

Alpharetta Christian Academy
Student Handbook
2005 – 2006
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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.

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.
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 school 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.

TUITION AND FEES FOR 2005-2006

1. Payment of an application fee for new students is required. Registration and book fee are required for all students. The first tuition payment, book fee and registration fee are due at enrollment.
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 - \$100.00

Book Fee - \$210.00

Yearly tuition for half-day kindergarten - \$4,020.00

Yearly tuition for Kindergarten through Fifth Grade - \$5,670.00

Tuition can be made in nine or eleven monthly installments beginning in May, 2005.

Nine month installments:

Half-day Kindergarten - \$469

Full day classes - \$661

Eleven month installments:

Half-day kindergarten - \$391

Full day classes - \$551

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.

ATTENDANCE

Arrival

A school day begins at 8:40 a.m. Elementary students may begin arriving at 8:30 a.m. Teachers will not receive students prior to 8:30 a.m. as they use this time for preparation. Students arriving after 8:45 a.m. are considered tardy.

Dismissal

Half-day Kindergarten students are dismissed promptly at 1:00 p.m. All other elementary school students are dismissed at 3:20 p.m.

Half-day Kindergarten students picked-up after 1:15 p.m. will be charged a \$1.00 per minute late fee. All other elementary students picked-up after 3:35 p.m. will be charged a \$1.00 per minute late charge.

Absences

Consistent attendance is very important to academic progress. Personal days and vacations are not excused absences. If a child is picked up before 12:00 p.m., they will be counted as absent for the day.

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns to school. There are no excused absences except for student illness, death in the immediate family, or medical and dental appointments.

Class work and assignments missed due to an excused absence or early check-out must be made up in a timely fashion.

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 procure permission from the administration several days in advance.**

Any student with 21 un-excused absences over the course of the year will be required to repeat the grade.

Tardiness

A child is considered tardy if he/she arrives after 8:45 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. **Three un-excused tardies 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 local radio and television reports concerning school closings due to inclement weather. 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.

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.”

DRESS CODE

Students are required to wear school uniforms everyday except Friday. On Friday students will be allowed to wear our school spirit shirts with the uniform pants or skorts. All uniform items can be purchased at Uniform Depot, 600 North Main Street, Alpharetta, GA.

**All shirts must have school logo (exception: shirt with jumper).

BOYS:

Shirts – White, navy, yellow or hunter green polo-style

Pants – Navy or khaki shorts and pants (Plain, no cargo/carpenter style)

Socks – White and navy.

Shoes – Any conservative white tennis shoe without characters or lights.
Any loafer-type or boot-type shoe. No sandals.

GIRLS:

Shirts – White, navy, yellow or hunter green polo-style

Pants – Navy or khaki shorts and pants (Plain, no cargo/carpenter style)

Skorts – Navy, khaki or plaid skorts

Dress – Plaid jumper with ribbed shirt.

Socks – White and navy.

Shoes – Any conservative white tennis shoe without characters or lights.
Any loafer-type or boot-type shoe. No sandals.

COOLER WEATHER (Boys and Girls)

Shirts – White, navy, yellow or hunter green long-sleeved polo-style
White, navy, yellow or hunter green turtleneck

Coats/Jackets – Hunter green or navy sweatshirt
Hunter green or navy crew neck or v-neck sweater
Any heavy coat for very cold days.

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

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 definite 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.

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 have to pick up the student. Please do not go directly to the classroom, as this interrupts the teaching. 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 get a visitor's badge in the office.

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. This way each parent is given the opportunity to be an active participant in one of the parties throughout the year. 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, we strongly recommend that siblings 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.

Accreditation

Alpharetta Christian Academy is accredited through the Georgia Accrediting Commission.

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

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.

Faculty and 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.

The Christian School Board

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

The members of the ACA School Board are:

Sara Cagle – Chairman
John Bailey
Mike Carlisle
Sarah Graham
Johnny Hall
Joe Lively
Debbie Dodd – Ex Officio

CARPOOL

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

MORNING

The carpool line will open at 8:30 a.m. and close at 8:45 a.m.. We will follow the same procedure as last year. You will enter on Manning Street, the street between the church and Wachovia Bank, and circle through the back parking lot. Enter the parking lot using the back lane. The line is to form at the STOP sign. The sign will be moved at 8:30 a.m. and cars will not be allowed up the hill until that time. After dropping off your child, you must 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, you need to be in the parking lot by 12:45 p.m. If you are using the carpool line, **PLEASE** do not arrive before 12:55 p.m. This will allow the parents parking the opportunity to get into the parking lot 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 coming in to pick up your child, the back door will not open until 3:20 p.m. 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. Follow the map on the next page.**

Scope and Sequence
Kindergarten – Fifth Grade

Committee Volunteer Opportunities for Parent Organization

Room Moms

Ideally, there will be two room moms per class. They organize the parents to help with parties and in the classroom when needed. Please know that by being a room mom you will automatically be placed on The List of Most Valuable Parents!

Pizza Wednesdays/Ice Cream April

This group will distribute pizza to the classrooms on Pizza Wednesday. The school office will coordinate the volunteers and order the pizza. We just need a few volunteers to deliver the pizza with a smile. This also include helping with Fantastic Friday ice cream treats in the month of April

Box Tops for Education

One person is needed to assist with the collection and counting of the Box Tops. The Box Tops are mailed off twice during the school year.

Craft Show and Bake Sale

The Craft Show will take place on a Saturday in October. Volunteers will be needed for advertising, set-up, clean-up and working the food booth. Dads will be needed to set up and break down displays and tables the weekend of the event.

Family Fun Nights

If you are the party planner in your family and would like to raise money instead of spending it, 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 4-6 Family Fun Nights during the school year.

Christmas Program

This committee will be responsible for the decorations and food for the reception following the Christmas Program on Sunday, December 11th. We need one person to delegate and about six volunteers to get together for one planning meeting and help the day of the event. Volunteers will be serving punch and cookies.

Teacher Appreciation

This committee will be responsible for the decorations and food for the Teacher Appreciation Luncheon on April 28th. We need two people to delegate and about eight volunteers to attend planning meeting and help the day of the event. In addition, volunteers will be needed to manage the classes while the teachers enjoy the luncheon.

Field Day

Volunteers will be needed for Field Day on May 12, 2006. Moms and dads will be needed to volunteer to help with the events, organize lunch and maintain water stations.

Book Fair

We do Scholastic book catalogs throughout the year, but also have a large book fair in the Spring and possibly Fall. Volunteers are needed to work at the fair.

Fundraising

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

2005-2006 Calendar

First Semester

August 4 – 10	Pre-Planning for Teachers
August 11	First Day of School – Half-day
August 12	Full day
September 5	Labor Day Holiday (School Closed)
September 12	Curriculum Night – 7:00 p.m.
September 28	Fall Pictures (Individual-Regular Dress)
October 10	Teacher Conference (School Closed)
October 21	Doughnuts with Dad
October 30	Fall Festival
November 23 - 25	Thanksgiving Holidays (School Closed)
December 11	Christmas Program
December 21 – Jan 6	Christmas Holidays (School Closed)

Second Semester

January 6	Teacher Workdays (School Closed)
January 16	Martin Luther King Holiday (School Closed)
January 23	Curriculum Night – 7:00 p.m.
February 17 - 20	President's Day Holiday (School Closed)
February 22	Muffins with Mom
March 23	Spring Pictures (Individual & Class-Uniforms)
April 3 - 7	Spring Break (School Closed)
April 14	Good Friday Holiday (School Closed)
April 20	Talent Show - 7:00 p.m.
April 28	Teacher Appreciation Day
May 12	Field Day
May 26	Last Day of School
May 30 - 31	Post-Planning for Teachers