/guardian to call the Headmaster's assistant at 561-686-8081 ext. 3370 the day of, or a signed parental or medical note by the day after the student returns to school, citing the specific reason for the absence. If the reason is not given or the deadline not met, the absence is recorded as unexcused.

Parents whose child will be out of school must obtain missed work, so the student can stay as current as possible.

Parents who intend their child to miss school for a personal trip or vacation are expected to notify the headmaster's assistant with dates in advance for approval, so the absence will be excused. Parents, as well as students, are also responsible for notifying the teachers and obtaining assignments the students will miss.

Excused absences may include:

- Personal illness or injury
- Medical appointments
- Communicable illness
- Family bereavement
- Family emergency reported by the parent
- Personal/family trips
- Student suspensions

Note: Official school trips, mission trips, and retreats are not recorded as absences. See Make-Up Work Policy for details about missed work.

Unexcused Absences

Unexcused absences consist of all other absences not listed under the “Excused Absence” heading noted above.

Arrival at school after 10:30am or departing before 12:00pm is considered a half-day absence.

Any day missed, whether excused or unexcused, counts as an absence, which is accumulated over the semester. This includes doctor or dental appointments, illnesses, and absences requested by a parent with prior notification to Administration.

Parents should contact the Headmaster’s assistant at 561-686-8081 ext. 3370 to report an absence. Please call before 8:30am on the day of the absence. If possible, please send in a doctor’s note if the child was out due to illness or an appointment.

SECONDARY ATTENDANCE POLICY *Grades 6-12*

Tardies for Secondary School Students

Tardiness is defined as any arrival in the classroom after the beginning of the period and during the first 10 minutes of the period. Students must be in their classrooms to be considered present. Any student missing more than 10 minutes of class will be considered truant.

Excessive tardies affect a student's academic performance. Parent notes or phone calls are required any time a student is late to school and must include the reason for the tardy. If the student drives to school, the parent will be notified of the tardy. Attendance is kept for each class period.

Absences for Secondary Students

In order to gain the most from school, each student must be in regular attendance. Florida School Law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law." Attendance will be taken during each class period. Parents will receive written notification after the fifth absence and each subsequent absence. ***Ten absences in a class may cause a student to forfeit academic credit for the semester.*** Extended illness with a doctor's note is taken into consideration.

Absentee Policy

Excused absences require a parent/guardian to call the Headmaster's assistant at 561-686-8081 ext. 3370 the day of, or a signed parental or medical note by the day after the student returns to school, citing the specific reason for the absence. If the reason is not given or the deadline not met, the absence is recorded as unexcused.

Parents whose child will be out of school must obtain missed work, so the student can stay as current as possible.

Parents who intend their child to miss school for a personal trip or vacation are expected to notify their student's assistant principal with dates in advance for approval, so the absence will be excused. Parents, as well as students, are also responsible for notifying the teachers and obtaining assignments the students will miss.

Excused absences may include:

Personal illness or injury

Medical appointments

Communicable illness

Family bereavement

Family emergency reported by the parent

Personal/family trips

Student suspensions

College visitation days for juniors and seniors
(two allowed during the year)

Note: Official school trips, mission trips, and retreats are not recorded as absences. See Make-Up Work Policy for details about missed work.

Unexcused Absences

Unexcused absences consist of all other absences not listed under the “Excused Absence” heading noted above.

Any class missed counts as an absence which is accumulated over the semester. This includes doctor or dental appointments, illnesses, and absences requested by a parent with prior notification to the Administration. If a student misses a class, for any reason, this counts as an absence. ***Any student missing more than 30 minutes of class will be considered absent.***

Parents should contact the Headmaster’s assistant at 561-686-8081 ext. 3370 to report an absence. Please call before 8:30am on the day of the absence. If possible, please send in a doctor’s note if the child was out due to illness or an appointment.

Half-day Absence

Arrival at school after 10:30am or departing before 12:00pm is considered a half-day absence. Students involved in extracurricular activities must sign in at the school office by 10:30am to be allowed to participate in activities that afternoon or evening.

Leaving Campus

Please keep early dismissals to a minimum. It is important that your student be in attendance from 8:00am-2:55pm each day. Parents must pick up their students from the office and sign them out for all early dismissals. Please do not go directly to the classrooms. All releases for medical or other appointments must be handled in the school office. A student must turn in a note of explanation from a parent on the morning of the appointment day. A parent (or one previously designated by a parent through RenWeb or in writing) must sign out the student in the school office. No student may leave campus without parental permission and permission from Administration. ***A student should bring a doctor’s note with time and signature upon return to school and must sign in at the school office.***

Make-Up Work - All Absences

When a student is absent, he/she should work carefully with the teacher to make up work as soon as possible.

Following absences, students will be given two days for every day missed in which to make up work.

When an absence is excused, the student shall receive full credit for make-up work unless it is turned in past the deadline stated.

Work or tests assigned prior to the absence, which fall due on the date of the absence or the following day, should be turned in or taken the day the student returns to school.

If a student is present when a test is assigned, but absent between the time assigned and the test date, yet returns the day of the test, he/she will be expected to take the test.

Students missing any class due to early dismissal for an athletics or field trip, must hand in any work due prior to leaving campus. Make-up of any test or quiz to be missed must be arranged with the teacher before leaving.

Any exception to this policy would have to be made at the discretion of the teacher. When students miss school for planned absences such as family trips, work should be collected prior to the trip and is expected to be turned in within two days of the return, regardless of the duration of the trip.

ACADEMICS

Atlantic Christian Academy offers students an exciting environment in which to learn and grow. Through the integration of faith, love and learning young people have the opportunity to develop their gifts and talents while under the supervision of our loving and dedicated staff.

ACA offers a small student-teacher ratio, as well as specialized instruction to accommodate diverse learning styles. Students are able to explore multiple tracks of study as they develop spiritually, academically, and socially.

Books and Materials

Non-consumable textbooks are distributed to students on a loan basis, and the proper care of them is the student's responsibility. No marking of any kind is allowed in textbooks without teacher approval. If textbooks, workbooks, etc., are damaged or lost, the student will be billed for the cost of replacement. Students must have their own supplies, such as pens, paper, pencils, etc., at all times. Backpacks should be small enough for students to easily maneuver.

In the interest of school security, ACA reserves the right to inspect student backpacks or bags at any time.

Elementary Academics *Grades K5-5*

Atlantic Christian Academy's Elementary Program offers a strong foundation of learning for every child. ACA uses a cohesive and systematic curriculum which challenges and encourages the student to establish correct study habits, learning skills, and a positive attitude toward education. There is a strong emphasis on character training as we seek to integrate faith, love, and learning during these formative years.

Our loving and dedicated staff uses a variety of teaching methods to meet all learning styles. Core subjects include phonics, reading, writing, penmanship, spelling, Bible, mathematics, science, and history. In addition, our students have weekly Spanish, computer, physical education, art, and music classes. Teachers at ACA impart a biblically-based, well-diversified program for our students.

Grade Weight Guidelines

The following grade weight guidelines are generally followed by the elementary teachers.

Detailed information regarding grading will be provided during Back to School Night at the beginning of the school year.

25% Daily grades (Seatwork, class assignments, homework)

25% Quiz grades

50% Tests, major reports, notebooks, etc.

Grading Policy and Guidelines

To standardize grading procedures and provide consistency between teachers and classes, the following standards have been established:

Grading Scale

A (4 pts.) Superior	A+	97 - 100	C (2 pts.) Average	C+	77 - 79
	A	93 - 96		C	73 - 76
	A-	90 - 92		C-	70 - 72
B (3 pts.) Good	B+	87 - 89	D (1 pt.) Poor	D+	67 - 69
	B	83 - 86		D	63 - 66
	B-	80 - 82		D-	60 - 62
			F (0 pts.) Failure	F	59 - Below

Distinguished Honors Recognition

4.0 - First Honors 3.5

3.9 - Second Honors 3.0

3.4 - Merit Roll

Report Cards

Report cards will be distributed each quarter via email and will also be available for viewing on RenWeb. A hard copy of the report card may be requested by contacting the Main office. The year-end report card will be sent out via email and will also be mailed home approximately one week after school releases for the summer, based on the family tuition account being current. See *Payment Policies* (page 12) for more information concerning report cards.

Promotion Policy

1. A student will be promoted to the next grade level upon satisfactory completion of required work and subject to teachers' and headmaster's approval.
2. If two core subjects are failed, the student may be asked to repeat the grade or successfully complete summer tutoring from an accredited teacher in those failed subjects upon teacher recommendation and administrative approval.
3. If three core subjects are failed, the student must repeat the grade.
4. Special circumstances are subject to review by Administration.

Standardized Testing Program

A standardized achievement test is administered to students in the spring. Results will be made available in the student's year-end report card.

Extracurricular Activities for Elementary School Students

Extracurricular activities provide opportunities for students to explore gifts and talents outside the classroom. These activities in elementary school include, but are not limited to: various athletic teams; fine arts competitions; academic competitions; drama productions; and school-sponsored clubs.

In order for students to participate in extracurricular activities, their family tuition account must be current.

Middle School Academics *Grades 6-8*

Atlantic Christian Academy is committed to the integration of faith, love and learning. Our middle school program reaches a variety of learning styles and offers a curriculum of exploration, along with opportunities for students to develop core content understandings and skills. We have developed and use best practices for instruction and a variety of assessment strategies. ACA offers multiple tracks of study that encourage students to reach their full potential.

At Atlantic Christian Academy a rich, safe, and orderly learning environment is of top priority. We believe that student learning is best nurtured within a community that offers grace, consistent expectations, and a well-managed classroom and school. ACA focuses on providing a program that challenges and supports all students within a loving family environment. As we partner with parents in Christian education, our middle school students continue to grow in their relationships with Jesus, their family, teachers, and others.

Courses

The following courses of study are required of students in Grades 6-8:

6th Grade	7th Grade	8th Grade
Bible	Bible	Bible
English	English	English
Mathematics	Mathematics or Pre-Algebra	Pre-Algebra or Algebra 1
General Science	Life Science	Integrated Science or Physical Science Honors
World History	Civics and Economics	U.S. History
Physical Education	Physical Education	Physical Education

To complete their schedule, middle school students enjoy a variety of electives throughout the year.

Homework

Homework assignments are a necessary part of the learning process to help students master what has been taught in school. Therefore, a certain amount of homework may be assigned daily and is required to be completed by the next school day. It is the responsibility of every middle school student to write their daily homework assignments in a planner. Teachers will keep assignments posted on the whiteboard and on RenWeb.

Projects and papers that carry more weight than a homework assignment are due on the assigned date. Any late work will be accepted on a very limited basis and subject to a reduced grade at the discretion of the teacher. Secondary students that continually fall behind on homework assignments may be removed from extracurricular activities (sports, etc.,) until all homework is completed.

The average middle school student should not need to spend more than 20 minutes per class each night on homework. With the exception of reviewing for a Thursday test, ACA assigns minimal homework on Wednesday so that families have the opportunity to enjoy a mid-week Bible study or church service.

RenWeb

RenWeb is a great resource where students and parents can check assignments and track progress. Information is updated weekly. Please also check your student's planner on a daily basis.

Grading Policy and Guidelines

To standardize grading procedures and provide consistency between teachers and classes, the following standards have been established:

Grading Scale

A (4 pts.) Superior	A+	97 - 100	C (2 pts.) Average	C+	77 - 79
	A	93 - 96		C	73 - 76
	A-	90 - 92		C-	70 - 72
B (3 pts.) Good	B+	87 - 89	D (1 pt.) Poor	D+	67 - 69
	B	83 - 86		D	63 - 66
	B-	80 - 82		D-	60 - 62
			F (0 pts.) Failure	F	59 - Below

Grade Weight Guidelines

The following grade weight guidelines are generally followed by the secondary teachers. Detailed information regarding grading will be provided in the class syllabus at the beginning of the school year.

25% Daily grades (class assignments, homework)	Year End Grades
25% Quiz grades	25% First Quarter Grade
50% Tests, major reports, notebooks, etc.	25% Second Quarter Grade
	25% Third Quarter Grade
	25% Fourth Quarter Grade

Report Cards

Report cards will be distributed each quarter via email and will also be available for viewing on RenWeb. A hard copy of the report card may be requested by contacting the Headmaster's office. The year-end report card will be sent out via email, be available for viewing on RenWeb, and will also be mailed home approximately one week after school releases for the summer. Family tuition accounts must be current to receive a year-end report card. See *Payment Policies* (page 12) for more information concerning report cards.

Promotion Policies

1. Students in Grades 6-8 must have passed all core academic subjects (Bible, English, history, science, math) in order to proceed to the next grade level.
2. If a core academic subjects are not passed, credits from an approved summer school or tutoring program will be applied for consideration of promotion.
3. If 2 core academic subjects are failed, the student will not be allowed to enter the next grade level, 4. Special exceptions are subject to review by Administration.
4. Standardized Test scores may affect evaluation of a student's promotion.

Standardized Testing Program

A standardized achievement test is administered to students in the spring. Results will be made available in the students' year-end report cards.

Extracurricular Activities for Middle School Students

Extracurricular activities provide opportunities for students to explore gifts and talents outside the classroom. In middle school these activities include, but are not limited to: middle school, junior varsity, and varsity athletic teams; fine arts competitions; academic competitions; drama productions; and school-sponsored clubs and activities. *In order for students to participate in extracurricular activities, their family tuition account must be current.*

To participate, students must have a cumulative grade point average (GPA) of 2.00 through the previous semester before the team, competition, or club has its first day of practice or its first official activity in that school year. If the end of the first semester occurs during the activity, the student's cumulative GPA must remain at 2.00 to continue participation in the activity.

Students placed on academic or behavioral probation may not be permitted to participate in activities of the group, team, or competition. The length of the probation will be determined by Administration. At the end of this period, Administration will determine if the academic or behavioral probation will be lifted or continued for an additional time period. Once it is lifted, the student is able to return to full participation in the activity.

High School Academics *Grades 9-12*

Atlantic Christian Academy offers a variety of college preparatory academic classes, as well as electives in areas such as the arts and physical education. Students at ACA receive a distinctive Christian education rooted in the Word of God. The instructional program emphasizes a balanced liberal arts and general academic education within a nurturing environment. Teacher review and administrator approval is required to enroll in Honors, Advanced Placement (AP), and Dual Enrollment (DE) courses.

Honors Courses are designed to challenge the student in a deeper study of the subject by engaging their analytical and critical thinking skills. Students should expect to have additional reading, spend extra time on homework and assignments, complete in-depth essay test questions, and work on a major project.

Advanced Placement Courses are designed to mirror college courses. Most college courses include many hours of out-of-class reading, research, and study. AP Courses at ACA are no different. Each AP Course has specific requirements related to the particular course of study. Expectations for the class will be communicated to students at the start of each semester.

Dual Enrollment Courses are college courses offered to high school students. The curriculum is academically challenging and students will experience the demands of college work. Atlantic Christian Academy accepts DE credits from Palm Beach State College and Palm Beach Atlantic University. These credits count for both high school and college. Students participating in DE Courses must have a minimum 3.0 GPA, and meet the admission requirements for either Palm Beach State College or Palm Beach Atlantic University. Classes must be scheduled so they do not interfere with other ACA core classes. Students must meet minimum academic requirements established by the Guidance Department prior to Dual Enrollment, and once enrolled, must continue to meet all other ACA course requirements. Students must be enrolled in a minimum of five classes between the college and ACA. At least four of the five classes must be taken at ACA and include a Bible credit for each semester. *Family tuition accounts must be current in order for students to participate in the dual enrollment program.*

Community Service All high school students at ACA have the privilege of participating in approved community service. A minimum of 25 hours per year for a total of 100 hours over four years is required. A minimum of 50 hours accumulated must be off-campus ministry. These opportunities allows students to be a light in their community as they share the love of Christ in service to others.

Matthew 5:16 *"Let your light so shine before men, that they may see your good works and glorify your Father in heaven."*

Student Course Load

All students, with the exception of seniors, are required to carry seven subjects with a value of seven units of credit during each of the years of middle and high school, unless special permission is given for fewer subjects.

% Course changes will not be permitted after the second week of the semester.

2. Physical Education is required through ninth grade.

3. Students attending college should review the published admissions requirements of the college of their choice to make sure they are taking the courses required for entrance.

Our guidance department is here to assist you and your student as you explore options in higher education.

COURSE SELECTION

As a college preparatory program, the following courses of study are available:

9th Grade

Bible
English I
Math (Algebra 1 or Geometry)
Science (Physical Science or Biology)
World Cultural Geography
Spanish I
Physical Education/Health or Elective Choice

10th Grade

Bible
English II
Math (Geometry or Algebra 2)
Science (Biology or Chemistry)
World History
Spanish II
Elective Choice

11th Grade

Bible
English III or AP Literature
Math (Algebra 2 or Pre-Calculus)

Science (Chemistry or Physics)
American History or AP U.S. History
2 Elective Choices

12th Grade

Bible
English IV or AP Literature
Math (Calculus, Pre-Calculus, or Math for College Readiness)
Science (AP Physics, Anatomy)
Government/Economics or AP Economics
2 Elective Choices

At least one Fine Arts course is required.

****** Possible Electives**

Fine Arts Visual Art, Graphic Design, Web Design, Drama, Choir, or Band

Physical Fitness Weight Training

Students are encouraged to vary their electives and participate in extracurricular activities.

Please visit the Academics/Guidance/Course Catalog area of our website for course description summaries.

Homework

Homework assignments are justified on the basis of need and are a necessary part of the learning process to help students master what has been taught in school. Therefore, a certain amount of homework may be assigned nightly and is required to be completed by the next school day. It is the responsibility of every high school student to keep track of their homework assignments. Teachers will keep assignments posted on the whiteboard and RenWeb.

Projects and papers that carry more weight than a homework assignment are due on the assigned date. Any late work will be accepted on a very limited basis and subject to a reduced grade at the discretion of the teacher. Secondary students that continually fall behind on homework assignments may be removed from extracurricular activities (sports, etc.,) until all homework is completed.

RenWeb is a great resource where students and parents can check assignments and track progress. Information is updated weekly. Here's how to access our easy-to-use RenWeb **ParentsWeb**:

Make sure that the school has your email address in RenWeb.

In Internet Explorer, Firefox, or Safari, go to www.renweb.com and click **Logins**.

Type the school's **District Code** **AT-FL**

Click **Create New ParentsWeb Account**.

Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for six hours.

Grading Policy and Guidelines

To standardize grading procedures and provide consistency between teachers and classes, the following standards have been established:

Grade Weight Guidelines

The following grade weight guidelines are generally followed by the secondary teachers. Detailed information regarding grading will be provided in the class syllabus at the beginning of the school year.

25% Daily grades (class assignments, homework)

25% Quiz grades

50% Tests, major reports, notebooks, etc.

Grading Scale

A (4 pts.) Superior	A+	97 - 100	C (2 pts.) Average	C+	77 - 79
	A	93 - 96		C	73 - 76
	A-	90 - 92		C-	70 - 72
B (3 pts.) Good	B+	87 - 89	D (1 pt.) Poor	D+	67 - 69
	B	83 - 86		D	63 - 66
	B-	80 - 82		D-	60 - 62
			F (0 pts.) Failure	F	59 - Below

Semester Grades	Weighted Grade System
40% First Quarter Grade	Honors Courses .5
40% Second Quarter Grade	Dual Enrollment Courses 1.0
20% Semester Exam	Advanced Placement Courses 1.0

Promotion Policies

1. In order to enter the tenth grade, which is sophomore year, a student must have completed their ninth-grade year and must have completed a minimum of six credits of core high school work, five of which must be academic credits.
2. In order to enter the eleventh grade, which is junior year, a student must have completed their tenth-grade year and must have completed a minimum of twelve credits of core high school work, ten of which must be academic credits.
3. In order to enter the twelfth grade, which is senior year, a student must have completed their eleventh-grade year and must have completed a minimum of eighteen credits of core high school work, fifteen of which must be academic credits.
4. In order to graduate, a student must complete a total of twenty academic credits and at least six elective credits.

Standardized Achievement Test results may affect evaluation of a student's promotion.

Special exceptions are reviewed by Administration.

Standardized Testing Program

During the first semester, ninth-grade students will take the PSAT 8/9, while tenth and eleventh-grade students will take the PSAT. Results of these tests will be included in the second quarter Report Card. In the spring, a standardized achievement test is administered for students in grades nine through eleven, as well as a practice ACT. Results for all students will be made available in their year-end Report Card. All seniors are required to take the ACT or SAT at their own expense before graduation. ACA encourages students to take the ACT and/or SAT during their junior year. We recommend that students take these tests multiple times in order to achieve optimal results.

Extracurricular Activity Involvement for High School Students

Extracurricular activities provide opportunities for students to explore gifts and talents outside the classroom. These activities in high school include, but are not limited to: varsity and junior varsity sports teams; fine arts competitions; academic competitions; drama productions; student council; and school-sponsored clubs. *In order for students to participate in extracurricular activities, their family tuition account must be current.*

To participate, students must have a cumulative grade point average (GPA) of 2.00 through the previous semester before the team, competition, or club has its first day of practice or its first official activity in that school year. If the end of the first semester occurs during the activity, the student's cumulative GPA must remain at 2.00 to continue participation in the activity.

Students placed on academic or behavioral probation may not be permitted to participate in activities of the group, team, or competition. The length of the probation will be determined by Administration. At the end of this period, Administration will determine if the academic or behavioral probation will be lifted or continued for an additional time period. Once it is lifted, the student is able to return to full participation in the activity.

Report Cards

Report cards will be distributed each quarter via email and will also be available for viewing on RenWeb. A hard copy of the report card may be requested by contacting the Headmaster's office. The year-end report card will be sent out via email, be available for viewing on RenWeb, and will also be mailed home approximately one week after school releases for the summer. Family tuition accounts must be current to receive a year-end report card. See *Payment Policies* (page 12) for more information concerning report cards.

Academic Honors and Standards

Secondary Honors Recognition

The purpose of Honors Recognition is to acknowledge students with high academic achievement, good Christian conduct, and dependability (good attendance and few unexcused tardies). The intent is to honor students who are a godly example to others while showing initiative in the development of self-discipline, academic achievement, obedience to authority, and spiritual values.

Distinguished Honors is given to those students who achieve a 3.75 or higher GPA per quarter.

Honors is given to those students who achieve a 3.50 – 3.74 GPA per quarter.

Graduation Requirements

Requirements for graduation begin in the ninth grade. (*Exceptions: Algebra 1, Physical Science, and Spanish I when taken in the 8th grade and passed with at least a 70%. Courses must be retaken in 9th grade if the student receives less than a 70% or at the discretion of the administration.*)

1. A student must earn a minimum of 26 units of credit and a minimum of a 2.0 cumulative grade point average to graduate.
2. A student must successfully complete the following required units of study:

English	4 credits	Bible	4 credits
Social Studies	4 credits	Electives (1 Fine Arts)	4 credits
Science	3 credits	Foreign Language	2 credits
Mathematics	4 credits	Physical Education/Health....	1 credit
3. A student will receive no credit for a course in which the student receives a semester grade of "F" or "I" (incomplete), or exceeds ten absences in the semester regardless of the grade. Special arrangements may be made for extenuating circumstances subject to the approval of the teacher and Administration.
4. The Valedictorian and Salutatorian must have the two highest-ranking GPA's, respectively, of the graduating class. They must have been a full-time student at ACA for their junior and senior years, and must have set a positive spiritual example in the community.
5. During their time at ACA, students are required to earn a minimum of 100 community service hours with at least 25 hours per year. A minimum of 50 hours must be accumulated off-campus.
6. *In order for a student to receive their diploma from ACA, their family tuition account must be current*

Acceptable Use of Technology

Internet access is available to the students and teachers of Atlantic Christian Academy. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. With this also comes the potential access to material that may not be considered to be of educational value in the context of the school setting. We have taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials, and some users may discover inappropriate information, either deliberately or by accident. Students using the internet, computers, or any personal electronic device at ACA must adhere to and sign the following ACA Acceptable Use of Technology Agreement:

Personal Responsibility and Safety

I know that school computers and internet communication tools must be used properly and with respect.

I understand that using the school's computers and accessing the internet is a privilege.

I understand that all the rules described in my school's discipline policy and this Use of Technology Agreement apply when I am using computers at school and whenever I'm using the school's web portal for social media activities, even from home or other non-school locations.

I will immediately stop and inform the teacher if anything happens on the computer or on the Internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying, or action that violates the Acceptable Use of Technology Agreement).

If I find something that is not appropriate on the Internet, I will leave it right away and notify the teacher.

I will not show other students inappropriate content.

I will report any misuse of the computer or the network to a teacher or administrator.

I will take care of the computer and all technology equipment.

I understand that the school keeps a record of everything that is done on or through its computers and that things done on the internet can be traced back to the person who did it.

Inappropriate Use of Technology

I understand that school computers should be used for learning, not for playing games, harassing, bullying, or vandalism. Inappropriate use may lead to loss of privilege and disciplinary action.

I will only use school computers for classroom work assigned by the teacher, or as part of a Florida Virtual School assignment.

I will not use school computers for playing games or socializing apart from an assigned activity.

I will not participate in chat rooms (or instant messaging) while I am at school, unless specifically directed to by my teacher for a particular assignment.

I will not damage the computer nor load any software, viruses, spyware, or other malware onto the computer or network. I understand this would be considered a form of vandalism.

I will not alter the way the computer desktop looks or how it works (control panels, network settings, etc.)

I will not attempt to bypass security measures on the computer or the school network.

I will not download any software from the internet unless specifically directed to as part of a lesson.

I will not install any software on the school computer or the network.

I will not use any type of portable or flash drive to download or upload software programs or files to a school computer unless it is a specific part of an assignment and with the teacher's permission.

I will not buy, sell, or advertise anything using the school computer and network.

I will not log into the computer or network with someone else's username and password.

I will not seek out or share pornography or other obscene material.

I understand that improper use of school computers and the Internet could break the law and/or school rules resulting in discipline which could include suspension/expulsion from school.

Digital Citizenship

I will treat people with dignity and respect when using the computer or any personal electronic device when accessing the Internet. This access includes, but is not limited to, Facebook, Instagram, Twitter, Snap-Chat, or any other form of social media.

I will not seek out or post personal pictures taken with any technology device unless it is a specific part of an assignment and with the teacher's permission.

I will not threaten, insult, gossip, tease, or treat others with cruelty while I am online or using a computer. I understand this type of behavior is a form of bullying, will not be tolerated, and will result in the loss of privileges and disciplinary action.

I will respect other students' work on the computer. I will not copy, change, or remove another student's work from the computer, the school network, or the Internet.

I will inform a teacher or administrator whenever I encounter anything on the internet that I think may be inappropriate or a violation of school policies.

I will not use email or messaging tools nor post or comment on blogs unless it is a specific part of an assignment and with the teacher's permission.

I will not copy information and use it as if it were my own idea without giving credit to the information's author and source. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.

Online Behavior

I understand that things I post on the Internet can be seen by everyone in the world. Whether on or off campus, I will adhere to God's Word as it relates to respecting myself and others.

I will not share personal information (either my own nor another student's) including, but not limited to: photos; residence information; details about family or friends (including name, age, birthday, home address, or telephone numbers) on the Internet.

I understand that once information has been posted online or in a blog, it cannot be completely taken back. Even if a post is deleted, there could be older versions that were automatically saved that can be viewed, copied, and disseminated.

I will consider whom I am communicating with and think about how they might interpret my words.

I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to gender, race, appearance, behavior, or beliefs (these are actions that could be considered harassment or bullying).

I understand that ACA and law enforcement have ways of tracking material posted on the Internet back to the computer or person that posted it, even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.

I will only post information that I can verify is true, and I will not spread gossip about other students.

I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author. I will not use classroom online discussions or blogs for personal or social conversations unrelated to the assignment.

I will not impersonate others nor try to deceive people into thinking what I wrote was done by someone else. I understand that this could be a form of bullying and harassment.

I will not use online forums or technology resources to cheat on tests or assignments.

I will ask my teacher for clarification whenever I am in doubt about any of the rules or guidelines.

I understand that I may face a range of discipline up to and including suspension/expulsion from school if I do not follow the guidelines listed above.

Service Expectations

I understand that although Atlantic Christian Academy has put security measures in place, it cannot guarantee that inappropriate content or every inappropriate website will be blocked from student access.

Privileges

I understand that using the computer network is a privilege I must maintain by my responsible use. If I don't use the computer properly or treat others respectfully online, I will lose that privilege, face disciplinary actions, and my parents will be notified.

DISCIPLESHIP and DISCIPLINE

Atlantic Christian Academy is committed to glorifying God by discipling students in a loving community that pursues excellence as we partner with parents in Christian education. We do this through the integration of faith, love and learning.

At Atlantic Christian Academy we seek to provide a loving environment that allows us to fulfill our mission as a school. In order to disciple students in a community that pursues excellence, we strive to have standards of conduct in place that are conducive to the spiritual and academic growth and development of all students. We trust that the Lord will use this system as we partner with parents to help each child become all that God has called them to be while developing true Christian character.

Classrooms are maintained by our teachers through a cooperative partnership with students and their parents. Communication is the key to this relationship. Parent-teacher conferences throughout the school year are used to establish a solid foundation for the teacher to build upon. This cooperative relationship helps each student to reach their greatest potential.

Our desire as educators is to come alongside parents to teach and train students to assist them in acquiring life skills that will enable their future success. In order for us to accomplish this mission, students are expected to exhibit self-control. Life skills that are emphasized include the following:

1. Creating a positive environment where everyone can learn

ACA's desire is for students to grow spiritually, academically, and socially. Distractions in a learning environment can keep students from achieving this goal. Discussion with teachers and peers should bring glory to the Lord, and build a community of learning where all participants are heard, respected, encouraged, and involved.

2. Arriving to class on time and prepared

Students are to arrive in class with the proper materials and assigned work completed.

3. Learning to disagree

In order to provide an environment where students can grow spiritually, academically, and socially, it is important that they learn how to resolve conflict. We encourage students to follow Matthew 18:15-16: *"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.' "* As students and teachers work together, there may be times of disagreement. If that occurs, students are to speak with the teacher or peer after class and ask for a time to discuss the matter privately and respectfully. If there is still a concern, the student may continue the discussion with the appropriate administrator.

**If after meeting with Administration and the parents of the child, the inappropriate behavior continues, the student may be asked to leave the school community.*

Infractions Resulting in Disciplinary Action

1. Repeatedly not completing classwork/homework
2. Continuously disrupting class
3. Running, shoving, pushing, or other inappropriate behavior in the classroom, hallways, restrooms, or outdoors
4. Displaying disrespectful behavior or making disrespectful noises or comments to faculty members, staff, or other students
5. Inappropriate language or gestures
6. Inappropriate conduct or slander of ACA, its employees or students, publicly or on social networks
7. Defacing walls, desks, or other school property
8. Gum chewing
9. Drawings or writings of an inappropriate nature
10. Cheating, plagiarism
11. Fighting, bullying (verbal or physical)
12. Involvement, use, or possession of tobacco, drugs, alcohol, or weapons
13. Any additional inappropriate behavior that warrants a disciplinary referral as determined by the teacher or Administration

ACA reserves the right to expel any student at any time for any misbehavior, including but not limited to the behaviors listed above. The decision to expel is at the sole discretion of Administration.

Elementary Discipline Procedures Grades K5-5

1. The teacher reviews classroom expectations and rules.
2. Positive behavior is recognized and celebrated by the teacher.
3. Misbehavior is corrected by the teacher, first with a warning, secondly by a classroom consequence, and thirdly by a message home to the student's parents. In cases of extreme behavior, a disciplinary referral may be required after just one incident. This determination is at the sole discretion of the teacher.
4. If misbehavior continues, the student will be sent to the Headmaster with an Elementary Disciplinary Referral Form. The student and the parents will conference with the Headmaster to determine any additional steps that need to be taken to improve the student's behavior. The student may be placed on probation, suspended, or in some cases, expelled.

ACA reserves the right to expel any student at any time for any misbehavior, including but not limited to the behaviors listed above. The decision to expel is at the sole discretion of Administration.

Secondary Discipline Rubric Grades 6-12

The following discipline rubrics will be used as guidelines. All incidents may be reviewed by a secondary administrator and assigned a consequence that does not follow with the stated progression.

Tardy Infractions

3rd Tardy Infraction	Parent Notification
5th Tardy Infraction	1-Hour After School Detention
7th Tardy Infraction	2-Hour Saturday Detention
9th Tardy Infraction	4-Hour Saturday Detention

Truancy Infraction

Students are considered truant if they arrive 10 to 30 minutes late to class, chapel, or an assembly. The student will be sent to the Secondary Office by the teacher and will be marked as truant before being allowed to enter the classroom.

1st Incident of Truancy	1-Hour After School Detention
2nd Incident of Truancy	2-Hour Saturday Detention
3rd Incident of Truancy	4-Hour Saturday Detention
4th Incident of Truancy	Suspension

Skipping Class/Leaving Campus Without Permission

Students are considered to have skipped class, chapel, or assembly if they are more than 30 minutes late, or do not show up at all.

1st Incident	2-Hour Saturday Detention
2nd Incident	4-Hour Saturday Detention
3rd Incident	Suspension

Note: Academic consequences for skipping class will be at the teacher's discretion and may include a loss of academic credit.

Skipped Detention Infractions

Skipped Wednesday Detention	2-Hour Saturday Detention
Skipped 2-Hour Saturday Detention	4-Hour Saturday Detention
Skipped 4-Hour Saturday Detention	Suspension

ACA Rule Violation

ACA students are to follow ACA school rules at all times while on campus. These rules include those in and out of the classroom. A failure to do so will result in the following consequences:

1st - 3rd ACA Rule Violation	Parent Notification
4th and 5th ACA Rule Violation	1-Hour After School Detention
6th and 7th ACA Rule Violation	2-Hour Saturday Detention
8th + ACA Rule Violation	4-Hour Saturday Detention

Dress Code

Teachers, staff and administration will monitor and regulate student dress code compliance. Students out of dress code may need to call their parents to bring in uniform items in order for the student to continue the school day.

1st - 3rd Dress Code Infraction	Parent Notification
4th and 5th Dress Code Infraction	1-Hour After School Detention
6th and 7th Dress Code Infraction	2-Hour Saturday Detention
8th + Dress Code Infraction	4-Hour Saturday Detention

Disruptive in Class

Students who are disruptive in class may be sent to administration. Disruptive behavior is any behavior that draws attention to the individual student and disrupts the learning environment.

1st and 2nd Disruptive Infraction	Parent Notification
3rd and 4th Disruptive Infraction	1-Hour After School Detention
5th and 6th Disruptive Infraction	2-Hour Saturday Detention
7th and 8th Disruptive Infraction	4-Hour Saturday Detention
9th Disruptive Infraction	Suspension and Student Enrollment Review

Defiance/Disrespect

Students who are disobedient or show disrespect to a teacher or staff member will be sent to administration. Respect for those in authority is crucial to the ACA mission and is expected from all ACA students, staff members and families.

1st and 2nd Incident of Disrespect	4-Hour Saturday Detention
3rd Incident of Disrespect	Suspension and Student Enrollment Review

Bullying, Threats, and Physical Contact

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

ACA treats any form of bullying, threats, and physical contact as battery, and has zero tolerance for such behavior. Students displaying this type of behavior will be sent to administration.

1st Incident	4-Hour Saturday Detention
2nd Incident	Suspension and Student Enrollment Review

ACA Plagiarism and Cheating Policy

Sometimes labeled as "literary theft," plagiarism is defined as follows: "In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source." This definition applies to text published in print or online, to manuscripts, and to the work of other student writers (Council of Writing Programs Administrators, in affiliation with Purdue University's Online Writing Lab)

Cheating, simply defined, is to act dishonestly in an academic sense by providing and/or receiving answers.

1st Cheating/Plagiarism Infraction	Teacher Assigned Consequence
2nd Cheating/Plagiarism Infraction	4-Hour Saturday Detention
3rd Cheating/Plagiarism Infraction	Suspension, Parent Conference
4th Cheating/Plagiarism Infraction	Suspension, Parent Conference, Possible Expulsion

Secondary Discipline Procedures *Grades 6-12*

Probation/Detention/ Suspension/Expulsion

If a student is struggling academically or behaviorally, it may be necessary to place a student on probation and/or a plan of action to assist the student. The student and parents will be notified by letter and/or in person that the student is being placed on probation. Specific reasons will be noted for the probation, a plan of action given, and expected student behavior modifications explained.

Occasionally, situations of a serious nature arise which will result in a student receiving discipline such as after school detention, Saturday detention, in-school or out-of-school suspensions, or in some cases, expulsion.

Detentions may be given by Administration to students that are given multiple reminders regarding classroom misbehavior.

More serious infractions may result in the Administration assigning an in-school or out-of-school suspension. Misbehaviors that may result in suspension include the following: cheating/plagiarism; skipping class; disrespect of teachers and staff; bullying (making another student uncomfortable in any form whether verbal, physical, or sexual); fighting; stealing; profanity (written, oral, pictorial, gesturing, etc.); involvement with alcohol, tobacco, or drugs; continuous public display of affection; damage and/or destruction of school property.

Students may be expelled from ACA for the above-listed infractions or more serious offenses. These may include the following: misconduct; involvement, use, or possession of tobacco, drugs, alcohol, or weapons; inappropriate conduct or slander of ACA, its employees or students, publicly or on social networks.

ACA reserves the right to expel any student at any time for any misbehavior, including but not limited to the behaviors listed above. The decision to expel is at the sole discretion of Administration

Student Consequence Details

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." — Hebrews 12:11

After-School Detention

One-hour after-school detention will be scheduled on Wednesdays.

Students are to report by 3:10pm.

Prompt arrival is required; failure to be on time will result in a skipped detention infraction.

Students must be in uniform.

Students are expected to sit quietly for the duration of the detention.

Students may not do homework during detention.

Students may not sleep during detention.

Students may not use their cell phones or electronic devices during detention.

No food or drinks (except water) are allowed in detention.

Saturday School Detention

Two-hour increments will be scheduled from 8:00am-noon

Prompt arrival is required.

Students must be in uniform. Failure to appear in uniform will result in a skipped detention infraction and the student will not be allowed to serve the detention.

There will be a five-minute break at the end of each hour, when students may use the restroom and eat snacks in the hallway.

No food or drinks (except water) may be consumed in the classroom.

Students should bring a Bible, pen, and paper for the purpose of writing a reflection paper, which includes a plan to change the behavior.

Students will submit the reflection paper to the detention supervisor and have it approved for effort and content.

Students may do homework after their reflection paper has been approved by the detention supervisor.

Students may not use cell phones or electronic devices during detention.

Students should be picked up promptly at the conclusion of their detention.

Saturday detention will incur a \$10.00 fine for each two-hour increment assigned, which will be applied to the student's billing account.

Suspension and Expulsion

As consistent with ACA's stance on co-laboring with families in applying godly, just, and fair discipline, there are times when a suspension or expulsion from ACA may be in order. In these cases, a meeting with the ACA family and Administration will be held; unity and cohesion of spirit will be sought. The goal is fair discipline, godly repentance, rehabilitation, and ultimately restoration on the part of ACA, the student, and the family.

Suspension will occur when clearly designated behavioral expectations are broken. Students are to follow ACA's Behavior Standards, both in and out of school. A significant deviation from these standards, or continued lack of respect for school rules, may result in a student suspension. In addition, students who are hindering the spiritual growth of other students will be disciplined in a judicious manner that may result in suspension or expulsion. Any assault or aggressive physical contact with another student, theft, or immoral behavior is also grounds for immediate suspension or expulsion.

All suspensions or expulsions are at the discretion of the designated school administrator and will be walked through in a biblical manner with the student and family. In addition, ACA will share academic options for the family, as well as other counseling options that relate to the specific situation or need.

The goal of all discipline, namely in cases of suspension or expulsion, will be a progression of the following three stages:

Godly Repentance — Godly repentance is sought in all discipline situations and will begin the path forward for the student and family at ACA. 2 Corinthians 7:10 states, *"For godly sorrow produces repentance leading to salvation, not to be regretted; but the sorrow of the world produces death."*

Rehabilitation — Our hope at ACA is for a complete rehabilitation for all students struggling with sin. James 5:16 states, *"Confess your trespasses to one another, and pray for one another, that you may be healed. The effective, fervent prayer of a righteous man avails much."*

Restoration — Restoring a student who has experienced a suspension or expulsion is always the end-goal for ACA. Once godly repentance and a full season of rehabilitation are experienced, ACA will work with the student and family to develop a plan of restoration.

Matthew 6:33 is a clear picture of ACA's desire for godly repentance, rehabilitation, and restoration in any suspension or expulsion situation: *"But seek first the kingdom of God and His righteousness, and all these things shall be added to you."*

Behavioral Probation

If a student is placed on behavioral probation, that student may not hold a leadership position and will be placed on a contract for continuing enrollment. Terms of their behavior probation must be met for continued enrollment and will be reviewed at the end of a semester.

Conclusion

ACA is committed to working with our families in a spirit of trust and determination in pursuit of our children's godly character and Christian education. We recognize that in the important arena of disciplining our children, cooperation and collaboration between parents and ACA are vital and fundamental, and only through this unity can our children grow to be the men and women God intended them to be.

Drug Testing Policy

As we partner with parents and students, ACA wants to insure a drug-free environment. ACA reserves the right to require individual students to be drug tested if there is reasonable suspicion, knowledge, or evidence that a student is using, abusing, or in possession of illegal drugs, at the parent's expense. Parents will be notified. Failure to submit to a drug test may be grounds for immediate expulsion.

Re-Admission

Students who have been expelled from ACA may be eligible to reapply for admittance. The student must provide evidence of an attitude and behavior change that exemplifies the school's standard of conduct as stated in the Student Acceptance Guidelines.

Student Acceptance Guidelines

Atlantic Christian Academy is a school where each secondary student should demonstrate a desire to grow in his or her personal relationship with Christ and point others in His direction.

Matthew 5:16 *"Let your light so shine before men, that they may see your good works and glorify your Father in heaven."*

Per admission to ACA, secondary students have agreed to:

- Strive for excellence as a student
- Cooperate respectfully with those in authority
- Avoid inappropriate behavior including but not limited to the use of alcoholic beverages, tobacco, drugs, or weapons
- Abide by the ACA Acceptable Use of Technology Agreement (see pages 29-31)
- Avoid sexually immoral behavior
- Willingly obey all school rules

DRESS CODE

1 Samuel 16:7b *"For the LORD does not see as man sees; for man looks at the outward appearance, but the LORD looks at the heart."*

ACA encourages students to express their originality and identity by the way they use their gifts and talents to serve the Lord and others, rather than by the way they dress.

A dress code helps students better focus on their education by eliminating undue preoccupation with outward appearance in favor of focusing on the heart. The dress of ACA students should demonstrate the qualities of cleanliness, neatness, and modesty.

All uniform attire is to be purchased from ACA's designated uniform company, Jonathan Reed School Uniforms. *Please visit our website for complete details.*

Students are to wear clothing that meets the school dress code at all times when on campus, and are to remain in school uniform until 3:30pm.

Athletic teams are to change clothes in the gymnasium locker rooms, where they will remain for practice unless participating in a sport taking place on the playing fields.

Tops are to be short-sleeve white, grey, turquoise, or royal blue ACA polo shirts. *Polo shirts are not required to be tucked in, however, they must be neat and properly sized for a good fit. T-shirts worn under uniform shirts should not show below the polo's hemline.*

Bottoms are to be khaki or navy solid walking shorts, long pants, or skirts (3" above knee or longer) with ACA embroidered crest. *If pants sag, a belt will be required. Otherwise, belts are optional.*

Jackets are to be the ACA royal blue hooded zip-front sweatshirt, grey zip-front jacket, or any ACA produced jacket or sweatshirt.

Shoes should be substantial and supportive. Students may wear dress shoes, athletic shoes with laces or Velcro, or closed-toe sandals with a back strap. Heels are to be 2" or lower. Open toe shoes, sandals, slides, etc., are not permitted.

Hats, head coverings, and sunglasses are not permitted.

Physical Education Uniform

P.E. shorts and shirts are to be purchased from ACA's designated uniform company, Jonathan Reed School Uniforms, and must be worn during PE and weight training classes for students in Grades 6-12.

The steps taken to encourage uniform compliance are as follows:

- (1) An email will be sent home explaining the lack of compliance issue.
- (2) Failure to comply with uniform guidelines may result in further disciplinary action.

Formal Banquets and Homecoming

Ladies dresses must be modest and receive pre-approval from Administration. Gentlemen are to wear tuxedos or suits and ties. If students arrive at an event in attire that has not been approved, they will not be allowed to attend.

Miscellaneous

Hairstyles should be neat and not extreme in nature. Administration reserves the right to deem certain hairstyles inappropriate.

Facial hair for junior and senior gentlemen is to be neatly trimmed and no longer than a quarter of an inch in any area.

Excessive or inappropriate jewelry is not allowed. All necklaces and chains must be worn inside the school uniform.

Visible tattoos or body piercings are discouraged, and excessive or inappropriate appearances are subject to Administration review.

Girls may wear no more than two earrings in each ear.

Boys are not permitted to wear earrings.

Additional/unapproved piercings must be plugged or covered while on campus and during school events/trips.

No alterations to the school uniform are permitted.

On Spirit Day, students may wear any ACA shirt with jeans or school bottoms. All jeans must fit appropriately and be without holes or tears.

ACA Administration reserves the right to deem any student clothing or accessories inappropriate, at their sole discretion, regardless of whether or not they are specifically excluded or allowed in this handbook.

TRANSPORTATION

Campus Traffic Procedures

Parents may elect to drive students to and from school, or students may drive themselves. Anyone driving on campus grounds is required to obey our 5 MPH speed limit, adhere to the designated drop-off and pick-up areas, and follow the direction of all traffic assistants and traffic patterns. ACA reserves the right to deny access to any vehicle viewed as suspicious or not obeying the traffic rules. The safety of students is our top priority.

Student Driving

Students in high school who have a driver's license are permitted to drive cars or motorcycles to school, provided they follow proper safety procedures. Failure to follow safety rules will result in the loss of this privilege. **Many young children are on our campus; the speed limit is 5 MPH and must be observed consistently for everyone's safety.** Students should only park in designated areas. Each student driver must sign a Student Driver Agreement, show proof of a valid driver's license, insurance, and vehicle registration for each vehicle driven to school before driving on campus. Administration reserves the right to inspect student vehicles and revoke driving privileges as deemed necessary.

Student Driver Agreement

Realizing that it is a privilege to drive a vehicle to school, students must drive their vehicle in a responsible manner while on campus and agree that they:

1. Will not drive over 5 MPH
2. Will provide proof of a valid driver's license, insurance, and vehicle registration for each vehicle driven to school
3. Will not play a vehicle radio or sound system loudly while on campus
4. Will not allow anyone to ride on the outside of a vehicle while it is moving
5. Will only bring other students to and from school in a vehicle if they have permission from both their parents or guardians and each passenger's parents or guardians.
6. Will only return to the vehicle during the school day if permission is granted by Administration
7. Will only park in an authorized parking spot

Students not following the above-listed guidelines may have driving privileges suspended and/or permanently revoked, and face possible suspension from school.

Bus Guidelines

Using ACA buses or traveling on a bus chartered by ACA is a privilege. The following guidelines are in place to ensure the safety of our community and must be observed by all students when they are passengers on the school's/chartered buses for all field trips and athletic events:

1. Drivers/fellow students must be treated with respect.
2. Students may have assigned seats at the driver's discretion.
3. Students must remain seated while the bus is in motion. No standing or turning around in seats is permitted.
4. Low conversation is permitted. Loud voices and inappropriate language is not acceptable.
5. Students must not talk as the bus approaches and crosses railroad tracks to ensure their safety and to allow bus drivers to focus on their responsibilities.
6. Students must keep their hands, heads, and all other items inside the bus at all times.
7. Students must not gesture or talk to people outside of the bus.
8. Students are expected to pick up after themselves. Eating, drinking, or chewing gum is prohibited.
9. Students must never tamper with the controls or equipment on the bus (e.g., emergency lights, exits, doors, etc.)
10. The behavioral expectations on campus apply while traveling in any ACA bus or charter bus.

HEALTH and SAFETY

Abuse Policy

In accordance with Florida law, Atlantic Christian Academy is obligated under the penalty of prosecution to report reasonable suspicion of physical, emotional, and/or sexual abuse, or physical neglect to the Florida Department of Children and Families. In this very serious matter, the school cannot contact parents before making a report to the appropriate authorities.

It is clearly intended by law, based on the gravity of said crimes, that this institution is mandated to report reasonable suspicion of these abuses. The designated official of the school will file such reports, considering what is in the best interest of the affected student. There is no legal alternative except to report to the proper authorities for investigation and review.

Emergency Contact Information

Emergency contact information for each student is on file in the main office, and may also be accessed through RenWeb. Please notify the office in writing when any information changes. Each student must have a completed Emergency/Medical Release Authorization Form on file.

Emergency Drills/Fire Drills

Emergency drills for tornadoes, earthquakes, fires, and lockdowns are held at regular intervals during the school year. Students are required to listen carefully and follow the directions given by their teacher/coach/supervisor. If you are visiting campus when a drill is being conducted, please follow the directions of the school employee that you are nearest to.

First Aid

First aid may be administered by cleansing a wound, or applying ice or a bandage. No topical ointments or medication, not even aspirin, will be given without written consent. If first aid is administered, the parents or guardian will be notified. First aid supplies and Communicable Disease Kits (CDK) are available in every classroom, bus, and office of the school. In an emergency, paramedics (911) will be contacted.

Medications

Prescription medicines must be sent to the Headmaster's office with a note for use. A Medical Release Form signed by the parent must accompany the prescription. All medications must be in their original container and taken in the presence of designated office personnel. No internal medication may be given at any time without a note from both a parent and a doctor.

Physical, Immunization, and Records Requirements

The Florida Certification of Immunization Form DH-680, completed by a doctor, clinic, or health care provider is required for admission to ACA. A physical is required for entrance to Kindergarten and 7th grade. This is to be submitted on the School Entry Health Exam Form DH 3040.

To participate in athletics a student must have yearly **sport physical forms EL2 and EL3**.

For a more in-depth explanation of school entry requirements, please visit the Florida Department of Health website at www.immunizeflorida.org

Sick Child Policy

ACA strives to provide a healthy and safe environment where students can learn and grow with the least amount of illness or injury. Please abide by the following guidelines.

Students should not attend school if the following situations apply:

The student has a fever. Fever is defined as 100 degrees Fahrenheit or higher. The student may return to school after having a normal temperature for 24 hours without the use of medicine (Tylenol, Motrin, etc.)

Antibiotics are prescribed for illness or infection. The student may return to school after taking the antibiotics for a full 24 hours. The student's temperature must also be under 100 degrees Fahrenheit while not taking fever reducing medication.

The student is listless, tired, and unable to participate in their normal daily activities.

The student is vomiting or has diarrhea. The student may return to school after symptoms have subsided and he/she has resumed a normal diet.

The student has an undiagnosed rash. A rash may be indicative of many things, often of an illness that may be contagious. Therefore, the student will be excluded from school until a physician evaluates and determines the nature of the rash. A physician's note is required for the student to re-enter school.

The student has severe cold symptoms including the following: persistent cough; nasal discharge with color; sore throat; headache; or other symptoms that hinder a student from learning.

The student is diagnosed with a communicable disease. Please contact the school office immediately if your child is diagnosed with a contagious disease.

Your physician will help determine your child's readiness in returning to school. If your child does require medical attention, please obtain a note at that time and remit same to the Headmaster's office when he/she returns to school.