

Amory Christian Academy

60035 County Barn Road

Amory, MS 38821

(662) 256-5024

www.amorychristian.org

We're Glad You're Here!

Welcome to Amory Christian Academy! We are glad that you will be a part of our school family. Our sincere desire is that our students will love the Lord and put Him first in their lives. A balanced emphasis on Godly living, academic excellence, and character development help us in achieving this goal. The various policies and procedures of our school are discussed in this book. I trust it will better acquaint you with us and answer any questions regarding the school. If I can be of additional assistance to you and your family throughout the year, please do not hesitate to call. *WE'RE GLAD YOU'RE HERE!*

ACADEMICS

A course of study will be determined for each freshman as he enters the high school area. Any difficulties in scheduling will be worked out with a conference among the student, parents, and principal. A minimum of 23 credits is required for graduation. The general tract is as follows:

Math	4 credits
English	4 credits
Social Studies	4 credits
Science	4 credits
Bible	2 credits
<u>Electives</u>	<u>6 credits</u>
	24 credits

For university preparatory diploma with honors, please see the administration for counseling.

* For honors, requires minimum GPA of 3.25.

(Electives include physical education, choir, health, music, computer, etc.)

Credits are awarded on successful completion of each semester.

Graduation: Valedictorian and salutatorian must complete minimum of a college prep tract and minimum GPA of 3.25.

Bible is required for each year in high school.

ACCEPTANCE POLICY

Amory Christian Academy (ACA) accepts students regardless of race, sex, or national origin.

ADMISSIONS PROCEDURE

1. Obtain a student application and handbook from the school office. Give all required information.
2. Submit the application and registration fee to the school office. Should a student not be accepted by the school after the registration fee has been paid, the fee would be refunded. Otherwise, the registration fee is neither non-refundable nor transferable.
3. Acceptance is based upon the evaluation of previous school work. Entrance exams may be required to help determine final grade placement.
4. High school students (7th – 12th grades) are accepted at ACA on the basis of an interview with each family and the principal. All prospective students must be present during the interview. Parents, along with junior and senior high students, are required to sign a statement of cooperation expressing their support of the school's program. A student who does not cooperate or agree with the purpose and the program of the school will not be admitted or allowed to remain in school.
5. All students will be required to have a current certificate of immunization.
6. Orientation will be held at the beginning of school. Attendance is required to acquaint parents with the total school program and procedures.
7. Home School students wanting to enroll in ACA must have a transcript that has been kept by a professional organization or group. For example, ABeka Home School and "School of Tomorrow" are acceptable groups that will be accepted. No "homemade" transcripts will be accepted.

Student admission is conditional. All new students are admitted on probation for the first six weeks. If a student fails to make progress adjusting to our program, parents should find a school better suited for that student.

AFFILIATIONS

ACE (Accelerated Christian Education)

This is a group that publishes Biblical, self-instructional curriculum. They also host national and international conferences and conventions for educators, parents, and students. These events provide opportunities for practical application, leadership, and training.

AACS (American Association of Christian Schools)

This is a national group that also provides information and representation. Headquartered in Kansas City, MO, this organization does much lobbying on bills that would affect the ministries of churches and schools.

ARTICLES OF FAITH

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of the Lord Jesus Christ, in His virgin birth and His vicarious death through His shed blood, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of the lost to damnation and the saved to life eternal.
7. We believe in the spiritual unit of the believers in our Lord Jesus Christ.
8. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
9. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph.5:22-23)

*A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Articles of Faith, the spirit, or the policies of the school whether **on or off property** as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

* PARENTAL SUPPORT

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff. Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Articles of Faith, the administration reserves the right to deny the student continued enrollment in the school.

ATTENDANCE

Students are required to attend school every day unless they are physically unable. Each time a student is absent, a written excuse signed by a parent explaining the reason for the absence is required **for the student to be admitted into the classroom**. A doctor's note is necessary if the student missed for a doctor/dentist appointment. If a note is not received within two days of the absence, the absence will be recorded unexcused. To be counted present, students must be in attendance for at least half of the regular school day. The definition of an excused absence is as follows:

1. Illness or injury
2. Death in immediate family
3. Medical/dental appointments
4. Quarantine
5. Religious observations

Absences from school for reasons other than those stated above will be considered unexcused and skipping school.

A student may be excused by a parent for up to five (5) times/occurrences per year. After that, a Doctor's excuse will be required. Failure to send a note WILL result in an unexcused absence.

See **MAKE UP WORK POLICY** for the procedure in making up missed work.

The school calendar provides several holidays and special days when school is not in session. Parents are encouraged to use these days for taking their vacations and special outings to avoid unexcused absences.

Prior consent: (1) Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the principal. (2) Attendance at an authorized school activity with the prior approval of the principal.

Each class period keeps its own account of who is present and absent, failing a class due to attendance is individual.

Students may not miss more than 20 days throughout the school year (10 per semester) to be promoted to the next grade. Extenuating circumstances may be approved by the administration.

Note: Students in Jr./Sr. High missing more than 10 days in one semester are in danger of receiving no credit for the course in which he/she is enrolled. With three unexcused absences, parents will be notified in writing.

CELL PHONES/SMART PHONES

Students carrying cell phones are not allowed to have them at school. Should you be needed in an emergency, the office will contact you. Non-emergency related calls tend to interrupt the education process. Use of cell phones for calls, text messaging, social networking and/or internet browsing will result in disciplinary action.

BEFORE SCHOOL CARE

As a service to working parents with students in ACA, the school offers before school care. This service involves taking care of students prior to regular school hours. Before school care is available from 6:15 a.m. until 7:55 a.m. Students who arrive at school prior to 7:55 a.m. **MUST** go to the morning care facility.

BOY/GIRL RELATIONSHIPS

ACA is co-educational, operating on the premise that it is wholesome for boys and girls to develop many friendships during the school years. Some friendships will be with members of the opposite sex.

Students should not arrive at nor leave school with a member of the opposite sex unless it is his/her pre-approved ride to school. There will be no mixed groups riding together without written approval from both parents.

Outward show of affection in public such as holding hands, having arms around one another, and the like is not permitted in the school or on the school grounds.

Couples should never be in places where there are no adult chaperones. It is vitally important that there is an effort made to avoid all appearances of wrong in dating relationships. Any failure to comply with these guidelines will not be tolerated!

CALENDAR

A school calendar is provided to each family at the beginning of school. This calendar will indicate such dates as holidays, teacher workdays, report cards, PTF meetings, and special events. ACA follows the calendar unless hazardous weather conditions demand school closing. Additional copies may be obtained from the school office.

CAMPUS TRAFFIC

The speed limit on campus is 10 mph. Our driveway is **ONE WAY** at all times; please observe the signs.

When picking up your students, please stay in your car and remain in a single file line. The teachers will help the children to the cars where they will enter on the passenger's side. You will then move forward and the next child will be placed in their car. If you need to meet with your child's teacher or have business in the office, please park out of the way of the pick-up line. From experience we have proved this is the safest procedure. When cars begin trying to get out of line and go around other cars, there is the possibility of an accident. Please observe these rules; they are for your child's safety!

Designated Drop Off Areas: Back of building at drive through

Designated Pick Up Areas: k – 5th End of elementary school hall

Designated Pick Up Areas: 6th - 9th- End of high school hall

CARE OF PROPERTY

Amory Christian Academy belongs to God. Respect for all property, therefore, is vitally important.

Sitting on desks, writing, carving, or defacing any part of Amory Christian Academy is considered a serious offense. Willful damage to these properties could result in immediate dismissal.

CHANGE OF ADDRESS OR PHONE NUMBER

Please inform the office if you change your current address or telephone number so that the records may be kept correctly. If the files are incorrect, it may be difficult to locate a parent in case of an emergency.

CHAPEL

Chapel will be held once per week. This will provide for each student a time of spiritual refreshment as the Word of God is shared. Students are required to bring their Bibles to every chapel session.

CLASSROOM CONDUCT

ACA believes that training must begin at home and be reinforced at school; therefore, there are certain standards that students are expected to follow:

1. Always say *Yes Sir* or *No Sir*, *Yes Ma'am* or *No Ma'am*. Never say *Yeah* or *Huh?*
2. Sit straight and tall in the seat, back against lower part of the chair, feet in front of the chair.
3. Students are to face the front of the class. Eyes are to remain toward the front of the class or toward the teacher.
4. Permission to talk must be received by raising the hand and being recognized by the teacher.
5. Gripping is not allowed. Any student heard griping will be disciplined immediately.
6. "Goofing off," horseplay, is not allowed in any part of the school. This is not conducive to Christian character, and it leads to destruction of property.
7. Students will always address and reply to teachers with utmost respect.
8. **No chewing gum is allowed.**

CLOSED CAMPUS

Students are not permitted to leave campus during school hours under any circumstances unless the student has permission from the school office or principal. A written request from the parent is necessary to grant permission to leave campus for any reason but still requires the **approval of the administration**. Students may not leave for an unapproved reason if they still have classes. Any leaving of school for an unapproved reason will be considered **skipping school** and will be dealt with. A student is considered on campus when he/she is dropped off on school property. Leaving the campus without permission will impose serious punitive measures. Lunch is not considered a valid reason to leave school property and will not be allowed at any time.

COURSE CHANGE

No course may be dropped or added unless the student meets with the principal and secures permission to do so. Any course dropped after the first two weeks of school will be recorded as an "F" unless such a change is recommended by the administration. No course may be dropped or added after the fourth week of the school year. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year. No changes may be made at semester break. Any course with fewer than five students may be cancelled.

CURRICULUM

The 6th through 9th grade uses, almost exclusively, the ABEKA curriculum from Pensacola Christian College in Florida, ACE curriculum, and Bob Jones curriculum from Bob Jones University in South Carolina. Instruction in English, writing, math, and other areas effectively prepares the child for high academic achievement.

DEPARTURE

School dismisses at 3:00 each afternoon. All students must be picked up by 3:15 p.m. Students are not to roam the campus and must maintain the school dress code. Parental permission must be granted in writing and be on file with the principal before any student may leave campus with anyone except family members.

1. Each student leaving early must bring a note in the morning stating the reason and dismissal time to check out.
2. Each student coming in late or leaving early must sign in or out at the office.
3. No student will be allowed to leave school early for work without permission.
4. Early dismissal deemed unexcused will result in the student not being allowed to make up missed work or tests.

DISCIPLINE

Discipline is a balance of love and control. Discipline and order are necessary to the traditional educational process. Our faculty strives to provide love and special attention to each individual student. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions.

It is our philosophy that if a teacher is to be respected by his/her students, the teacher must have authority to handle matters of discipline. Discipline is administered in love and with counseling and understanding. Our faculty has each child's interest at heart and loves each one.

Love is the basis for all discipline at Amory Christian Academy. It is our aim not only to academically bring each child to his full potential, but also to teach our children the meaning of good character and responsibility. We ask our parents to exercise confidence in the judgment of the teachers in the matters of discipline. We look for full support from all of our parents.

Students that maintain knowledge of wrongdoing and are not forthcoming or honest about the situation will be subject to disciplinary actions as well at the discretion of the administration.

DISCIPLINE POLICY

ACA recognizes Five Steps to effective discipline:

1. Instruction: (Ephesians 6:4; Proverbs 22:6)
2. Reinforcement: remind the student, helping him recognize he deserves and needs discipline.
3. Correction: the ultimate goal of discipline is training in responsibility for actions.
4. Restitution: right the wrong if possible (Ephesians 4:28)
5. Restoration and Reassurance: expressing love and concern for the one disciplined.

To carry out the parents' wishes for total character development, it is necessary the School follow Scriptural admonitions to correct their child(ren) if behavior violates appropriate and reasonable rules and procedures. There are occasions when paddling a child becomes necessary. Corporal Correction is appropriated when a student willfully, repeatedly flaunts appropriate authority and/or disrupts his environment so others are significantly impacted. When warranted, corporal correction will be exercised by the Principal or a disciplined-trained teacher.

Detention:

Detention slips must be signed by parents and returned to the detention overseer on the day of detention.

Detention will meet on Tuesday or Thursday, as necessary, from 3:05 to 4:00. A lengthy assignment may be issued and must be turned in to the detention overseer at 4:00. Assignments must be complete as to satisfy the overseer.

All detention slips must be signed by a parent or guardian, failure to do so will result in the serving of another detention and contact made to the parent or guardian making them aware of the discipline.

Students are required to pay \$2.00 per detention. This is to be given to the teacher upon arrival at detention at 3:05.

Detentions may not be postponed without incurring a full detention penalty per day to be added to the assigned detention. Detentions will not be rescheduled for extracurricular activities.

Detentions will be served 55 minutes per detention. (i.e. 1 detention = 55 minutes, 3 detentions = 55 minutes 3 following detention days)

NOTE: ISS (in school suspension) results in the exemption from any school activity that may occur on the day(s) issued including ball games, banquets, trips, etc. Students must do all work assigned during these days. A grade of "0" will be given to all daily work but any test for that day will be taken with 15 minutes upon arrival at school.

Detentions will be issued as follows (if Corporal Correction is not suitable for the offense)

1. Being out of your room without permission - 1

2. Boy/girl misconduct - 1-4
 3. Disorderly conduct in the school building or on school grounds - 1
 4. Failure to attend prescribed activities - 1
 5. Failure to serve detention - 1
 6. General disturbance - 1
(talking without permission, talking after warning, passing notes, chewing gum, running in the building, throwing objects, etc.)
 7. Meddling in other students' property - 2
 8. Possession of potentially harmful - 2
 9. Repeated failure to return slips or assignments - 2
 10. Three tardies in a 30 day period - 1
 11. Violation of dress code - 1
 12. Possession of cell phones/beepers (see notes) - 1
 13. Trash in the hallway or on top of lockers - 1
 14. Entering and exiting the parking lot incorrectly - 1
 15. Fighting - 4
 16. Griping - 2
 17. Leaving school grounds without permission – 1-4
 18. Leaving school ground with an unapproved person --- 2-4
 19. Misconduct in chapel - 1
 20. Misconduct in lunchroom - 1
 21. Misconduct in restroom - 1
 22. Misconduct on school bus - 1
 23. Miscellaneous offense - 1-4
 24. Objectionable material in locker – 1-4
 25. Skipping school - 3
 26. Disrespect toward teachers - 3
 27. Lying - 3
 28. Possession of inappropriate music - 3
 29. Possession of questionable reading material - 3
 30. Unapproved use of computers - 3
 31. Using indecent language - 4
 32. Cheating - 5
 33. Destroying or defacing school property - 6
 34. Flagrant misconduct - 6
 35. Possession of pornography - 9
 36. Stealing - 10
 37. Use and/or possession of tobacco products - 15
(Future attendance by review of administration)
 38. Possession of a firearm – Expulsion*
 39. Same sex misconduct – Expulsion*
 40. Use and/or possession of drugs or intoxicating beverages--Expulsion*
 41. Improper sexual relations – Expulsion*
- *See page 15 for the proper explanation of "Expulsion"

Explanation of Detention Offenses

2. Boy/Girl Misconduct – including but not limited to: kissing (of any kind), holding hands, interlocked arms, hugging, improper touching, etc.
7. Meddling in other student's property – including but not limited to: go into lockers, books, bags, purses, cars, etc.
8. Possession of potentially harmful objects – including but not limited to: pocket knives, a weapon of any kind (not including firearms), the use of anything as a weapon, etc.
9. Repeated failure to return slips or assignments – included but not limited to: detention slips, permission slips, homework assignments, etc.
11. Violation of dress code – see "DRESS CODE" portion of the handbook, know that any dress code violation may result in the necessity to obtain clothing from home or an unexcused dismissal from school for that day
12. Possession of cell phones/beepers – the number of detentions given for this offence will correspond with the number of offenses, for example, a third offence will equal 3 detentions, fourth offence will equal 4 detentions, etc. Also, the cell phone will be taken by the administration and a parent will have to come and pick it up
13. Trash in the hallway or on top of lockers – any student not throwing away trash including, papers, cans, or any other garbage, will serve a detention
14. Entering the exiting the parking lot incorrectly – driving in the exit or driving out the entrance
17. Leaving school grounds without permission – permission is granted by the administration (principal) or office staff, simply signing out is not attaining permission
18. Leaving school grounds with an unapproved person – see "BOY/GIRL RELATIONSHIPS", no one is to leave school with a person without written consent of both sets of parents
23. Miscellaneous offense – including but not limited to: acts that would be disruptive in class, behavior not appropriate for school, etc.
24. Objectionable material in locker – including but not limited to: pictures in which people are in violation of the ACA handbook, inappropriate writings, distasteful literature and photographs, etc.
25. Skipping School – any student that is absent from a class or the entire day for a reason that is not considered approved, see "ATTENDANCE"
27. Lying – including but not limited to: verbal lying, lying on the sign-in/sign-out sheet, etc. Also know that lying can be added to another offence in which the student is not honest about the situation.
28. Possession of inappropriate music – including but not limited to: any music that is "non-Christian" in genre, also questionable groups that claim Christianity
30. Unapproved use of computers – including but not limited to: adding software, songs, other programs not already installed, also the playing of games
31. Using indecent language – including but not limited to: curse words, inappropriate words such as racial slurs, sexual orientation words, inappropriate slang, etc.
32. Cheating – including but not limited to: cheating on test, copying homework, worksheets, etc., and assisting in others cheating
33. Destroying or defacing school property – including but not limited to: writing on walls, tables, chairs, desks; driving through the grass, etc.
36. Stealing – including but not limited to: taking things out of a student's locker without permission, taking others belongings, etc.
38. Possession of a firearm – any firearm brought on the campus will be considered possession, even if the firearm is in a vehicle

39. Same sex misconduct – including but not limited to: kissing (of any kind), holding hands, interlocked arms, hugging, improper touching, at school or outside of school
40. Use and/or possession of drugs or intoxicating beverages – the use and possession of these items, inside or outside of school is strictly prohibited
41. Improper sexual relations – including but not limited to: fornication, any other form of sexual contact

Physical Contact/Immorality

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach. In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement"

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

Examples: "I am gay," "I am a homosexual," "I have a homosexual orientation."

Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

- * **5 Detentions** – 1 day suspension and 400-word essay on "Obedience." Essay must be in ink with correct grammar and spelling, and signed by parents.
- * **10 Detentions** – 3 day suspension and 800-word essay on "Great Men of America." Essay must be in ink with correct grammar and spelling, references, a minimum of 10 men, and signed by parents.

- * **15 Detentions** – 5 day suspension, 1000-word essay on assigned topic. Essay must be in ink with correct grammar and spelling, references, and signed by parents. Final review of future attendance by administration
- * **Suspension** – Will be in-school unless stated by the principal.

ACA does hold the right to deal with any situation in the way that the administration feels necessary, from the most minor infraction to the expulsion of a student.

DRESS CODE

We believe the Bible establishes at least four minimum standards for Christian dress. First, **modesty** (I Tim. 2:9, II Tim. 2:22) Secondly, **distinction**, men dressing like men, and women dressing like women (Deut. 22:5, I Cor. 11:14-15) Thirdly, **identification**, with the Lord and not the world (I Tim. 4:12, Rom. 12:1, 2 and I John 2:15-17) Some of the world's styles are simply unacceptable to the Christian young person seeking God's best for his/her life. Fourthly, **appropriateness** (I Cor. 10:31, I Thess. 5:22) A good rule-of-thumb to remember is if it is questionable, refrain from wearing it.

Note: The administration will reserve the right to determine any style of dress for boys or girls acceptable or unacceptable.

The following standards will be followed by our girls:

1. Girls are permitted to wear dresses, skirts, ladies slacks, or capris, however, all applicable clothing must come to the middle of the knee while standing and sitting.
2. Girls may wear pant of any style, within the following guidelines:
 - a. All pants must be loose fit, relaxed style. At least 1" must be able to be pinched/pulled from the mid-thigh
 - b. Low-rise, skinny fit or pencil fit styles **ARE NOT PERMITTED**
 - c. Fabrics should have no more than 5% spandex.
 - d. Denim jeans are not permitted on regular school days. Jeans may be permitted for special activities with permission from the administration, and must adhere to the guidelines given for other styles of pants.
 - e. Leggings, jeggings, tights, yoga pants, and other similar attire **ARE NOT PERMITTED** unless worn underneath a skirt, dress, or shorts that come to the knee.
3. Casual t-shirts are not permitted on regular school days. Girls are allowed to casual t-shirts on P.E. day, and for special designated activities
4. Slits in dresses/skirts higher than the middle of the knee are not permitted.
5. Wrap around skirts will be permitted if they are sewn (not pinned) from the thigh to the bottom of the knee. Check with the office if there is a question.
6. Shirts/blouses with written messages or slogans should not advertise worldly events or questionable entertainments.
7. Low-cut dresses or blouses will not be tolerated. Necklines must not be lower than the width of 2 inches from the clavicle. Any view of inappropriate skin is an automatic detention and requires garment being brought from home.

8. Sleeveless shirts/dresses are permitted at school provided they are not loosely cut around the arm and they extend the full length of the shoulder. Off-the-shoulder, strapless, spaghetti strapped or backless dresses and shirts are not to be worn.
9. Blouses must extend beyond the waistline. No skin around the midriff may show at any time, even when arms are lifted.
10. **Athletic shorts are not permitted on regular school days.** Girls are allowed to wear athletic shorts on P.E. day, and for special designated activities. They must come to the middle of the knee.
11. Makeup should be light and in good taste.
12. Body piercing other than the ear is not permitted. Only One (1) piercing per ear is permitted.
13. Tattoos and body paint are not acceptable.
14. Trends and styles promoting a “sloppy look” are not acceptable.
15. Sandals may be worn, which include “thong” flip-flops.

NOTE: Today’s styles promote an unacceptable degree of tightness. Garments must reflect a modest look with regard to fitting properly.

The following standards will be followed by our boys:

1. Jeans are acceptable.
2. Sweat pants, wind-suit, camouflage, parachute, or low-slung pants are not permitted. (Tattered, torn, bell-bottom, or excessively long pants of any kind will not be allowed at ACA or related school activities.)
3. Pants with belt loops must have a belt worn at all times.
4. **Walking shorts (not athlete shorts) are permissible during regular school days.** If walking shorts have belt loops, a belt must be worn at all times. Shirts are still required to be tucked in when wearing walking shorts. Walking shorts must be knee length.
5. **Athletic shorts are not permitted on regular school days. Boys are allowed to wear athletic shorts on P.E. day, and for special designated activities. They must be knee length.**
6. Shoes and socks are to be worn at all times. No sandals.
7. No jewelry other than watches and tasteful rings should be worn. No earrings, necklaces or bracelets may be worn at any time (school sponsored activities included).
8. All shirts must have collars. Only the top button may be left open. Banded collars are permitted as long as it has a button front.
9. Shirts with written messages or slogans should not advertise worldly events or questionable entertainments.
10. Sweatshirts may not be worn during school unless a collared shirt is worn underneath.
11. Shirts must be worn tucked into the pants.
12. No hooded shirts.
13. Hats or caps may not be worn inside of any building on campus (excluding gymnasium).
14. Body piercing is not acceptable.
15. Tattoos or body paint are not acceptable.

Hair guidelines for young men:

Haircuts must reflect ACA's standards both on and away from campus.

Hair should be trimmed so that it will not touch the ears, eyebrows, or shirt collar. It should be trimmed to contour to the shape of the skull in the back and be neatly trimmed.

Sideburns are not to extend farther down than the middle of the ear and are to be trimmed neatly. Uneven or unnatural hair colors are not permitted – including bleaching of the hair.

The administration will reserve the right to determine any haircut acceptable or unacceptable. Questions concerning haircuts need to be asked before going to the barbershop.

Young men will come to school each morning with a clean shaven face. Mustaches, beards and the like are not permitted. Students who are not properly shaved will be sent home. *“Stubble is Trouble.”*

*** Dress code applies to all school events. If the dress code is not properly met, appropriate disciplinary action will be taken.**

DRESS CODE FOR BANQUETS AND HOMECOMING

Throughout the year there may be opportunities for the students to wear formal attire to different activities such as banquets. The ACA dress code applies to such events. With these events considered “dress up” times we do make the following requirements:

Young ladies:

1. Off-the-shoulder, strapless, spaghetti strapped or backless formals may not be worn at any banquet or homecoming.
2. Tight fitting dresses are not acceptable.
3. Length and neckline must meet ACA dress code standards.
4. Straps should be at least 2 inches wide.
5. Normal under garments must be worn and not visible.
6. All dresses must be approved by a female faculty member appointed by the administration one week prior to the event.

Young men:

1. A tie must be worn properly.
2. Tuxedos, suits, or sports coats are considered appropriate.
3. Tennis shoes and jeans are not considered appropriate.

The above listed requirements apply to all students, parents, and guests involved in event.

EXPULSION

A student may be expelled from the school at any time he is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration and further reviews or appeals cannot be considered.

EXTRACURRICULAR ACTIVITIES

As a student of ACA, there will be opportunities for participation in extracurricular programs. There will be additional guidelines students will be expected to follow in order to maintain active status. Behavioral and academic standards will be discussed at that time.

FIELD TRIPS

Parents are notified of class trips via notes sent home with the students. Students who do not go on the trips will be counted absent. This absence will be unexcused unless prior approval to miss was granted by the principal.

Parents are encouraged to chaperone trips, but they are encouraged not to use this as an opportunity for a conference with the teacher. Also, we will not allow students from other grades to attend the trip. Finally, please remember the teacher is in charge of the group. The students should not be allowed to do things “special” simply because their parent is chaperoning.

FINANCES

1. Make all tuition, lunch, gift, and any other check payable to Amory Christian Academy.
2. Payments may be made in the school office or by mail.
3. Please be extremely cautious about sending cash by way of your child.
4. Report cards and any other school records will be withheld until all tuition and fees are current.
5. If a child is withdrawn from the school for reasons other than moving out of town, the current month's tuition will be due regardless of how many days have expired.
6. There will be a \$10 fee charged on all returned checks.
7. Before a child can begin a new school year:
 - a. Contract of student cooperation must be turned in.
 - b. Registration and one month's tuition must be paid.
 - c. Previous account must be paid in full
 - d. A copy of the social security card, birth certificate, and shot record must be turned in.
 - e. The book fee must be paid.
8. No reduction in tuition charges will be made for absences for any reason.
9. No transcript or records will be released until student's account is paid in full. No student will be allowed to graduate with a delinquent account.
10. All accounts must be current for a student to participate in extra- curricular activities (sport, MACS, etc.)

Monthly tuition, extended care fees, book fees, and piano fees should be paid through the mail or at the school office. Payment is due on the 1st of each month and is late on the 10th. A \$10 late fee will be assessed if payment is not made by the 10th of the month. Once payment is **40** days late, the student cannot attend school until the payment is made. After **70** days past due, the account will be turned over to collections.

FIRE/TORNADO DRILLS

At the sound of the fire or tornado alarm, students are to stand and file out in an orderly manner to their designated places. At the all-clear signal, students will return to class in the same orderly manner. Fire drills and tornado drills are conducted periodically.

FUND RAISING

Fundraisers are necessary for the continued improvement of ACA. We ask that all students and parents do their part in these efforts. The school will keep the selling of goods to a minimum. There will be other opportunities to do special projects for the school that require virtually no effort, i.e. – Campbell’s soup labels, Box Tops for education, etc.

GRADING PERIODS

ACA observes four grading periods. The first and second periods are grouped together as first semester and the third and fourth periods are grouped together as second semester. Progress reports are sent home half way (every 4 1/2 weeks) through each grading period, so that parents are made aware of a child’s academic. Report cards will be sent home at the end of each grading period (every 9 weeks). Both of these reports should be signed and returned as soon as possible.

GRADING SCALE 6-7 GRADE

A	100-93	Excellent	I	Incomplete
B	85-92	Good	S	Satisfactory
C	75-84	Average	U	Unsatisfactory
D	70-74	Below Average		
F	69-0	Failure		

GRADING SCALE 8-12 GRADE

A	100-90	Excellent	I	Incomplete
B	89-80	Good	S	Satisfactory
C	79-70	Average	U	Unsatisfactory
D	65-69	Below Average		
F	64-0	Failure		

HOMEWORK

We believe that homework is an integral part of the school program and each teacher is at liberty to give homework to aid students in the learning process. Our teachers do not give excessive or unnecessary homework. It is required that parents cooperate with the school and see that assignments are completed and that papers taken home to be signed are signed and returned promptly. We want the parents to be aware of their child's progress, and we urge them to cooperate with the teacher in any way possible, especially in regard to homework. There should be little or no excessive homework on Wednesdays, so students can attend church services. Tests may be given on Thursday, but students will know about them in advance.

Homework is given for the following purposes:

1. **For drill:** We believe that most students require solid drilling to master material essential to their educational progress.
2. **For progress:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be reinforced.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework is given to overcome such difficulties.
4. **Special projects:** Book reports, compositions, special research assignments and projects are some of the activities that are frequently assigned. Many of these can only be done at home.

HONOR ROLLS

Principal's Honor Roll: All "A's" in every class for the entire school year.

"A" Honor Roll: "A" average for every class for the yearly average.

"B" Honor Roll: "B" average or higher for every class for the yearly average.

IMMUNIZATIONS

Each student must present a current Certificate of Immunizations upon registration. All students entering five year old kindergarten must also present proof of immunity to *varicella* (chicken pox). This must be noted on the Certificate of Immunization either by vaccination or by history of disease.

INTERNET POSTINGS

Any student making derogatory remarks about ACA or a fellow student on a website or message board, etc., will be subject to discipline from the school, even to the extent of expulsion. Web threats and "cyber bullying" will be taken seriously so as to provide a safe educational experience for all students. Failure to assist in this area, whether it is through information about or actual postings, will result in severe disciplinary actions that may include expulsion.

LEAVING SCHOOL

Students who leave school for any reason before the 3:00 dismissal time must see the principal before they leave. Parents should send a note with their students indicating the time and the reason they need to leave. If no note is sent, the student may not leave until someone in the office speaks with a parent. The administration is the final say on permission to leave school.

All students must sign out before they leave and sign in upon their return. Failure to follow the policies above will be termed “skipping school” and will result in severe disciplinary action.

Only in emergency and necessary situations should a student leave school early. Habitual early dismissal will not be tolerated.

LOCKERS

It is the responsibility of each student to take care of his/her locker. Lockers should be kept clean and orderly and are not to be used as trash receptacles. No food items that are not individually wrapped should not be kept in lockers. Items must not be placed on top of lockers, on the floor in front of them or hung on the doors. Periodic locker checks will be made. ACA reserves the right to search a locker at any time for any reason without the permission of a student or parent.

Students are requested to limit the number of trips they make to lockers in order to minimize congestion in those areas. Students should keep personal items in their lockers for protection and for the sake of good housekeeping. Students should never exchange lockers without permission by the office. No questionable materials should be posted in lockers. Lockers are a privilege, not a right; it can be taken away.

LOST AND FOUND

Lost articles are taken to the office and may be redeemed by the student. Lost and found articles that are not claimed after an extended period may be sold at special lost and found sale or donated to charity. We have established this policy in order to teach the students the responsibility of their personal possessions. Students should mark all personal items that are brought to the school.

LUNCHES AND SNACKS

Hot lunches are available and on a daily basis. Students may provide their own lunches. Snack and drink machines are available as well as microwaves for student use.

MAKE-UP WORK POLICY

Exams and/or class work missed due to an unexcused absence cannot be made up. Excused absences will be granted one day per day absent plus an additional day to make up any missed work or tests (i.e. 1 day absence = 2 days to make up work, 2 days absence = 3 days to make up work). If the student is late turning in make-up work it will be considered the same as late work and the appropriate points will be deducted. It is the responsibility of the student to check with his/her teacher(s) to get the missed work or to arrange the making up of any missed tests. Work missed due to family trips will be made up at the discretion of the teacher. **Students should check with the teacher before a trip is taken.** Work may need to be made up before the trip.

MEDICATON

It is the desire of ACA to provide the best environment for our students. This includes the area of health and hygiene. Therefore, if a student is found to have lice/scabies or other communicable diseases while at ACA they will need to be immediately taken home and given the necessary

treatment. The child may not return to school without proof that treatment was given and then in the case of lice/scabies be rechecked for lice/scabies before they are allowed to return to class.

Teachers may administer medication only with written permission from the parent and only if the medication is in the manufacturer's container.

The office does not supply over-the-counter medicines.

PARENT-TEACHER CONFERENCES

Parents are urged to seek a conference with a teacher at any time it is deemed necessary. TEACHERS WELCOME OPPORTUNITIES TO TALK WITH PARENTS; HOWEVER, APPOINTMENTS SHOULD BE MADE SO AS NOT TO CONFLICT WITH REGULARLY SCHEDULED DUTIES. Attempts should not be made to confer with teachers or at unscheduled times before and after school. We ask that parents call or write for a conference with the teacher before coming. Teachers are willing to work with parents in scheduling conferences at mutually convenient times.

Appointments with administrative staff should not be made until a conference with the teacher is attempted first, unless there are unusual circumstances. Problems are to be discussed with teachers and others directly involved. Please do not involve other parents, students, etc., who are not part of the problem or solution. Students (or their parents) are asked not to sow discord by talking to others concerning problems they have with the school or a teacher. Students will not be allowed to remain as part of the student body if this occurs. Please know that it is the desire of all of the staff of Amory Christian Academy to solve problems and work toward solutions of any problems involving your children. We will spare no effort to that end.

PARENT-TEACHER FELLOWSHIP

Twice yearly we will have a Parent-Teacher Fellowship for the purpose of providing a time when parents and teachers can communicate with each other on a social level, and allow parents to observe the participation and progress of their child.

All PTF meetings will begin at 7:00 p.m. and will meet in the church auditorium unless otherwise directed. We do realize the busy schedule that people maintain and we do understand that parents and teachers have had a full day of work. It is for this reason that we must start on time and be completed by 8:00 or 8:30 p.m. Different classes will be responsible for presenting programs, plays, music or demonstration of grade academics for the benefit of parents and interested friends.

PIANO LESSONS

Private piano lessons are available on a limited basis through ACA. Arrangements may be made through the school office after schedules are in place.

PROMOTION/RETENTION

6th - 8th grades

Sixth, seventh and eighth graders do not accumulate credits toward high school graduation, **with the exception of the following for eighth grade:**

- Computer discovery
- Pre-algebra
- Algebra

Failure of two or more subjects (yearly average) automatically requires retention for these grades.

The following are the conditions that require a junior high student to attend summer school:

1. Those who fail the year in math or English.
2. Those who fail two academic (Math, English, History, Science) subjects for the year. **Both academics cannot be math and English.**

Junior high school students in one of the categories above may be retained to repeat the grade instead of going to summer school.

9th – 12th grades

At the high school level, a student's classification will be determined by the number of credits earned:

- 0-5 credits earned = Freshman
- 6-11 credits earned = Sophomore
- 12-17 credits earned = Junior
- 18+ credits earned = Senior

Those who fail for the year of any course required for graduation will be required to attend summer school.

RESTRICTED STUDENT PICK-UP

If parents are divorced or separated and one parent is not allowed to see or pick up a child, we must have on file at the school office a certified copy of the court order or final judgment.

An approved list of carpool riders must be given at the beginning of the school year. ACA does not allow male and female students to leave campus together unless they are in a normal and logical carpool stated at the beginning of the year.

SCHOOL BOARD

Because Amory Christian Academy is a ministry of First FWB Church, a board from the church will act as a board for the school. The board is answerable to the church in all of its deliberations.

SCHOOL CLOSINGS

Any time that the need to cancel school or close early arises, you will be notified using the School Cast Rapid Alert System. This alert system will notify you via telephone, text, and email messages. Along with School Cast you may also please check with the local radio and television stations.

SCHOOL OFFICE

The school office is open from 7:30 a.m. until 3:30 p.m. Monday through Friday. #(662) 256-5024, #(662) 256-5000, FAX #(662) 256-5055

SENIOR TRIP POLICY

The senior trip should be looked upon as a reward and privilege for any graduating senior from ACA. Because it is a school sponsored event, ACA retains all rights and responsibilities about the event including, but not limited to: where the group may travel, means of travel, overnight accommodations, who may go as sponsors and chaperones, places and forms of entertainment while on the trip, actions and appropriate dress on the trip. Seniors choosing not to go on the trip will still be included in the fundraising efforts.

A senior may forfeit the right to go on the senior trip by actions inappropriate to the conduct code of ACA at any time prior to the senior trip.

The senior trip will be limited to leaving school on Monday of the chosen week and returning no later than Saturday of the same week. Sunday departure is not allowed as church is the priority of Sunday. The senior class is responsible for all fundraising and will receive no help from the school in the financial area. Fundraising for the trip may be done at many events except, sporting events in which a regular concession stand is open, or any other event not approved by the administration. All activities and fundraisers must be approved at the beginning of the school year.

Fundraising will be done by the senior class and will be traced so as to be fair to students who work very hard and not to reward those that do not work. The students will raise money and the amounts will be recorded and awarded per student. The students that raise the most money and do the most work will pay less "out of pocket" if the full amount is not raised for the trip. If a student does not work for the trip but plans to attend, that student will pay the full amount receiving no benefit from the senior trip fund.

Any class that does not take a "senior trip" but has raised money will NOT receive that money; rather it will be passed to the junior class for the next senior trip.

Senior Privileges

Seniors will be provided some privileges that the other students are not allowed. Please note that all privileges may be revoked and are not "rights" that the seniors deserve. The first and biggest privilege awarded is the senior trip. This may be revoked based on items stated in the "Senior Trip" section of this handbook.

Other senior privileges will include order in the lunch line and possibly a monthly lunch with the principal off campus. All of these can and will be taken away due to discipline problems.

SPECIAL SERVICES

If it is determined that a student may require special services beyond the boundaries of the school's academic program, ACA will assist the parent in securing appropriate interagency placement to meet the student's needs.

SPORTS PROGRAMS

Eligibility

We believe that those who represent Amory Christian Academy in athletics are role models; therefore their athletic, academic, and spiritual life must be exemplary. Students must meet the following requirements to participate in any sport:

1. A nine-weeks report card with no failing grades during the first and third nine-weeks.
2. If the requirements for (1) are not met, the student is ineligible until the next reporting period. If the interim report raises the student's grades to acceptable eligibility levels, the student can then be declared eligible if approval is given by the school administration. Any student regaining eligibility will remain on academic probation until he/she has earned at least one quarter's eligibility.
3. If a student fails the second or fourth nine-week grading period, yet passes for the semester, they shall be eligible for the next quarter's sport, but will be on academic probation until he/she has earned at least one quarter's eligibility.
4. If a student fails the second semester of any class, he/she will be ineligible for fall sports unless the equivalent number of credits is successfully completed in an approved summer school program.
5. If there are grades of "Incomplete" at the end of a nine-weeks grading period, the student may be ineligible on a game by game basis until all incompletes are converted to satisfactory scores as determined by the administration. The same ineligibility is applied to a student that was ineligible after nine weeks and has "incompletes" during the following three weeks.
6. A 4 1/2 week Progress Report can make a student eligible but not ineligible. Only Report Cards can make a student ineligible.
7. Student accounts must be current for a student to participate in extra- curricular activities – such as sport, MACS, etc.

Coaches will reserve the right to select and dismiss players from their teams. Parents are encouraged to monitor the progress of the student to make sure extra-curricular activities do not interfere with school work.

8. If a student-athlete misses 1st hour on game day, he/she is ineligible for the 1st quarter of that game. If the student-athlete misses 2nd hour, he/she is ineligible for the first half of the game and so on. If the student-athlete misses through the 4th hour of the school day, he/she is ineligible for the entire game. The only exceptions made will be doctor's appointments with a note from the doctor's office.

STUDENT DRIVERS

Any student with a valid driver's license is allowed to drive to school. Proof of insurance is required and the following guidelines must be followed:

1. All students need to enter the buildings immediately upon arrival on campus. No loitering around vehicles before or after school will be tolerated.
2. No student should drive any vehicle other than his/her own nor ride with any other student unless written permission has been received in the office.

3. Maturity while operating a vehicle is expected. Unacceptable actions such as tire squealing, etc. could result in loss of driving privileges. Children's lives are at risk, so please be aware of potential dangers.
4. Students are to park in the right front parking lot (located on the exit side of parking lot).
5. Students must enter and exit parking lot properly.

STUDENT INSURANCE

An inexpensive student insurance program will be available for your child. This program will cover your child in all school activities. This is a secondary insurance that pays after your own hospitalization.

TARDINESS

1. Any student who is not **IN** the classroom at the 8:00 a.m. bell is considered tardy. A late slip must be obtained from the school secretary to obtain entrance into the classroom.
2. **Three unexcused tardies equal one unexcused absence**
3. Further punishment for continual tardies will be given if necessary.

TEST EXEMPTIONS

The following guideline will be in place as it pertains to exemption from semester/final exams:

Students (Grades 6th-9th) who have maintained a 93 or above average **for each grading period**, may choose to be exempt from that **FINAL** exam. Students (Grades 6th-9th) who have maintained an 85 or above average **for each grading period**, and have missed 4 days or less for the year may choose to be exempt from that **FINAL** exam.

TRANSPORTATION

We do not provide transportation; however, we will be happy to help you find a suitable car pool situation if that is your desire.

VISITING CLASSROOMS

All class visits must be pre-arranged through the school office. Parents are asked not to go to any classroom until receiving permission from the office. These requests are typically granted, but we must be aware of all visitors for safety reasons.

VISITORS

Students who desire to bring visitors to school must secure permission from the principal. The administration reserves the right to reject visitors at any time. Students that have been dismissed from ACA may not return to campus before, during, or after school without administration's permission.

Visitors coming on campus must observe the dress requirements of the school and must obtain a pass from the office.

Boyfriends and girlfriends of students should not visit the school between 7:45 a.m. and 3:05 p.m.

WITHDRAWAL PROCEDURES

Students who withdraw from ACA during the school year will not be refunded registration or fees. They are responsible to pay the ENTIRE MONTH'S TUITION FOR THE MONTH IN WHICH THEY WITHDRAW OR ARE DISMISSED. At the time of withdrawal, all athletic uniforms and other school property must be returned. Records will not be transferred until all financial obligations have been met and all items returned.

Students may withdraw from ACA during the school year by completing the appropriate withdrawal form (available from the office). Proper completion of the withdrawal form includes obtaining the necessary signatures and information regarding the student's academic/social standing.

YEARBOOK

There will be a yearbook sale each fall. A yearbook fee will be charged to your account. The price of book production will be determined by style and quantity. Each student is required to purchase a yearbook

****This handbook may be altered or amended any time the administration deems necessary. Alterations and amendments may be the result of a disciplinary action or of a problem that may arise during the course of the school year. The disciplinary actions added will begin from the day the amendment or alteration is adopted by the board of Amory Christian Academy.***