



# AMITE CHRISTIAN ACADEMY STUDENT HANDBOOK

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## ACKNOWLEDGEMENT

The contents of this handbook are presented as a matter of information only. The language herein is not intended to create nor is it construed to constitute a contract between Amite Christian Academy (ACA) and any or all of its students. No student handbook can anticipate every circumstance or question in regards to Policy and Procedure. **Thus, ACA reserves the right to deviate from this handbook as circumstances may warrant and to modify policies or procedures without notice.** ACA Administration and the Amite Christian Academy School Board (ACASB) shall have final authority in matters related to ACA students including but not limited to student enrollment, re-enrollment, discipline, dismissal, extracurricular activities, athletics, academic affairs, parental involvement, financial affairs, and adherence to policy.

## ADMINISTRATION DIRECTORY

<b>Administrative Staff</b>	
Lisa Perkins – Principal	lperkins@amiteacademy.com
Shawn Wilson – Athletic Director/Financial Advisor	swilson@amiteacademy.com
Deana Watson-Financial	dwatson@amiteacademy.com
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ACA School Board (ACASB)	acaschoolboard@amiteacademy.com
<b>Kindergarten Teachers</b>	
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Tracy Smith	tsmith@amiteacademy.com
<b>1<sup>st</sup> Grade Teachers</b>	
Carolyn Erickson	cerickson@amiteacademy.com
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<b>2<sup>nd</sup> Grade Teacher</b>	
Alison Forbes	aforbes@amiteacademy.com
<b>3<sup>rd</sup> Grade Teacher</b>	
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<b>4<sup>th</sup> &amp; 5<sup>th</sup> Grade Teachers</b>	
June Benoit	jbenoit@amiteacademy.com
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<b>6<sup>th</sup>, 7<sup>th</sup> &amp; 8<sup>th</sup> Grade Teachers</b>	
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<b>Ancillary Staff</b>	
Don Moore- Kitchen Manager	
Miranda Buhler- PE Teacher / Classroom Aid	mbuhler@amiteacademy.com
Skye Goudeau-Music/Art/Computer Teacher	sgoudeau@amiteacademy.com

# GENERAL INFORMATION

## Accreditation

- Approved by Louisiana BESE Board (Board of Elementary and Secondary Education)
- SACS Accredited & State Approved through Cognia (previously known as AdvancED)

# PURPOSE AND PRINCIPLES

## Mission Statement

Amite Christian Academy is a loving community that spiritually and academically equips, challenges, and inspires students to influence their world for Christ.

## Vision Statement

Amite Christian Academy aims to develop a student's maximum spiritual, intellectual, social, physical and emotional potential, empowering them to follow God's plan for their lives.

## Statement of Belief

- **We believe the Bible:** The Bible is divinely inspired and is God's perfect revelation of Himself to man. The Scripture is totally true and trustworthy and as such, is the supreme and final authority in faith and life.
- **We believe in one God:** God is a living, personal, intelligent, spiritual, and eternal being. God reveals himself to us as Father, Son, and Holy Spirit. God is perfect and absolute in knowledge and power.
- **We believe Jesus Christ is the only Savior:** Christ is the eternal Son of God. He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed the will of God. He was completely human, yet completely without sin. He died a substitutionary death on the cross to make provision for man's salvation. He was raised from the dead on the third day after his crucifixion and later ascended into Heaven. He is now exalted at the right hand of God the Father. Christ will personally return to this world in power and glory to establish His kingdom on earth.
- **We believe man is uniquely created in the image of God:** We believe in the literal account of creation as taught in the scriptures: Man was created, both male and female, by God; man sinned and thereby incurred not only a physical death but also spiritual death, which is separation from God; and that all humans are born with a sinful nature.
- **We believe salvation is offered freely to all who accept Jesus Christ as LORD and Savior:** We believe he died for our sins according to scripture as a representative and substitute sacrifice. He rose again for our justification, and all who believe in Him are redeemed on the grounds of His shed blood and are saved by grace through faith wholly apart from human merit and works.
- **We believe the church is the body of Christ:** A New Testament church is the autonomous local congregation of baptized believers coming together by faith in fellowship for service and witness for Christ in the world.
- **We believe in evangelism and missions:** It is a privilege and responsibility of every believer to do his utmost to present the Gospel to the whole world.
- **We believe in Christian stewardship:** All our material and spiritual resources are gifts from God and are to be managed according to the teaching of Scripture. Our time, talent, and money are to be used for the glory of God and the good of others.

## School Objectives

- **Spiritual Growth** –By encouraging each student to have a personal relationship with Jesus Christ and to live a life set forth by the standards of the Bible. They will be taught the Bible is the Word of God and relevant in every area of study. The Bible should be our guide for daily living as we seek to honor Him.
- **Intellectual Growth**–By teaching necessary skills for effective comprehension, communication and computation and providing versatile, Christ-centered curriculum. We desire to stimulate creative and critical thinking and to provide the proper technology required to compete in today's world.
- **Social Growth**–By instilling respect for authority and teaching patriotism and good citizenship in order to foster responsibility to their homes, community, and country. We desire each student to know their own personal worth as a creation of God as well as the worth of others.

## Christian Training and Chapel

ACA uses a Biblically-based curriculum and Biblical principles are incorporated into daily lesson plans. Bible Class is required for all grades K-Highest Grade. Chapel services are held weekly, and parent(s)/guardian(s) are welcome to attend.

## Admissions Policy

- Amite Christian Academy admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally made available to all the school.
- ACA reserves the right to refuse admission to students who have been expelled from another school, have been convicted of a felony, or have not met the academic requirements for admission and placement.
- A student must be enrolled in ACA to participate in any activities of the school, both curricular and extra-curricular. This includes classroom activities, field trips, parties, etc.
- Students must be able to communicate in English.
- The diagnosis and medical supervision of a student's learning disabilities are the responsibility of the parent/legal guardian.
- Students with learning disabilities will not be excluded from ACA providing they meet entrance requirements and can function successfully in the classroom without special services.
- Accommodations offered within the school environment will depend upon the specific resources and policies of ACA.
- Placement test will NOT be given if:
  - \*Student has failing grades
  - \*Suspension / Expulsion from prior school
  - \*Behavior issues from prior school

**\*\*FACTS Online Registration- upcoming for Fall 2024\*\***

## Current Paper Registration for 2023-2024

- Complete and return the following information to the Administrative Assistant in the school office:
  - All registration papers within the Registration Packet
  - Request for application form
  - Confidential principle recommendation form (1<sup>st</sup> thru 8<sup>th</sup> grades)
  - A copy of the student's Birth Certificate
  - A current copy of the student's Immunization Record
  - Payment of Registration Fee
  - Transcripts from previous school
- K5 - Above, an appointment for placement testing will be scheduled.
- Kindergarten students must be five years old by September 30<sup>th</sup> of the school admission year.
- Kindergarten students must be toilet-trained and able to communicate in English to be admitted.

# TUITION AND FEES

## School (K- Highest Grade)

Tuition:	YEARLY	MONTHLY
Elementary School: (Kindergarten – 8th).....	\$ 4,200	\$ 440
<b>Enrollment Fees</b>		
Elementary School (K5 - 8th) Priority Enrollment Period December 15, 2022-January 20, 2023.....		ANNUALLY \$ 450
Elementary School (K5 – 8 <sup>th</sup> ) New Families & Late Enrollment.....		\$ 550
<b>Additional Fees Due at enrollment</b>		
Administration (K – 8th).....		ANNUALLY \$ 50
Facility (K – 8 <sup>th</sup> ) .....		\$ 70
Technology Fee (K – 8 <sup>th</sup> ) .....		\$ 30
Supply Fee (K-8 <sup>th</sup> ).....		\$ 90
Kindergarten Graduation .....		\$ 30

**\*Your family account will be charged \$3.80 for each student lunch purchased through ACA’s cafeteria\***

## Childcare (6w- 4yr)

Tuition: Nursery and Preschool		WEEKLY
Nursery (6wk - 12 months) .....		\$ 185
Nursery (Toddler & Twos) .....		\$ 160
Preschool (3 - 4 year old) .....		\$ 155
	YEARLY	MONTHLY
Preschool: Half Day (3 - 4 year old) .....	\$ 2,700	\$ 270
<b>Enrollment Fees</b>		
Nursery & Preschool	Priority Enrollment Period January 9-20, 2023.....	ANNUALLY \$ 250
Nursery & Preschool	New Families & Late Enrollment .....	\$ 350

## Extended Care (K- 5th)

Tuition: Before and After Care		WEEKLY
ACA: Elementary (K-5th).....		\$ 80
LPS: Elementary (K - 5th).....		\$ 90
<b>Enrollment Fees</b>		
Before and After Care (All) .....		ANNUALLY \$ 100

# ACA Financial Policy

## Refund Policy

Upon registration, the parties have entered into a binding contract. Therefore, **tuition and all fees are considered earned by ACA and never, under any circumstance, are ever refundable.**

## Payment Policy

- Your enrollment fee and all fees (Technology, Administrative, Supply, K5 Graduation, and Facility) is due at the time of registration.
- Tuition is for the months of August 2023 - May 2024 and may be paid in full upon registration, semiannual or **monthly payments drafted on the 10<sup>th</sup> of each month. Please see below for special circumstances for August 2023.**
- Failure to maintain an account in good standing will result in your student(s) being denied the following: access to class; access to report cards; access to academic records; participation in any and all school activities, including Field Trips; re-enrollment to ACA.
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*Please note: ACA is a self-funded organization and we depend on timely payments from our families to meet the financial needs of our school's daily operation. Should you have a financial need or unforeseen circumstance, please contact the school office.*

## Methods of payment:

**FACTS Auto Draft:** ACA Tuition is due on the 1<sup>st</sup> of each month and will be auto drafted from your account on the 10<sup>th</sup> of each month with the exception of August (1<sup>st</sup> month's payment). Due to software transfer dates, the 1<sup>st</sup> month's tuition payment will draft August 25<sup>th</sup>. All future months will be on the 10<sup>th</sup>. If the drafted funds are not available, a \$25.00 late fee will be applied to your account and seven days later a second attempt to draft processed. (This does not pertain to those students who paid in full or semiannually)

**FACTS Online Payments:** All incidentals which include but not limited to (field trips, sports, clubs, free dress days, etc.) must be paid online in your FACTS account. This will NOT be auto drafted and will be your responsibility to pay in a timely manner. You will receive an email notifying you of your account balance and due date of all incidentals.

Lunch accounts will be prepaid accounts that you will be able to handle online through your FACTS account. A \$10.00 minimum balance will be required to be in good standing.

*Checks, Credit/Debit Cards, PayPal & Money Orders will no longer be accepted in the school office after August 1, 2023 for tuition & incidental payments.*

- Cafeteria Meals
  - Lunch is \$3.80/day per child.
  - Money can be added to your child's FACTS lunch account by logging into your incidental account online.

**\*\*Fast Food Lunches are NOT allowed to be delivered to students during lunch.\*\***

## DISCIPLINE POLICIES

### 1. **Overview:**

- One of the more important objectives of Amite Christian Academy is to help students develop self-discipline and to help them assume personal responsibility for their actions. It is expected that each student maintains a high standard of personal conduct and respect for authority. Each employee of ACA shares the responsibility for guiding student behavior.
- In order to assist with this mission, ACA will be Crusaders for Christ by following the code to guide us when addressing behavior expectations. Teachers should post the Crusaders code in their classrooms.

#### **Amite Crusaders honor God by:**

Honoring the Bible and its teaching  
Respecting school authorities and school property  
Respecting other people and their belongings  
Coming prepared to learn each day  
Helping people rather than harming them

- Teachers should have clearly stated expectations for their students, and these expectations should be enforced consistently and fairly, according to a classroom management plan developed by the individual teacher. Administrative intervention should not be the first recourse for minor infractions. Students need to see teachers as capable authorities within the classroom.

### 2. **Bullying and Harrassment:**

- Students, parents, teachers, and school leaders should all work together to prevent and end bullying. Bullying is a pattern of the following behaviors:

Written, electronic (cyber-bullying) or verbal communications that threaten harm, harass, or intimidate

Obscene gestures, taunting or malicious teasing

Persistent shunning or excluding a student

Physical harm, such as hitting, pushing, or damaging personal property

- Students and parents should report all cases of bullying to a school administrator. Under Act 861 enacted in 2012, school employees participate in training to learn how to detect, prevent, and end bullying.
- Teachers or other school personnel who receive a complaint about bullying must notify the principal. The principal will then notify parents / guardians and launch an investigation into the details of the incident.
- The goal is to address all cases of alleged bullying quickly so that harmful behaviors are not allowed to persist.
- Teachers should refer to the Academy Prohibition against Bullying for further clarification regarding recognizing and reporting bullying.

### 3. **General Rules of Conduct:**

The following rules and procedures are additions to, or clarifications of, policies already stated within this handbook. ALL policies in this handbook are considered "Rules of Conduct." Students are expected to obey all school / class rules and all school employees.

#### **A. Classroom Expectations:**

- Students are expected to be on time and attend class daily.
- Students are expected to have all assigned work completed upon arrival at school.
- Cheating is not allowed. Cheating includes any attempt to represent another person's work as one's own. It is unacceptable to copy another student's homework, class work, test answers, etc. It is also unacceptable to submit a parent, guardian, or tutor's work as one's own. Using information from the internet or a print resource without proper documentation is plagiarism and is not allowed.
- Writing and passing notes to other students is prohibited.

- Students are expected to be responsible for knowing their daily assignments. It is recommended that students utilize their school planners to record assignments.
- All Academy classroom rules apply while students are being transported in vans or cars as a part of any school function.

#### **B. Moving Around Campus Expectations:**

- Students on campus must be supervised at all times. Students arriving to school before 7:45 am or remaining after 3:05 must report to & be enrolled in before & after care.
- Students will only be allowed inside campus buildings when Academy approved adult supervision is provided.
- Students participating in a BAC or afterschool activities (tutoring, team practice, etc.), must remain under the supervision of the sponsoring adult. Children who are on campus while an Academy student is participating in extra-curricular activities must remain with parents / guardians at all times.
- Students may not run the hallways at any time.
- Students may not run through the gym when entering or leaving the building.

#### **C. Personal Communication Expectations:**

- Students are expected to give all adults appropriate responses in respectful terms and with respectful attitudes.
- Students are expected to report problems with other students to a teacher or an administrator.
- There is to be no physical contact between students. Hands and feet should be kept to oneself for the safety of everyone.

#### **D. Supply Use Expectations:**

- Students must keep food and liquids in teacher – designated areas only.
- Only clear water without additives are allowed on campus.
- Pencils, pens, markers, etc. are made for writing on paper products only. They are not to be used to write on student bodies, books, or on the facilities.
- School supplies must be used for their intended purposes. They are not to be thrown, wasted, destroyed, or used for any other purpose.

#### **E. Items Banned from Campus:**

- Knives, weapons, matches, lighters, or other dangerous items.
- Electronic devices, cell phones, or laser lights. Amite Christian Academy is not responsible for any such items brought to school without permission. (This applies to school parties and field trips as well) NOTE: Electronic devices or cell phones that an **elementary student** needs to bring to school for after-departure use must be turned in & silenced to the school office prior to 8:00 am and picked up after 2:50 pm. If the student is involved in BAC, these items must be turned in to the front desk upon arrival and departure. **Jr. High students** may keep cell phones silenced in their lockers & only to be used for after school activities.
- Smart watches are NOT allowed on campus.
- Any item (print or otherwise) with pictures or content that is deemed inappropriate.
- Chewing gum, liquid white-out, silly putty (or like items)
- Fidget spinners and other gadgets that prove a distraction within the learning environment. (Certain teacher-approved fidgets may be allowed (at certain times) during the day for the purpose of promoting student engagement)

- The following chart details the behavior categories recorded in FACTS and their consequences:

**FACTS NOTIFICATIONS EXPLAINED**

<b>LEVEL</b>	<b>CATEGORY</b>	<b>BEHAVIOR EXPLAINED</b>	<b>CONSEQUENCES</b>
0	Attendance	Tardiness, unexcused tardies and late check-ins	Upon the 5 <sup>th</sup> offense in a month, administration will assign a detention
1	Dress Code	Inappropriate dress on Standard uniform day, Spirit day, or Free dress	Parents will be notified after two warnings or attempts to improve the situation. Upon the 4 <sup>th</sup> offence, the administration will assign a detention
2	Procedural	Difficulty following established Procedures including Bathroom, Carpool, Test folder, Materials not brought to class. Moving around the building inappropriately, Moving around the Classroom inappropriately and classroom procedures.	Teachers will follow established classroom procedures for the first three procedural issues in a quarter. Parents will be notified after two warnings / attempts to improve the situation. Should their be a fourth instance in a quarter, the student will report to the principal and a detention may be assigned
3	Academic	Classwork incomplete / missing, Homework incomplete / missing, Inappropriate participation, Grades suffering	Teachers will follow established classroom procedures for notifying parents of academic issues. Should academic concerns persist, targeted academic intervention may be recommended, but if it is an issue of irresponsibility, a detention may be assigned
4	Behavioral	Banned supplies, chewing gum, bathroom / lunch misbehavior, cheating, plagiarism, class disruption, disobedience, disrespect, rudeness, name calling, distracting / provoking classmates, electronic devices / cell phones, failure to return parent communications, lying, inappropriate language or communication, inappropriate physical contact or horseplay, misuse of classroom supplies, writing instruments, or playground equipment, selling food / personal items, writing / passing notes, talking at inappropriate times	Consequences for behavior incidents are dependent upon the severity of the misbehavior. Teachers or Administration determine the appropriate action. Possible consequences include: Parent notification, time out, detention, or suspension



5	Major Behavioral	Aggravated horseplay, bodily injury of student or staff, bullying / harrassment, excessive behavioral issues, extreme issues, extreme disrespect / insubordination, fighting, forgery, destruction of property, inappropriate physical contact, indecent / immoral behavior, illegal substances, theft, threatening student or staff, weapons, willful disobedience, obscenity / profanity / racial slurs (in writing, speech, or action)	Consequences for behavior incidents are dependent upon the severity of the misbehavior. The administration will determine the appropriate action. Possible consequences include: Parent notification, time out, detention, suspention, or in extreme situations, expulsion
6	Positive Report	Diligence and effort in classwork, helping others, helping to take care of school property, honoring the Bible's teaching, kindness and respect for school authorities, kindness and respect for others	Students will be acknowledged and praised for demonstrating positive behaviors by both the teachers and administration. Crusader Cash should be given

**4. Consequences Defined:**

- **Time Out:** This alternative may occur at any point during the school day that a student is not demonstrating the ability to cooperate or self-regulate during a given activity.
- **Detention:** This alternative may occur during school or after school depending on the circumstance. Detentions may be issued for excessive attendance, dress code, procedural, academic, or behavioral concerns. Students must bring necessary books and materials along with paper and a pencil / pen to detention. Students in detention will complete work and turn it in at the end of detention time. Failure to appear at detention on the assigned date will result in a suspention unless the student has a valid excuse. Students with a valid excuse must report to the next scheduled detention time.

**\*In school detention-** these are scheduled by the administration and usually occur during the student's PE or recess time

**\*After school detention-** these are scheduled by the administration and usually occur for one hour after school. Parents will be notified of the date and time. Students must be picked up promptly at the end of the detention peroid.

**\*Suspension-** A student may be suspended from school for a peroid of time to be determined by the administration, or when civil authorities are involved, until a final decision is reached. Suspension is viewed as an act of last resort to be taken when other means of correction have failed and / or when having the student in the classroom setting would be detrimental to the general welfare of the school and its student body. Verbal notification will be provided to parents immediately, and in all cases, shall be followed by written notification, a copy of which will be placed on file in the principal's office. Students who have been suspended may not participate in any school activities during the peroid of suspension. Students who have been suspended may complete assignments missed during the peroid of suspension, but point will be deducted based on the number of suspension days (10 percent of the total points possible for the assignment will be deducted per day of suspension). Suspension will be mandatory in the following instances:

1. Excessive disobedience or disrespect

2. Excessive cursing or use of profanity
3. Indecent or immoral behavior. This includes behaviors on home computers, websites, text messages, social media sites, emails, etc.
4. Possession or use of tobacco, narcotics, alcohol, inhalants, prescription drugs, or any other mind-altering substance or illegal drug.
5. The carrying or use on the school grounds of weapons or instruments which could cause bodily harm.
6. Willfully defacing or damaging any school property until restitution or adequate repairs have been made.
7. A serious breach of conduct inside or outside school which has an adverse effect on the testimony of the school.
8. Fighting or inappropriate physical contact.
9. Theft (at school or during a school activity).
10. Threatening to bring a gun or other weapon to school, or threatening to harm a student or staff member.
11. Causing physical harm to a student or staff member.

5. **Probation:** A student may be placed on probation for behavioral or academic concerns. The probationary period gives a student the opportunity to improve his / her behavior or academic performance. Reasons for probation include, but are not limited to, the following:

- Failure to meet academic expectations
- Continual deliberate disobedience
- Serious breach of conduct inside or outside school which has an adverse effect on the testimony of the school. This includes behaviors on home computers, websites, text messages, social media sites, emails, etc.
- Acts of defiance against the administration, teachers, or other students.

Notification of probation is made immediately by phone, email, or letter. A conference may be held including parents / guardians, the student, and the principal to give notification and an explanation of the probation. The administration will determine the length of the probationary period. A student on probation may not participate in extra-curricular activities. The student must also relinquish all positions of trust and responsibility until the probation is cleared. At the end of the probationary period, the administration will evaluate progress made by the student. If satisfactory progress has been made, then the student is released from probation. If the student fails to show improvement by the end of the probationary period, he or she may be suspended or expelled from the school. The principal makes the final decision on the expulsion of any student from Amite Christian Academy. Parents have the opportunity to share relevant information affecting the decision at any point in the probation or potential expulsion procedures.

- **Expulsion:** Amite Christian Academy reserves the right to insist on the immediate withdrawal of any student whose presence in the school is considered detrimental to either the school's best interest or the student's.

6. **Search and Seizure Policy:**

In compliance with the LA Statute 6.06.15 which requires a policy of reasonable search and seizure, Amite Christian Academy will implement the following:

- If at any time a teacher, administrator, or school official has probable cause to believe that a student has brought onto campus, has in his / her possession, or is containing within his / her personal belongings, book bag, locker, or other school area, illegal drugs, dangerous weapons, alcohol, stolen goods, or other contraband, the possession of which is a violation of the above stated statute, the teacher, administrator, or other official shall have the right, acting on good faith, to search the student's pockets, belongings, book bag, desk, or locker and seize said illegal or dangerous items.
- The parents shall be called immediately.
- Proper authorities will then be contacted to take possession of illegal or stolen contraband and proceed with whatever legal action is required.

## PARENT / TEACHER COMMUNICATION

### Wednesday Test Packet:

- Weekly papers and office correspondence should be sent home each Wednesday in what is referred to as the Wednesday Test Packet.
- Teachers may include conduct sheets in the Wednesday Test Packet

### Grade Reporting:

- Printed progress reports will not be sent home, but halfway through each quarter, parents will be reminded to check FACTS to view student progress. All grades during the first half of the quarter should be recorded in FACTS at this time.
- Report Cards will be sent home at the end of each quarterly grading period.
- Students who owe fees of any kind will not receive report cards or have FACTS access until all fees have been paid.

### Conferences:

- When official conference week is held, conference times are available for all parents. Telephone or email conversations may count as conferences when necessary.
- The principal may participate in the parent / teacher conference when her presence may be beneficial.

## STUDENT ATTENDANCE PROCEDURES

### 1. Morning Arrival:

- School Only Students arriving prior to 7:45 am will NOT be admitted unless a meeting is scheduled with staff / administration. The arrival procedures that follow begin at 7:45 am:

#### Grades K5 – 5<sup>th</sup>

- Students should report directly to their assigned class places in the gym or classroom.
- At 8:00 am, students will quietly line up and proceed to their classrooms with their teachers. There is to be no talking in the hallways.
- Students arriving after 8:05 am are tardy and must have an admit slip from the office to be admitted into the classroom.

#### Grades 6<sup>th</sup> – 8<sup>th</sup>

- Students should report directly to lockers (or homerooms) to prepare for the day.
- Students may go to the bathroom or remain in the hallway until 8:00 am
- At 8:00 am students are to report to their homerooms
- Students arriving after 8:05 am are tardy and must have an admit slip from the office to be admitted into the classroom.

## STUDENT ABSENCES

### Recording:

- Any student who is not present when roll is taken will be recorded as (Absent Unexcused).
- Office administration will change the unexcused absence to excused once the proper documentation is received for the tardy / absence.
- Any student returning from an absence and / or tardy must bring a doctor's excuse

### Excused and Unexcused Absences:

- Excused absences are given for doctor appointments, a death of a family member, a mandated quarantine, a natural disaster, or other catastrophe. Make-up work may be completed when an absence is excused.
- Students with unexcused absences may not submit make up work or tests for credit without administrative approval. If proper documentation is submitted and if the absence is deemed excused by the administrative staff, then tests may be taken and assignments may be submitted.
- Students may be allowed to make up work for unexcused absences due to extenuating circumstances with the approval of the principal. This approval must be granted prior to the absence. Teachers are not required to give advance assignments for unexcused absences. The student is responsible for getting missed assignments and turning them in as well as for taking tests within the allotted time.
- If a student has missed more than two days in a row. The homeroom teacher should contact the family either by phone or email to check on the student.

### Make-up Work:

- Absent students are instructed to check teacher- posted assignments on FACTS. It is , therefore, extremely important for teachers to post assignments and homework daily.
- As soon as a student returns to school after an absence, it is his or her responsibility to make arrangements with teachers to make up any missed assignments or tests.
- The make-up work offered does not have to be an exact duplication of the work missed, and teachers will establish the time and place the make-up work is to be completed and or submitted.
- Students who are in school when a test or assignment is announced and who miss only the day of the activity and return the next day, will be expected to take the test or complete the activity upon the day of their return.
- Students who are absent will be allowed one day for each day missed before being required to make up a test, turn in material, or complete an activity.
- Teachers will collect books and materials for parents to pick up from the office if a student has been absent for more than two consecutive days. Teachers should have student work turned in to the office and ready for pick-up by 3:00 pm.
- If a student fails to accomplish the make-up assignment in the allotted time, points will be deducted. Major projects or test grades will have 10 percent of the overall grade deducted for each day late.

## Student Harassment & Bullying

Students, parents, teachers, principals and school leaders should all work together to prevent and stop any student harassment or bullying. Bullying is an ongoing **pattern** of the following behaviors:

- Written, electronic (cyber-bullying) or verbal communications that threaten harm, harass, or intimidate
- Obscene gestures, taunting or malicious teasing
- Persistent shunning or excluding a student
- Physical harm, such as hitting, pushing or damaging personal property.

Students and parents should report all cases of student harassment to the child's teacher. Under Act 861 enacted in 2012, school employees participate in 4 hours of training to learn how to detect, prevent, and end bullying. Teachers or other school personnel who receive a complaint about bullying will notify the principal. The principal will then notify parents/guardians and launch an investigation into the details of the incident. The goal is to address all cases of alleged bullying quickly so that harmful behaviors are not allowed to persist.

## Student Deliveries

Gifts and Fast Food Deliveries are **NOT** allowed on campus for our students. This includes flowers, balloons, fast food, etc..

## Suspension/Expulsion Warranted Violations

- Possession or use of tobacco and/or tobacco paraphernalia on school property. This includes at any school function.
- Fighting on school property or at school related activities.
- Possession or use of alcoholic beverages or drugs (imitation, synthetic, prescription, over-the-counter, etc) on campus or any school related activity.
- Possession of or use of anything that might be considered a weapon.
- Blatant disrespect to any employee of ACA while on campus or at any school activity.
- Leaving school without permission or skipping class.
- **If a student fails to report to the office after being sent, he/she will be subject to suspension.**

\*If a student accumulates 3 suspensions from school, the student and parents will be advised that on the next (4<sup>th</sup>) suspension the student will receive an automatic expulsion from school.

## Expulsion Warranted Violations

- Extreme disrespect to a teacher or any other adult on campus
- Possession of any weapon
- Student drug use or possession
- 3 write ups equals a suspension / 3 suspensions equal an expulsion

## Student Sexual Harassment Policy

ACA will not tolerate sexual behavior/harassment such as follows:

- Sexual advances
- Touching of a sexual nature
- Graffiti of a sexual nature
- Displaying or distributing of sexually explicit drawings, pictures, and/or written materials
- Sexual gestures
- Sexual or "dirty jokes"
- Pressure for sexual favors
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about other students as to sexual activity or performance

## Office Procedures

This year, Amite Christian Academy is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Children with good attendance are more likely to be successful in school. High

attendance rates are linked to high student achievement. With that said, we have established the following guidelines for attendance that will help you ensure your student is attending regularly.

## Official School Time

Class begins promptly at 8:00 A.M. Students arriving after the 8:05 A.M. bell rings are tardy and must check in at the school office.

## Entrances

The side gym building entrance is now an "Employee Only" entrance. It will remain locked at all times. All parent(s)/guardian(s) must enter the building through the double-doors by the school office.

## MORNING ARRIVAL AND DISMISSAL (Instructional hours 8 A.M.-2:40 P.M.)

Carpool begins at 7:45 A.M. Once students are dropped off, they will go to their designated area until the bell rings at 8:00 A.M.

Students will be dismissed to carpool at 2:40 or 2:45 P.M. based on age. Carpool will run from 2:50 P.M.-3:05 P.M. **If the student is not picked up by end of carpool a \$1 charge per minute late will be placed on the student's account.**

### Carpool (Refer to pages 25-26 for carpool map)

- Students must be dropped off in our carpool line. The only exceptions are those students enrolled in our before and after school program who arrive before 7:45 A.M.
- Before and after care students are to be signed in at the school office. Follow instruction from ACA staff for drop off location. If you arrive after 7:45 A.M. you must drop your students off in carpool.
- The carpool line is open 7:45 A.M.-8:00 A.M. We reserve the right to change this time due to the influx of drop offs.
- Vehicles may not be parked or left unattended while in carpool line.
- All carpool lines are a "Hands Free Zone."
- Please know that teachers have responsibilities they must attend to during carpool time. **This is not the appropriate time for conversation.** If you need to communicate something to a teacher, please do so in writing or send a message.
- Under no circumstance are students to be dropped off in the parking lot and sent unattended to class. All students must be picked up and dropped off through the carpool line. These rules are in place for the safety of our students and will be followed at all times. **No exceptions!**

## Student Dismissal Schedule

K5—Highest Grade	dismissed at 2:50pm
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## TARDINESS

Promptness is essential for well-ordered classes; therefore, parents should make sure that students arrive to school on time. A student who is not *inside* the classroom (or lined up waiting to enter) when the 8:05 A.M. bell rings will be counted tardy for that day and will be required to check in at the office by a parent/guardian.

## ABSENCES

- **Unexcused Absences:** Students are allowed 10 unexcused absences for the entire year. More than 10 unexcused absences will result in failure of that class or summer school.
- **Half-Day Attendance:** Student is physically present at school or an authorized school activity and under the supervision of authorized personnel for more than 25% but not more than half of the student's instructional day.
- **Whole-Day Attendance:** Student is physically present at school or an authorized school activity and under the supervision of authorized personnel for more than 50% of the student's instructional day.
- **Excused absences:** The following absences will not count against the student.
  - Illness with an original doctor's excuse (must be received upon student's return to school)
  - Death in the family (must provide signed excuse from funeral home or copy of printed obituary)

- Religious Holiday (letter must be submitted from the family explaining the religious absence and approved by the principal upon return to school)

Any other absences will be considered unexcused. All absences are recorded in the teacher's gradebook and become a part of the student's permanent record. Excessive absences must be reported to the state supervisor of Child Welfare and Attendance.

**Make-Up Work:** As soon as a student returns to school after an absence, teachers will make arrangements with the student to make up any missed assignments or tests. If a student is absent for more than 2 consecutive days, your child's teacher will contact you with missed assignments. All missed assignments will be completed at home and tests will be given at the teacher's discretion.

### **CHECK-OUT/PERMISSION TO LEAVE SCHOOL**

Checking out should be limited to emergency situations and medical appointments that could not be scheduled after school. Check-outs will not be excused unless they meet the requirements of an excused absence listed above.

**There will be no check-outs after 2:30 P.M.**

**NOTE:** A student who accumulates a total of 5 unexcused tardies / late check-ins in a month will receive a detention (as stated on page 8).

A student that accumulates a total of five unexcused tardies / late check ins or 5 unexcused check outs, or a combination of the two, will receive one unexcused absence.

### **Pick up arrangements for students**

If your student(s) are to be picked up or checked out by anyone not listed on the student's approved check out list you are required to send a written note or email which will then be confirmed by the office. **NO EXCEPTIONS!** This is for the student's safety.

### **Emergency Information**

It is the parent(s)/guardian(s) responsibility to keep all information listed in the registration papers current. Please contact the ACA office immediately at 225-665-2060 to make any necessary changes. **Changes must be made in person, not over the phone.** Parent(s)/guardian(s) are automatically considered as an emergency contact and eligible for pick up.

**Note:** Parental/Guardian access to student can only be changed through a notarized court order that grants one party custody or sole decision-making authority.

## **Communication**

**ACA Website:** Our school website is [amiteacademy.com](http://amiteacademy.com)

This is a valuable resource to remain up-to-date on student's accounts, lunch menu, field trips, school calendars, announcements, downloadable resources, emergency information and more. You may also email the student's teacher and Administration via email by going to the "**Faculty and Staff**" page.

**Note:** Please DO NOT send a verbal message through your student(s) as they may not give accurate information.

**FACTS:** You may go to [amiteacademy.com](http://amiteacademy.com), click on the **FACTS** tab, and login with the ID issued to the student(s) at the beginning of school. This website is an effective way for you to remain updated on the student's educational progress. It also provides access to attendance, grades, interim reports, and report cards & payment information.

## Parent Messages thru FACTS :

The FACTS system is the primary form of communication between ACA and our school families. **These emails are considered an extension of this handbook.**

## School Conferences

Conferences are typically held before or after school depending on teacher availability. If you need to speak with a member of administration please call the office between 8:00 A.M.-3:00 P.M.to schedule an appointment. If you need an appointment with the ACA School Board please email [acaschoolboard@amiteacademy.com](mailto:acaschoolboard@amiteacademy.com)

**Note:** School Board members serve on a volunteer basis and will reply to your request at the earliest possible convenience.

## Visitors

For the safety, protection, and well-being of all students and staff, all visitors (this includes parents, guardians, and grandparents) must check in with the office and have the visit approved before entering any other area of the school or campus (such as classrooms, the gym, the library, and the playground).

- Visitors should enter the school through the front door only. For student protection, all other doors leading to the outside will remain locked during the school day. Please do not knock on doors that lead to the outside of the building as students and staff are instructed not to open them for anyone.
- In the morning, parents and guardians should drop students off in the designated location and allow students to begin their day under the supervision of their teachers. Parents and other visitors must sign in at the office and receive a visitor's tag before going to a classroom.
- Do not plan to conference with teachers during instructional time or before school in the morning without making arrangements through the office to do so.
- No person convicted of a criminal act against a juvenile will be allowed on the premises.

## Withdrawal Policy

Withdrawal Policy: This is a binding contract between Amite Christian Academy (ACA) and the person(s) signing this enrollment contract. All fees and tuition required to be paid to ACA pursuant to this contract are required to be paid in full according to this contract and the ACA Financial Policy, attached hereto and made a part of this contract by reference, and are due and payable for the ENTIRE SCHOOL YEAR regardless of whether paid in advance or whether paid monthly. ACA hires their teachers and staff and secures facilities based on the pre-enrollment number of children attending ACA for the school year. Unless exempted for a specific reason listed in this contract and/or the ACA Financial Policy attached hereto, there will be no refunds or monies paid pursuant to this contract and no release of obligation to pay the full amount for the school year. Once you sign this contract you are responsible for payment of all fees and tuition for the entire year regardless of whether you are paying by lump sum or whether you are paying monthly. For example, if you paid in a lump sum prior to or at the beginning of the school year and you withdraw your child(ren) out before the end of the school year, you do not get a refund. Also, for example, if you are paying your fees and tuition monthly and you withdraw your child(ren) before the end of the school year then you still owe the amount of fees and tuition for the entire school year.

- Realizing that withdrawals may be necessary during the course of the school year, ACA has determined that withdrawals may occur in one of these ways:
  - Via resignation by transfer to another local school and/or expulsion for violations of ACA Rules and Regulations or other disciplinary matters. **There is no refund for withdrawal/expulsions.**
  - Via transfer to a school that is the result of a job change/transfer and a relocation that is more than 50 miles from the family's current residence. Appeals and/or requests must be made in writing to the ACA School Board. Letters from employers, as well as other forms of verification, may be necessary for confirming a change of employment and residence. Reviews will be made by the ACA School Board on a case-by-case basis and a decision will be put in writing to the parent(s)/guardian(s).



## LOST AND FOUND

A "Lost and Found" area is located in the gym. Students should check this area periodically for any lost or misplaced items. Any article not claimed will be donated to a worthy cause or permanently discarded at the end of each semester. In an effort to reduce the accumulation of "Lost" items, please be sure to label all personal belongings.

## CAFETERIA/LUNCH GUIDLINES

Students should clean up their area and throw away all trash. Lunches brought by students must:

- Be "ready to eat"
- Not require reheating
- Not shared with other students
- Parents cannot bring outside fast food to students for lunch

## EXTRACURRICULAR ACTIVITIES

### Birthday Parties

Please do not send invitations to school for a private birthday party UNLESS EVERY STUDENT IN THE CLASS receives an invitation.

- Birthday parties are not allowed during school hours.
- **OPTIONAL:** During your students regularly scheduled snack time you may:
  - Provide single-serve treats and drinks (i.e., cupcakes, cookies, drink boxes) which must be dropped off in the school office and should not be sent through carpool. **NO homemade treats are allowed for any parties at ACA. All treats must be sealed in its original wrapper / container.**
  - Please make arrangements with your student's teacher one week in advance. This will also give teachers time to contact parent(s)/guardian(s) of students with food allergies so that they have the opportunity to provide for those students.

## FIELD TRIP POLICY

### Transportation

ACA will have transportation available to all students attending a school-sponsored activity. Parent(s)/guardian(s) are welcome to attend field trips with their student and are required to meet at the school prior to departure and follow ACA vans to the field trip site. Students are allowed to ride with their parent(s)/guardian(s) to the field trip site. If you are not attending the field trip, your student must be transported by ACA vans and you must provide a booster seat if your child meets the guidelines set forth by the National Highway Traffic Safety Administration.

**Official ACA School Uniforms from School-Time must be worn on ALL fieldtrips!**

### Parents/Guardians and Siblings

Please note, **ACA does not allow the sibling(s) of our students to attend field trips.** At the conclusion of the field trip, after all are accounted for, we will allow parents/guardians to check-out their child from the field trip site. ACA MUST account for each student before any may leave. For the safety of our students, only parents/guardians that attend the field trip will be permitted to check a student out at the conclusion of the field trip. You may not show up at the field trip site and pick up your child.

## HOLIDAY CELEBRATION POLICY

Individual classes have several planned holiday parties throughout the year. This is an opportunity for teachers, students, and parent(s)/guardian(s) to have fun and fellowship together. Our classrooms are limited in space; therefore, **NO OTHER SIBLINGS/STUDENTS** may attend any other class parties.

Because there are varying beliefs among Christians about appropriate participation in certain holidays, the following guidelines have been established for the manner in which holidays will be celebrated at ACA:

**CHRISTMAS:** The focus will be on the birth of Jesus Christ. Teachers are encouraged to celebrate this time of the year with students but to take a neutral stand regarding Santa Clause.

**EASTER:** The focus will be on the resurrection of Jesus Christ. The focus will not be on Easter bunnies, Easter eggs, etc.

**VALENTINE'S DAY:** The focus will be on God's love for mankind and the godly love Christians should show others. All activities, all treats, and all cards should be planned to include all students in the class.

**HALLOWEEN:** Under no circumstances will the Academy celebrate or participate in Halloween activities / crafts. An alternative may be planned with no reference to Halloween symbols such as Jack-O-Lanterns, scary costumes, haunted houses, etc.

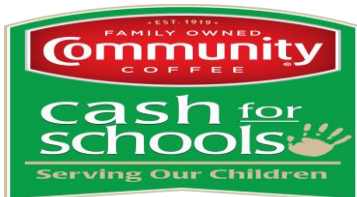
These policies set forth to govern Amite Christian Academy and the personal convictions that parents / guardians may be practicing within the home.

## PAC (Parents of Amite Christian)

PAC is ACA's parent volunteer group. The mission of PAC is to be a support system for ACA students, faculty, and staff through prayer, service, and fundraising. PAC also assists with Community Coffee Labels and Coke Rewards.

Community Coffee Labels & Coke Rewards:

ACA has a school-wide program that offers various incentives and rewards in recognition of a student's positive behavior and actions by handing out Crusader Cash. Also, classes can earn Incentives by turning in Community Labels & Coke Rewards throughout the year.



# ACADEMICS

## Grading System

- The following grades are given for Bible, Kindergarten as well as for Penmanship in 1<sup>st</sup> and 2<sup>nd</sup> Grades:
  - E Excellent
  - S Satisfactory
  - N Needs Improvement
  - U Unsatisfactory
- Letter grades are given for the following:
  - 1<sup>st</sup>: Reading, Math, Spelling, and Phonics
  - 2<sup>nd</sup>: Reading, Math, Spelling, and Phonics and Language
  - 3<sup>rd</sup> – Highest Grade: Reading, Math, Language, Spelling, Science, History and Penmanship
  - 5<sup>th</sup> – Highest Grade: No spelling or penmanship grades
  - All Grades: PE participation grade
    - Tests, quizzes, projects, homework, and papers are graded on a 100 point system as follows:
      - A 93-100
      - B 85-92
      - C 84-75
      - D 74-67
      - F 66-0
- The school year is divided into nine-week quarters.
- Report cards will be issued after each quarter.

## Elementary (Grades 1st-8th)

- Final grades will be based on the average of the quarterly grades.
- If a student earns a failing grade in two or more subject areas on his or her final grade average, he or she will be required to repeat the grade the following year.
- Completion of summer school or another comparable educational summer program may be accepted for promotion with the approval of the principal.

## Internet Usage Policy and Acceptable Use Guidelines

Our goal is to provide safe internet service as a unique resource to our students and to promote educational excellence. Internet access to students will be supervised by ACA personnel and usage will be dependent upon the age of the student. **ACA will assume that a student has permission to use the internet unless otherwise noted in writing.**

There will be:

- A. No access by minors of inappropriate matter
- B. No use of outside electronic mail, chat rooms, or any other forms of direct communication by students
- C. No inappropriate online behavior including cyber-bullying
- D. No revealing personal information
- E. No illegal activities such as: Hacking, Vandalism, spreading viruses, unauthorized access, password abuse, inappropriate language, trespassing in others' folders, violating Copyright Laws, interacting on social networking sites and in chat rooms, etc...

## Standardized Testing

In Spring, we will administer standardized tests for grades 3<sup>rd</sup> - Highest Grade. Generally, test results are mailed out with final report cards. Students performing below average in a subject area should participate in a tutoring program to strengthen skills and prepare for the academic expectations of the following school year.

## Graded Papers & Test Policy

All tests/graded papers are the property of ACA and are to be returned to the teacher within 3 days of being sent home.

**Note:** Consequences for failure to return tests/graded papers will be at the discretion of the teacher/principal.

## Textbook Policy

The student is expected to:

- Keep each textbook free of all markings.
- Take proper care of each textbook while traveling to and from school.
- Bring the loss of a textbook(s) to the teacher's attention as soon as a loss is discovered.
- Return the textbook(s) to the teacher when asked to do so or before transferring to another school.
- If a textbook is lost or damaged, the parent(s)/guardian(s) is responsible to pay the cost to replace the textbook. If the replacement cost for the textbook is not received, the final report card will be withheld.

## SAFETY AT ACA

ACA works diligently to maintain a safe and healthy environment for all students. Parental cooperation with the school health and safety policies is expected. Surveillance cameras and automatic lock doors are installed to assist in monitoring unauthorized entering of buildings and to help monitor students. Please have an emergency plan in place to pick up your student(s) should closures takes place during school hours.

### Power Outages

If at any point our campus loses power, we reserve the right to close ACA. Should ACA need to close, arrangements must be made for pick-up.

### Inclement Weather

- ACA will follow the Livingston Parish Public School (LPPS) closings for bad weather days.
- If all LPPS are closed we will close both the school and daycare.
- Please stay connected to Channel 2, Channel 9, WJBO, ACA's website and/or ACA's Facebook page for timely updates.
- Should weather conditions become threatening to our students in any way, we will take every precaution to keep them safe.
- In the event that only Live Oak Schools are closed and we have power, we may choose to open. If it is during schools days, we will not be able to receive before and after care students from any of the Live Oak Schools due to space and staffing issues.
- ***Under no circumstance will there be a tuition discount/fee reduction due to inclement weather.***

### Re-opening of ACA

After an event has passed, power has been restored to the campus, and we have received approval from the state, we will pursue the opening of daycare as soon as we can adequately staff our operation. However, ACA will almost always remain closed as long as the entire LPPS system is closed. We will follow LPPS in making up any days lost as a result of the closure.

### Emergency Drills

State law requires that we conduct monthly Emergency/Fire Drills with the execution of the evacuation timed. During the months of March, April, May and June we will conduct Tornado drills and will follow the Emergency Management Plan on file.

### Emergency Management Plan

In the event individuals on the campus of ACA/ABC are put at risk by the actions of another, by natural or man-made disaster, or imminent danger of any kind, the following actions are to be taken:

- **FIRST:** ACA is to be secured to prevent the spread of danger.
- **SECOND:** Any pertinent law enforcement, fire or disaster relief, and emergency personnel are to be immediately notified.
- **THIRD:** If necessary all parent(s)/guardian(s) will be notified and requested to retrieve their student(s) in accordance with and under the direction of law enforcement and safety personnel.

### Health Records and Medication

If a student is to take any medication while at ACA we must have:

- Written orders from the Doctor stating the name of the student, medication, and dosage.
- Medication must remain in the original container with note stating Date(s) and time(s) to be given.
- A list of the known side effects.
- A signed Medication Authorization from the parent.
- WITHOUT these items the school/ daycare WILL NOT administer medication.
- "Medication Authorization" forms and "Parent Give" forms are available in the school office.

- Documentation shall be maintained verifying that medication was given according to parent(s)/guardian(s) instructions and authorization and will include the date, time, and signature of the staff member who gave it.
- **Students may not bring over the counter medication to school. These include vitamins, cough drops, Chap Stick, etc.**

### Allergy Information/Emergency Medication Policy

- ACA will make reasonable accommodations for student(s) with nut allergies, however ACA is **NOT** considered to be a peanut/tree-nut free environment.
- Emergency medications (i.e. EpiPen, Benadryl) prescribed for the student on a long-term basis shall be upheld by all stipulations of this document with the exception of daily signature.
- Child care providers shall obtain a Medication Authorization Form with signature of the parent every 6 months.
- A plan of action for a student with special health care needs describing when and how to use the emergency medication shall be maintained in the health records of the student.
- If your child requires emergency medication due to food allergies, you are to supply ALL food on a daily basis. If their EpiPen must be used during school/daycare hours, your student **will not** be allowed to return until the EpiPen is replaced. We understand this may be an inconvenience. However, this creates the safest environment for the student.
- Medications, excluding emergency medications, shall not be kept at ACA overnight.
- All unused medication shall be signed for and pick up by the parent(s)/guardian(s) at the end of each day.

### Student Abuse/Neglect Policy

Any suspected abuse and/or neglect of a student in our School must be reported to appropriate authorities in accordance with Louisiana Revised Statutes 14:403.

### Policy Regarding Sick Students

- A student is too sick to attend ACA if any of the following symptoms are displayed:
  - **Fever (100.0 or higher)**
  - Diarrhea
  - Vomiting
  - Un-diagnosed rash
  - Red eyes with discharge (pink eye)
  - Hand-foot-mouth disease
  - Thrush
  - Flu or flu like symptoms
  - If the student cannot participate in the daily activities of ACA.
- If a student develops any of the symptoms listed above while at ACA, a parent/guardian will be contacted to pick them up **immediately**. Please come as quickly as possible to retrieve your sick child.
- If you cannot be reached, we will call one of your approved contacts. Please realize that this is in the best interest of your child and to protect the health and well-being of the other students in our care.
- The student may return to school when he/she is symptom free for at least 24 hours.
- If the student has seen a doctor and the doctor states that they may return to school, the excuse MUST state that the student is no longer contagious.
- Upon the student's arrival, ACA administration will conduct a health check to ensure the student is free of fever or any other obvious symptoms.

### Immunizations

**Louisiana state law requires documented proof of immunizations for any student(s) entering school. Health records must indicate that immunizations are complete or are in progress.** In accordance with State Laws, current immunization records must be kept on file at ACA. This documentation must come from the student's private physician or Parish Health Unit. If a student cannot take immunizations for medical reasons, the school will accept a signed statement from the student's private physician. Any parent/guardian who refuses any immunizations must provide a written document to the school. Any students who have refused the MMR vaccination that develops a rash associated with a temperature must be removed from school for a period of no less than three weeks.

The State Health Department audits ACA immunization records to ensure compliance with state regulations.

### 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 because of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person to other persons.

- A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Principal.
- Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from the school.

ILLNESS/SYMPTOM	EXCLUDE UNTIL:
Meningococcal disease (Neisseria Meningitis)	Well and proof of non-carriage from a physician
Hib disease (Haemophilus influenza)	Well and proof of non-carriage from a physician
COVID-19 Virus	Well and proof of non-carriage from a physician
Diarrhea (two or more loose stools or over and above what is normal for that student(s))	Diarrhea resolved or is controlled (contained in diaper or toilet)
Fever of unknown origin (temp of 100+ degrees F and some behavioral signs of illness)	A student must be fever free at least 24 hour before returning to school/daycare even though the student is no longer running fever and even though a physician says the student is not contagious.
Any student with a sudden onset of vomiting, irritability, or excessive sleepiness.	Evaluated and cleared by student's physician.
Purulent discharge from nose.	Possible secondary infection and contagious to other student(s).
Conjunctivitis/Pink eye	The eye is generally red with some burning and there is thick yellow drainage being secreted. Mucous discharge must be resolved before the student returns to the school/center.
Strep throat	Must be fever free and on medication for 24 hours.
Any communicable disease (chicken pox)	Student can be checked and cleared by staff.
Any contagious illness or rash	Requires written clearance by physician and must be presented to the Director or Associate Director prior to returning to school/daycare. Telephoning physician is not acceptable. Your Doctor must see the student and diagnose and prescribe accordingly.
Head lice	Treated per pharmacist's recommendation and all nits and bugs removed. The student is to be checked and cleared by the daycare/school office. (1 full day of absence will be excused)

## DRESS CODE GUIDELINES

### Standard Dress

ACA Dress Code has been established by the school board with input from the administration. Parents and guardians are asked to assist the school by purchasing only regulation apparel, maintaining an adequate supply of laundered uniforms, and by making sure that the student comes to school with required apparel.

**Uniforms are to be purchased exclusively from School Time (7745 Jefferson Highway).**

**\*Each item purchased from School Time will be labeled with an official ACA Logo\***

### Spirit Day Dress -Every Friday is Spirit Day! ACA uniform bottoms must be worn with Spirit shirts on Friday.

Only the current 2023-2024 Navy Blue ACA Spirit shirt can be worn to school. Shirts do not have to be tucked in. Uniform bottoms must be worn and belts are not required.

Standard uniform dress applies to students choosing not to participate in Spirit dress.

## GENERAL DRESS CODE GUIDELINES

- All clothing should be plainly and permanently marked with student's name.
- Elastic waist pants & shorts are allowed for kindergarten & 1<sup>st</sup> grade students only.
- All items left at school will be placed in the Lost and Found. Lost and Found is cleared out at the end of each semester and items unaccounted for will be donated.
- All pants, shorts, skirts, and skorts must be hemmed. Clothing items should be neat and clean with no tears, slits, cuts, cut-offs, etc.
- Long sleeve under shirts are NOT allowed under short sleeve uniform polo shirts.
- Students MUST have proper attire and tennis shoes for P.E. at all times. Sweatpants can only be worn at PE during cold weather.
- No visible jewelry or body piercings (other than girls' small ear rings, no dangles) may be worn.
- No visible tattoos, temporary or permanent, are allowed.
- Students may not write or otherwise mark on their bodies or clothing.
- ACA uniforms must be worn on all fieldtrips.

ALL STUDENTS	
<b>BELTS</b>	Must be worn with pants/shorts that have belt loops. They must be solid black, brown, grey or navy in color. Belts must be buckled or clasped magnetically.
<b>SHOES &amp; SOCKS</b>	Tennis shoes are required for P.E. (due to safety issues). All shoes must be closed toe; sandals are not allowed. No flip-flops, Crocks or Crock-style shoes, no platform shoes, no roller blade shoes. Shoes with shoelaces must be tied securely, and they must remain on student's feet. Shoes must fit safely. Shoes must be white, black, gray or navy in color. Socks must be worn with all shoes and must be solid white, grey or navy in color. Small logos in uniform colors are allowed.
<b>SHOELACES</b>	Ties must be secure and visible
<b>SWEATSHIRTS/SWEATERS</b>	Must be worn <b>over</b> uniform. Shirt collar must be showing over sweatshirts & sweaters. ALL sweatshirts & sweaters must be purchased from School-Time Uniforms & have the ACA emblem.
<b>COATS/JACKETS</b>	These heavy garments are to be worn <b>outside</b> only. ANY jackets, sweatshirts or sweaters worn in class or during chapel must be purchased from School Time Uniforms and have the ACA emblem.

GIRLS	
<b>SHIRTS</b>	White, light blue or grey polo shirts (short & long sleeve) with school emblem. Shirts must be tucked in unless purchased with a banded bottom.
<b>PANTS</b>	Navy blue with navy blue stitching. No holes, cuts, tears or frays allowed. Must be worn at waist. Pants may not be rolled at the waist or cuffs. Logo must be visible at the bottom of garment.
<b>SKIRTS- (LENGTH MUST BE 2 INCHES ABOVE THE KNEE) SKORTS- (LENGTH MUST BE MID-THIGH)</b>	Solid navy blue or school plaid. Logo must be visible at bottom of garment. Must not be rolled at waist.
<b>JUMPERS</b>	Can be worn with or without a collared blouse. Shorts must be worn under all jumpers. <b>Must be no more than 3 fingers above the knee.</b>
<b>SHORTS</b>	Solid navy blue. Must be no more than <b>2 fingers above the knee.</b> Logo must be visible at bottom of garment. Must not be rolled at the waist or cuffs.
<b>TIGHTS/STOCKINGS/LEGGINGS</b>	Solid white, navy blue or black in color. To be worn under the uniform.
<b>HAIR</b>	Hair must be clean and neat. Must not hang below eyebrows (blocking vision). Hair must be natural colors. Highlights are acceptable in natural colors only. No bleaching, unnatural cuts or designs.

HAIR ACCESSORIES	Accessories in white, navy, black or matching plaid ONLY.
P.E. CLOTHES	Tennis shoes are required

<b>BOYS</b>	
SHIRTS	White, light blue or grey polo shirts (short & long sleeve) with school emblem. All shirts must be tucked in. White undershirt is allowed under <b>short</b> sleeve uniform shirts only.
PANTS -Belt if pants have loops -K5 & 1 <sup>st</sup> grades must have magnetic clasp belts	Navy blue with navy blue stitching. No holes, cuts, tears or frays allowed. Must be worn at waist and belt visible. Pants may not be rolled at the waist or cuffs. Logo must be visible at the bottom of garment & must be purchased at School Time Uniforms.
SHORTS	Solid navy blue walking shorts. Logo must be visible at the bottom of the garment.
HAIR	Hair must be clean and neat. Must NOT hang below eyebrows (blocking vision). Must NOT touch shirt collar. The outer ear must be showing. Hair must be natural colors. Highlights are acceptable in natural colors only. No bleaching, unnatural cuts, designs or braiding (Mohawks, symbols, etc).
P.E. CLOTHES	Tennis shoes are required

## Free Dress Day

**(Modest Dress Required)** Standard uniform dress applies to students choosing not to participate in Free dress.

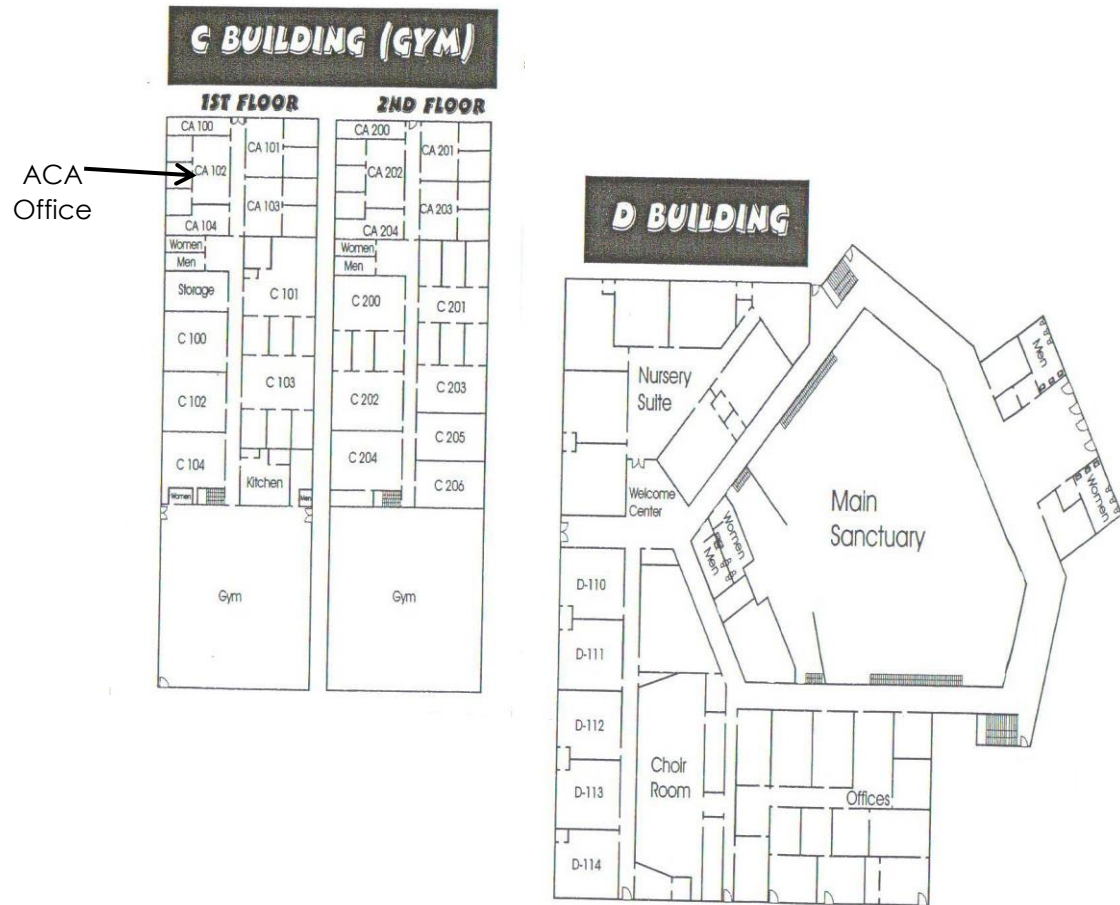
- All shirts & blouses must have sleeves.
- No visible undergarments, see-through shirts or low necklines.
- Wording or emblems promoting secular music groups, drugs, or alcohol use are not permitted.
- No offensive comments or quotes.
- No reference to Santa Clause, the Easter Bunny or Halloween is allowed.
- Shorts must be mid-thigh length & no gym shorts allowed.
- Skirts / dresses must be knee length.
- No leggings except under skirts and dresses.
- Pants may not have elastic bands at the bottom.
- Standard shoe policy applies.
- Belts are not mandatory.
- No pajamas, spandex or tight- fitting clothing.

## **Compliance/Disciplinary Measures**

- Noncompliance with dress code interferes with the operation of school and will not be tolerated. Any incident, occurrence, or display that disrupts the delivery of instruction or other school activities is considered interference with school operation.
- If a student's attire does not comply with policy, a parent(s)/guardian(s) will be required to bring a change of clothes to school or keep the student home until the violation has been corrected and meets ACA approval.
- Absences due to dress code or hair style violation are unexcused.



# Campus Map



## CARPOOL MAP

- Enter and fill up Line 1 first, followed by Line 2, and then Line 3. Move forward to the last cone and stop.
- Wait there until directed to move by ACA staff.
- Please make sure you pull forward in line so that we can fit in as many cars as possible.
- Rainy Day Carpool

