

Amory Christian Academy  
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## **KINDERGARTEN & ELEMENTARY HANDBOOK**

### **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!*

## **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. Parents must 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.

***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 unity of the believers in our Lord Jesus Christ.

## **ATTENDANCE**

Regular and punctual student attendance is necessary for success in school. It is important that the student be in school **every day** unless they are ill. If your child is absent from school for any reason, a written explanation must be sent to the school within two days of the absence to be considered as an excused absence. 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.

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.

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.

With three unexcused absences, parents will be notified in writing. After five unexcused absences the school is required to notify the Compulsory School Attendance Officer of the youth court system.

## **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/AFTER SCHOOL CARE**

As a service to working parents with students in ACA, the school offers before and after school care. This service involves taking care of students before and after regular school hours. Before school care is available from 6:00 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. After care is available from 3:15-5:30 p.m.

**There is a charge of \$10 per week for after care.** Students who are not picked up at 3:15 will go to the after care facility and be signed in for after care.

## **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.

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.

A boy and girl 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!

### **Physical Contact/Immorality**

Demonstrations of romantic involvement between students on school property is 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 detention, 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.

## **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 **in a designated parking area** out of the way of the pick-up line. From experience we have proven that 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 – 5<sup>th</sup>: West side of building. 6<sup>th</sup>-9<sup>th</sup>: East side of building

## **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, on Tuesday. 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. Griping 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. 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.

### **CURRICULUM**

The K-3 through 9<sup>th</sup> grade uses, almost exclusively, the A BEKA curriculum from Pensacola Christian College in Florida. Instruction in phonics, reading, writing, math, and other areas effectively prepares the child for high academic achievement.

### **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.

The 3<sup>rd</sup>-8<sup>th</sup> grades will have a system of detentions for discipline

#### **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:**

- 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-----1-2
- 8. Possession of potentially harmful objects -----1-2
- 9. Repeated failure to return slips or assignments-----1-2
- 10. Violation of dress code-----1-2
- 11. Possession of cell phones-----1-2
- 12. Fighting-----1-4
- 13. Gripping-----1-2
- 14. Leaving school grounds without permission-----1-4
- 15. Misconduct in chapel-----1
- 16. Misconduct in lunchroom-----1
- 17. Misconduct in restroom-----1
- 18. Misconduct on school van-----1
- 19. Miscellaneous offense -----1-4
- 20. Disrespect toward teachers -----1-3
- 21. Lying-----1-4
- 22. Possession of questionable reading material-----1-3
- 23. Using indecent language-----1-4
- 24. Cheating-----1-4
- 25. Destroying or defacing school property-----1-4
- 26. Flagrant misconduct -----1-4
- 27. Possession of pornography-----7

- 28. Stealing-----7
- 29. Use and/or possession of tobacco products-----10  
(Future attendance by review of administration)
- 30. Use and/or possession of drugs or intoxicating beverages---Expulsion
- 31. Improper sexual relations-----Expulsion

- \* **5 Detentions** – 1 day suspension.
- \* **10 Detentions** – 3 day suspension
- \* **15 Detentions** – 5 day suspension
- \* **Suspension** – Will be in-school unless stated by the principal.

**DISMISSALS**

Dismissal will be 3:00 p.m. All students must be picked up by 3:15 p.m. or they will be sent to after care.

Picking up children before the dismissal time is discouraged. Our school day reflects particular required time allotments which constitutes a complete school day.

**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.

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

### **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 1<sup>st</sup> of each month and is late on the 10<sup>th</sup>. A \$10 late fee will be assessed if payment is not made by the 10<sup>th</sup> 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 progress. 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.

Each week elementary students will take home their graded papers to be signed and returned.

## GRADING SCALE

|   |        |               |   |                |
|---|--------|---------------|---|----------------|
| 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       |   |                |

## 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. To encourage Wednesday night prayer meeting attendance, homework will not be given on Wednesdays. **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.

## LUNCHES AND SNACKS

Hot lunches are available and on a daily basis. Students may provide their own lunches. Snack and drink machines are available. **Microwave ovens are available for student's use beginning in the 2<sup>nd</sup> grade.**

For elementary children, we ask that **NO** candy bars or candy products be sent for morning break. Also, caffeine-free drinks are recommended. Fruit snacks and drinks and sugarless foods are suggested.

### **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 or parent 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.

### **MEDICATION**

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 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**

Students who fail two or more subjects (yearly average) will automatically repeat the grade level.

### **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.

### **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

### **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.

### **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 who will determine whether it is an excused or unexcused tardy.
2. Three unexcused tardies equal one unexcused absence.
3. Further punishment for continual tardies will be given if necessary.

### **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, book rental 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.

***\*The Administration and Board of Directors of Amory Christian Academy reserves the right to alter the contents and requirements of this handbook as the need arises. Parents and students will be notified IN WRITING of any changes.***