

Alpharetta Christian Academy
Student Handbook
2011 – 2012

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FACULTY & STAFF

Alpharetta Christian Academy teachers have bachelors or advanced degrees in education and are certified through the State of Georgia or they have a degree and eighteen hours of education courses.

½ Day Kindergarten	Teacher	Cyndi Jacobs
Kindergarten	Teacher	Abby Dotterweich
1 st Grade	Teacher Teacher	Sarah Klaus Diane Williams
2 nd Grade	Teacher	Mary Troke Stephanie Conner
3 rd Grade	Teacher	Kathy Pierce
4 th Grade	Teacher	Diana Mills
5 th Grade	Teacher	Deirdre Britt
	Assistants:	Teresa Hohenberger Wendy Melton Lisa Farber Allie Honea Jutta Johnson
Spanish	Teacher	Maria Castillo
Media Specialist	Teacher	Kimberly Wilson
Art	Teacher	Debbie Bradford
PE	Teacher	Allison Taylor
Music/Computer	Teacher	Gregory Case

The Christian School Board

The Board's responsibilities include planning, budgeting, and involvement in the academic and spiritual focus of the school.

STATEMENT OF FAITH

THE SCRIPTURES

We believe

- a. all scripture is verbally inspired as originally written and therefore infallible and inerrant.
- b. the Bible IS the Word of God.
- c. that both the Old and New Testaments are inerrant in the original writing and are the supreme and final authority for faith and life.

THE GODHEAD

We believe

- a. the Godhead exists in three Persons: Father, Son and Holy Spirit.
- b. these three Persons are one God, having precisely the same nature, attributes, and perfections.

THE LORD JESUS CHRIST

We believe in

- a. His eternal existence as God;
- b. His incarnation and virgin birth;
- c. His death on the cross as the substitutionary atonement for sin;
- d. His literal, bodily resurrection from the dead;
- e. His present ministry of intercession in heaven; and
- f. His personal, future return to earth.

THE HOLY SPIRIT

We believe that the Holy Spirit, the third Person of the Godhead:

- a. convicts men of sin and regenerates, baptizes, indwells, seals and sets apart believers into a holy life;
- b. keeps and empowers believers day by day; and
- c. is the Teacher of the Word of God and the Guide for daily living.

MAN

We believe that

- a. man was created innocent and pure;
- b. Adam fell through the sin of disobedience; and therefore
- c. all men need redemption.

SALVATION

We believe that

- a. salvation is by grace, a free gift from God apart from works;
- b. salvation requires repentance, a turning from one's own way to God's way;
- c. salvation is through personal faith in the Lord Jesus Christ;
- d. all who receive Jesus Christ are regenerated by the Holy Spirit and become the children of God; and
- e. true salvation will be manifested by a changed life.

THE FUTURE

We believe in

- a. the personal, visible, bodily return of Jesus Christ to earth;
- b. the bodily resurrection of the just to eternal life in the presence of God in heaven; and
- c. the bodily resurrection of the unjust to the judgment and everlasting punishment in the lake of fire.

Alpharetta Christian Academy will base academic and religious instruction on the above Statement of Faith. By signing this document, I understand my child will be required to participate in chapel and other religious instruction that will be based on elements of this Statement of Faith. Alpharetta Christian Academy is committed to providing a Christ-like environment and teaching from a Christ-centered point of view.

MISSION STATEMENT

The three-fold purpose for the founding of the Alpharetta Christian Academy is:

1. To provide assistance to parents in having a God-centered family.
2. To provide an opportunity for the First Baptist Church of Alpharetta to share the good news of Jesus Christ with others and to minister to them.
3. To provide an environment that will allow for the student's intellectual, social, physical and spiritual growth by offering a challenging educational program, instruction in the Bible and Christian character building.

SCRIPTURAL MOTTO

They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.

Isaiah 40:31



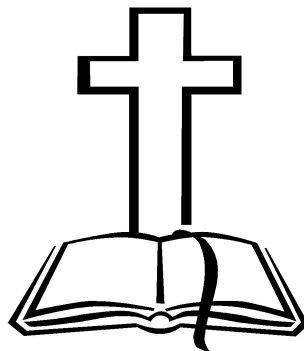
ACCREDITATION

Alpharetta Christian Academy is accredited through the Georgia Accrediting Commission and is a member of the Southern Baptist Association of Christian Schools.

VALUES

At Alpharetta Christian Academy we value:

- 1. God's Full Counsel from His Word*
- 2. Parental Involvement in Education*
- 3. Active/Participating Church Membership/Attendance*
- 4. Family Time*
- 5. Honoring Authority*
- 6. Modeling Jesus' love through compassion, kindness and respect for others*
- 7. Developing character – honesty, responsibility, fairness, diligence*
- 8. Correlation between hard work and success*



HONOR CODE

The purpose of the honor system at Alpharetta Christian Academy is to assist the student body and the individual to uphold and improve his sense of honor, integrity, and absolute honesty in all his academic and social activities. The Honor Code consists of the following premises:

- A. Students are to do individual work without assistance on all tests and assignments requiring individual preparation.
- B. Students are to be truthful in all dealings with faculty and administration.
- C. Students will not take the property of another without prior permission.

Students should note that the use of technology for accessing restricted information or for plagiarism is prohibited and is considered a violation of the Honor Code.

The rules that govern student behavior at Alpharetta Christian Academy are those that govern ladies and gentlemen everywhere. It is the school's belief that the Honor Code, which addresses ethical behavior, and the Code of Conduct, which guides student social behavior, reinforce the school's commitment to providing an atmosphere that is pleasant, conducive to learning, and fosters integrity. Students are required to pledge themselves to the following Code of Conduct:

“As a student of Alpharetta Christian Academy, I will conduct myself as a lady or gentleman, will adhere to the principles of the Honor Code and will promote a positive learning environment for my fellow classmates at all times.”

ADMISSIONS

Alpharetta Christian Academy is open to all students regardless of race, color, creed or national origin. Applicants for all classes must have attained class age by September 1.

Application Procedures:

1. Application information may be obtained from the school office or on the website.
2. All students applying to Alpharetta Christian Academy require admission screening and transcript transfer prior to final admission. Further evaluation may be requested.
3. All students entering the academy for the first time must submit a current immunization record and a certified birth certificate.
4. Application fees are required at the time application is submitted.
5. Tuition payments must follow the established payment plan. All fees and tuition are non-refundable and non-transferable.
6. All current school accounts must be up-to-date in order for re-enrollment to occur.
7. Prior to admission to Alpharetta Christian Academy, the parents must sign the Statement of Faith for final admittance.

Re-Enrollment

During the month of January, presently enrolled students may enroll for the fall term on a first-come, first-served basis. Re-enrollment at Alpharetta Christian Academy is based on, but not limited to, the following criteria: teacher assessment, ability to function well in a classroom setting, any further evaluations deemed necessary by the administration.

Returning Students

Returning students must pay a non-refundable registration when re-enrolling. In order to re-enroll for the next school year, current students must have:

- Satisfactory completion of all re-enrollment forms
- Satisfactory academic work and conduct
- An up-to-date Georgia Department of Human Resources School Certificate of Immunization
- Up-to-date tuition payments for previous and current school year

General Policies

- Final acceptance of students and grade-level placement will be determined by the administration of the school.
- The school reserves the right to dismiss a student or family whose presence in the school is considered detrimental to the best interest of the student himself/herself, his/her fellow students, or of the school in general.
- Admission to Alpharetta Christian Academy is based on the student's and parents' desire to be a part of the educational approach outlined in this handbook. Admissions will not be based on race, color, creed, national origin, or sex.
- Since the school hires faculty, purchases supplies, and makes other financial commitments on an annual basis determined largely by the strength of enrollment contracts, tuition and other charges are deemed fully earned by year as of the execution of the Registration Contract. At that point, payment of tuition and other charges for the full academic year is required and no refund will be made after June 1 regardless of subsequent absence, withdrawal, or dismissal for any reason except as noted below.

Withdrawal

All school records shall be held until balances are paid in full. If a child is expelled, tuition must be paid for the entire school year. Sometimes circumstances (i.e. job transfer or move more than 60 miles away from ACA) dictate that a child must be moved before or during the school year. If or when this occurs, tuition must be paid for the remainder of the current semester. Other school related fees such as the activity/book fee are non-refundable.

TUITION AND FEES FOR 2011-2012

1. Payment of an application fee is required for all new K–5th Academy applicants when turning in an application for enrollment. Registration and book fee are required for all students. The first tuition payment and book fee are due May 1st.
2. Unless full tuition is paid upon enrollment, monthly payments are required beginning in May before the academic year begins. All fees and prepaid tuition are non-refundable and non-transferable.
3. Tuition is for the full annual tuition and ACA can make no adjustment of payments for absences, withdrawal or dismissal. Alpharetta Christian Academy's expenses are incurred on an annual basis; therefore, the academy will not refund tuition payments or cancel unpaid obligations.
4. If tuition is made in payments, the payments are due on the first day of the month. A late charge of \$25.00 will be assessed if not paid by the 10th day of the month.
5. Each returned check will incur a \$28.00 charge. Upon receipt of the second returned check, only money orders, cashier's checks or cash will be accepted for payment during the remainder of the school year.
6. Additional fees for field trips, pictures, resource materials or services and other related events or activities may be required throughout the school year.

TUITION OPTIONS

Application fee - \$150.00

Registration fee - \$125.00

Book Fee - \$375.00

Yearly tuition for half-day Kindergarten - \$6100.00

Yearly tuition for Kindergarten through Fifth Grade - \$8000.00

Tuition can be made in two, nine or eleven monthly installments beginning in May, 2011.

Two month installments:

Half-day Kindergarten - \$3100.00

Full-day classes - \$4080.00

Nine month installments:

Half-day Kindergarten - \$712.00

Full day classes - \$934.00

Eleven month installments:

Half-day Kindergarten - \$594.00

Full day classes - \$779.00

A 5% discount is available for each additional child from the same family enrolled in the elementary program after full tuition is paid for the oldest child.

ONLINE MONTHLY PAYMENTS

Alpharetta Christian Academy provides an online payment option for your convenience. Steps to take advantage of this process are as follow:

To enter online payments:

- Go to alpharettachristianacademy.com
- Under “General Info”, select “Online Payments”.
- The next page displayed will be “Alpharetta Christian Academy Contribution (Step 1 of 3)”.
- Select either “One Time Payment” or “Repeating Payment” (for repeating payments, you will be prompted for a password at the end of the page).
- Select the category for which the payment is to be made (examples: tuition, books/supply, etc.) and an amount.
- Enter your personal information.
- After all data has been entered, click on “Continue to Step 2” at the bottom of the page.

NOTE: If you have an error, you must correct the error before it will let you continue. Sometimes it can be picky about the “Amount” field. If it shows that you have a mistake in this field, it will probably correct it for you, and all you have to do is press “Continue to Step 2” again.

- On the next page, enter your routing and account numbers as requested. An example is provided for you on the page.
- You may “Continue to Step 3” to verify your data and complete the process.

If you have any questions or concerns when you are setting up the payments, you can click on the “Support” button on the left-hand side of the page. This button will allow you to send an e-mail directly to our representative at the bank. She usually responds quickly to inquiries. If you have any questions regarding payment amounts, etc., then you may contact Alpharetta Christian Academy.

Please remember that for repeating payments, you must log into your account after your last payment has been made to discontinue automatic payments.

Delinquent Accounts

If accounts become delinquent frequently, the Head of School may withhold the child from class or other school activities until arrangements are made. Parents whose tuition accounts are delinquent will not be able to re-enroll their children without satisfying previous debts. Payments must then be kept current in order for their child to remain on a class list.

ATTENDANCE

Arrival

A school day begins at 8:35 a.m. Elementary students may begin arriving at 8:20 a.m. Teachers will not receive students prior to 8:20 a.m. as they use this time for preparation. Students arriving after 8:35 a.m. are considered tardy and must receive an admission slip from the office before going to class. Parents are encouraged to use carpool for arrival and dismissal.

Dismissal

Half-day Kindergarten students are dismissed promptly at 1:15 p.m. All other elementary school students are dismissed at 3:20 p.m.

Students not picked up within 15 minutes of dismissal will be placed in aftercare. The fee for after-care is \$10.00 per day.

Absences

Consistent attendance is very important to academic progress. Personal days and vacations are not excused absences. If a full day student is picked up before 12:00 p.m. or checked in after 12:00 p.m., they will be counted as absent for the day. If a ½ day kindergarten student is picked up before 11:00 a.m. or checked in after 11:00 a.m., they will be counted absent for the day.

In case of absence, the parent must submit an absence excuse form to the teacher explaining the reason for the absence. This form must be sent the day a student returns to school. There are no excused absences except for student illness, severe illness or death in the immediate family, medical and dental appointments, court ordered appointments, or weather/environmental conditions rendering attendance impossible or hazardous to the student's health or safety. If a child is absent due to illness, they may be asked to provide a doctor's excuse.

Students will be given one day for each day absent to complete class work and assignments missed due to an excused absence or early check-out.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, **please request permission in writing from the administration one week in advance.**

- A Pre-Arranged Absentee Request form must be completed and approved one week in advance for one day or more, not to exceed five days in a school year.
- In the event that a student must miss school due to a family trip, the teacher will use his or her discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation must be completed and turned in the day the student returns, otherwise, no credit will be given for assigned work. Furthermore, if it is decided that no homework will be given prior, then the

student will be allowed a one class day grace period for every day of vacation, with a maximum grace period of one week, before being required to make up all assignments, tests, and quizzes. It must be recognized that missing school for any reason is detrimental to a students' progress. Therefore, students may be given no more than 5 excused absences for family vacation time in one school year. All other days may be considered unexcused. Whether excused or unexcused, family leave days will count as absences in the attendance policy.

- No family vacation requests will be approved for students in grades 1-5 during Stanford Testing.

Any student with 21 excused or un-excused absences over the course of the year will be required to repeat the grade. Exceptions may be given to students who are hospitalized or involved in an accident which requires treatment or therapy, or who are physically unable to return to school.

Tardy/Checkouts

A child is considered tardy if he/she arrives after 8:35 a.m. Tardy students must be walked by the parent to the school office to obtain an admission slip. The admission slip will then be given to the teacher. **Five un-excused tardies will result in one un-excused absence.** **If a child is consistently tardy or checked out early due to illness, a doctor's excuse may be required.**

Early Pick-up

Class attendance is very important. When a student is checked out early or arrives late, they are missing important instruction time. Therefore, if a child has five un-excused tardies or checkouts this will result in one un-excused absence.

Release of Students

Students will only be released to persons authorized on the student emergency form. Picture identification will be required.

Inclement Weather

Please listen to WSB Radio, TV, WXIA-TV, or CBS Atlanta for reports concerning school closings due to inclement weather or receive a message from the school. If school closes during school hours, please pick up your child immediately.

Wellness Policy

For the welfare of your child and others in the school, all children who are sick must be kept at home. Students with a bacterial infection must have been on an antibiotic and fever free for 24 hours before returning to school.

Please report any of the following to the school office:

1. All communicable diseases.
2. Any serious illness or health problems concerning the student.
3. Any event that may cause the student physical or emotional stress.

Information Updates

Please notify the office of any changes of address, e-mail address, telephone numbers, emergency information, or other information that is pertinent (change in physician's phone number, student allergies, etc.). It is of utmost importance that student/family information be kept up to date.

Security

Due to security issues, parents are asked to abstain from posting pictures of students other than their own child on computer sites, newspapers, or anywhere that can be viewed by the public. Also, parents volunteering or walking in the hall are not allowed to correct any student except their own.

DRESS CODE

Students are required to wear school uniforms every day except Friday. All uniform items can be purchased at Lands' End or Academy Apparel.

**All shirts must have school logo-sewn-on patch, embroidered, or approved iron-ons. (exception: shirt worn under jumpers or pull over sweaters).

BOYS:

Shirts – White, navy, yellow or hunter green 3 button Polo-style with logo (long or short sleeve)

White, navy, yellow or hunter green turtleneck (only underneath vest/sweater/sweatshirt w/logo)

Pants – Navy or khaki uniform pants or shorts (Plain, must be uniform, **NO** cargo or carpenter style)

Socks – White and navy - to be worn everyday (**NO** no-show socks)

Shoes – White, blue, or black athletic shoes (**non skid soles**) or dress shoes such as bucks or loafers, in brown, black, tan, or navy with heels being no higher than 1 1/2" are acceptable. All shoes are to be closed toe with a fully closed heel. **NO** high top athletic shoes, no wheels, no lights, or decorations. No boots except on Friday.

Athletic shoes must be worn on P.E. days.

Belts – Stretch belt with magnetic or buckle closure in navy or khaki or any leather belt in brown or black. Belts must be worn with all pants that have belt loops.

Blazer - Navy blue with logo

GIRLS:

Shirts – White, navy, yellow or hunter green 3 button Polo-style with logo (long or short sleeve) no ruffles

White, navy, yellow or hunter green turtleneck (only underneath vest/sweater/sweatshirt/jumper w/logo)

Pants – Navy or khaki uniform shorts or pants (Plain, must be uniform, **NO** cargo or carpenter style)

Pants or skorts must be worn on P.E. days.

Skorts – Navy, khaki or white-plaid uniform skorts.

Jumper with logo – White-plaid, navy, or khaki with uniform shirt, turtleneck or Peter-pan collared shirt. Gym/biker style shorts must be worn under jumpers at all times.

Dress – Long or short sleeve mesh plain Polo dress in navy or hunter green – no ruffles. Gym/biker style shorts must be worn under dress.

Socks – White or navy (knee socks or crew (fold-over anklet) (**NO no-show socks**)

White or navy tights (**NO Leggings**)

Socks or tights need to be worn everyday.

Jewelry – Small non-dangling earrings only.

Hair Accessories – Must match with uniform colors.

Blazer - Navy blue with logo.

Shoes – White, blue, or black athletic shoes (**non skid soles**) or dress shoes such as bucks, loafers, or Mary Janes in brown, black, tan, or navy with heels being no higher than 1 ½” are acceptable. All shoes are to be closed toe with a fully closed heel. **NO** high top athletic shoes, no wheels, no lights or decorations. No boots except on Friday. **Athletic shoes must be worn on P.E. days.**

Belts – Stretch belt with magnetic or buckle closure in white-plaid, navy or khaki or any leather belt in brown or black. Belts must be worn with all pants/skirts that have belt loops.

OUTERWEAR (Boys and Girls)

Coats/Jackets – Hunter green or navy fleece must have logo if worn in class. Any heavy coat may be worn for very cold days and does not require a logo if only worn outside.

Sweater – Hunter green, yellow, or navy vest or crew neck cardigan with logo
Front zip hooded cardigan with logo

Sweatshirt – Hunter green or navy crew neck sweatshirt with logo
Hunter green or navy full zip sweatshirt with hood and logo

****Oversized or undersized clothes are not permitted. Pants and shorts must be belted at the waist. Shirts must be tucked in at all times.**

FRIDAY ATTIRE:

On Friday students will be allowed to wear school spirit shirts with the uniform pants, skirts or uniform shorts. Jeans, capris, or shorts (**NO skirts**) may also be worn on Fridays only, but **NO** holes, fraying, or studding. Boots may be worn on Friday however, if it is a PE day students must have tennis shoes to wear for PE class.

ACADEMIC POLICY

Conferences

Scheduled conferences are held with the classroom teachers in the fall and spring of each year. However, it is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do urge, however, that such conferences be made by appointment with the teacher at a convenient after-school hour.

If you need to talk with a member of the faculty, please call the school office between 8:30 A.M. and 3:00 P.M. Your call will be returned as soon as possible after school.

Homework

Homework will be assigned on an as-needed basis to enhance the classroom instruction. There will be a minimal amount of homework assigned on Wednesday nights to enable the students to participate in activities at their church. Parents should encourage the timely completion of homework assignments. It is, however, very important that the student complete the homework. If a student does not understand concepts assigned for homework, the classroom teacher should be notified. If a student fails to complete an assignment in class, it will be sent home to be completed.

In addition to homework, students are encouraged to schedule pleasure reading each night.

Report Cards

Report cards are issued every six (6) weeks. The report card is to be kept by the parent, but the envelope should be returned to the teacher the following day signed by a parent. Kindergarten students will not receive a report card for the first six weeks.

Religious Instruction

Alpharetta Christian Academy is a ministry of the First Baptist Church of Alpharetta. The school encourages the practice of the Christian faith within Baptist doctrine. Listed below are specific aspects of our program:

1. Daily devotional activities.
2. Prayers before meals and snacks.
3. Weekly classroom religious instruction conducted by the teacher.
4. Weekly chapel program led by the ACA or First Baptist Church staff.

GENERAL OPERATING PROCEDURES

Visitors

Parents are required to stop by the office if they need to leave something for the student or teacher or if they need to pick up the student. If you are volunteering in the classroom, visiting for lunch or observing, prior arrangements must be made with the teacher and you must sign in and obtain a visitor's badge in the office.

Volunteer Guidelines

Volunteers should:

- Sign in at the academy office, put on a visitor's badge and wear it the entire time you are on campus.
- Make commitments prayerfully and with the knowledge that staff members are depending on you to keep your commitment.
- Dress with modesty, neatness and discretion when on campus or at a school function or field trip.
- Remain focused on the volunteer activity and refrain from visiting with your child(ren)'s teacher without an appointment.
- Not bring siblings as this interferes with the volunteer effort.
- Allow staff to handle any crisis situations that arise.
- Remember that discipline of the students is the responsibility of staff member.

Holiday Celebrations

Please find below ACA's policy on holiday celebrations. Our intentions are not to insult anyone or make ourselves seem superior to anyone else. We just want to make sure we know the reasons we celebrate each holiday. Some people choose to celebrate Halloween, go trick-or-treating, talk about Santa, or even have a visit from the Easter Bunny—**those are family decisions**. We, as a school, want to make sure that our mission to provide a Christian education is not hampered in any way by certain holiday celebrations or losing our focus which is to share the love of Jesus with each child that comes our way.

Halloween: We do not celebrate this holiday. We do, however, celebrate fall and all the wonderful things God has given us to enjoy. These things can be seen in pumpkins, leaves, cool weather, harvest time, etc. Please stay away from ghosts, skeletons, witches, and other things associated with Halloween.

Christmas: We celebrate the birth of Jesus during this season of the year. All of our stories, activities, and art work revolve around this theme. Presents (because the greatest gift is Jesus), Christmas trees, and snowmen are also symbols of this season that are allowed.

Easter: Our focus, on this holiday, is the resurrection of Christ and signs of new life. The Easter Bunny doesn't play a role in our Easter celebration.

Parties

Four parties are scheduled for the school year: **Thanksgiving, Christmas, Valentine's Day, and Spring party.** Room moms/dads plan the type of party in advance with the teacher. Each parent is encouraged to sign up for one party and join in planning and helping at that party, enabling each parent the opportunity to be an active participant in one party. All parties during school hours will be on campus unless it is scheduled as a school-wide function.

Many students have allergies so treats should be planned with an awareness of this possibility. **Goody bags are not permitted.**

In the interest of safety and so that parents who are volunteering to help with the parties can spend time with the students, siblings can not be brought to the class parties.

Birthdays are not "celebrated" at school. Parents may send cupcakes, cookies, pan cookies, fruit snacks, etc. for birthday snacks or lunch if arranged with the teacher in advance. Please make sure the snack is ready to serve and can be served quickly and easily. Birthday "snacks" should be dropped off at the office for delivery to the classroom. **Goody bags are not permitted.** No personal party invitations may be distributed at school unless every child in the class is receiving one.

Field Trips

Throughout the year, some classes may be taking trips outside the classroom in order to enrich the students' school experience, ACA is committed to making field trips part of the education process. Many trips will coincide with studies in these classrooms. You will receive written notification regarding the nature of the trip and any other necessary information.

- ACA/FBCA busses will be used for most field trips when available. If parents are asked to drive, stringent carpool policies will be enforced, such as seat belt use, speed limit observance, age of driver, and valid driver's insurance.
- Costs of trips including transportation are the parent's responsibility, to be paid prior to the trip.
- The number of parents allowed to accompany the class will depend on the nature and requirement of each individual trip.
- It is ACA policy that parent chaperones may not bring additional children on a field trip.
- If a parent chooses not to allow their child to attend a school sponsored field trip, it may be recorded as an unexcused absence and the parent is responsible for their child while the class is off campus.

Child Abuse/Neglect

The staff of Alpharetta Christian Academy is required by law (Georgia Code Section 19-7-5) to report all suspect situations to the Principal. The Principal will be responsible for reporting such situations to the Department of Family and Children Services.

Parent Grievance Procedure

Classroom problems should be handled directly between parent and teacher. If either party does not receive satisfaction, the next step will involve the appropriate principal/administrator. Problems with school policy, procedure, philosophy, or staff personnel, should be addressed with the principal. The Alpharetta Christian Academy School Board is responsible for establishing all policies and procedures for the school. Grievances concerning a particular policy should be submitted to the Board in writing. The chairperson will then put the matter on the meeting agenda.

Emergency Procedure

Staff members are trained in appropriate emergency procedures. Fire and tornado drills are held periodically throughout the year.

Lunch

Generally, lunch will be eaten in the Cove. An outside vendor will be used on Monday through Friday. Students must bring lunch if they choose not to use this service. These lunches must be ready to eat. Microwaves will not be available for student use.

Snack Break

Snack breaks will be decided by the individual teachers. If a break is taken, snacks may include fruit, crackers, granola bars, or other healthy items (no sugar, candy bars, or sweets). Water is the only beverage allowed and must not be in a container with a screw off or flip top lid.

CARPOOL

It is strongly recommended that all parents use carpool for drop-off and pick-up.

MORNING

The carpool line will open at 8:20 a.m. and close at 8:35 a.m. You will enter on Manning Street, the street between the church and Wachovia Bank, and circle through the back lane of the parking lot behind the school. THE LINE IS TO FORM AT THE STOP SIGN AND NOT MOVE TO THE TOP OF THE HILL UNTIL 8:20 A.M. After dropping off your child, you should exit the parking lot by turning right onto Academy Street. This will alleviate the back up that results while waiting on the light to change.

AFTERNOON - Half-Day Kindergarten

If you are coming in to pick up your child, do not arrive until 1:15 p.m. The children can be picked up from room 103. If you are using the carpool line, **PLEASE** do not arrive before 1:15 p.m. This will allow the preschool parents the opportunity to pick up their children before the carpool line forms. If you see a parent trying to enter or exit the parking lot, please be courteous and let them cut through the line.

AFTERNOON – Full-day Classes

If you are picking your child up for early dismissal, you must request them in the school office at or before 3:00 p.m. After 3:00 p.m. the office staff is unable to retrieve your child and he/she will be called to the office after carpool begins. If you are using the carpool line, **PLEASE** do not arrive before 3:15 p.m. THE LINE WILL FORM AT THE STOP SIGN AND WILL BE ALLOWED TO MOVE UP THE HILL AT 3:20 P.M.

REMINDERS

- 1. Drive slowly and carefully in the parking lot. Small children sometimes get loose from their parents and could possibly run from between parked cars.**
- 2. Parents, please hold your child's hand while in the parking lot.**
- 3. The decal should be placed in the lower corner on the passenger side of your front windshield.**
- 4. Parents are responsible for students being buckled in seat belts.**
- 5. Do not proceed up the hill until 8:20 a.m. for morning drop off and 3:20 p.m. for pick up.**

AFTER-CARE & EXTENDED-CARE PROGRAMS

Alpharetta Christian Academy offers an extended-care program for siblings of elementary students. All participants in the extended-care program must be in the 3 years old department or older and potty trained. No diapers or pull-ups permitted. This program begins at the end of the preschool day with the latest dismissal time of 3:20 p.m.

An after-care program is offered for elementary students from 3:20 p.m. until 5:30 p.m.

For more information, please call the school office.

Parent Volunteer Opportunities

Student Name: _____ **Teacher:** _____

Volunteer's Name: _____ **Phone #:** _____

PTO:

Volunteers to help with this committee.

Year-Book Staff:

This group will be responsible for organizing the year-book.

Family Fun Nights

If you are the party planner in your family and would like to raise money instead of spending it or plan a school get together, please consider organizing a Family Fun Night for ACA. You would be in charge of contacting the restaurant/event location and sending information sheets home with the students once the event is schedule. Creativity is certainly appreciated. We would like to have 2-3 Family Fun Nights during the school year.

Craft Show and Bake Sale

The Craft Show and Bake Sale will take place in conjunction with the Fall Festival on October 23rd. This group will be in charge of the advertising, set-up, clean-up and selling of the baked goods. Dads will be needed to set up and break down displays and tables on the day of the event.

Family Mentor Program

New parents need to have current parents to help them through the beginning period at ACA. The Mentors will be there to answer questions and help new parents feel welcomed.

○ **Teacher Appreciation**

Volunteers will be responsible for the decorations and food for the Teacher Appreciation Luncheon on April 27th. We need two people to delegate and about eight volunteers to attend planning meeting and help on the day of the event.

○ **Field Day**

Volunteers will be needed for Field Day on May 25, 2012. Moms and dads will be needed to volunteer to help with the events and maintain water stations.

○ **Book Fair**

Volunteers will be needed to help the school media specialist to plan and work in a large book fair held on January 30th through February 2nd.

○ **Fundraising**

Normally, two fundraisers are held each year. People that are very organized are needed to help with this committee.

○ **Media Center Volunteers**

Volunteer one day a week or two days a month to help in the media center.

SHOP AND EARN

Everyday purchases can benefit the school, allowing you to support ACA without a great deal of additional effort on your part. Shopping done through “Shop and Earn” efforts go to support the many programs of our school.

We are grateful to all of the organizations listed below that specifically target companies to participate in school fundraising efforts. These organizations’ sites have indicated that they monitor the performance of the companies listed on their site, and are committed to removing them from their program, should customer service not be adequate.

Additionally, since these sites are monitored outside of the school, we cannot guarantee that all of the links would be an adequate representation of ACA. We appreciate your interest in these opportunities, and your willingness to take the few simple steps necessary to see ACA benefit from your purchases.

Shop to Support ACA

Onecause – ACA will earn cash-back contributions when you make everyday purchases at or below retail cost at hundreds of name-brand merchants online at www.onecause.com -- all at no extra cost to you. Some of their merchants include Amazon, The Gap, Eddie Bauer, JC Penney, Barnes & Noble, Lands’ End, Spiegel, 1-800 Flowers, LL Bean, Nordstrom, Office Max and more.

Target - For those of you with a Target Credit Card, the company has a program available for returning a portion of your purchase to a designated organization, and ACA is one of the acceptable choices. Detailed information is available at the Customer Service Department of your local Target store. Thanks for thinking of us as you shop!

Labels Collection – The purchase of specific food items can earn cash and/or school supplies for ACA. Save your “Box Tops for Education” from General Mills products,

Grocery Earning - Publix stores return a percentage of purchases back to ACA in cash. You can help by picking up a Publix Partners card from the school office and asking the Publix cashier to scan it on every visit to the store.

Lands End Uniforms – When you purchase school uniforms from Lands End, 3% of the purchase price is returned to ACA.

“EACH ONE – BRING ONE” 2011-2012 RECRUITMENT PROGRAM

Year after year we hear from our new families that the way they found out about Alpharetta Christian Academy is through a current family. You are truly our greatest recruitment tool!! This program provides you an opportunity to recommend quality families to our school, thereby reducing your family tuition bill.

“EACH ONE – BRING ONE” PROGRAM GUIDELINES

- The incoming student and his/her family must be new to ACA. This program does not pertain to students that have previously attended ACA preschool or elementary school.
- The new student and current student must be enrolled at ACA until the end of the school year.
- For each new student you recruit who meets the above criteria and registers for the 2011-2012 school year, we will give you a \$200 credit on one child’s final tuition payment of the 2011-2012 school year. Those who pay annually will receive a rebate check. There is no limit to the number of credits you can earn. If a new student comes in for the second semester the credit will be \$100.
- Only one family can receive credit on a recruited student.
- The “**Each One – Bring One**” recruitment form must be turned in to the ACA Office no later than **October 1, 2011**. The receipt on back will be dated, signed, and returned to you, the current family. Please keep the receipt until you receive confirmation of your credit.

Alpharetta Christian Academy
44 Academy Street
Alpharetta, GA 30009
(770) 475-5762

Date: April 1, 2012

Pay to the

Order of *You - our best recruiter* 200.00

Two Hundred and no/100 ~~~~~ Dollars

FOR: *Each One Bring One 2011-2012 - Alpharetta Christian Academy*
(Recruitment form on back)

**“EACH ONE – BRING ONE” 2011-2012
RECRUITMENT PROGRAM**

CURRENT FAMILY:

Parent’s Name: _____ Phone: _____

Address: _____

Children Enrolled: _____

Parent Signature: _____

NEW FAMILY:

Parent’s Name: _____ Phone: _____

Address: _____

Student’s Name: _____

Parent Signature: _____

CURRENT FAMILY: THIS IS YOUR RECEIPT.

PLEASE KEEP FOR YOUR RECORDS

You will be notified in MARCH 2012 of your credit.

SIGNED _____ DATE: _____

Remember, this is due **OCTOBER 1, 2011**

CURRENT FAMILY: _____ NEW FAMILY: _____

THANK YOU!!!!

The Georgia Private School Tax Credit - FAQs

Georgia Student Scholarship Organization, Inc. (GASSO)

What is the Georgia Private School Tax Credit?

If you or your Company pay any Georgia State Income Tax and would like to have control over how part of this money is used, GASSO can help you direct some of your tax dollars to Private Schools for Scholarships. In May 2008, the State of Georgia passed new legislation (HB 1133) which allows tax payers to have some control over how their tax dollars are used. This legislation allows taxpayers to "Donate" part of their Georgia Income Tax for use at Private Schools to provide Scholarships for children in Pre-K through 12t grade. The "Donor" receives a dollar for dollar credit off of their Georgia Income Tax for their "Donation". The law allows up to \$50 million per year in tax credits for Donations to Private Schools.

How can the Georgia Private School Tax Credit benefit a student in attending a Private School? Donors can designate a specific school to receive their scholarship donation. Therefore, if students have friends and relatives who pay Georgia Income Tax, the relatives/friends can make a donation and specify the school to receive the scholarship. The donation cost is essentially zero to the relatives/friends since they receive a dollar for dollar credit off their Georgia Income Tax and the students benefit by receiving a scholarship which can substantially reduce or eliminate the cost for tuition to the private school.

How do I make a donation to receive the dollar for dollar credit off my Georgia Income Taxes? Donors must work with a Georgia Department of Education (GADOE) approved Student Scholarship Organization (SSO). Each approved SSO is a nonprofit 501(c)(3) charitable organization that manages the donations and scholarships/tuition grants under the Georgia Private School tax Credit law.

1. Donors complete a "Pre-Approval" form from an approved SSO and mail the form to

Georgia Department of Revenue
Qualified Education Expense Credit
1800 Century Blvd NE
Suite 8301
Atlanta, GA 30345

or fax the form to Cassandra Powell (404) - 417 - 6610

2. The Georgia Department of Revenue will review and approved/deny the request for donation within 30 days of receipt of the "Pre-Approval" form. The "Pre-Approval" form will only be denied if the \$50 million for tax credits are completely used. The credits are on a first come first serve basis.

3. When the donor receives the approval from the Georgia Department of Revenue on the "Pre-Approval" form, they have 30 days to make the donation to the SSO. The donors send a copy of the "Pre-Approval" form and their donation to the SSO within 30 days of receiving approval and designate the donation for a private school of their choice.

4. The SSO receives the donation and a copy of the approved "Pre-Approval" form and sends the donor an "Acknowledgment" form.

5. The donor files the "Acknowledgment" form with their Georgia Income Tax return and receives the dollar for dollar credit off the Georgia Income Taxes.

6. The process repeats annually starting January 1 and is available until the entire \$50 million in credits are used (on a first come first serve basis).

How much can I donate and still receive the dollar for dollar credit off my Georgia Income Taxes?

An individual can donate up to \$1000.

A married couple filing a separate return can donate up to \$1250 each.

A married couple filing a joint return can donate up to \$2500.

A corporation paying GA Income Tax can donate up to 75% of it's GA tax liability.

If I over pay on my Georgia Income Tax and have made a donation, will I receive a refund including the donation?

Yes as long as your Georgia tax liability is greater than the donation amount. Before considering a donation to any SSO, we advise you contact your professional tax advisor to review the tax laws surrounding the Georgia Private School Tax Credit.

Who is eligible to receive a scholarship or tuition grant?

Eligible student means a student who is a Georgia resident enrolled in a Georgia secondary or primary public school or eligible to enroll in a qualified kindergarten program or pre-kindergarten program.

How do I apply for a scholarship or tuition grant?

Scholarships are awarded upon recommendations from the participating private schools based on merit, need, and/or other criteria. Scholarship application forms are available from the participating Private Schools.

What is a Student Scholarship Organization (SSO)?

The Law requires a SSO to manage the Donations between the Donor and the Private Schools. SSO's are non profit 501(c)(3) charitable organizations and must obligate 90% of annual revenue for scholarships and tuition grants.

Links and web sites

Georgia Student Scholarship Organization (SSO), Inc. - www.gascholarships.grg

Georgia Department of Education -

http://www.doe.k12.ga.us/pea_policy.aspx?PageReq=PEAHB1133

Georgia Department of Revenue - <http://www.dor.Ra.Rov/>

GASSO Inc.

107 Colony Park Drive, Suite 100 Cumming, GA 30040

770-331-2654

Email: gassoinc@belisouth.net

Alpharetta Christian Academy 2011-2012

First Semester

August 8 - 12

Pre-Planning for Teachers

August 15

Meet and Greet (8:35 – 9:00) First day
(8:35 – 12:00)

Parent Meeting 9:00

August 29

Curriculum Night – 7:00 pm

September 5

Labor Day Holiday - School Closed

September 21-23

Fall Pictures in uniforms

October 13 - 14

Doughnuts with Dad

November 21

Teacher Workday

November 21 - 25

Thanksgiving Break

December TBA

Christmas Program - 7:00 pm

December 19 – December 30

Christmas Break

Second Semester

January 2

Teacher Workday

January 3

School Resumes

January 10

Curriculum Night – 7:00 pm

January 16

Martin Luther King Day – School Closed

Jan. 30 – Feb. 2

Scholastic Book Fair

February 1 – 2

Muffins with Mom

February 17

Teacher Workday

February 17 - 20

President's Day Holidays – School Closed

March 13 - 15

Spring Pictures – uniforms optional

April 2 - 6

Spring Break

April 19

Talent Show and Science Fair

April 27

Teacher Appreciation Day

May 25

Last Day of School and Field Day

May 29 – 30

Post Planning for Teachers

School Hours are: ½ Day Kindergarten – 8:35 – 1:15

K – 5th - 8:35 – 3:20

Inclement weather make-up days:

Day 1 – Add 5 minutes to the end of the day beginning February 6.

Day 2 – February 17th

Day 3 – Add 5 minutes to the beginning of the day beginning February 6.

Days 4 - 7 – May 29th – June 1st