

Abundant Life Christian Academy

Over 40 years of Quality, Christian Education

2018-2019

Student Handbook



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**ABUNDANT LIFE CHRISTIAN ACADEMY HANDBOOK ACCEPTANCE POLICY
2018-2019**

All students and parents are expected to abide by the policies of Abundant Life Christian Academy when the child is registered. These policies are included within this handbook. By registering for the upcoming school year, the parent and student agree to support and abide by the policies of the school. Abundant Life Christian Academy also requires that the parent and student submit the signed agreement.

After reading the information contained in the handbook, complete the section below. Remove this entire page and submit to the office or your child's teacher.

My child and I have read and reviewed the Abundant Life Christian Academy Student Handbook. We understand the contents of the document and agree to abide by them.

Student's Printed Name and Signature

Name_____

Signature_____

Parent's Name/Signature

Name_____

Signature_____

This page must be signed and returned to the office by the date designated by the Head of School.

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WELCOME TO ABUNDANT LIFE CHRISTIAN ACADEMY

Since 1977, Abundant Life Christian Academy has endeavored to educate the boys and girls of our community to emerge as academically well-prepared men and women of truth and responsibility. To this day, we seek to challenge our students to be critical thinkers with a solid foundation of Biblical values.

Abundant Life Christian Academy is first and foremost an educational institution with specific goals for our graduates. We train the mind and challenge the heart of each and every student. Not only do we facilitate learning and train critical thinking skills, we commit ourselves to truth and to passing it on. We work in partnership with the home, the church, and the community to instill the values necessary for making a successful life and living.

Our academic program is challenging and prepares students to succeed in college and beyond as lifelong learners and achievers. From preschool through high school our expectations are high, and our students grow and graduate as men and women equipped to be responsible, ethical, hard workers whether going to college or entering the workforce. The daily environment of our school is conducive to teaching and learning. Ours is a place where structure and orderliness go hand in hand with love and close relationships between teachers and students. At Abundant Life Christian Academy, everyone works together for the success of the student.

We urge you to make Abundant Life Christian Academy your school, a school which has been a stable influence in our community for over 40 years; a school which has never lost sight of the proven ingredients of successful teaching and learning; and a school whose families are committed to providing the very best education for their children.

SCHOOL SCRIPTURE

"I came that they might have life, and have it abundantly."

John 10:10

MISSION STATEMENT

We strive to develop Godly character, grounded in a Biblical worldview, in order to equip this generation of young people with the knowledge and skills to impact their world with what really matters. (Matthew 5:16)

PHILOSOPHY - Our philosophy of education is to provide a Bible-based, Christ-centered approach that leads the student to a relationship with Jesus Christ. This approach should equip the student with knowledge, skills, and attitudes to be an effective Christian in today's world.

STATEMENT OF FAITH - As a ministry of Sylvan Hills First Baptist Church, the statement of faith for Abundant Life Christian Academy is not different than that of the church. The following statement of faith is not inclusive of all we believe. It does include those areas vital to maintaining the historical and Biblical view of the Christian faith so that those from a non-Christian background might understand the basis for our teaching of the Scriptures.

BIBLE - We believe the Bible to be the inerrant, inspired Word of God. It consists of sixty-six books from Genesis to Revelation. It is God's complete revelation of Himself and His will for mankind. It is the only standard by which to establish and evaluate the historic Christian faith. (II Timothy 3:16-17, II Peter 1:19-21, Acts 1:16)

GOD - We believe there is one and only one true God. God has revealed Himself in His Word as the Godhead consisting of three persons identified in Scripture as the Father, the Son (Jesus Christ) and the Holy Spirit. This is known historically as the Trinity. They are equal in every divine perfection and execute a distinct but harmonious office. (Exodus 20:2-3, Genesis 17:1, John 4:24, Ephesians 4:6)

JESUS CHRIST - We believe Jesus Christ is the virgin-born Son of God. He was begotten of the Holy Spirit and born of Mary. Jesus Christ pre-existed in eternity past and is co-equal with the Father and the Holy Spirit. Christ took upon Himself a human body for the purpose of giving His life, the sinless perfect sacrifice, as a ransom for the sins of mankind. His death on the cross and blood atonement were part of God's plan of salvation. Jesus experienced a physical resurrection from the grave and now sits on the right side of the throne of God. One day Christ will return to the earth and rule over it as King of Kings and Lord of Lords. (Revelation 17:14, John 3:16, Matthew 1:18-25, John 8:58, Luke 24:1, I Timothy 2:6)

SALVATION - We believe as a fallen and sinful creature, man must by faith alone receive for himself the sacrifice for sin provided freely by Jesus Christ. It was necessary the sacrifice be a blood atonement for it to be genuine. Salvation is also referred to as being "born again". Salvation frees man from the penalty of hell and promises him unconditionally a home in

heaven. (Romans 10:9-10, Ephesians 2:8-9, John 3:16, I Peter 1:18-19, Hebrews 9:22)

CHURCH - We believe the church is a congregation of born again believers, associated by a covenant of faith and fellowship. The church meets for the purpose of worship, teaching, discipling, and exercising of the two ordinances of the church: baptism and the Lord's Supper. The only true head of the church is Jesus Christ who calls men by the Holy Spirit to be under-shepherds and lead the church. (Eph. 5:23-24, I Cor. 11:2, Matt. 28:19-20, Eph. 1:22-23)

SCHOOL ORGANIZATION

The school is governed by a School Board selected from Sylvan Hills First Baptist Church membership. The Head of School and Principal(s) oversee the day-to-day operations of the school.

The school is composed of three divisions: the elementary, which includes 4k-4th grades; the middle school which includes 5th-8th grades; and the secondary, which includes 9th -12th grades. Classes in the elementary division are self-contained, with the teacher being responsible for most academic subjects. The middle school and secondary students are departmentalized, with students changing classes for each course period.

ACCREDITATION

Abundant Life Christian Academy is fully accredited by the Arkansas Nonpublic Schools Accrediting Association (ANSAA) and is an associate member of the Association of Christian Schools International (ACSI).

GENERAL OBJECTIVES

- To provide the students continual opportunities to learn about and know God through a relationship with His Son, Jesus Christ, since man is spiritually depraved.
- To promote in our students a God-centered orientation to life.
- To promote an instructional design in which students are taught that each discipline is embodied in God's truth.
- To promote the development of moral character consistent with principles of the Bible.
- To promote a high level of literacy and academic achievement per the ability of the student.
- To promote understanding of man's purpose of being, which is to bring glory to God.
- To foster relationships in which a partnership is developed between home, school, and church.
- To develop in students the ability to critically analyze the world's interpretation of the truth from God's Truth.

In summary, Abundant Life Christian Academy's Philosophy of Education, Statement of Faith and General Educational Objectives are intended to instill the following qualities in each student:

- A student who is concerned about his/her personal relationship with Jesus Christ and his/her daily walk with Him.
- A student who is concerned about the spiritual welfare and development of others.
- A student who understands and accepts the consequences of his/her behavior.
- A student whose speech reflects a disciplined Christian life.
- A student who daily seeks the will of God in his/her life.
- A student who is daily becoming a more mature witness for Christ.
- A student who exhibits a Biblical sense of right and wrong.
- A student who is challenged and eager to learn, utilizes that knowledge to enrich his or her life, and in turn enrich the lives of others.

It is our belief that if all of these results are achieved in the lives of our students, the academic results will be equally high.

PATRIOTISM

The flag is displayed and given proper respect in every classroom. The following pledges are recited daily:

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet, a light unto my path, and will hide its word in my heart that I might not sin against God.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again with life and liberty for all who believe.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.

ADMISSIONS AND PERFORMANCE POLICIES

It is the mission of Abundant Life Christian Academy to strive to develop Godly character, grounded in a Biblical worldview, in order to equip this generation of young people with the knowledge and skills to impact their world with what really matters. Because ALCA is a ministry of Sylvan Hills First Baptist Church, we will accept any student whose desire is to receive a Christian education. However, if the system determines through testing and other vital factors that we cannot meet the child's needs, we will not accept the child in our system.

ADMISSION POLICIES AND PROCEDURES

- ALCA does not discriminate on the basis of race, sex, color, handicap, or national or ethnic origin in the administration of its educational policies, admission policies, scholarship or loan programs, athletic, and other school administered programs.
- The specific procedures for new student admission is outlined in the "New Student Enrollment Packet" which may be obtained by calling the main office.
- Students who have been suspended or expelled from another school will not be accepted at Abundant Life Christian Academy.
- All new students must be interviewed by administration prior to acceptance. All new students enter on a probationary basis.
- All students enrolled at ALCA are required to have health/medical insurance provided by their parent(s)/guardian(s).
- All family financial accounts must be kept current. Students will not be allowed to attend school if their account is more than 60 days past-due.

RE-ENROLLMENT POLICY

Abundant Life Christian Academy believes that a positive and constructive working relationship between the school, student, and the student's parent/guardian is essential to the accomplishment of the school's educational mission. The school, accordingly, reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of the student and/or his or her parents or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. This takes precedence over any other policy.

- Re-enrollment for current students begins in the spring semester.
- A student will not be re-admitted if there is any outstanding balance from the previous year. All family financial accounts must be kept current.

ENROLLMENT PROCEDURE

The following materials must be in the school office prior to final admission:

- Application/Registration form
- Immunization record
- Birth certificate
- Achievement test scores from previous school
- Registration and testing fees and all tuition to date
- Transcript request form

The following are age requirements for 4K -1st Grade

- 4K students must be four years old on or before August 1st.
- 5K students must be five years old on or before August 1st.
- Grade 1 students must be six years old on or before August 1st.

BIRTH CERTIFICATE/IMMUNIZATION REQUIREMENTS

A copy of your child's birth certificate and immunization record must be provided before entering school. The State Department of Health requires that all children entering school be in compliance with the state law regarding the number and timing of immunizations. Please refer to the following site or visit with our school health official for the most updated information regarding immunization requirements:

<https://www.healthy.arkansas.gov/images/uploads/rules/ImmunizationRequirements.pdf>

VOLUNTEER POLICY

Any person who desires to volunteer in any capacity must fill out a volunteer application and background check at least one week prior to volunteering. These must be approved by the administration. Each applicant will have a criminal background check done annually. After an applicant is accepted, he/she will be notified, and his/her application will be kept on file in the main office. The following will also be required:

- Volunteers are expected to abide by the Teacher Code of Ethics outlined in the Personnel Policy Manual.
- Volunteers will support the philosophy, doctrinal statement, and Board policies of Abundant Life Christian Academy and Sylvan Hills First Baptist Church.
- The Head of School or Board may terminate the volunteer relationship at any time during the course of a school year if the Head of School or Board feels it is determined to be in the best interest of the school.
- A hearing with the Board may be requested in writing within ten days.
- **Board decisions are final.**

ABUNDANT LIFE CHRISTIAN ACADEMY PUBLICATIONS

Abundant Life Christian Academy may take photographs or videos of daily activities or special events to be used in promotional publications for the school. This may include the school website, the school Facebook page, school brochures, and school videos. If you object to your child's picture being used in this manner, please notify their principal in writing before the school year begins.

REPORTING TO PARENTS

- Parents are strongly encouraged to keep track of student performance at any time at <http://secure.headmasteronline.com> or through the link provided on the school website. Call the office for your username and password to access this site.
- Parents will receive Quarterly Reports at the end of 9 weeks, Semester Reports, and at the close of each semester. Only semester grades will be recorded on student transcripts.
- Parent-Teacher conferences will be conducted during the first and third grading periods. Parents are encouraged to attend these conferences to better understand their child's progress.
- Additional communication between parents and teachers is encouraged. Parents are encouraged to initiate conferences as needed throughout the year by calling the school office or emailing the teacher directly.
- Abundant Life Christian Academy encourages the use of daily progress checks through the use of assignment notebooks.

ATTENDANCE POLICY

It is important that students attend school every day. Circumstances occasionally prevent this, and students do miss school from time to time. If your child will be absent, please call the school office before 9 am.

Proper documentation from your child's physician is needed for consideration to make exceptions in cases of multiple or long-term illnesses. Administrative approval will be required with any exception made.

Documentation forms are available in the office if a student will miss more than one day of school for a family trip. Parents are encouraged to submit this completed form to the office at least one week prior to the trip. This allows teachers to supply any assignments that will be made while the student is absent.

TARDY POLICY

- 4K- 4th Grades
 - Students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent ½ day.
 - Three tardies will count as a 1/2 day absence and a teacher contact. Six tardies will result in a parent/principal contact.
- 5th-12th Grades
 - Students more than 20 minutes late to any class period will be counted absent.
 - Three tardies will count as one absence in the course. Cumulative tardies start over each semester. Six tardies will result in a parent/principal contact.

A 4k-4th grade student who has accumulated twenty-four (24) days of absence during the school year may be required to repeat the grade.

A 5th-12th grade student who has accumulated twelve (12) days of absence in a semester for a specific class may be required to repeat the course.

CHECK-IN PROCEDURES

There is an office in both buildings.

Students arriving at school after 8:00 a.m. are required to check in through the appropriate office and receive an admit slip before attending class.

CHECK-OUT PROCEDURES

- Parents shall be required to check out their students **at the office** at the time of departure.
- Students will only be dismissed **through the office** when checked out by a parent/guardian.
- **No phone call check-outs will be allowed.** Parents must report to the office to check out all students. Drivers that check out early must have a written note from their parents turned in at the office.
- Parents must seek administrative approval in order to check their child out of school in the event of recurring appointments of any kind.

CAMPUS POLICIES

ALCA students may enter the building no earlier than 7:30 a.m. Early room will be available for those students arriving before 7:55 a.m. At 7:55 students will be dismissed to their classrooms.

Students who have not been picked up from school by their designated pickup time will be taken

to After-School Care and must be picked up there. Parents will be charged for this service. Abundant Life Christian Academy will not be responsible for any student on campus before 7:30 a.m. or fifteen minutes after school is dismissed.

Afternoon pick up times:

- 4K-2nd 3:00-3:20 pm
- 3rd-4th 3:15-3:30 pm
- 5th-12th 3:30-3:50 pm

WITHDRAWAL

Notice of intended withdrawal for any reason should be given to the school at the earliest possible time. **Student's records will not be forwarded to the new school until all obligations have been met.** If a child attends any portion of a month, the entire month's tuition must be paid.

CONFIDENTIAL RECORDS

According to the Family Educational Rights and Privacy Act of 1988, a student's records are confidential and will be open only to members of the professional staff and to the student's parent(s)/guardian(s), or to the student himself/herself, if he/she has attained the age of eighteen (18), at times prearranged with the principal and the student.

1. Parents will sign a release before a student's records are forwarded to another school.
2. Upon request, parents may be given the student's records to carry to another school.
3. The school will forward education records to other educational institutions that have requested records.
4. Permanent records and high school transcripts may be withheld by administration in the event a student has not completed the withdrawal process and cleared all financial accounts.

EMERGENCY CLOSING

If school is closed due to inclement weather or other reasons, parents will be notified through text alerts, local television outlets, and/or the "Abundant Life Christian Academy" facebook page.

HEALTH SERVICES

Children who become ill or hurt at school will be brought to the office:

- If your child is in much discomfort, you will be called and asked to come and take your child home.
- If your child's temperature is 100 degrees (oral) or over, he/she will need to go home.

He/she should not return to school until he/she is fever-free without medication for 24 hours.

- If your child throws up or has diarrhea, he/she will be sent home immediately and should not return to school until he/she has been free of symptoms without medication for at least 24 hours.
- In the case of small superficial cuts and abrasions, the injury will be gently cleaned and bandaged.
- Students are not permitted to help themselves to First Aid materials.

MEDICATION

Parents and physicians are urged to schedule the administration of all medicine at home. However, when home consumption is not possible, medication will be administered at school under the following conditions:

1. Parent or guardian should **first and only** communicate the need with the school health official.
2. The parent or guardian will fill out a medication permit.
3. All medication will be kept in a locked container under the supervision of the school health official.
4. All medication must be in its original container with the following pharmacy printed information:
 - Child's name
 - Doctor's name
 - Date of prescription
 - Name of drug
 - Directions for administering the medication
5. If there is need for medication (prescription) on a long-term basis (more than two weeks), a doctor's statement is required.
6. No oral medication will be administered by the school without written instruction from a parent.

HEALTH SCREENINGS/TESTING

Each year the school will conduct hearing, vision, and scoliosis screenings. You will be notified of the screenings at least one week prior and may opt out in writing.

HEAD LICE

Your child may be screened for head lice during the school year. Should lice be found, your child will be sent home for treatment and may not return until they are nit free.

COMMUNICABLE DISEASES

Parents of students diagnosed as having a communicable disease are required to notify the administrator within 24 hours of the diagnosis.

The determination of whether a student diagnosed as having a communicable disease is to be permitted to attend classes or participate in school activities shall be made on a case-by-case basis by a team composed of the treating physician, a physician selected by the administrator, an attorney selected by the administrator, the student's parents or guardian, public and school health officials. Final determination will be made by the administrator. If the student is admitted, the administrator will periodically re-evaluate the decision based on prevailing circumstances.

In making its determination, the school shall consider (a) the behavior, neurological development, and physical condition of the student; (b) the expected type of interaction with others in the school setting; and (c) the impact on both the infected student and others in that setting.

The following efforts shall be the institutional intent, and shall be adhered to, whenever appropriate:

- The medical records of all students shall remain confidential, except where disclosure is mandated by law.
- The number of school personnel who are aware of the student's condition shall be determined by the administrator as needed to assure proper care of the child and to detect situations where the potential for transmission of the disease may increase.
- ALCA will follow rules and regulations recommended by the AR Dept. of Health regarding communicable diseases and the control of these diseases.

VISITORS

- Parents/Family members and church ministers are welcome to visit the school and must check in at the front office and receive a visitor badge.
- Administration and the office staff will not permit visitors to the classroom unless they have been notified in advance of the appointment with the teacher.
- Families will not be permitted to drop things off in the classroom. Any items dropped off for students must be left in the office.
- Former students and alumni are not allowed on campus unless accompanied by an administrator or designee.
- Although we do have an open door policy, it is never permissible for parents to drop-in for

observation or conference without first making an appointment with the teacher and clearing it with the principal.

- Any person convicted of any crime involving sexual contact of any kind and/or any crime against a minor, including but not limited to any crime arising under Ark. Code Ann. 5-14-101, et seq. may NOT enter campus for any reason whether during the hours of a school day or for any school sponsored event that is not part of the school day. This includes off campus events such as field trips, etc. Any entry in violation of this policy is a criminal trespass and will be prosecuted to the full extent of the law and will be considered a breach of the family's agreement to comply with this handbook.
- Any parent/teacher conference will occur by appointment only and will only take place in private. Administrators may be present at the request of the parent or teacher.

FIELD TRIPS

Field trips are planned during the year to coordinate with your child's area of study.

- You must have on file in our office a signed permission slip for field trips.
- Absences from school-sponsored field trips will be considered unexcused.
- Students will be transported on the school bus only unless other accommodations are approved by the administration.
- All students must wear their "Field Trip T-shirt" unless specified differently by the teacher leading the field trip.

ARTICLES PROHIBITED FROM SCHOOL

Items such as dangerous toys or other items, questionable literature/media, and weapons are not permitted at school at any time and will be confiscated. Discipline will occur per policy.

ELECTRONIC COMMUNICATION DEVICES

4K-4th grade: Electronic devices are not allowed. Extenuating circumstances will be left up to the discretion of the classroom teacher.

5th-12th grade:

- Electronic devices such as cell phones, tablets, laptops, etc. can only be used for educational purposes when a student is given permission by the teacher.
- Students are not allowed to use their electronics in between classes.
- The use of headphones will only be permitted when permission is given by a teacher.
- Electronics used without permission will be confiscated by the teacher and turned in to the principal.

STANDARDIZED TESTING

ALCA administers standardized testing to students in grades 5K-11th. Results will be placed in the student's permanent records and made available to parents or guardians.

COMPLAINTS

MATTHEW 18 PRINCIPLE: If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go first to that person through whom the offense came and share this with that person. If there is no reconciliation after consulting together and praying for mutual understanding, then they should agree to go together to counsel with the principal or person directly over him/her, but never before approaching the person committing the offense. In like manner, if the matter is not resolved there, it may then, and only then, be taken to the Head of School. If the matter cannot be resolved there, then it should be taken to the president of the School Board to meet with the Board for final disposition of the matter.

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons.

1. If a person has a complaint about a teacher, the individual will first contact the school office to set up an appointment with the teacher to seek a solution to the problem. This will be done before discussing the matter with other patrons.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If no solution is found to the problem, the matter will be referred to the Head of School.
4. School Board members will not attempt to solve school problems, but are to refer the aggrieved person to the above procedure. If a Board member is approached, he/she will notify the Head of School.

BULLYING, CYBER-BULLYING, AND HARASSMENT

Abundant Life Christian Academy takes all reports of meanness, bullying, relational aggression, cyber-bullying, and/or harassment seriously. While all acts of meanness are not considered bullying, ALCA will address all bullying-type behavior using their best judgment and due process. All reports of bullying-type behaviors will be documented and investigated before making a final verdict and taking action.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat of incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a student or school employee or damage to the student's or school employee's property
- Substantial interference with a student's education or with a school employee's role in education
- A hostile educational environment for one or more students or school employees due to the severity, persistence or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment. (Arkansas code 6-18-514)

Bullying/harassment can occur directly, indirectly, and through cyberspace. Examples of what might constitute an act of bullying or harassment include but are not limited to the following:

- Rude comments, teasing, name calling, mocking, humiliating
- Spreading rumors, blackmail
- Exclusion
- Threats
- Pushing, hitting, biting, kicking, pulling hair, blocking access, etc.

Students, parents, faculty, and administration all have a responsibility to report suspected bullying/harassing-type activities. The administration will investigate all reported claims of bullying/harassment using a prepared form. Appropriate action will be taken by using the following:

- Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
- The student's previous disciplinary offenses will be considered in determining the appropriate disciplinary action.
- Consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Abundant Life Christian Academy provides a form for students to report bullying/harassment issues. Students may identify themselves or report anonymously. Forms can be turned in to a teacher, administrator, or the lock box.

NON-CUSTODIAL PARENTS

- Non-custodial parents are not to use the school as a meeting place to visit with their children.
- In the case of divorced parents, a copy of the court order stating visiting rights will be required to be on file in the school office.
- A principal will allow a non-custodial parent to take the child as specified in the court order.
- A copy of the child's report card may be given to the non-custodial parent.

SUSPENSION

Suspension is defined as the temporary exclusion of a student for disciplinary reasons. Suspension from school will be the decision of the principal in consultation with the Head of School.

- Students may be suspended by the principal for serious reasons for a period of time not to exceed ten (10) days.
- The principal will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement.
- Students may be placed on probation at the discretion of the principal.

EXPULSION

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the joint decision of the Head of School and the School Board. A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s). Expelled students will not be allowed on campus or to attend any school events.

ABUNDANT LIFE CHRISTIAN ACADEMY

GRADES 4K-4

Gloria Massey, Head of School

Grading System

4K/5K Kindergarten students receive report cards at the end of each nine weeks. The evaluation scale is indicated as follows:

O - Outstanding S - Satisfactory I - Improving N - Needs improvement

ELEMENTARY GRADING SYSTEM: 1ST – 4TH GRADE

All grading will be based on percentages in a given marking period, as percentages offer the fairest and most accurate system of averaging and calculation of grades. Report card grading is based on percentages but recorded with the letter grade equivalency as follows:

Students will be on a nine week grading system.

Percentage Letter Grade:

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Below Average
59-below	F	Failing
	I	Incomplete

ALL CONDUCT

S - Satisfactory N - Needs Improvement U - Unsatisfactory

HONOR ROLL

The Honor Roll will be recognized each grading quarter. Students with all "A's" will be named to the Principal's Honor Roll. Students with grades no lower than "B" will be named to the Academic Honor Roll. Students who achieve the Honor Roll for the year will be recognized at

the end of the year awards assembly.

CRITERIA TO REPEAT A GRADE

Kindergarten -- A conference will be held with parents whose student does not meet the standards for First Grade. These factors include personal development, maturity, reading readiness, and number readiness. A decision will be made by the parent, the teacher, and the principal that will best benefit the child.

Grades 1-4 -- Generally, students failing two or more of the following subjects will not be promoted to the next grade: Math, Reading, Language, Science, Social Studies

Homework (Grades 4K-4) -- Each teacher is at liberty to give homework to aid each student in advancing his or her studies. Each child in grades 4K-4th grade will have a planner in which daily homework assignments and important notices are recorded. The parents are required to sign the planner daily to ensure communication. Students are expected to successfully complete their assignments each day. Generally, no homework will be required on Wednesday night. However, tests may be given on Thursdays if the teacher has given prior notice through test schedules or in the planner.

DISCIPLINE POLICIES

DISCIPLINE PHILOSOPHY

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Abundant Life Christian Academy adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (Ephesians 6:14). A teacher stands in Loco Parentis, that is, in the parent's stead. He or she has the same God-given authority as they.
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality. (Proverbs 3:11-12).
3. The school seeks to instill the following characteristics in our students:
 - Cheerful obedience to all in authority
 - Responsibility in doing assigned or expected tasks
 - Cooperation with others within and outside the classroom
 - Courtesy and respect for others
 - Cleanliness in person and property
 - Truthfulness and honesty in work and life

- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct in respect to recreation, social relationships, and language

Good order and self-discipline by the students are to be expected. Emphasis is placed on positive values. When behavior violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the misconduct. A goal of Abundant Life Christian Academy is to successfully guide our students to achieve self-discipline.

GENERAL REGULATIONS

1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Emphasis is placed on positive values rather than on punishment.
3. Students will be held accountable for any disorderly conduct or destruction of property.
4. Serious or continuous disciplinary problems will be referred to the principal.
5. In serious cases, if a student's behavior does not improve through any other means, the principal will follow the procedure for suspension or expulsion, as outlined below:

DISCIPLINE POLICY FOR 4K

Sylvan Hills First Baptist Church maintains a licensed day care center. Our 4K program falls under state regulations regarding day care, and as a result has specific guidelines to be followed which are mandated by the state. They are as follows:

CORPORAL PUNISHMENT - Corporal punishment will not be administered to 4K children due to state regulations. Disciplinary measures used will be age appropriate and will be handled with discretion. In most cases, steps will be taken by the classroom teacher to correct any behavior problems.

DISCIPLINARY STEPS:

1. Talk to child.
2. Set apart from group.
3. Child will be taken to the principal for conference.
4. Parent will be called and conference scheduled.

5. Parent will be called to pick up a child who displays continued non-compliance or defiant, disruptive behavior. The student must be taken home within an hour of the call and will not be allowed to return to school the following day.

6. In extreme cases of non-compliance, a child may be asked to leave Abundant Life Christian Academy.

ACCORDING TO MINIMUM LICENSING REQUIREMENTS: 4K children are subject to being interviewed by Child Care Licensing, DCFS (Division of Children and Family Services), Special Investigations, and law enforcement for investigative purposes and/or for determining compliance with licensing requirements.

DISCIPLINE POLICY FOR 5K-4TH GRADE

AREAS OF OFFENSE

Areas include any behavior or display of attitude in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. A complete list of specific offenses would be impractical in this handbook, but the following is a list of certain general offenses:

- Disrespect to the teacher, toward any authority figure or another person will not be tolerated. Any student accused of insubordination toward a member of the faculty or staff shall, at the discretion of the principal, be suspended. Should such disrespect manifest itself in physical contact with the staff or faculty member, the student shall be suspended, or at the discretion of the Head of School and School Board, be expelled from the school system.
- Continuously talking without recognition, continuously interrupting the teacher or a class discussion
- Writing or passing notes, throwing objects indoors, chewing gum, eating in class, etc.
- Excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground, or classroom
- Fighting, lying, cheating, or stealing
- Leaving school grounds without permission
- Tampering with school or church equipment or destroying another's property in any manner - Parents will be held financially responsible for all damages incurred.

ELEMENTARY DISCIPLINE PROCEDURES

1. Offenses of a minor nature will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:

- Student counseling

- Loss of privileges
- Phone call to parents
- Parent/teacher conference
- Written letter sent home

2. Major offenses or any repeated minor offense (after above stated steps have been taken) result in a principal referral. The principal will have the following alternatives:

- Spiritual counseling and one or more of the following:
 - Loss of privileges
 - Corporal punishment or In-school suspension
 - Out-of-school suspension
 - Expulsion

GENERAL DRESS CODE GUIDELINES

1. Where judgments differ, the administration will make decisions as to the acceptability of student dress and will reserve the right to ask any student to change into appropriate clothing.
2. Frayed, ragged, oversized, or sagging clothing is not permitted.
3. Socks or tights are to be worn with shoes.
4. Only one earring can be worn in each ear. Girls in elementary school may not wear cosmetics.
5. Boys will not be allowed to pierce ears or wear earrings.
6. Only Abundant Life sweatshirts are allowed to be worn. ALS or ALCA T-shirts may be worn any day.
7. Hats, caps, and hoods may only be worn outdoors as protection from harsh weather. Any logos or markings must be in good taste, and in keeping with the school's philosophy.
8. Students should not wear any attire or hairstyle that would draw undue attention to themselves or obstruct vision. Boy's hair should be kept neatly groomed. The Administration will have the final decision as to whether a hairstyle is acceptable, or not.
9. No visible tattoos – permanent or temporary.
10. Hoodies/Pullovers—Students may ONLY wear solid, ALS, or ALCA hoodies or pullovers.
11. Every Friday is SPIRIT DAY. Jeans may be worn with ALS or ALCA T-shirts of their choice.

4K-4TH REQUIRED UNIFORM FOR BOYS

Pants & shorts - Navy and khaki knee length shorts may be worn at the discretion of the parents

throughout the school year.

Shirts - Any solid color Jersey Knit polo may be worn.

Sweatshirts - All solid, ALS, or ALCA sweatshirts are acceptable.

4K-4TH REQUIRED UNIFORM FOR GIRLS

Slacks, Capris, & Shorts - Navy and khaki shorts may be worn at the discretion of the parents throughout the school year - (must be knee length)

Shirts - Long and short sleeve solid color Jersey Knit polos in any color

Blouses - Long and short sleeve blouses in yellow and white

Skirts--Box pleat in Navy, Khaki, or plaid - (must be knee length)

Skorts--Khaki, Navy, or plaid - (must be knee length)

Jumpers - Any style jumper in solid color or plaid - (must be knee length)

Sweatshirt - All solid, ALS or ALCA sweatshirts are acceptable.

Leggings - Navy, red or white - can only be worn with jumpers, skirts. (This includes tights and knee socks.)

Dresses - Polo style knit dress in any color - (must be knee length)

Bloomers or bike shorts -Navy (for wear under skirts or jumpers)

INVITATIONS

If you would like to send out invitations to a party through the school, then you must send an invitation to every student in the class. Otherwise, the invitations must be delivered outside of school. The only exceptions apply to “all boy” or “all girl” parties. In these cases, invitations must be sent to all the boys or girls in the class.

ABUNDANT LIFE CHRISTIAN ACADEMY

SECONDARY

GRADES 5th -12th

Dr. Mike Collins, Principal

SECONDARY ACADEMIC INFORMATION

Graduation Requirements

In order to graduate from Abundant Life Christian Academy, students must complete all requirements of the Arkansas Board of Education as described by the Arkansas Nonpublic School Accrediting Association (ANSAA) available at <http://www.ansaa.com/legislativelaws.html>. Additionally, students must complete 4 credits of Bible and maintain a minimum Grade Point Average (GPA) of 2.00.

All courses will have a 4 point GPA value except AP courses.

Documented homeschool credits and concurrent college credits can only be counted as a 4 point GPA value.

Community Service must be completed each year in order to graduate from Abundant Life Christian Academy.

Honor Graduates

Honor graduates will include any student with a GPA of at least 3.75.

Valedictorian and Salutatorian will be determined by the student's overall GPA. To be considered for these honors, the student must have attended Abundant Life Christian Academy at least for their 11th and 12th grade years. In the event that Co-Valedictorians are named, there will not be a Salutatorian.

COMMUNITY SERVICE

Each student in grades 9-12 will be required to perform community service. This service can be done through your church, the school, the city, or other approved organization. Each student must submit their community service plans to the guidance counselor for approval. Once

approved, the student may begin. The following hours of community service apply:

- Grade 9 - 10 hours
- Grade 10 - 15 hours
- Grade 11 - 20 hours
- Grade 12 - 25 hours

SECONDARY GRADING SCALE:

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Below Average
59-below	F	Failing
	I	Incomplete

1. Incomplete, late assignments, and assignments required in order to receive credit for a course must be completed by the date assigned by the teacher unless there are extenuating circumstances approved by the teacher prior to the deadline, or there is a major, prolonged illness.

2. Each teacher is allowed flexibility in establishing his or her individual incomplete/late work policy.

3. Students who do not hand in major assignments, projects, or class requirements are in danger of receiving a failing grade. Overdue assignments may be required to be completed without credit.

4. All work must be made up by the close of the grading period. If assignments are not submitted by the end of the grading period because of some emergency situation, the student may receive an "incomplete" on his/her report card. In such cases, the student will confer with his or her instructor and guidance counselor and will be placed on a schedule to complete missed work. The student will be responsible for completing all work within the time frame allotted or will receive a zero. The final grade will then be recomputed and marked on the student's report card.

5. Grades 5-8: Any student failing more than one subject (yearly average) will be required to repeat the grade or be dismissed from the school at the discretion of the administration. 9th-12th grade guidelines (below) apply to the 8th grade Algebra 1 course.

6. Grades 9-12: Any student failing a semester will be required to re-take it in summer school or through online credit recovery. A student may only make up two semesters. Students who fail three semesters will be required to repeat the grade or will be dismissed from the school as determined by the principal.

7. Abundant Life Christian Academy does not offer summer school courses. Summer school courses must be taken at an accredited, approved institution.

SEMESTER TEST EXEMPTION

In order to be eligible for semester test exemption, a student must have at least a semester average of a "B" AND have no more than 5 absences in the course during that particular semester.

- 9th grade: One test exemption
- 10th grade: Two test exemptions
- 11th grade: Three test exemptions excluding AP courses
- 12th grade: All tests excluding AP courses

MAKE-UP WORK POLICY

If a student is absent from school, the classwork, homework, projects, and tests that were assigned before the absence will be due when the student returns. Parents may check Headmaster or email teachers for assignments on the day of the absence to prevent the student from falling behind in the class.

Consideration will be given for students who miss several days in a row. In the case of extended illness, parents must contact the teacher to arrange for make-up tests.

HONOR ROLL

The Honor Roll will be published every 9 weeks.

- Students with all "A's" will be named to the Principal's Honor Roll.
- Students with grades no lower than "B" will be named to the Academic Honor Roll.
- No exceptions will be made in the case of grades in 5 point GPA value courses.

GUIDANCE SERVICES

God has given to many the task of directing young people into God's truth and His will for their lives. The counseling staff at Abundant Life seeks to offer Biblically-based and responsible assistance in meeting the challenge.

Guidance and counseling services are available in three major areas:

1. Personal counseling

- A counselor is available to all students in grades 5-12. The counselor regularly assists students with personal and academic concerns.
2. College and career planning
- The PSAT exam is offered to the sophomores and juniors. Details as to these programs are available in the Guidance Counselor's Office.
 - College entrance examinations will be made accessible for juniors and seniors to take. Registration packets for both Scholastic Aptitude Test (SAT) and American College Testing (ACT) are available through your guidance counselor.
 - Juniors and Seniors are also guided in applying for financial aid.
3. Testing
- All 5th-11th grade students are given yearly achievement exams. All dates are announced in advance, and the students are thoroughly briefed as to what is expected of them.

SCHEDULE CHANGES AND COURSE WITHDRAWAL

Once schedules are complete, changes will only be made if students are missing a required course. Other extreme, extenuating circumstances will be considered. In-Class and Online courses may only be dropped during the first two weeks of the course or at the semester break. A "Drop/Add Form" may be obtained through the Guidance Counselor or on the school website and must be completed before any change is made.

Search and Seizure

Abundant Life Christian Academy respects the right of students to privacy and security against arbitrary invasion of their person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school. School authorities may conduct searches of student vehicles, lockers, and desks when there is reasonable suspicion to believe that stolen items or items prohibited by law or school policy are contained in the area to be searched. School officials will seize illegal contraband, weapons, drugs, alcohol, or stolen property found in a search. The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse or other personal possessions contain stolen items or items prohibited by law or school policy.

Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present.

If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation.

5th – 12th GRADE DISCIPLINE POLICY

Student Incompatibility

ALCA is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued disruptive behavior, persistent disobedience to rules, and/or failure to exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations, the principal may place the student on 3-week probation. Prior to this probation, the principal will conference with the parents. If marked improvement by the student indicated on successive teacher evaluations is not noted, the student will be dismissed from the school system.

Secondary Major Offenses

The following violations will result in the corresponding disciplinary action:

HARASSMENT/BULLYING/CYBER-BULLYING/ASSAULT directed toward a student

<u>First Offense</u>	Parent Conference; 1-5 days suspension; possible expulsion
<u>Second Offense</u>	1-5 days suspension; possible expulsion
<u>Third Offense</u>	Expulsion

LYING TO SCHOOL FACULTY OR STAFF

<u>First Offense</u>	Principal's discretion
<u>Second Offense</u>	1-5 days suspension and/or parent conference
<u>Third Offense</u>	1-5 days suspension and/or parent conference

POSSESSION OF OBSCENE/OCCULT MATERIAL - on or off campus

<u>First Offense</u>	1-5 days suspension and/or parent conference
<u>Second Offense</u>	Expulsion

USE OF PROFANITY OR VULGARITY

<u>First Offense</u>	Possible suspension
<u>Second Offense</u>	1-5 days suspension
<u>Third Offense</u>	Expulsion

SEXUAL MISCONDUCT - on or off campus

<u>First Offense</u>	Parent conference; 1-5 days suspension; possible expulsion
<u>Second Offense</u>	Expulsion

STEALING AND/OR WILLFUL DESTRUCTION OF THE PROPERTY OF OTHERS (school property of others included; on or off campus)

<u>First Offense</u>	Restitution; possible suspension
<u>Second Offense</u>	Restitution; 1-5 days suspension; possible expulsion
<u>Third Offense</u>	Expulsion

USING TOBACCO IN ANY FORM, INCLUDING VAPING - on or off campus

First Offense 1-5 days suspension; parent conference
Second Offense Expulsion

TRUANCY; SKIPPING SCHOOL

First Offense 1-5 days suspension; parent conference
Second Offense 1-5 days suspension
Third Offense Expulsion

POSSESSION OF WEAPONS OF ANY KIND

First Offense Suspension/possible expulsion
Second Offense Suspension/possible expulsion
Third Offense Expulsion

POSSESSION OF FIREARMS

First Offense Expulsion

VANDALISM AND/OR HARASSMENT (including bomb threats) Directed Toward School Personnel

First Offense Expulsion

DRINKING ALCOHOLIC BEVERAGES - on or off campus

First Offense 1-5 days suspension; parent conference; possible expulsion
Second Offense Expulsion

CHEATING ON TESTS, QUIZZES, COPYING HOMEWORK, AND OTHER ACTS OF EXTREME DISHONESTY

First Offense Student counseled; parent notified; zero for grade; possible expulsion
Second Offense 1-5 days suspension and parent conference; possible expulsion
Third Offense Expulsion

MISSING ASSIGNED DETENTION HALL

First Offense 2 hour detention
Second Offense 1-5 days suspension
Third Offense Expulsion

GROSS DISRESPECT OR DISOBEDIENCE (directed toward administrators, faculty or staff) that overtly challenges those in authority or school staff personnel

First Offense 1-5 days suspension; parent conference; possible expulsion
Second Offense 1-5 days suspension; possible expulsion
Third Offense Expulsion

UNSAFE DRIVING, SPEEDING, ETC. ON SCHOOL GROUNDS

First Offense Principal's discretion
Second Offense 1-5 days suspension and/or parent conference
Third Offense 1-5 days suspension and/or parent conference

POSSESSION OF, SELLING, OR USING ILLEGAL DRUGS, OR DRUG PARAPHERNALIA - on or off campus

First Offense Expulsion

FIGHTING

First Offense 1-5 days suspension

Second Offense 1-5 days suspension; possible expulsion

Third Offense Expulsion

*Pregnancy: ALCA has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. Therefore, it is essential that all pregnant students report their pregnancy to the administration as soon as the pregnancy is confirmed by medical authority.

NOTE: Any other offense of a major nature will result in disciplinary action consistent with the above. Final disposition of any offense will be left to the principal.

Expelled students will not be allowed on campus or to attend any school events.

STUDENT EXPECTATIONS

Student Dress Code

The purpose of the dress code is to establish guidelines by which all students are to abide. Careful consideration has been given to the formulation of the policies. Abundant Life Christian Academy students are expected to live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of Jesus Christ. (II Thess. 1:12)

An additional benefit of the dress code is the atmosphere created by well-dressed young people in a classroom setting. We have found that it is generally true that children and young people in play clothes will tend to play; children dressed in clean, neat clothes will most likely behave in a way which corresponds with their attire. Our desire is to eliminate casualness in the classroom and replace it with a business-like atmosphere reflected in the dress of the student.

The cooperation of STUDENTS, PARENTS, and TEACHERS is necessary in maintaining the standards of the dress code. It is very important that the code is accepted fully and is enforced consistently. (It is especially important to be mindful of this when school clothes are purchased.) Enforcing the dress code is not the sole responsibility of the school. PARENTS are expected to cooperate with the school in monitoring their child's DAILY attire.

If, in the opinion of the administration or its representative, the attire is immodest or inappropriate, corrective action will be taken. Dress is not for self expression. It must be understood that hair and jewelry styles which are clearly identified with a segment of culture

which is unwholesome or ungodly will not be allowed.

Any student violating dress code will be asked to correct the violation or contact their parents in order to receive new attire if necessary.

General Dress Code Guidelines for All Secondary Students

1. Students should not wear any attire or hair style that would draw undue attention to themselves or obstruct vision.
 - Boy's hair should be kept neatly groomed.
 - Boys are not allowed to have facial hair.
 - Boys and Girls are not allowed to have hair that is unnaturally colored.
 - The administration will have the final decision as to whether a hairstyle is acceptable.
2. Frayed, ragged, or sagging clothing is not permitted.
3. Girls should not wear excessive cosmetics or jewelry. Only two earrings per ear.
4. Boys will not be allowed to pierce ears or wear earrings or other excessive jewelry.
5. Hats, caps, and hoods may only be worn outdoors as protection from harsh weather. Any logos or markings must be in good taste, and in keeping with the school's philosophy.
6. Students will be expected to dress modestly and in good taste at all school functions.
7. No visible tattoos - permanent or temporary.
8. All skirts or shorts must be knee length.
9. Hoodies/Pullovers - Students may ONLY wear solid, ALS, or ALCA hoodies or pullovers on non-chapel days.

Guidelines For All Students

1. Abundant Life Christian Academy or ALS t-shirts may be worn any non-chapel day.
2. Students may wear short or long-sleeved polo or dress shirts that are solid, striped, or plaid on any non-chapel day.
3. Students may wear any color solid, striped, or plaid crew-neck or v-neck sweaters on any non-chapel day.
4. Jeans may be worn on Friday if and only if accompanied by an approved Abundant Life top.
5. Any t-shirt worn underneath another shirt must be of a solid color with no writing or pictures.
6. Pants, shorts, or skirts must be a solid color and cannot be sagging or too tight.

Guidelines For Boys

1. All shirts must be tucked in, and a belt must be worn.
2. Boys may wear slacks, Bermuda shorts, or cargo shorts. No athletic shorts.
3. Sandals or flip flops cannot be worn.
4. Any necktie or bow tie except novelty ties (characters, cartoons, etc.) may be worn. Ties must be worn all day.

Guidelines For Girls

1. Girls are not required to tuck their shirts in.
2. Shirts should not be low-cut, sheer, or immodest in any way.
3. If a skirt has a sheer layer, the solid layers underneath must be knee length.
4. Girls may wear solid color leggings or sweatpants under their skirts. Leggings cannot be worn by themselves as bottoms.

5th-12th Grade Chapel Dress Code

1. On chapel days, girls must wear a white button-up dress shirt and a black, khaki, or navy skirt.
2. On chapel days, boys must wear a white button-up dress shirt with a tie.
3. Any necktie or bow tie except novelty ties (characters, cartoons, etc.) may be worn. Ties must be worn all day.
4. Slacks for boys are required for chapel days and may be black, khaki, or navy.
5. Girls may wear slacks during the months of December, January, and February.

Students should avoid colors and styles that bring undue attention or are considered distracting. Final decisions about the appropriateness of an outfit rests with administration.

CLOSED CAMPUS

Our school has a closed campus before, during, and after school. All doors will be locked after the tardy bell rings each morning. All students arriving after the bell will need to enter the campus through the appropriate office.

Students who are enrolled in class will not be allowed to leave school property without a signed permission slip from a parent/guardian. Seniors will be allowed to leave campus during their lunch time on the day that the Head of School selects. As stated above, all students must have

a signed permission slip from a parent/guardian to leave campus, including Seniors leaving for lunch.

Minors not enrolled in ALCA will not be permitted to be on school property during the instructional day, which includes after school practices.