



ACA Parent Handbook
2023 - 2024

Mission Statement

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The mission of Anchor Christian Academy is to train up and send out missionaries of Godly character who will blend academic achievement and Biblical truth to change their world.

Philosophy of Education

The right and responsibility to teach begins in the home with the parents. Beyond the lessons learned in the family environment, the church also has the responsibility to educate children both academically and spiritually. Education is a commandment of God as evidenced by 149 Bible verses addressing the subject. Moreover, Proverbs 22:6 says to “Train up a child in the way he should go, and when he is old, he will not depart from it.” It is with this philosophy in mind that Anchor Christian Academy endeavors to educate students and teach them to excel academically, spiritually, and in all avenues of life.

Admissions

Admissions Policy

As a private institution, ACA reserves the right and privilege of setting and maintaining its own standards of student conduct, dress, and scholarship. The school maintains the right to refuse admittance to anyone and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

A student is admitted to ACA to a specified grade level on the basis of former records and an entrance test.

Admission Procedure

1. Student applications must be filled out completely and returned to the school office with the application fee **a minimum of 3 weeks before the student wishes to begin classes. Students may not begin classes in the middle of a semester.**
2. Final registration is complete only when the following items have been received by the school:
 - a. Completed application form
 - b. Entrance test and interview
 - c. Child’s health record and up-to-date immunization records (or Exemption Form)
 - d. First month’s tuition
 - e. Previous school records

Failure to comply with any of the admission requirements will result in admission to ACA being denied.

Records & Tuition

Grades 2-12

A	Indicates excellent progress	(90-100)
B	Indicates commendable progress	(80-89)
C	Indicates acceptable progress	(70-79)
D	Indicates below average progress	(60-69)
F	Indicates failure	(0-59)

Grades K3 - 1

E - Exceeds expectations

M - Meets expectations

P - Progressing

N - Needs Improvement

Transfer of Records

*Students withdrawing from ACA may request a copy of their school records. It is the responsibility of the students and their parents to provide the transfer school with a copy of the records. **If an account is not paid up to date, no records will be given until the amount owed is paid in full.**

Tuition

Tuition is set up on a ten-month payment plan for convenience. The first payment is due August 1, and the last payment is due May 1. A late fee of \$15 will be charged if the payment is received after the tenth of the month. There is a service charge of \$15 for returned checks. Postdated checks cannot be accepted.

*If an account is not paid up to date 30 days before school ends, the parents will be notified and no grade cards, honor certificates, diplomas, or other records will be given until the amount owed is fully paid. Parents will not be able to enroll their students for the next school year until the account is current. **Families with outstanding balances will not be able to participate in athletics or National Apostolic Christian School Competition.**

Attendance & Make-up Work

Excusable absences include:

1. Sickness of the student whose attendance would endanger his/her health and the health of other students (headaches/sleepy/cramps are **NOT** excused absences)
2. Serious illness of a member of the student's immediate family which would reasonably necessitate absences.
3. Death in the family may be excused for a reasonable period of time.
4. Bible Quizzing Tournaments (student quizzers).
5. Religious Event (General Conference, BOTT, Etc. - event dates only)

Important Attendance Information

1. Call the school office at 740-672-3111 or email office@acazanesville.org by 8:00 a.m. to report and explain the absence
 - a. DO NOT use FB messenger, text, or call a staff member's cell phone
 - b. You can use remind/ email to notify the teacher of the absence but the office must always be notified for the absence to be excused
2. 10 absences during a year will result in failure for the entire year in all classes and possible dismissal from school.
3. No refunds on tuition or fees will be made due to absences.
4. A student arriving after 8:00 a.m. will be considered tardy. A student leaving early (before dismissal) will be treated as a tardy.
5. 3 tardies = 1 absence (Elementary) | 3 tardies = detention (Grades 7-12)

Make-up Assignments & Homework

The responsibility of initiating make-up work belongs to the student and parent.

Students will have an equivalent number of days missed to make up work. For example, if three days were missed, the student will have three days to complete any missed assignments.

Make-up Quizzes & Tests

If a student misses class on a day that a quiz or test is scheduled, the student must take the test on the first day he/she returns to school.

Code of Conduct

In the atmosphere of positive Christian standards of conduct, the opportunity exists for the development of strong and stable Christian character. Students found to be out of harmony with ACA principles may be requested to withdraw.

1. Students will refrain from swearing, smoking, using indecent language, gambling, dancing, using intoxicating beverages, experimenting with illegal drugs, promiscuous conduct (being sexually active), or pornographic materials of any kind.
2. Students must maintain high standards of courtesy, kindness, morality and honesty.
3. Students must be dressed modestly and appropriately.
4. Students will respect those in authority.
5. Students will not participate in nor belong to gangs, cults, or other such organizations which do not adhere to basic Christian standards of living.

Health & Safety

Medication

Students are not permitted to take any commercial, over the counter drugs at school. If any medication needs to be taken by a student, it must be a prescription drug that is accompanied by a doctor's note.

Lice

Students who have head lice will be sent home for treatment and are not permitted to return until all bugs and nits are removed. The student's head will be checked by ACA staff prior to returning to the classroom.

Injuries

Any accident concerning a student will be reported to the secretary immediately. Any necessary first aid and/or medical attention will be administered. An incident report will be completed by the teacher or witness. A copy of the report will be put in the student's file and sent home in their take-home folder. With serious injuries, a parent/guardian phone call may be needed.

Sickness

ACA does not employ medical personnel. A cot is available for students who are sick but is to be used only for a short period of time. During this time, the parent will be notified that the student is too ill to remain in the classroom and must be taken home. No sick student is to remain at school for more than one hour. If a student is sick for 3 consecutive days, a doctor's note is required before the student can return.

School Procedures**Campus Hours**

Students should be dropped off between 7:45 a.m. - 8:00 a.m.. The school day at ACA begins at 8:00 a.m. and ends at 2:50 p.m. Students are to be picked up between 2:50 p.m. - 3:00 p.m. If a student arrives after 8:30, they will need to be signed in.

Early Care and Late Pick Ups

Early Care 7:30 a.m. - 7:45 a.m. | Cost: \$4 | Pick up after 3:00 p.m. (not in line by 3:00) will result in a \$10 inconvenience fee for the working staff member. For every 10 minutes, \$10 will be added. Example: 3:30 pickup would be a \$30 inconvenience fee.

Field Trips

Parents are sometimes requested to accompany their child's classroom to serve as chaperones for school-related field trips. Parents who serve are responsible for their own expenses and travel to and from the school before and after the field trip. Parents may ride the bus with their children during the field trip if space is available.

Visitations

Parents who wish to volunteer in their child's classroom must schedule their visit in advance with the teacher.

Cell Phone & All Technology Devices (watches, tablets, etc.)

Student cell phones, smart watches, devices, etc. MUST be left with their parents, in their vehicles, or turned into the ACA office when they arrive at school. Students may retrieve devices when they are exiting the building at the end of the school day.

Inclement Weather Policy and School Closures

ACA generally follows the inclement weather schedule of Zanesville City Schools except in very rare instances. Students and parents will also be notified with an automated text. If ACA is open for school but a student is unable to attend due to inclement weather in a specific area or circumstance, then the school administration will make a determination as to whether or not that absence is excused on a case by case basis.

Internet Usage

ACA reserves the right to limit internet access to grade appropriate content. Students utilizing ACA internet must first have permission and must be supervised by ACA staff. Students are responsible for good behavior online just as they are in the classroom. The same general rules for behavior and communications apply.

Lunch

Purchased lunch is offered Monday, Tuesday and Friday. Lunch orders & money **MUST** be turned in by the Friday morning prior. Students pack lunches on Wednesday & Thursday. Purchased lunches do not include a drink. Meals are served in Liggett Hall and are supervised by the faculty. Parents/guardians are welcome to come eat with their students but **MUST** arrive 5 minutes before the lunch period begins.

Students **MUST** bring plasticware, bowls, plates, or anything else needed for lunch. Students who bring microwavable meals must be able to operate a microwave. Microwave meals must **NOT** exceed 3 minutes. ACA does not provide lunch items. If your student comes without lunch, you will be charged a \$5 fee to be paid by the end of the week.

*Students are **NOT** permitted to chew gum in class or bring a drink other than water. If jr high or high school students break this rule after 3 warnings, they will be required to bring a clear water bottle for the remainder of the year.*

Leaving Campus

ACA has a closed campus. Students, including those who drive, are not permitted to leave the campus during school hours without written permission from parents/guardians and signing out at the office. Students who do not drive must have a parent or authorized guardian sign them out from the school office. Students will not be allowed to sign themselves out and wait outside for a ride. Students are not allowed to leave with another student in his/her vehicle without prior written permission from a parent or guardian.

Senior students are permitted to sign out after 6th period with a work permit and parent permission. This schedule would be finalized each semester.

Student Drivers

All student drivers must provide the secretary with written information on the make, model, color and license plate number of their vehicles along with parental permission to drive to school. Students riding to school with another student must provide written consent from the parents of both the passenger student and the driving student. If riding on a regular basis only one written consent is needed. If riding only occasionally a written consent will be needed for each instance.

Parties

Parents wishing to celebrate a child's birthday with their child's classmates should contact the teacher in advance to schedule an appropriate time for the party. Parents **MUST** bring pre-packaged snacks and check with the student's teacher first for class allergies, etc. Parents must bring ALL party supplies (plates, napkins, etc.).

Toys

Students are not permitted to bring any toys from home.

Lockers

1. Students must not place objects inside the locks to jam them open. They must use their combination to enter their locker.
2. Students must keep lockers free of old food, dirty clothes, etc.
3. Parents will be charged a \$15 maintenance fee if these stipulations are not followed.

Probation, Dismissal and Withdrawal

A student may be suspended or dismissed from school at any time he/she is found out of harmony with the rules and policies of the school. In the case of suspension, the opportunity of make-up work will not be granted. Decisions in these matters are the full responsibility of the administration, and further reviews or appeals cannot be considered. If a parent chooses to withdraw a student, they must fill out the withdrawal form, and the office will contact the school district of residency to notify them. Parents must give the school a two week notice when withdrawing or transferring a student.

Dropping Classes | Adding Classes

If a student wants to withdraw/add a class, they must do so in the first 2 days of the school year. This may require a \$30 fee to rush shipping on curriculum.

Pre-School

Potty Training

ACA only accepts children who are potty trained. ACA defines the term "potty trained" to mean that a child can tell teachers that he/she has to use the potty beforehand and do so more than 95% of the time. Underpants are worn. Pull-Ups are not allowed.

Change of Clothing

Parents should provide a complete change of clothes that can be left in the child's cubby. The change of clothing should be placed in a clear bag labeled with the child's name.

Rest Time

Proper periods of rest and relaxation, including naps, are scheduled into each day. Parents may provide their child's favorite blanket for rest time. Please label all items with the child's full name. Pacifiers are not permitted.

Uniforms

K3/K4 follow the ACA uniform guidelines. They also have the option to wear gym attire Monday - Friday. Tennis shoes **MUST** be worn Monday - Friday. No dress/slippy shoes

Anchor Christian Academy Discipline

ACA Rules K3 - 12

Rule #1 Follow Directions Quickly

Rule #2 Raise Your Hand for Permission to Speak

Rule #3 Raise Your Hand for Permission to Leave Your Seat

Rule #4 Make Smart Choices

Elementary

3 Strike Warning Policy

*Warning Examples: Talking Over Teacher, Disrespectful Behavior,
Refusing To Participate, Etc.*

Order of Progression

Green - Everyone Starts Here | Expected Behavior

Yellow - 1 Warning

Red - 2 Warnings and 5 minutes of Recess

Blue - 3 Warnings, Principal's Office, Phone Call Home

3 Trips to Principal's Office = Parent/Teacher/Principal Conference

No Tolerance Issues (Straight to Office with Call Home)

ie. Hitting, Kicking, Cheating, Lying, Language

Junior/High School

3 Strike Warning Policy

*Warning Examples: Unprepared, Late to Class, Excessive Talking, Talking
over Teacher, Etc.*

Order of Progression

3 Warnings | Detention and Phone Call

After 3 Detentions | In-School Suspension and Phone Call

After 2 More Detentions | Out of School Suspension and Parent Conference

After 1 More Detention | Out of School Suspension and Parent Conference

3 Out of School Suspensions | Expulsion

No Tolerance Issues: Resulting in immediate detention, suspension, and expulsion

ie. Cell Phone Use, Physical Aggression, Language, Cheating, Lying,

Drugs/Alcohol, Weapons

Detentions & Suspensions carry over throughout the school year. Detentions are every Tues. from 3:00 - 4:00 in room 305. Students who get a detention will be ineligible to play sports starting the day the detention is issued until the detention is served. If detention is not served, the student will be ineligible the following week, and their detention "count" will increase until the detention is served.