

# Parent & Student Handbook 2018-2019

## Admissions Policy

Augustine Christian Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Augustine Christian Academy practices a Biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletics, and other school-directed programs.

Kinder-Prep students must be 4 years old by August 31<sup>st</sup>. Kindergarten students must be 5 years old by August 31<sup>st</sup>. First Grade students must be 6 years old by August 31<sup>st</sup>.

## Statement of Faith

We believe it is impossible to teach from a religiously neutral position. Therefore, we set our statement of faith as the foundation of this ministry with the full commitment to teach every subject from this perspective without apology or compromise.

- **We believe** that all life is created and sustained by God (Isa 42:5) and can only be properly understood in terms of God's purpose throughout history, to bring glory to His name and to develop His kingdom.
- **We believe** that the Word of God, both the Old and New Testaments, is the only true and final authority for the believer. (2 Pet 1:20-21) The Scriptures, being self-validating, properly direct us in our relationship to God and our relationship to other men and the rest of creation.
- **We believe** that God is a Spirit, eternally existing in three persons, and is the Creator and Sustainer of the universe. He is the Author of all truth. All theories of man, while recognized as legitimate for study, must be validated in terms of God and the absolutes of His revealed Word. (Psalm 36:9)
- **We believe** that Jesus Christ is the Son of God, (Mark 1:1) the second person of the Trinity, (Mt 28:19) very God, and very man, equal in power and glory with God the Father.
- **We believe** Christ's resurrection established Him as victor over death, affirmed His kingship and guaranteed His ultimate victory over the kingdom of Satan. (Rom 1:4) As our King He rules over us and defends us, putting all enemies under His feet.
- **We believe** that the Holy Spirit is the third person of the Trinity, (Mt 28:19) and proceeds in His work from the Father and the Son. He is that Person of the Godhead who illuminates the mind and the heart of the believer; leading them in the truth while working obedience in their life, assisting and comforting them in the distresses of the world, and convicting the world of sin, righteousness, and judgment. (John 16:13)
- **We believe** that man was made in the image of God. (Gen 1:27) In this exalted position He rules the world under God. All mankind sinned in Adam, and is subject to the wrath and curse of God. Man stands in need of regeneration, the impartation of life by a sovereign and gracious act of God, and the forgiveness of man's sins through faith in the vicarious atonement of Christ. (Romans 5: 12-15)
- **We believe** that marriage between one man and one woman for life uniquely portrays Christ's relationship with His Church. (Eph. 5:21-33) Marriage is the foundational unit of society. (1 Cor. 7:2) Ideally, the children of a Christ-centered, lifelong marriage who grow up in the same home with both their father and mother receive from their parents the clearest example of important character traits including love, commitment, loyalty, responsibility, self-sacrifice, courage, and reverence to name a few.

## Mission Statement

Augustine Christian Academy exists for the following reasons:

1. To assist Christian parents in fulfilling the Biblical mandate to educate their children for the glory of God;
2. To train young minds to learn, reason, and persuade from a distinctively Christian perspective;
3. To examine the world and all human endeavors in the light of Holy Scripture;
4. To be used of God to reclaim our culture for His kingdom and glory.

## Educational Philosophy

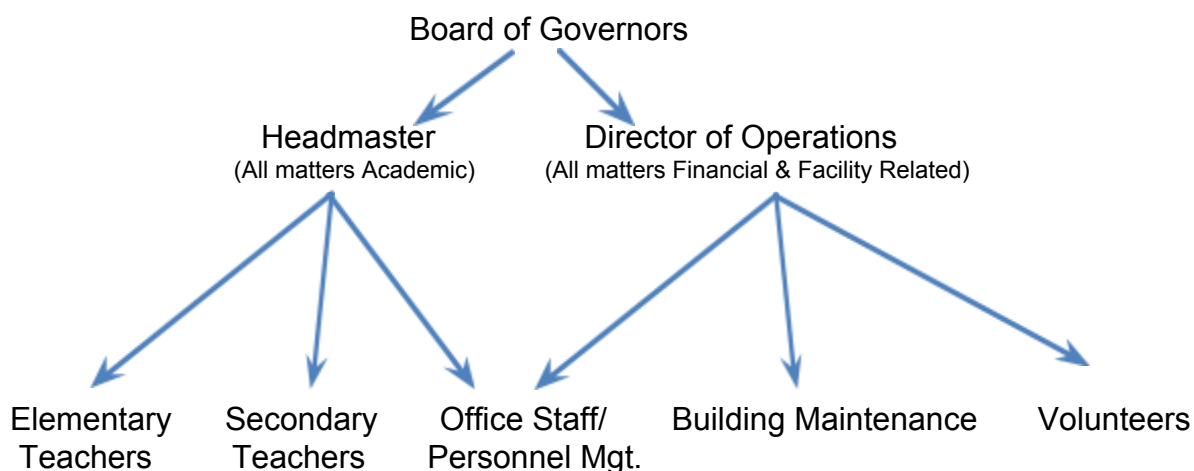
Augustine Christian Academy was established in 1997 as a private Christian school committed to providing a classical and Biblically-based education to young people in primary and secondary levels. Education at Augustine Christian Academy is intended to be inherently different in philosophy and content than that offered in most other schools. ACA strives to operate as an extension of the family under the assumption that the education of young people is the responsibility of parents rather than the responsibility of the State. ACA offers a classical curriculum utilizing a variety of publishers and original works and teaches all subjects as parts of an integrated whole with the Scriptures at the center.

*Augustine Christian Academy holds to the following philosophical points in its approach to education:*

1. We believe that God's character is revealed not only in His Word, but also in every facet of the creation. Therefore, we teach that knowledge is interrelated and can instruct us about God Himself. St. Augustine said, "Wherever truth may be found it belongs to God."
2. We believe that the Bible clearly instructs **parents**, not the Church or State, to "bring children up in the discipline and instruction of the Lord." Therefore, we seek to teach and discipline in a manner supportive of a godly home environment and consistent with the Bible. We appreciate the weight of responsibility as educators in helping parents fulfill this duty. We accept the limited duty first coined in English Common Law under the Latin phrase, "in loco parentis" (in the place of the parent).
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Mark 12:30). God is a God of order. We challenge children at all levels to think and reason in an orderly fashion.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct as set forth in Scripture (Proverbs 18:9; II Timothy 2:21-22; II Thessalonians 3:10).
5. The ultimate goal of education is to train young people to love and serve God in their time and understand their place in history (Hebrews 12:28-29; Deuteronomy 6:5; Matthew 22:37-40).
6. We believe that the Christian faith is built upon the foundation of relationships (II Thessalonians 3:7-9). Christian teachers pass on to their students a love for God and a love for learning when they are in appropriate relationships with their students. We encourage our teachers to build a relationship with each student based upon mutual love and respect.
7. Since ACA upholds the truth and value of Christian Marriage, rightly understood, it will not tolerate, among its staff or students, promiscuity, homosexual conduct, transgender behavior, or the use of pornography. ACA acknowledges the right of parents to decide if their students are allowed to be in a dating relationship, but it will not tolerate public displays of affection on campus or at school functions.

# Administrative Structure

## of Augustine Christian Academy



St. Augustine Academy, Inc. is a private, non-profit 501(c)3 organization registered with the State of Oklahoma, and is doing business as Augustine Christian Academy. The Augustine Christian Academy Board of Governors consists of individuals who support and protect the vision of the school and who are responsible for its financial oversight. Detailed operational guidelines and responsibilities of the Board of Governors are presented in the St. Augustine Academy, Inc. By-Laws. The board does not involve itself in the day to day operation of the school. Concerns regarding policies or actions of the staff should be addressed up the chain of command beginning first with the person most responsible. If a parent or student has an issue or conflict with a teacher, **they should first address the teacher to resolve the issue**. If this is unsuccessful, the issue should then be taken to the Headmaster, and only if still unsuccessful, to a member of the Board of Governors.

## Tuition Policy

As a privately funded non-profit organization, Augustine Christian Academy relies heavily on the consistent tuition payment of our families to meet our monthly obligations for mortgage, payroll and other operational expenses. We use a third party payment processing company for semi-annual or monthly payment plans. Only those paying their tuition in full are to do so through our front office.

### Tuition payment options

- Payment in full: a 2% discount is available to those who pay the full year's tuition prior to June 30<sup>th</sup>.
- Two payments: available through FACTS Payment Management, a payment processing company that offers the options of bank drafts and credit cards. ACA is not able to offer this option without using FACTS. The first half due prior to the first day of school and the second half due in January.
- Monthly or variable payment plans: available through FACTS Payment Management, a payment processing company that offers the options of bank drafts and credit cards. ACA is not able to offer these options without using FACTS.

### FACTS Payment Plan Options

Payments on the 5<sup>th</sup> or the 20<sup>th</sup> of the month, whichever best fits your cash flow needs. The cost to set up the FACTS payment plan is \$10.00 for the two payment option and \$38.00 for the multi-payment option.

- 12 month plan: Payments start in May or June. FACTS contracts must be submitted in April.
- 11 month plan: Payments start in June or July. FACTS contracts must be submitted in May.
- 10 month plan: Payments start in July or August. FACTS contracts must be submitted in June.
- Quarterly and flexible plans available upon request

If you plan to pay your tuition using the FACTS payment option, a FACTS Payment Agreement form must be completed and returned to the ACA office with your enrollment contract. Any changes to your FACTS payment plan must be transacted in the school office. No changes can be made over the phone with FACTS.

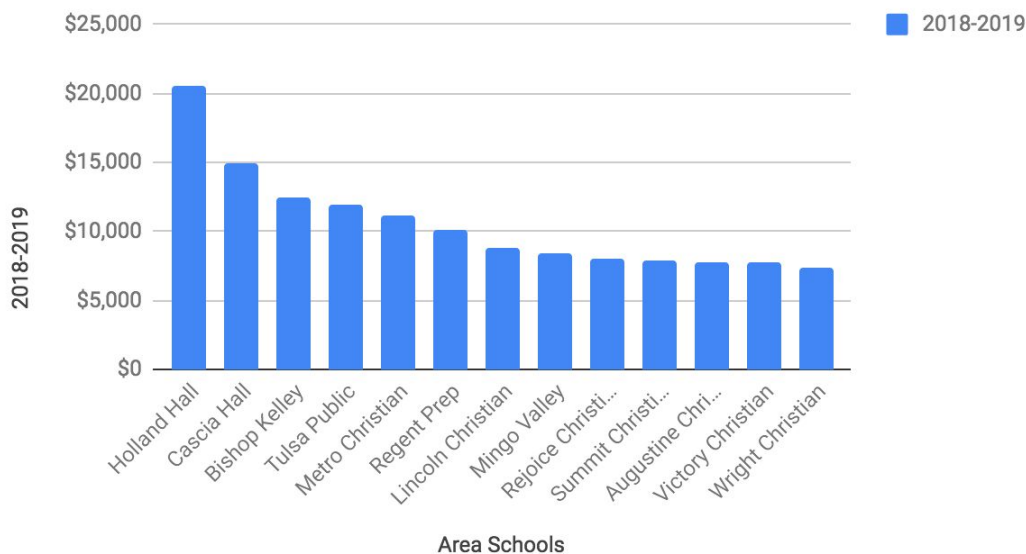
**Financial aid** is available by application for full-time students using the FACTS Grant & Aid Assessment application form. There is a limited amount of financial aid available each year. Financial aid applications are available online; an instruction flier can be picked up in the office in March of each year. Students **must** attend full-time to qualify. By board governance, assistance cannot exceed 50% of total tuition.

**Financial Probation:** We understand that financial hardship may occasionally befall our families. At these times, communication is key. We will do what we can to work with you should tuition payments fall behind, but it is imperative that a recovery plan be in place and communicated with us directly. If no plan is in place and your account is more than 60 days past due, financial probation may be implemented. Financial Probation means that a student is not permitted to attend classes until such time as a payment has been made and a plan is in place to reconcile the tuition deficiency. This may seem like a harsh response, but as a business, we need to continue to pay our teachers, our mortgage and other overhead costs with each accounts payable cycle regardless of whether or not we have a consistent cash flow.

## Tulsa Tuition Trends

In Tulsa and the surrounding areas, you have many educational choices. At ACA, we count it a privilege that you have chosen to have your child/children taught by our caring staff in a close knit, nurturing environment. When seeking the right educational solution, we recognize that many factors influence that decision. Some are looking specifically for a Christian education. Others are seeking a Christian education with a decidedly classical approach. Still others are looking for a small, family oriented setting where their child can receive an education that is second to none and where their child can grow in the love of Christ. Whichever your motivation, we recognize that price will play a role to some extent in your decision making process. Augustine Christian Academy continues to be a low cost option for Tulsa area families and we are proud to be able to provide an affordable private education to our families. It is important, however, to realize that to maintain low costs for our families, we must rely on donations raised through fundraisers and the gifts of ACA supporters. Our annual tuition dollars do not cover the total cost of running the school and it is for this reason that we hold fundraisers. *It is necessary that our families willingly take part in these fundraisers to maintain the financial viability of the school.*

2018-2019 Area Schools Tuition Chart



## Fundraisers

At Augustine Christian Academy, we have been told that we could not make it as a school without the huge endowments and grants that fund every other successful school. Yes, organizations, especially schools, require funding. Every private and even public school recognizes that tuition monies do not pay for all of the operating expenses. Over the years, ACA has been blessed with incredible gifts and investments that allow us to be in our current property, but it is also true that we have been given gifts of cash, equipment, talent, and time, given freely from people who have caught the vision of what can be accomplished in the lives of young people through a place like ACA. The history of ACA is a history of impossible things that happened because of God. It is the story of things too impossible for us to do, BUT GOD has chosen to use people to achieve His work. While we appreciate and often hear of the huge gifts given by foundations, they actually only make up about 20% of the philanthropic efforts in this country. The rest comes from individuals like you and I who give sacrificially to causes we believe in.

ACA relies on the generous gifts received through families who believe in what is being accomplished through our staff and students. At ACA, our fundraisers will be an integral part of the monies needed to maintain our low tuition, and pay our amazing teachers and staff as well as the mortgage and utilities each month. Our performing arts program, our individual classes trying to raise the necessary funds for their Junior/Senior trips, and ongoing projects around campus rely on these gracious contributions. ACA, like all schools, will hold school-wide fundraisers and we need each and every one of our families to recognize the importance of participating by volunteering their time as well as giving sacrificially to help Augustine Christian Academy continue on the course God has set before us.

### Christmas Bonus

Each year, we are blessed to be able to honor our amazing and very hard working teachers and staff with a Christmas Bonus. Their bonus is raised through a one-time offering during an all school event. This is a special event called the The Christmas Quilt, where our ACA students and their parents can experience the gifts and talents of our teachers and staff as well as some of our grammar and secondary students. The ACA teachers and staff are very gifted individuals and they are passionate about their work with your students. It is clear by their devotion and commitment to ACA that their work is, to them, a ministry as well as a job. Join us in honoring them for their hard work. We encourage those not able to attend this event to strongly consider giving to this great cause through the office or our "Support ACA" page on our website.

## Extended Hours Options

The building is open with a teacher on duty at 7:15 a.m. Classes end at 3:15 and a teacher will remain on duty until 3:30. At that point, remaining students have two options. You may choose to enroll in our Extended Day Program, a fee for service program, where your student can enjoy the fellowship of their friends in a controlled, educational environment. We also have a supervised Drop-In program for those who remain after school awaiting a parent who is running late. Grammar school teachers are responsible for their students after school and will monitor the pick-up lines until the student is picked up or signed into the Extended Day or Drop-In program. Unless your child's teacher has arranged for tutoring, or your child participates in after school activities, all students should be picked up within 15 minutes of the end of the school day or the student will be signed into our Drop-In program for which there is a separate fee schedule (see the paragraph at the top of the next page). Please note that Aftercare programs are subject to inspection by local authorities. We run a program that allows us to meet all of the requisite "safe, educational and fun" guidelines. In order to maintain this service for the benefit of the parents, we must require that all children be picked up no later than 5:30 p.m. when we close the ACA campus for the day. For safety reasons, students are not allowed to remain on campus unsupervised (either inside or outside of the building) while awaiting pick-up. They will be required to sign in to the Drop-In program.

If you regularly work late and will benefit from our Extended Day program, please pick up an application form and the Extended Day Handbook for more details. Our Drop-In program is for those days when pick-up can not be arranged to take place by 3:30. This supervised program is \$6.00 per hour and is not prorated. Please make every effort to arrange for pick-up by 3:30. If a non-custodial adult is picking up your student, this name must appear on the transportation form or you must inform the student's teacher and the office. This person must show ID and sign your student out in the office. You may ask that the school require a code word, supplied by you, before your child can be released to another adult.

## Basic School Rules

All students should be aware of and are expected to adhere to the following list of school rules.

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers, staff, or parents. Prompt and cheerful obedience is expected. Requests from the teachers should not have to be repeated.
3. Guns, knives, or other weapons are not allowed to be brought onto the school grounds.
4. Students are not to bring electronic devices to school or to school functions that would distract from the educational process. *Furthermore, Many of these devices are expensive and the school cannot be responsible for lost or stolen items.* For Kindergarten through 6th grade, cell phones are to remain in their backpacks and not used during class time. In an emergency, parents are to call the school office to reach their student. *There are phones in each classroom that allow the office to communicate immediately with the teacher should that need arise.* For grades 7-12, cell phones must remain in the students' lockers and not be brought to class unless the teacher plans to use them in class for research and directly gives permission to the students to do so. *Even then, phones are not to be used for any other purposes in class. Although students may use their phones during break, the use of headphones is prohibited, and students may not isolate themselves from others via technology.* Laptop computers, iPads, and e-readers may be used in class at the discretion of the teacher. iPads and Computers are made available for our students to use during the school day. Students are not required to bring such devices from home. Technology provided by ACA is controlled and monitored with many "parental control" safety features (see Technology at ACA section for more details). Again, headphones are NOT permitted except as required for classwork.
5. Students will be held responsible for damage done to school property, including textbooks and musical instruments. Actual replacement or repair costs will be assessed.
6. Public displays of affection in dating relationships are not permitted at school or school activities.
7. Students are expected to be in school on time, in proper dress, with completed homework, and prepared to learn.
8. Students may not leave campus during the day without permission from a parent and the office. Students with permission to leave must sign out in the office before leaving and sign back in if they return before the end of school. ACA has a closed campus lunch policy. Students are not permitted to go to QuikTrip or nearby restaurants during the school day.
9. Students who are Part-Time may not stay on campus between classes. If students are not scheduled to be in a class, they must sign out and leave campus. If/When the student returns, they must sign back in at the office.
10. Students are not to borrow anything without the permission of the owner. This includes, but is not limited to: pens, scissors, books, tools, clothing, art supplies, etc.
11. Student Drivers must practice safe driving procedures while on campus. No speeding, no parking in the Shriner's parking lot, etc. All paperwork must be complete for carpooling student drivers. Student drivers will display an ACA parking permit in the lower left corner of their front windshield (driver side).
12. In order to keep classrooms neat, to avoid distractions, and to limit any risk due to possible allergies, no food or drinks, (other than bottled water) will be allowed in the classrooms or in chapel unless it is part of the lesson for the day (as in cultural food sampling in a language class or pie on pi day.)

## Health and Safety

At the start of every school year the parent/guardian needs to fill out all medical forms to keep the school updated on the student. There are three main forms: Emergency Contact, Medical Authorization and Release, Medication Permission and Allergies. A parent/guardian may obtain copies of these forms from the office.

### Medications

ACA has on staff an employee trained in emergency medical services. This individual acts as our Medical Emergency Coordinator or MEC and oversees most medical situations that take place on campus and provides education and advisement of ACA staff on any essential knowledge such as changes in CPR or allergic reaction protocol. Teachers are not to dispense any medication. Students should not carry or dispense medications. An exception to this statement would be secondary students who are allowed to carry their own Epi-pen or inhaler with parental and MEC permission. All medications, including but not limited to prescribed medications, sent to school must be sent to the office to be administered by the proper personnel. The student may retrieve any medication left in the office before leaving the campus.

### Communicable Diseases

ACA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean any illness which arises as a result of specific infectious agents that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Parents should report all cases of communicable diseases to the Medical Emergency Coordinator (MEC). Students with a communicable disease including, but not limited to, the following conditions are excluded from school and directed to see their family physician: *chickenpox, measles, flu, head lice, scabies, conjunctivitis, impetigo, ringworm, strep throat.*

Students should not attend school if they have had a fever, vomiting, or diarrhea within the past 24 hours. Students may return to school when they are free of condition(s) or are receiving treatment for it and are no longer contagious. ACA retains the right to send a student home in the case of fever, vomiting, or diarrhea. The MEC may also send a student home if deemed necessary to maintain a healthful school environment.

### Illnesses and Accidents

If a child becomes ill or seriously injured at school, parents are notified immediately and are expected to provide immediate transportation. At any time if the parent/guardians cannot be reached the school will act “in lieu of parent or guardian,” in a manner that is providing for the best interest of the child.

Children who become ill, injured or showing signs of distress at school are brought to the school office and/or to the MEC. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. Efforts will be made to notify parents. A representative of the school will stay with the child until the parent/guardians assumes responsibility. Your child will be made as comfortable as possible until you arrive. All incidents are documented and the parent/guardian may receive a copy of the Accident Report upon arrival. A copy will be placed in the student’s file as a part of their permanent file.

The following is treatable at the school: In the case of small, superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Bumps caused by blunt instruments, equipment, or by another student will receive an ice pack. If a student shows signs of allergies, cold, headaches, minor aches and pains they shall be treated according to the approved list of medications signed by the parent/guardians.

## **Essential Oils**

The office personnel, teachers, or MEC will not administer homeopathic remedies such as essential oils with the purpose of helping with ailments. To help reduce the potency or smell of certain oils, we may ask that the student have the oils applied to his or her feet.

Parents of elementary students may come to school to administer such remedies to their children, unless the scent from these remedies triggers an asthmatic or allergic reaction to other students or staff in the school.

For Secondary students, the essential oils must be stored in the office and must have a signed parent's permission slip to use the oil. The oil must be in a proper container with a clear label including the name of the student. The students may administer the oil on themselves, with permission, in the office unless the scent from these remedies triggers an asthmatic or allergic reaction to other students or staff in the school.

## **Food Allergies**

At the beginning of the school year, parents should make the classroom teacher and the school office aware of any severe food allergy. Parent/guardians must fill out the proper forms which may be obtained through the office. Please note that the office does keep Benadryl on hand, but epi-pens should be supplied by the student's family.

## **Child Protection Policy**

If there is any known or suspected abuse or neglect of a child attending Augustine Christian Academy, the MEC, teacher, principal, or headmaster has the legal duty to report the knowledge or suspicion of abuse or neglect to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises.

## **Anti-Bullying Policy**

Bullying will not be tolerated at our school. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words or other behavior such as: intimidation such as name-calling or threatening; social alienation such as shunning or spreading rumors; physical aggression such as spitting or pushing; or cyber-bullying through e-mails, or various social networking sites. Any student who believes that he/she has been the victim of bullying should report the incident(s) to the Headmaster. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include suspension or expulsion. Nothing stated above limits the school's authority to act directly on any matter, including disciplinary action and referral to law enforcement if deemed necessary.

## **Doctrinal Policy**

Doctrinal differences are denominational issues which are not addressed in the Augustine Christian Academy statement of faith. Classroom discussion of doctrinal issues should be on an informative, non-partisan level. Although teachers will adhere to the school statement of faith and will encourage lively discussion, they will make every effort to avoid speaking to the students in a manner that would cause offense to them or their parents. They will also encourage students to love and respect one another. Presentations of different sides of an issue are encouraged. The teacher will encourage the students to follow up any questions they have with their parents and pastor. As St. Augustine stated, "In things essential, unity. In things non-essential, liberty. In all things, charity."

## **Bible Version for Classroom Use**

The use of Scripture in the classroom is fundamental, integral and a principal part of the educational process. As a school, we do not mandate or recommend any particular translation, but The King James Version is often used for its classical content and language.



## Bible Memorization

Each student will be involved in Bible memorization each year. It is desired that each student learn at least one verse per week. These verses will be in accordance with the Bible guide for each grade. Grammar School students are assigned Bible verses to memorize as weekly homework. Dialectic and Rhetoric School students are challenged weekly with difficult and applicable Bible verses to memorize. These are issued by the House Chaplain and gain the House points,

We also offer the annual Jean Anderson Memorial Bible Challenge to all Rhetoric students. This challenge was created to honor an early ACA parent who encouraged a love for the Scriptures and gave to the needs of the school for years after her sons had graduated. Students take a test of basic Bible literacy. The highest score earns a new personalized Bible, the student's name on the Jean Anderson Memorial Bible Challenge Plaque, and a \$350 ACA scholarship to be used for any school-related expenses.

## Academic Policies

### Grade Reporting

Formal and informal evaluation is an ongoing process. The means of evaluation will vary with the importance and nature of the subject. Teachers should evaluate the children's learning frequently enough so that a grade is a reflection of an accumulation of tests, quizzes, homework and class participation.

Augustine Christian Academy operates on the quarter system. A mid-quarter grade report will be sent home with the student during the fifth week of the quarter. Report cards will be sent home with the students on the Friday following the end of the quarter. Parents are encouraged to monitor the grade reports in order to catch problems before they become unmanageable. **Parents may view their student's grades and communicate with the teachers any time online through GradeNet.**

### Parent - Teacher Conferences

Parent – Teacher conferences are required at the end of the first 9-week marking period for Grammar School. Conferences are optional for the remaining marking periods. Conferences for secondary students are scheduled as report cards indicate a need. In addition to these scheduled report card conferences, parents are free to request a conference as needed.

### Homework Planners/Notebooks

Fifth – eighth grade students at Augustine Christian Academy will be issued a planner containing monthly calendar pages and daily homework sheets. Students are expected to bring these planners to every class and record their assignments. This is an important tool for teaching students to accept ownership of their education and to teach the importance of organization, so please monitor these planners daily. For grades K4 – 4<sup>th</sup> grade, all school newsletters and all parent communication (receipts, teacher notes, grade cards, field trip slips, etc.) will be sent home in the homework folder (Red folder provided by ACA). Replacement cost for a lost planner is \$5.00 as long as they are available. Replacement cost for a lost homework folder is \$2.00.

### Homework Policy

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing his or her studies. The assignment of homework helps students understand that learning is not just a classroom activity. Students are expected to successfully complete their assignments each day. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The completion of the homework assignment is taken into account in grading and is an important aspect of teaching the character development trait of responsibility.

Homework at Augustine Christian Academy is not an option; it is part of the general course requirements. ACA students should expect some form of homework each night. Laxity in completing assignments or

severe cases of homework neglect may result in disciplinary action. It is the student's responsibility to ensure they have all homework assignments before leaving for the day. In order to help develop character, daily accountability is displayed with Orange Slips, which are given to students when they come to class unprepared or missing homework/assignments. This results in negative points towards the students House. An email is sent to the parent with information regarding the infraction and details about how/if the assignment can be made up. A percentage of the final grade may be discounted due to tardiness and may result in a zero if the student fails to turn it in. The student may be required to call their parent to inform them of the infraction.

Parents are a valuable aid in establishing good study habits for their students by insisting on a regular study time, free from distractions. Although written assignments are important, students should also be aware that study and reading assignments are integral parts of a student's academic success.

#### **Homework serves several purposes:**

- **Practice.** Students may be given homework to provide them with extra practice on some skill that was introduced in class. Students should be somewhat familiar with the skills, and should be able to complete the assignments with little or no outside help. **If the student is consistently not able to do practice homework with little or no help, contact the teacher.**
- **Preparation or Elaboration.** Students may be assigned homework which prepares them for content which is to be covered in class (for example, reading a chapter in the textbook before it is discussed). They may also be given assignments which have them elaborate or expand on material taught in class (for example, a written assignment which explains some application of a concept taught in class).
- **For reinforcement.** We believe that most students require adequate review to master materials essential to their educational process.
- **For remedial activity.** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- **Long-term projects.** Examples of these would be research papers or class presentations. Students should budget their use of time by setting intermediate deadlines and by working regularly on the project (instead of waiting until a day or two before the deadline).

When a student is absent, it is the parent's and student's responsibility to contact the classroom teacher in order to get homework assignments. Parents may contact the classroom teacher by sending a message through GradeNet or e-mail. **Please do not call the school and ask the office staff to gather the homework assignments.**

In order to help develop character, we ask that parents NOT bring the missing homework to the school, but rather, let the student experience the consequences of his actions. The principals and teachers will work closely with parents and students to help prevent poor work patterns from developing.

#### **Academic Integrity**

ACA expects students to maintain a high level of integrity throughout their time here. Cheating of any kind, including plagiarism, is dealt with firmly. The first incident results in loss of credit for the assignment or test and a conference with parents. A second offense will involve suspension. Repeated offenses may result in dismissal from ACA.

## Grading Guidelines and Transcripts

All academic grading at Augustine Christian Academy will be evaluated against an objective standard rather than grading on “a curve”. Grade point averages will be computed at the end of each quarter.

The following grading scale will be used for core subjects (Bible, Language Arts, Math, History, and Science) in first through fifth grade and in all secondary classes:

| Percentages | Letter Grade | Grade Point | Meaning        |
|-------------|--------------|-------------|----------------|
| 97-100      | A+           | 4.0         | Excellent      |
| 94-96       | A            | 4.0         |                |
| 90-93       | A-           | 4.0         |                |
| 87-89       | B+           | 3.0         | Surpassing     |
| 84-86       | B            | 3.0         |                |
| 80-83       | B-           | 3.0         |                |
| 77-79       | C+           | 2.0         | Satisfactory   |
| 74-76       | C            | 2.0         |                |
| 70-73       | C-           | 2.0         |                |
| 67-69       | D+           | 1.0         | Unsatisfactory |
| 64-66       | D            | 1.0         |                |
| 60-63       | D-           | 1.0         |                |
| 0-59        | F            | 0.0         | Failing        |

Some extracurricular classes and House participation are evaluated on an E/S/U scale as follows:

|        |   |     |              |
|--------|---|-----|--------------|
| 90-100 | E | N/A | Excellent    |
| 70-89  | S | N/A | Satisfactory |
| 0-69   | U | N/A | Poor/Failing |

The following grading scale may be used in certain Grammar school classes as directed by the Headmaster:

|          |   |
|----------|---|
| <b>O</b> | <p><i>Outstanding</i> – consistently <b>exceeding</b> expectation nearly all the time</p> <ul style="list-style-type: none"> <li>● Requires no support when demonstrating understanding</li> <li>● Demonstrates a thorough understanding of content taught</li> <li>● Makes no major errors or omissions when demonstrating concepts or processes taught</li> <li>● Used when a student clearly exceeds the expectation nearly all of the time</li> </ul>           |
| <b>G</b> | <p><i>Good</i> – <b>consistently meeting</b> expectation most of the time</p> <ul style="list-style-type: none"> <li>● Requires limited support when demonstrating understanding</li> <li>● Demonstrates a general understanding of content taught</li> <li>● Makes few major errors or omissions when demonstrating concepts or processes</li> <li>● Used when the student clearly met the object most of the time</li> </ul>                                      |
| <b>S</b> | <p><i>Satisfactory</i> – <b>usually meeting</b> expectation</p> <ul style="list-style-type: none"> <li>● Requires moderate support in order to demonstrate understanding concepts and skills</li> <li>● Demonstrates a partial understanding of content taught</li> <li>● Makes some errors or omissions when demonstrating concepts or processes</li> <li>● used when the student's work is usually acceptable, but does not always met the objective</li> </ul>   |
| <b>N</b> | <p><i>Needs Improvement</i> – <b>seldom meeting</b> expectation</p> <ul style="list-style-type: none"> <li>● Requires considerable support to demonstrate learning of concepts and skills</li> <li>● Demonstrates limited understanding of concepts, skills, and processes taught</li> <li>● Makes frequent major errors when demonstrating concepts or processes</li> <li>● Used when the student clearly did not meet the objective for the assignment</li> </ul> |

### Academic Probation Policy

It is the desire of Augustine Christian Academy that all students achieve a certain level of academic success, and this desire is reflected in our policies and scheduling. All students at ACA must maintain a minimum of a “C” average in all classes in order to remain enrolled. Any student who drops below a “C” average on a regular quarter report card is placed on academic probation, and given one quarter to remedy the situation. If the problem is not remedied, the student will be considered eligible for academic release.

This policy is intended to provide additional motivation to the student whose academic performance does not equal their ability. The Administration reserves the right to make this decision on a case by case basis, taking into consideration other factors such as parental support and cooperation, student effort, overall grades, attitude, conduct, and cooperation.

The probation policy will be implemented in the following manner:

1. Students who are not doing the required work, or who have a consistent pattern of low grades will be under the supervision of the principal. The teacher, through GradeNet, calls to the parent, or email, will already have notified parents of the problem.
2. If, on a quarterly report card, a student's GPA is below 2.0 or if any grades are below a “C”, that student will be placed on academic probation during the following quarter. Parents will receive an official letter placing the student on Academic Probation and the student will meet with the Headmaster. Parents may be asked for a meeting with the Headmaster to discuss the students performance. Attendance is also considered when placing a student on Academic Probation. Academic Probation is assessed with Progress Reports and Report Cards. **Academic probation allows the student to participate in extracurricular activities with parental permission and as long as grades show improvement. The principal or parent may remove the student from extra-curricular activities if it is deemed necessary to help the student improve academically.**

If, at the **end** of the next quarter, the student's GPA (for the quarter) has not risen to at least a 2.0, that student may be asked to find another academic program better suited to his needs. If the GPA has improved to at least 2.0, the student will be removed from probation and evaluated again at the next regular grading period.

### **Advancement and Retention**

Students in Grammar School will be required to repeat the year if they earn three or more D's or F's for the year in major subjects – Bible, Spelling (Spalding), English, Reading, Math, Science, or History/Social Studies. A student who is struggling academically, but fails less than three courses will be encouraged to receive tutoring to strengthen skills prior to the next school year.

### **Skipping a Grade**

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice thus will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administration must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other bright and intelligent students. At Augustine Christian Academy it is the view that students should move through a planned curriculum in a step-by-step fashion to allow for a solid academic and continual social development. It is not the policy of Augustine Christian School to accelerate a student through the grades.

### **Graduation Requirements**

ACA offers six different diploma options, all of which meet and exceed the requirements demanded by the State of Oklahoma.

#### **Advanced Classical Diploma**

The Advanced Classical Diploma is our most rigorous diploma option. Students who successfully complete this diploma receive special honors at graduation, an iPad for school work, and a \$1000 scholarship. The diploma requires 30 total units of study, with units to be completed in History (4 units), Math (4 units), Lab Science (4 units), Literature (3 units), Classical Language (4 units), Bible (2 units) Rhetoric (2 units), Visual & Performing Arts (2 units), Logic, Technology, Rhetoric Composition & Grammar, Personal Financial Literacy, Senior Thesis and Colloquia (6 colloquia points per year). A minimum of 22 units must be completed at ACA.

#### **Advanced Language Diploma**

The Advanced Language Diploma is designed for students with a love for language. Students who successfully complete this diploma receive special honors at graduation, an iPad for school work, and a \$1000 scholarship. The diploma requires 30 total units of study, with units to be completed in Classical Language (7 units), Math (3 units), History (4 units), Science (3 units), Literature (3 units), Bible (2 credits), Visual & Performing Arts (2 credits), Logic, Technology, Rhetoric Composition & Grammar, Personal Financial Literacy, Senior Thesis, Rhetoric I (1 unit), and Colloquia (6 colloquia points per year). A minimum of 22 units must be completed at ACA.

#### **STEM Diploma**

The STEM Diploma option requires 30 total units of study. This diploma emphasizes Science, Technology, Engineering and Math studies. Students who successfully complete this diploma receive special honors at graduation, an iPad for school work, and a \$1000 scholarship. Courses completed should include: History (4 units), Mathematics (4 units), Lab Sciences (5 units), Literature (3 units), Classical Language (2 units), Bible (2 units), Visual & Performing Arts (2 units), Rhetoric I, Logic, Technology, Rhetoric Composition & Grammar, Personal Financial Literacy, Senior Thesis and Colloquia (6 colloquia points per year). Students

working toward this diploma must participate as a Lab Assistant (Intern) twice. A minimum of 22 units must be completed at ACA.

### **Standard Classical Diploma**

The Standard Classical Diploma requires 27 total units of study. This diploma includes Classical Language (2 units of Latin, Greek or Hebrew), History (4 units), Math (4 units), Lab Science (4 units), Literature (3 units), Bible (2 units), Rhetoric I, Visual & Performing Arts (2 units), Logic, Technology, Rhetoric Composition & Grammar, Personal Financial Literacy, Senior Thesis and Colloquia (3 colloquia points per year). A minimum of 15 units must be completed at ACA.

### **Performing Arts Classical Diploma**

This diploma option requires 27 total units of study. This diploma emphasizes Visual and Performing Arts (4 units), and requires History (4 units), Mathematics (3 units), Lab Science (3 units), Literature (3 units), Classical Language (2 units of Latin, Greek or Hebrew), Bible (2 units), Rhetoric I, Logic, Technology, Rhetoric Composition & Grammar, Personal Financial Literacy, Senior Thesis and Colloquia (3 colloquia points per year in approved subjects with 1 approved performing arts colloquia unit). Students working toward this diploma must participate in three ACA senior high productions and two ACA production internships. A minimum of 20 units must be completed at ACA.

### **Homeschool Diploma**

This diploma option requires 23 total units of study. Students in this category participate in the ACA graduation ceremony and receive a Homeschool diploma from their parents. Parents are required to submit a copy of their student's transcript to ACA prior to Graduation. The student must be involved with the culture of ACA and have completed Social Studies (3 units), Mathematics (3 units), Lab Science (3 units), English (3 units), Foreign Languages (2 units - classical preferred), Bible (2 units) Visual & Performing Arts, Technology, Personal Financial Literacy, Senior Thesis, Electives (4 units) and Colloquia (3 colloquia points per year attending ACA). A minimum of 3 units must be completed at ACA and at least 12 Home School units are required to qualify for this diploma.

### **Reading Help**

Because of the challenging reading level in classical education, students who test below grade level in reading are encouraged to obtain tutoring help.

### **Curriculum**

Augustine Christian Academy's Grammar School provides a graded course of study for pre-Kindergarten through fifth grade. Provisions are made for periodic evaluation of courses of study and for revision. Curriculum development reflects Augustine Christian Academy's statements of philosophy and purpose, replicates a Christian worldview, and is based on reliable findings from the sciences dealing with child growth, child development, and student learning. The methods of instruction are ones that promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

### **Controversial Subjects Policy**

Augustine Christian Academy has an established policy, respecting the convictions of parents and teachers in various academic subject areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview.

A controversial subject can be a doctrine not addressed in the school statement of faith (such as predestination, worship styles, etc.), or one which Christian families and churches commonly consider divisive (such as partisan politics).

If, in the course of teaching a class, a teacher sees that a subject has arisen which he/she has good reason to believe is controversial and discussion of that subject will not help in achieving the goals set forth in the current curriculum, the teacher will allow no class time for the discussion of the topic. If a subject arises which the teacher has reason to believe is controversial, and the discussion of that topic will help achieve the goals set out in the curriculum for that subject, then the teacher will do the following:

1. As necessary, instruct the class on the responsibility of Christians to be charitable in debate. “In essentials, unity, in non-essentials, liberty, in all things, charity.” – St. Augustine
2. Instruct the class on their responsibility to honor the teaching they have received from their parents on the subject.
3. As appropriate (i.e. pertinent to the stated goals of the class) direct the students’ attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the topic and to seek a Biblical view on the subject.
4. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.

Whenever a teacher finds it necessary to cover any topic or present a guest lecturer, video, etc. which deals with graphic and explicit aspects of life, parents shall be notified in advance to decide if they want their child to participate. If a grade is involved, an alternative project shall be assigned or “EXC” shall be entered in GradeNet for that student. Parents may choose to attend the class with their student.

### **Colloquia**

ACA has a special learning experience offered for high school students. ACA teachers, alumni, as well as other qualified individuals offer small group sessions to study a piece of literature, an important idea, or piece of music, or other classic just for the love of learning. We call these offerings “Colloquia.” Students who are working toward a diploma from ACA are required to earn three colloquia points per year, (most colloquia are valued at 3 points), but students may sign up for as many as they wish. A maximum of six students are allowed to attend any one colloquium so that each individual has plenty of opportunity to interact with the mentor and the material. The Mentor gives the students a list of things to study in preparation for the first session of the colloquium. At the first session, he guides the students through the background information and essential elements of the piece, the worldview of the author, and helps them understand ways to gain deeper understanding in their own studies. He then challenges them to do more individual work in preparation for the second and last session. There are no tests and no grades, but the students are allowed to choose what colloquia they wish to attend each year.

### **Textbooks**

Textbooks are provided by the school and distributed at the beginning of the school year by classroom teachers. At the end of the year, books must be returned to the teacher. Books lost or not returned will be charged to the student’s account. Books returned damaged beyond one year of use, will be assessed a fine. Workbooks are consumable items and may not be intended for reuse. We encourage students to cover their books and put their names on the cover.

Students are responsible for keeping books in good repair and are to refrain from writing in their textbooks or using sticky book covers. If books need to be repaired during the school year, students should see the classroom teacher.

## **Honor Rolls**

Full-time students earning placement on one of the honor rolls will be recognized at a chapel following each quarter.

***Summa Cum Laude* - 4.0 GPA**

***Magna Cum Laude* - 3.60 - 3.99 GPA**

***Cum Laude* - 3.30 - 3.59 GPA**

## **Valedictorian and Salutatorian**

The Headmaster will select the senior class valedictorian and salutatorian. The students will be evaluated on the basis of spiritual testimony and with a formula that takes into account their GPA and participation at ACA. To be considered as a candidate, a student must have completed 14 units or more at ACA and have a cumulative grade point average of 3.5 or higher. A student who has been suspended for any reason during his senior year is ineligible to receive this honor. In the case of a tie or extremely close scores, consideration is given to the number of years a candidate has been at ACA and his level of involvement.

## **Chapel**

Students will meet for corporate worship and expression in chapel services at least once each week during the school year. It shall be an extension of the Christian training, but not the extent of it. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. Once per month, our secondary students will be visited by a guest in services we call our Salt & Light Chapel. These services are designed to give the opportunity for students to hear from Christians from various fields and with varied backgrounds. The service is structured in an interview format and the students are given the opportunity to engage with the guest during a student Q&A session. We honor these guests by wearing our High Convocation dress attire and the chapel time is extended to an hour to give time for the students to receive the most from the chapel service. Parents are invited and encouraged to attend our weekly Chapel services.

## **Prayer**

Students of Augustine Christian Academy are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their request with Him.

## **Lost and Found**

ACA assumes no responsibility for lost or stolen items. Personal items of value should not be brought to school. Items that have been lost or stolen should be reported to the school office where students may check for their possible return or recovery. Items found in and around the school building should be taken to the office where attempts will be made to locate the owner. Labeling of clothing or personal items would help expedite return to the rightful owner. Every Winter and Summer Break all items left in the Lost and Found will be donated to a local charity. Students are frequently reminded to retrieve their belongings from the Lost and Found during the school year.

## **Lockers**

Students in grades 7-12 will be issued a Locker. Full-Time students are assigned lockers first, Part-Time students are assigned lockers based on the number of classes they are attending. Students are issued a key to open their lockers. Lost keys will be replaced, but there will be a small fee to replace them: \$5 for the first replacement and \$10 for every key thereafter. Replacement is not immediate as keys have to be made and may take up to a week to obtain. Locker keys are to be returned to the office by the last full day of school BEFORE finals in May. If keys are not returned, a \$10 fee will be billed to the family as a replacement will have to be made.



Lockers are to be cleaned out before Winter and Summer Break and are to be free of food, water, and other perishables. If items are left in the locker, a \$10 fee will be incurred to have the locker cleaned out and items will be considered Lost and they will be donated to a local charity.

### **Recess**

Our Grammar students will have a daily recess period. When weather is suitable and the temperature is 40 degrees or above students will be expected to go outdoors. If the temperature or wind chill is below 40 degrees, students will have indoor recess. A student who is well enough to come to school is expected to participate in all activities, including recess, unless a doctor's note has been sent to the school. Students must be prepared with sufficient clothing (gloves, hats, coats, boots if ground is wet) during cold weather for outdoor play.

### **Visitors**

All visitors to the school must sign in at the Office and receive a Visitor's Pass. During school hours, teachers are unlikely to meet privately with parents except in emergencies. You may, however, leave a personal and confidential message via GradeNet, e-mail or by leaving a message with the school office or schedule an appointment to meet with that teacher. ACA welcomes and encourages parents, siblings and other interested persons to visit our school but will still ask that all visitors sign in at the Office and receive a Visitor's Pass. If you have deliveries for your child, bring them to the school office, and the office staff will see that they are delivered to the classroom.

## **Learning Disabilities Policy**

Augustine Christian Academy is not prepared to help children with severe learning disabilities. Children with lesser learning disabilities may be admitted to ACA with the Headmaster's approval.

### **Definitions**

- **Severe Learning Disability** is any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents (e.g. Down's Syndrome, deaf/mute, blind, autistic, etc.)
- **A Lesser Learning Disability** is any condition in a potential student which does not require a separate classroom, program, and staff in order to provide the educational services desired by the parents (e.g. minor hyperactivity, attention deficit disorder, dyslexia, etc.)

## **Discipline Policy**

Christian love should be at the heart of all discipline. One side of love is correcting and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality. *"My son, do not despise the chastening of the LORD, nor detest His correction; for whom the LORD loves He corrects, just as a father the son in whom he delights."* (Proverbs 3:11-12, NKJV) While Christian love is at the heart of all discipline, we recognize that the heart is the source of all behavior. Therefore, our desire is to deal with discipline by addressing the act of the heart that has taken place. The goal of Godly discipline is to address and correct misbehavior by impacting the heart attitude of the child. Both Godly and ungodly behavior begins in the heart. In order to address the behavioral needs of the students, both formative instruction and corrective intervention must take place. Both instruction and intervention must take place in the home as well as in the school environment.

**FORMATIVE INSTRUCTION.** *"You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. You shall bind them as a sign on your hand and they shall be as frontals on your forehead. You shall write them on the doorposts of your house and on your gates."* (Deuteronomy 6:7-9)

Formative instruction is addressed in the following ways:

- Daily devotions
- Church and Sunday School attendance
- Bible Memory work
- Prayerful discussions, etc
- Modeling biblical behavior
- Encouragement

**CORRECTIVE INSTRUCTION.** *“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” (Ephesians 6:4)*

Corrective instruction is addressed in the following ways:

- Time out
- Loss of privileges or items
- Detention
- Restitution
- Suspension
- Expulsion

The teachers and administration will determine the kind and amount of discipline. The discipline will be administered in light of the individual student’s offence and attitude. All discipline will be based on Biblical principles, e.g. repentance, forgiveness, restitution, and restoration of fellowship. The vast majority of discipline problems will be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of a student.

Houses also play a part in discipline. Dress code is strictly enforced and checked by sponsors during house time and throughout the day. Orange slips (being unprepared for class, failing to turn in assignments), Red slips (tardiness to class), Purple slips (dress code violations) and Blue slips (disrespectful actions and words towards Leadership and Staff) are monitored within the House. Each infraction receives a slip and creates negative points for the student’s House. If a student creates a habit of receiving slips, the student will fall into House probation where the student uses House time to complete any outstanding work and must remain there a specific amount of time without receiving any slips. If the student continues to receive slips, the student will be placed in Limbo and will not be eligible to participate in House events until the student stops receiving slips. While in Limbo, the student will not be able to receive points for the house, and during House time will be required to complete a handbook that will help the student become organized and understand the importance of academics.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. Rules are necessary not only to instruct and guide students in the proper way, but also to protect those who are cooperative and obedient. All teachers will strive to maintain an orderly classroom.

The following eight behaviors will **automatically** necessitate discipline from the Headmaster rather than the teacher.

1. **Disrespect** shown to any staff member or parent. The adult involved will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying or cheating.
3. **Rebellion** or outright disobedience in response to instructions. This includes habitual laziness.
4. **Fighting**, i.e. striking another student in anger with the intention of harm.
5. **Obscene language** and inappropriate references/ slang references
6. **Destruction of property**, including textbooks, desks, chairs or other items belonging to the school or another student.

## 7. Public display of affection.

## 8. Theft

The Headmaster or Principal will determine the nature of the discipline which may result in suspension, restitution, or other measures that are appropriate. The Headmaster or Principal will notify the parents when discipline is to be administered.

Some students display negative behavior or academic weaknesses because of a deeper problem beyond the ability of ACA staff to help. If this seems likely, the Headmaster will meet with the parents and may counsel them to seek further help outside of the school.

### Expulsions

Augustine Christian Academy realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case by case basis. However, Scripture plainly teaches the principle of separation for deliberate acts of sin and rebellion. (Numbers 15:30-31; Deut. 21:18-21; I Cor. 5:9-13; II Thess. 3: 13-15). Separation sometimes becomes necessary for the good of the rebellious, so that God may continue to deal with him, while protecting the innocent. While forgiveness and restitution are fundamental to our total discipline policy, should a student and his parents not be able to eliminate behavioral problems, the student may be expelled.

If a student commits an act with such serious consequences that the administration deems it necessary, other discipline may be bypassed and **suspension** or **expulsion** imposed immediately. Students may be subject to school discipline for serious misconduct that occurs after school hours or away from campus. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violation of civil law, or any act in clear contradiction of Scriptural commands.

### Re-Admittance Policy

While recognizing the importance of maintaining a high standard for any student who wishes to attend Augustine Christian Academy, and while acknowledging that actions have consequences, it is our desire to also demonstrate the Biblical attributes of forgiveness and restoration. The following list of items outline the qualifications we see as necessary to allow a student applicant who has been either expelled or severely disciplined by a school in the past to be considered for enrollment at Augustine Christian Academy. The final decision on the acceptance of an applicant is dependent upon the full approval of the administration on a case-by-case basis.

1. The student applicant must present documentation of one year free from any major incident, especially one related to the original problem. The documentation must be in the following manner:
  - A. In the case of substance abuse: A minimum of six random drug tests with official copies of the lab reports showing negative results. In addition the following requirements must be met.
  - B. In the case of other behavioral problems: A record of specific steps taken to avoid repetition of the behavior and bring about a change in attitude and behavior and follow-up reports throughout the year. (e.g. submission to authority and accountability, willingness to leave bad company, willingness to reveal sources of illegal substances, etc.)
2. Letters of recommendation from at least three adult individuals in authority over the student who is aware of the nature of the problem, and has been involved in the solution. (Pastor, teacher, counselor, supervisor at work, etc.).
3. The recommendation of a Board of Elders, Deacons, or church board indicating the student applicant is in good standing with his church authorities.
4. Statements from both parents (if applicable), and the student detailing why they want to be a part of Augustine Christian Academy.
5. If accepted, the student will be on a probation period of one quarter, during which time testing and/or monitoring will continue. Any repeat of the original offense or any other major behavioral problem or a lack of academic progress will result in dismissal.

# **Dress Code**

Revised 6/2016

**Purpose:** Augustine Christian Academy is a workplace for students as well as teachers. Students should dress in a way that demonstrates an attitude of work, and a commitment to goodness, truth, and beauty. Augustine Christian Academy has chosen to go with a school dress code and uniform for the following reasons:

1. To build a sense of unity and emphasize the character and countenance of the individual as the most important aspect, instead of the body, clothing, or the financial status clothing may imply;
2. To avoid the constant struggle of deciding what “individual styles” may be appropriate at school. Augustine Christian Academy wishes to avoid being in a position of making value judgments that may be in conflict with parental decisions as much as possible;
3. To maintain a sense of modesty for Augustine Christian Academy and neatness in our dress and to emphasize the importance of appropriate dress for any occasion. It has been observed that students who dress appropriately for the occasion perform at a higher level.

Augustine Christian Academy will strive to limit confusion in enforcing the dress code and uniform policy. The House Sponsors and Headmaster will determine whether a student is in violation of the dress code, either in fact or attitude. To help us be consistent in our dealings with the issue of uniforms, the following guidelines will be implemented with regard to dress code and uniform infractions.

## **Uniform Violation Policies**

Secondary students will be issued a “Purple Slip” and the parent will be notified via GradeNet, however the student may be required to call his/her parent. After 3 infractions, or when the Headmaster feels the violation is sufficiently grievous, the child may be dismissed from class to the office until the parent is notified and the uniform is complete. Please do not expect the school to supply belts, ties, or other uniform items.

## **Spirit of Dress Code**

At **any time** a student is on campus or at an Augustine Christian Academy sponsored event he or she must follow the dress code listed:

- **Dress neatly.** Student’s shirts and pants must appear ironed, no holes/tears/fading in clothes or shoes, correct fit (not baggy; not clinging).
- **Be clean.** Clothes washed, shoes neat, body clean, hair recently washed, no facial hair, hair neatly cut and combed. No outlandish, attention drawing, or fad hairstyles (like shaved heads on girls, unless it is an approved “undercut”). If you are considering a dramatic change in hairstyle, we highly recommend that you have the haircut approved by the Headmaster beforehand to avoid conflict that could impact attendance. No tattoos and no writing on your skin.
- **Be modest.** Not overtly drawing attention to one’s self, no obscene logos or patterns, no tight tops, low necklines, bare midriffs or backs, skirts may not come up past the top of the knee cap, shorts may not come above mid thigh.

## **High Convocation (listed in the charts below in BOLD)**

High Convocation is worn by the Secondary students for our Salt & Light Chapel, usually held on the last Monday of each month, during special programs, graduations, special class or house activities, and field trips. Everything in bold on the following chart indicates a High Convocation requirement for that age and gender. If forgotten, the school does not have these items on hand and will not provide them to students. The student will be issued a “Purple Slip” for the day and may be required to wear the High Convocation uniform at another time. In addition, they may be asked to not participate in the activity.

## Extra-Curricular Guidelines

At various times during the year, students will be allowed to wear extra-curricular dress. Extra-curricular dress must fall within the spirit of dress code and the following guidelines:

1. Spirit Wear Day: The purpose of this dress down privilege is to promote a school sponsored House, club, team, or event. Students who earn a "Spirit Wear Day" coupon may wear any ACA-sponsored club or House T-shirt (long enough to tuck into jeans) with clean, well-fitting blue jeans (relaxed fit, seam should be easily folded denim, plain, neat, and in good repair) or uniform shorts and athletic shoes. No cargo pants, sag style, low riders, skin tight, skinny leg, spandex, pixie/ankle cut, jeggings, bell bottoms or frayed, torn (no holes) or embroidered jeans allowed. House Wear follows same rules except that a house shirt is the only shirt allowed to be worn on that day.
2. Costumes or dress up: Any costumes or dress up for special events must adhere to the spirit of the dress code.
3. Work days: Students asked to spend a day working on projects involving painting, construction, etc. may wear "work clothes". The spirit of the dress code must be followed.
4. Winter Court
  - Girls- Dress must be tea length, sweetheart or straight neckline preferred, no plunging necklines, may not be overtly form fitting, back of the dress may not go below the bottom of the shoulder blades
  - Guys- Suit and tie or tux: Must wear sport coat or blazer jacket, dress shirt and tie, dress pants, dress shoes

## ACA Student Dress Code Chart 2017-2018

High Convocation listed in bold below

| Uniform Code     | <b>Boys<br/>Elementary</b>  | <b>Boys<br/>Secondary</b>  |
|------------------|---|--|
| Hair/Accessories | Hair must be clean, natural in color, off the eyebrows, and combed or styled neatly away from the face. No outlandish or wild cuts with huge variances in length from one side to another (like faux hawks, shaved or cut short on one side only, etc.) Hair should not stick out (as in spikes) or look unkempt. No "man buns." Administration reserves the right to interpret "neat" and "unkempt."<br>No body piercing jewelry allowed.(See Spirit of the Dress Code on page 20 for more detail) | Hair must be clean, natural in color, off the eyebrows, and combed or styled neatly away from the face. No outlandish or wild cuts with huge variances in length from one side to another (like faux hawks, shaved or cut short on one side only, etc.) Hair should not stick out (as in spikes) or look unkempt. No "man buns." Administration reserves the right to interpret "neat" and "unkempt."<br>No facial hair, including stubble.<br>No body piercing jewelry. (See Spirit of the Dress Code on page 20 for more detail) |
| Pants & Shorts   | Navy, Black or Golden Khaki dress pants or uniform style shorts (no white/rust/greenish khaki). Shorts should be no shorter than 3" above the top of the knee. Pants and shorts must be relaxed fit. No patch, flap, or cargo style pockets, low-rise, skinny fit, ankle fit or bell bottom styles.   | <b>Navy, Black or Golden Khaki dress pants</b> or uniform style shorts (no white/rust/greenish khaki). Shorts should be no shorter than 3" above the top of the knee. Pants and shorts must be relaxed fit. No patch, flap, or cargo style pockets, low-rise, skinny fit, ankle fit or bell bottom styles.   |
| Shirts           | Navy or white polo with school monogram.<br>White or light blue oxford, short or long sleeve allowed.<br>(All shirts must be tucked in and 1 top button open only)  | Navy or white polo with school monogram or House polo.<br><b>White or light blue oxford, short or long sleeve allowed.</b><br><b>(All shirts must be tucked in and 1 top button open only)</b>   |
| Tie              | <b>N/A</b>  | <b>High Convocation - Brigade of Guards tie from C&amp;J or house tie if Rank 2 or above.</b><br>Only worn on oxfords, buttoned to the top and tied properly.  |
| Sweater/Blazer   | Navy blue school sweater- optional.<br>No hoods or hoodies.   | Solid navy blue sweater or vest.<br>No hoods or hoodies.<br><b>(HS)- navy blue school blazer with logo patch.</b><br><b>(JH)- navy blue school sweater</b>   |
| Outerwear        | Official school fleece with logo  | Official school fleece with logo   |
| Shoes            | Only navy, gray, black, brown and white closed toed shoes. No boots, sandals, backless, high top shoes (Not above ankle).   | Only navy, gray, black, brown and white closed toed shoes. No boots, sandals, backless, high top shoes (Not above ankle).<br><b>Dress Shoes</b>  |
| Socks            | Only black, gray, brown, navy or white  | Only black, gray, brown, navy or white   |
| Belt             | Black, gray, brown, white or navy   | <b>Black, gray, brown, white or navy</b>   |

|                |     |  |
|----------------|-----|--|
| House Rank Pin | N/A | If earned, Rank Pin worn on the left side of the blazer. |
|----------------|-----|--|

| Uniform Code                    | Girls Elementary   | Girls Secondary  |
|---------------------------------|--|--|
| Hair/Makeup/ Accessories        | Only natural hair colors; No ombre, two toned, or outlandish styles (like undercut, shaved hair designs, or faux hawk); May wear make-up discreetly and tastefully. No body piercing jewelry except one pair of earrings. (See Spirit of the Dress Code on page 20 for more detail)  | Only natural hair colors; No ombre, two toned, or outlandish styles (like shaved hair designs, or faux hawk); May wear make-up discreetly and tastefully. No body piercing jewelry except one pair of earrings. (See Spirit of the Dress Code on page 20 for more detail)  |
| Skirts, Jumpers, Pants & Shorts | Navy, black or golden khaki pleated skirts, dress pants or uniform style shorts (no white, rust or greenish khaki). Pleated Skirts/Jumpers may also be the school plaid. Modesty shorts encouraged. No skorts (shorts in rear and skirt in front), but skirts may have shorts built in under them. Skirts should rest at the top of the knee and shorts should be no shorter than 3" above the top of the knee. No patch, flap, or cargo style pockets, no low-rise. Pants and shorts must be relaxed slack fit. No pixie/ankle cut, skinny cut, spandex/leggings/jeggings, capri or bell bottom styles. | <b>Navy, black or golden khaki pleated skirts, dress pants</b> or uniform style shorts (no white, rust or greenish khaki). Pleated skirts may also be the school plaid. Skirts should rest at the top of the knee and shorts should be no shorter than 3" above the top of the knee. No skorts (shorts in rear and skirt in front), no patch, flap, or cargo style pockets, no low-rise. Pants and shorts must be relaxed slack fit. No pixie/ankle cut, skinny cut, spandex/leggings/jeggings, capri or bell bottom styles. |
| Shirts                          | Navy or white polo with school monogram.<br>White and light blue oxford, short or long sleeve allowed (may have Peter Pan collar). Shirts must be tucked in and 1 top button open only.  | Navy or white polo with school monogram or House polo.<br><b>White and light blue oxford, short or long sleeve allowed.</b><br><b>(All shirts must be tucked in and 1 top button open only)</b>  |
| Tie                             | N/A  | <b>High Convocation Optional - Brigade of Guards tie from C&amp;J or house tie if Rank 2 or above.</b><br>Only worn with oxfords, buttoned to the top and tied properly.   |
| Sweater/Blazer                  | Navy blue school sweater optional. No hoods or hoodies.  | Solid navy blue sweater or vest. No hoods or hoodies.<br><b>(HS)- navy blue school blazer with logo patch.</b><br><b>(JH)- navy blue school sweater</b>  |
| Outerwear                       | Official school fleece with logo   | Official school fleece with logo   |
| Shoes                           | Black, brown, gray, navy or white only, closed toed; no boots, sandals, backless, or high top shoes (Not above ankle)  | Black, brown, gray, navy or white only, closed toed; Heels no more than 2", No boots, sandals, backless, or high top shoes (Not above ankle)<br><b>Dress Shoes</b>   |
| Socks & Leggings                | Black, brown, gray, navy or white only. Leggings/Hose and tights must be a solid color and material (no patterns)  | Black, brown, gray, navy or white only. Leggings/Hose and tights must be a solid color and material (no patterns)  |
| Belt                            | Black, gray, brown, white or navy  | Black, gray, brown, white or navy  |

|                |     |   |
|----------------|-----|---|
| House Rank Pin | N/A | Rank Pin worn on the left side of blazer. |
|----------------|-----|---|

## Attendance Policy

The right and privilege of attending Augustine Christian Academy carries with it the responsibility of both parents and students to recognize the direct relationship between academic success and regular school attendance. Attendance is important for the following reasons:

- No student can achieve his/her full potential if parts of assignments and/or class discussions are missed.
- Good work and attendance habits developed at school benefit students throughout their lives.
- Attendance is part of a student’s permanent school record.
- Class attendance demonstrates respect for our teachers, and recognizes the important work they do on a daily basis.

It is difficult for students to enjoy academic success if they are absent or tardy excessively. When classes are missed frequently, students are constantly in “catch-up mode”, and often have difficulty juggling make-up work along with current class assignments. State law limits the amount of absences a student may have and still receive credit for the semester work. If a student is absent in excess of 8 times per semester, it may be grounds for dismissal from the school. Students arriving at school after 10:00 a.m. or leaving before 1:00 p.m. will be counted as absent for ½ day. Habitual absences after a special performance or any other school activity may result in the student being removed from that activity or group. **Juniors and Seniors may take 1 day per year for a college visit that will not count against absences for finals.** Work must still be made up as indicated below.

Except in the case of extended absences, all work from an absence is to be made up by the next day. *Parents and/or students should check for their assignments on GradeNet.* Grammar students’ missed assignment sheets are kept in the classroom that day and sent home the next school day if not picked up by a parent or sibling. **Unless special arrangements have been made with the teacher, work not handed in by the next class period will not be counted for credit.**

**Pre-Arranged Absences** are handled through the school office. A student who is anticipating a trip must arrange to get his work ahead of time, and may do so by bringing in a note to the office from his parents, and picking up a pre-arranged absence form. This form is to be signed by all the student’s teachers so they have been made aware of his absence. In some cases, the teacher may be able to assign work in advance, but the student is expected to make up all work as soon as possible upon return.

**Students who have no more than 2 absences in a semester for any class, and who have no missing work and at least a “B” average for that class, may opt to skip the semester final. If they choose to take the final exam, it will only be counted if it is beneficial to their grade.**

### **“Excused” vs. “Unexcused” Absences**

Because ACA supports the authority of the parent, any time a student is held out of school with a parents approval, the absence is considered “excused” up to a maximum number of 8 in a semester. Therefore, an “excused absence” allows a student to make up missed work for full credit. The absence does, however, count towards the two maximum allowed absences to earn the privilege of opting out of taking finals. An “unexcused absence” is one taken without the knowledge and approval of a parent. In this case, no work may be made up and further discipline will be assessed by the school.

### **Tardy to School**

It is important that our students learn punctuality. Five tardies to school are allowed per quarter with no financial penalty. **Beginning with the 6<sup>th</sup> tardy, parents will be billed a fine of \$2.00 per tardy to school.** Tardies are billed at the end of the quarter. Students will receive a Red Slip which results in



negative points for the House. An email is sent to the parent with details about the infraction. **Three tardies to the same class in a semester will equal one absence in that class.**

## **Early Release from School**

Unless a student is an approved driver, an authorized person must pick up any child that leaves school before the regular dismissal time or needs to leave the campus at any time during the day. The student must be signed out in the school office. If possible, please notify the office in advance so that the child can be ready and in the office at the appointed time. Please do not go to the classroom to pick up your child before going to the school office.

## **Drop off / Pick up**

Drop off begins at 7:15 a.m. when staff members will first arrive on campus. To avoid congestion and danger to our students, all students should be dropped off and picked up in the back of the building before 8:00 a.m. unless they are younger and you are escorting them into the building through the front door. **For your safety and the safety of our students, please do not stop on 30<sup>th</sup> Street or in the entry drive.** A parent parking space is available for short term drop-off and pick-up. After school, if your secondary student does not arrive in a timely manner, PLEASE move to a parking space to avoid causing congestion in the pick-up lanes. If you are in the pick-up lanes for your grammar student, please have your child's name card placed on your dash so our grammar teachers are able to bring your student(s) to you quickly and efficiently. If you have someone else picking up your child, identification will be required at the time of pick up and we ask that you call the office so the teacher may be aware. Please do not leave your car unattended in the three pick-up lanes. Exit our parking lot onto Sheridan Rd. using the Sherwin Williams driveway. Do not enter using the Sherwin Williams driveway. Turning left onto 30<sup>th</sup> St. from Sheridan is often difficult because of heavy traffic. A much easier method of entry would be to take 31<sup>st</sup> Street west, turn north onto Joplin, turn east onto 30<sup>th</sup> and follow it around to the front of the school.

## **Snow/Bad Weather Days**

Should it be necessary to close school due to inclement weather, that information will be broadcast as early as possible using the SchoolWay smart phone application, the ACA Facebook page, KJRH Channel 2, KOTV Channel 6 and Fox23. ACA reserves the right to decide to close or to remain open and will always put the safety of our staff, our student drivers and our families first. The status of whether or not the area schools are open or closed will play a part in that decision, but will not dictate ACA's ultimate decision.

## **Conflict Resolution**

*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.*

*Matthew 18:15*

If a student or parent is offended by the words or actions of an ACA staff member, as Christians, they should go *first* to that person through whom the offense came and share this with that person.

If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the person directly over that staff member, but *never* before approaching the person committing the offense.

In like manner, if the issue is not resolved there, it may then, and only then, be taken to the headmaster. If the matter cannot be resolved there, then it should be taken to the Chairman of the School Board, who will bring the matter before the Board for final disposition.

## **Parents' Code**

ACA considers the following Parents' Code to express the appropriate response of each parent for their support of the Christian educational program at ACA:

- To pray for Augustine Christian Academy.
- To cooperate with the educational functions of ACA, seeking to make Christian education effective in the life of each enrolled child that they may love and serve God all of their lives.
- To willingly undertake volunteer duties and work obligations for ACA as opportunities arise and as God provides time, ability, and strength.
- To attend meetings and parent functions of ACA as regularly as possible.
- To heartily recommend ACA to other Christian families as opportunities arise.
- To give to ACA financially beyond tuition and fees and commit to participate in the annual school fundraisers as the Lord enables.
- To fulfill all financial obligations to ACA on or before the due date.
- To resolve conflicts or dissatisfaction on a person-to-person basis and respecting the chain of authority, thus honoring ACA and our Lord Jesus Christ.
- To seek the advancement of ACA spiritually, emotionally, intellectually, and physically.

## **Technology at ACA**

### **Wi-Fi**

The ACA campus is a Wi-Fi hot spot. Please know that if your child brings technology on campus, they will have access to the Internet. For their protection, we have many safety controls in place through our server, but we can only control the equipment if they are connected through our Wi-Fi. These controls have a setting that may at times hinder on-campus research efforts for class projects. For this reason, it may be necessary for your student to complete their Internet research at home.

### **Technology Policy**

All students in grades 6-12 will be issued a Computer Log-In and a School Email Address. Teachers may at times ask students to submit papers digitally using Google Drive, which is tied to their school email address. Computer's are equipped with safety features and are monitored while in use. Students are responsible for logging in and out of their computers and the school is not responsible for documents or information lost. iPads are available for student use with the approval of a teacher. Students are never required to bring their own technology but may do so with their parents' approval. Student's may use ACA's technology as it is available.

## **Communication**

### **GradeNet**

All communication from teachers and the Houses regarding your student will primarily come through GradeNet. Teacher's will email parents through the messenger feature and you will need to sign into GradeNet to receive them. These messages are able to be forwarded to your personal email. Please visit our website and click on Current Families to log into GradeNet. Located in GradeNet is the school Directory which contains teacher and staff contact information including external school email addresses. Grades, assignments, upcoming tests and other important information is located in GradeNet. All of a students Slips are generated through the GradeNet portal as well, so you must log in to see these communications or follow the steps to forward the incoming messages to your email.

### **The Charger Newsletter**

General communication from the school and administration will come through a weekly e-mail known as The Charger Newsletter. This is a critical tool with which we communicate all things of importance to our families. Please make it a point to read this newsletter weekly to stay on top of important information and events.

### **SchoolWay App**

ACA will use the SchoolWay application available on most Smart Phones to communicate all critical, time sensitive messages such as school delays or closings due to inclement weather, power outages or municipal problems such as a water main break that may adversely impact day to day operations of the school. We will still utilize the message boards on local television stations, but SchoolWay is immediate and very specific to critical information that we need you to know.

## **Disaster Policies and Procedures**

Maintaining a safe and secure campus is a primary focus at ACA and being prepared is a process that is always evolving. We have established and practiced procedures for the unexpected and all updated policies and student rosters are located in each classroom. Details about each procedure are listed with maps to exits. Office Staff is responsible for checking bathrooms and hallways for students. Here are some details about what each procedure includes:

### **Tornado Procedure:**

All shelter locations in the main building back up to the hill, making them the safest rooms in the building. These rooms do not contain windows to the outside. If the tornado alarm sounds, teacher's will escort all students to prearranged areas in the building. Grammar students will go to the K4 classroom and Secondary students will go to the K5 classroom. If students are in the PAB, they will all go into PAB2 as it is the most reinforced room in the building. Students and teachers are to remain in those rooms until notified with further instructions.

### **Fire Procedure:**

Teachers will escort all students to the prearranged exits and see them to safety. Exits are divided among the classrooms and students are taken away from the campus to areas such as the back lawn by Sherwin Williams, the parking lot of the Shriner Center and the church parking lot located next door. The staff and teachers have established a way to communicate to ensure all students have reached safety.

### **Lock Down Procedure:**

ACA is equipped with Magnet-Lock doors that are engaged all day. Codes are required to enter the building which only staff and students have. Doors are unlocked for a specific period of time before and after school and remain locked the rest of the day. Parameter cameras are also active and provide a live feed while recording and storing all exterior activity. In the event of an intruder, all classrooms will be locked, lights will be turned off and students would gather in the farthest corner from the door on the same wall as the door so they will not be seen. They are to remain silent and in the locked rooms until they are instructed otherwise.

### **Earthquake Procedure:**

If inside, students should drop to the ground and seek cover under a table or desk, put their hands over their heads, and hold on. If a moderate to severe earthquake begins, students need to avoid bookshelves, windows, falling objects and always protect their head. Avoid stairwells and loose objects, if any. If outside, students should avoid any power lines and buildings and go to an open area. When the Earthquake stops, all students will be checked for injuries and the aftermath will be assessed to ensure that the building is safe for classes to resume.