APPLING CHRISTIAN

ACADEMY

**BLENDING BIBLICAL VALUES**

**WITH EDUCATIONAL PURSUITS**



PARENT/STUDENT

HANDBOOK

2023-2024

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**Appling Christian Academy Objectives**

The objective of a private Christian school is to obey the scriptural imperatives of Deuteronomy 6:5-7a:“...Love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto the children...” Proverbs 22:6 states “Train up a child in the way he should go...” Teaching is training, and training for life must include training for the KINGDOM.

Attendance at Appling Christian Academy is a privilege, not a right. The goal of the academy is not to reform, but to train young people to become Christian leaders possessing self-discipline, integrity, and a love for Christ. This is accomplished while providing a quality academic education.

**History/Statement of Faith**

Appling Christian Academy was established in 1984 to serve families from all Christian denominations who desire a biblically-based education for their children. Our academic curriculum, principles, and moral standards are grounded in historic Christian faith.

We affirm the following:

1. The Bible is the inspired, infallible, and authoritative Word of God. It is the Christian’s final word on faith and practice. 2. The virgin birth of Jesus Christ is evidence of His deity. 3. The blood of Christ is the only atonement for humanity’s sin. 4. The existence of the Godhead as a trinity (Father, Son, and Holy Spirit) has been from eternity. The Trinity is three distinct persons, yet one in substance and nature. 5. The death, burial, and bodily resurrection of the Lord Jesus Christ and His ascension into heaven are a reality. 6. True believers in Christ are called to a life of consecration as giving evidence to the world that the Lord Jesus Christ saves and satisfies. 7. Jesus Christ will return to the earth literally, bodily, and visibly to judge the living and the dead. 8. Sin has separated humanity from God. Until a person is convinced through the Holy Spirit of God that he/she is guilty of breaking God’s law, repentance is impossible. Once a person acknowledges his sins against God, repents, confesses his sins to God, and exercises faith in Jesus Christ’s sacrificial death, he receives salvation. The conversion experience will bring about a definite, noticeable, change in a person’s lifestyle.

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**Non-Discriminatory Policy/Admission**

Appling Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. ACA does not discriminate on the basis of race, color, national, or ethnic origin. **Complete admission details can be found on page 3.**

**Governance and Legal Status**

The governing authority of the academy rests with the Appling Christian Academy Board of Directors. The board consists of Christian individuals who are willing to donate their time to help provide Christian education for the young people of Appling County and the surrounding area. All major decisions are made by this leadership team. In addition, the board of directors is responsible in relation to the selection and evaluation of the administrator, long range planning, legal obligations, major policy oversight, and financial oversight.

Appling Christian Academy is a non-profit educational institution that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. The academy relies totally on tuition and contributions from friends and family in the community.

**Accreditation and Association Membership**

Appling Christian Academy holds accreditation with the Georgia Private School Accreditation Council (GAPSAC). This is one of three accrediting bodies in Georgia and is recognized by the State of Georgia. ACA graduates may enroll in any University System of Georgia college or university without having to meet any requirements that are not required of public school graduates. ACA graduates are eligible for the Hope Scholarship and the STAR Student Program if they meet necessary state-wide requirements.

Appling Christian Academy is a member of the Georgia Association of Christian Schools and the American Association of Christian Schools.

The pre-kindergarten day care is licensed by the Georgia Department of Human Resources. Our staff complies with all state regulations including yearly training classes for personnel and C.P.R./first-aid certification.

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**Statement on Biblical Morality**

Appling Christian Academy stands upon the historical truth and moral foundations of Christianity. This includes the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that biological sex is both sacred and established by God’s design. ACA believes God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.

Parents who choose to enroll their children at Appling Christian Academy understand and agree that ACA will teach these principles and biblical values. ACA was founded and continues to operate upon biblical values and the desire and commitment of Christian parents to enroll their children in an intentionally Christian environment. Continued enrollment at ACA is contingent upon this same understanding and support by both student and parents.

Appling Christian Academy is a religious institution providing an education in a distinctly Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, with its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not limited to, living in, practicing, condoning, or supporting sexual immorality, including sex outside of marriage, homosexual acts, bisexual acts, gender identity different than biological sex, promoting such practices, or the inability to otherwise support the moral principles of the school.

**APPLING CHRISTIAN ACADEMY**

**Student Admission Policy**

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The student’s parents or legal guardians who will be responsible for the student’s behavior and tuition must enroll the student.

All students are required to live with their parents or legal guardians. When circumstances necessitate otherwise, the Principal’s approval is required.

1. Contact the school office at 912-367-3004 to set up an entrance exam. Kindergarten

 students are not required to take an entrance exam.

2. There is a $10.00 entrance testing fee.

3. The following items are needed BEFORE admission is considered:

 a. Transcript from student’s previous school (including immunization record, EED form, birth certificate)

 b. A copy of student’s most recent report card and behavior record

 c. Any available standardized test results

 d. A copy of the student’s Social Security number

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4. Upon notification of tentative acceptance, your child’s enrollment will be secured only when the school office receives all of the following:

 a. Completed enrollment card

 b. Registration fee paid and other applicable fees based on time of enrollment

 c. Admissions application (grades 7-12)

5. Final acceptance will be based on completion of all requirements in #’s 3 and 4.

6. To be a candidate for graduation, a senior must meet the minimum residency

 requirement of one year at Appling Christian Academy.

7. Health records MUST be on file by the FIRST day of school for students who enroll during the summer months. Documents required by the school’s accrediting agency and Georgia Law are as follows:

 a. Current Georgia Immunization Record

 b. Eye, Ear and Dental Exam Form (EED)

c. Birth Certificate with the Birth or State Number

8. A student who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school. Students are admitted conditionally with a six-week trial period. If acceptable progress or adjustment is not realized in that time period, the parents may be asked to find a school more suitable to meet their child’s needs.

9. Appling Christian Academy admits students of any race, color, national or ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs. State age requirements are enforced for students entering Pre-K – grade 1 (September 1 policy).

10. Admission is denied to any student who has been suspended or expelled from another school until that student has written permission stating that he or she can be fully reinstated. Consideration for

 admission will, at that time, be taken under advisement of the administration and the Appling Christian Academy School Board.

**APPLING CHRISTIAN ACADEMY FINANCIAL POLICY**

1. Yearly tuition amount may be divided into 10 or 12 monthly payments.

2. Tuition payments are paid directly to the school. Other fees, including lunch, PE, athletics, books and registration, and after school care, are paid separately through the school office.

3. Books and registration fees must be paid in full before a student is considered officially enrolled. A student will not be permitted to attend the first day of class if his registration and book fee and his first month tuition have not been paid.

4. Payments are due on the 5th of each month. Accounts are considered past due after the 15th and are subject to a late penalty. Accounts are considered delinquent if tuition and/or fees have not been paid by the last day of the month.

5. If a student is withdrawn or dismissed, the parent must contact the School Office and check out in the school office to clear up financial records and drop off all school materials before records can be released.

6. No deduction is made from the tuition payments for a student's absences.

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7. All accounts must be paid in full by the last day of the school year unless special arrangements have been documented.

8. All high school transcripts, permanent records (evaluations, school related forms, test scores, grades) and report cards are withheld pending full payment of fees and tuition for the present school year. In addition, transcripts and reports cards are withheld for any school property that has not been returned.

9. High school diplomas at graduation are withheld if the family account for the present school year has not been satisfied 10 days prior to graduation.

10. No student will be permitted to re-enroll for the new school year if the family account has not been paid out for the previous year. Only documented arrangements that have been made will be considered the exception.

11. A student is subject to being dismissed from ACA if the family account becomes delinquent for more than sixty days. Should the account reach this limit, the student’s parents must satisfy financial requirements and arrangements with the school administration before the student is permitted to return to school. Delinquency notices are issued at 30 and 60 days. The Appling Christian Academy Board of Directors will be informed of all delinquent accounts and will be the final decision-maker concerning delinquent accounts.

12. Limited financial aid is available to eligible families as long as funds are available. The financial aid program is through GOAL. Applications and information are available at www.applingchristian.com. Families cannot use multiple means of financial aid. For example, a family using the GOAL program cannot use another means of financial help like the incentive program.

13. Financial aid may be withheld in the event that an account becomes delinquent more than 60 days. Financial aid applications cannot be considered for the upcoming year until all present year payments are up to date or documented arrangements made in advance.

14. There is a $25.00 service fee charged for all returned checks.

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**Parental Involvement**

Parental involvement is extremely valuable in encouraging students to succeed. Also, it is important in improving the overall quality of the academy. Parents, students, faculty, and directors are all partners in Christian education.

**A.** **Orientation**

Parent Orientation is held approximately one week prior to the start of school. This meeting should be attended by both parents to ensure an adequate understanding of school procedures and policies. Parent-teacher meetings are held every nine weeks.

**B**. **Activities**

Each year students will be involved in activities and performances that parents are invited to attend. These include but are not limited to fine arts performances, programs, sports, banquets, and parent-teacher meetings.

**C. Fund Raising**

Parental participation in fund raising is encouraged. All reap the benefits of the academy and thus are encouraged to participate in the fund raising projects that are held each year. These activities are crucial for the on-going development of our educational program. Successful fund raising will prevent, or reduce significant price increases. ACA’s tuition rate is considerably less than other private schools in the immediate area.

**D.** **Problem Resolution Procedures**

Any dispute or matter likely to create a dispute or conflict must be dealt with in a manner reflecting the Christian or Biblical worldview and philosophy of Appling Christian Academy. The parties agree that it is in the common interest to manage resolution of any conflict by means which neither disrupt nor damage the school’s optimum ministry. The method by which the parties seek to resolve any grievance will be based on applying the Biblical principle of Matthew 18. Reconciliation is to be sought through the Biblical model. 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 the 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. Please know that it is the desire of all the staff of Appling Christian Academy to solve problems and work toward solutions of any problems involving your children. We will spare no effort to that end.

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**Attendance Policy**

The student is expected to be at school every day. A student may not be absent more than twenty days per year in grades K5 through 4th grade. A parent will be notified by the office when his or her child is reported absent. A middle/high school student is subject to losing course credit if he is absent more than 15 days per semester in a class. A student missing 15 days in class during the semester MUST provide written documentation from a medical doctor before consideration is made to regain the class credit. **The forty-five minute class attendance rule applies to middle/high school students.** In order to receive attendance credit for a class period, middle/ high school students must be in class for at least forty-five minutes. A signed, dated note should be presented to the school office upon returning to school for each absence. Any student having excessive absences is subject to being retained unless unusual circumstances exist and the Appling Christian Academy Board of Directors rules otherwise.

**SPECIFIC ABSENTEE POLICY FOR MIDDLE/HIGH SCHOOL STUDENTS:** Ten absences are allowed each semester from a class. A student must be in class at least 45 minutes in the period to be counted present. Parents will be notified by the administration in writing when their child has missed class 5 times. Follow up letters will be sent at the 8th and 10th absence. Upon the 10th absence, the students will be penalized for each class missed after 10 with one point subtracted from their semester average for each absence (i.e., 11th absence = l point, 12th absence = l point, etc.). Upon the 15th absence a student will receive no credit for the course for that semester. Specific written reasons for each individual absence submitted by the parent **at the time of the absence** become key in considering restoration of credit. Long term illness will be handled case by case. The absentee note must note the date and time period (if a partial day absence occurs). **Parents are urged to write this important note and instruct his or her child to submit it to the school office the following day of the absence.** An appeal of any penalty may be made in writing to the administration.

It is the responsibility of ALL students to make arrangements to make-up work for an absence. All work should be made up within two days with the following exception. If a student is absent on a day in which a test is given and he/she was aware of it, the test shall be made up on the day that the student returns to school. All work that is not completed within the required time limit will receive a grade of zero.

A student must be present at least one-half day in order to participate in an extracurricular activity unless he/she has prior administrative approval.

**Tardiness**

The school day starts promptly at 8:00 a.m. for the students. A student is tardy to school if he/she arrives after this time. All students who arrive late must sign in at the office and receive a pass to class.

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**After** the third tardy in a nine-week period a detention will be issued to high school student drivers. **After** the fifth tardy in a nine-week period a detention will be issued non-driving students in grades 6-12. Additional detentions will be issued for continued tardiness. A student is not assessed a tardy to school if he/she can present an official, documented excuse (dentist, doctor, medical emergency) upon arrival.

**School Hours**

The school office is open from 7:45 a.m. until 3:30 p.m. School begins promptly at 8:00 a.m. Kindergarten/elementary classes begin dismissal procedures at 3:00 p.m. to help with the traffic congestion. Middle and high school dismissal is at 3:05 p.m. Operational times are subject to change with special notice. After School Care is available after school until 5:30 p.m. for ACA students in K5-Grade 5 for a modest cost. Parents must enroll their children in the program. The after school care program is supervised by a trained student worker. A snack time, study hall and play time experience are part of the program.

**Early Dismissal**

Other than for a planned school event, all students are required to sign out before departing the campus. Parents of younger students should sign them out. Juniors and seniors who complete the day earlier than the normal dismissal time **are required** to sign out before departure **every** day. Students may not sign themselves out without office and parental approval. Only a signed parental note and/or telephone permission from a parent are accepted. The office reserves the right to verify the dismissal with a parent.

**Student Life**

All students are required to participate in chapel services and take Bible courses. All subjects are taught as God’s truth and are integrated with Biblical teachings.

Students are encouraged to make strong Christian friendships at the school. Ample extra-curricular activities are scheduled throughout the year for the students.

**Student Conduct**

All students are expected to model Christ-like behavior. Each child is required to conduct himself in a manner that will reflect well upon Christ, the student, and the school. A student represents the school until he ceases to be a student of ACA. Good behavior is expected at all times, in all places, not just on campus.

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**Discipline**

Any behavior that is less than exemplary is subject to school discipline. A student may be disciplined at school or lose the privilege of attending ACA for behavior that occurs AWAY from school or EVEN during summer break. All discipline problems will be handled in a firm, consistent manner. Teachers have the authority to assign discipline to students who do not abide by the rules. Discipline of students at ACA is a joint responsibility of the parents, teachers, administrator, and students. This will prevent the child from being placed in a position of conflict between the parent and the school. We welcome your questions, comments, and suggestions, but any changes in policy must reflect spiritual principles and the best interests of the school.

Most minor discipline problems that occur in the classroom are handled by the teacher. Other problems are referred to the administrator, who may impose some form of discipline or counseling.

The administration reserves the right to ask a student to withdraw at any time it feels the student is having a detrimental effect upon the spiritual and social atmosphere of the school. Excessive detentions, habitual classroom disruptions and in or out of school suspensions are major factors in such determination. **Parents and students who cannot support the discipline standards of Appling Christian Academy should find a school whose standards more nearly reflect their own.**

 **Discipline Procedures**

**The goal of discipline is correction**. At Appling Christian there are definite steps in the discipline process which should aid in student progress regarding behavior. The first opportunity in the discipline process involves classroom teachers and their relationship with the students. A goal of the school is to work toward a consistent approach on the part of teachers in regard to student discipline. What is acceptable behavior and what is not should be reinforced throughout the school. As necessary, additional steps in the discipline process will be instituted in accordance with the following policy.

**General Expectations of All Students**

**Appling Christian** **students are expected to do the following:**

1. Give positive support to the Standard of Conduct Code

2. Show genuine respect at all times to school personnel and adhere to general school policy

3. Be respectful of the rights and property of others

4. Be attentive to their teacher while in class

5. Be positive, polite, and gracious

6. Adhere to the dress code

7. Be punctual

8. Demonstrate morally good conduct

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**Basic Restrictions**

1. Students are not to leave campus without permission. Permission will be give only when a note signed by one of the student’s parents or guardian is submitted to the office. This note should be presented in the office prior to the beginning of 1st period. The student must come to the office to sign out prior to leaving campus. Students cannot sign themselves out without parental consent established through the school office.

2. Students are not to loiter in classrooms and may not stay in an unoccupied classroom without a staff member’s permission.

3. Vulgar actions or language, as well as coarse joking, are unacceptable behaviors.

4. During the school day, students are not allowed in certain restricted areas, such as the parking lot and the wooded areas around the school campus.

5. No radios, CD players, iPods, disc players, paging devices, electronic games or devices, comic books, playing cards, or any other unapproved material or device are to be brought to school. See Technology Policy for more information.

6. No loitering in the school office or in the parking areas (students should exit vehicles immediately upon arriving at school)

**Specific Restrictions**

l. Restricted substances include tobacco, alcohol, and drugs. Students at Appling Christian are forbidden to use, possess, consume, supply, or sell any of these substances on the school premises or at any school-related function. Infraction of this code may result in suspension, dismissal or expulsion from school.

2. Firearms. It is a violation of federal law to bring a weapon on campus. Students are not to bring firearms, knives, other weapons, or explosive substances (fireworks, etc.) to school or on school campus. Any such item will be confiscated until a conference with the student’s parents can be arranged and appropriate action initiated. Infraction of this code may result in suspension, dismissal or expulsion from school

3. The defacing or damaging of school property which is malicious or careless in nature, and which results in destruction or damage to any school property will result in the replacement of such property by the student and/or his parents or legal guardian and appropriate disciplinary action, which could result in suspension, dismissal or expulsion.

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4. Disrespectful conduct or attitude, disruptions in class, unruly behavior, or habitual

violations of prescribed school policy will not be allowed. Respect for authority is

expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member (s) will be subject to disciplinary action which could range from detentions, Saturday morning work detail, to suspension, dismissal or expulsion.

5. Each student at ACA has a right to his/her own dignity and individuality. Any student found assaulting, harassing or demeaning another student will be disciplined. Such activity may result in suspension, dismissal or expulsion.

6. Dishonesty in the form of lying, cheating or stealing will not be tolerated.

7. A student who is married, becomes pregnant, or fathers a child will not be permitted to attend ACA.

8. Appling Christian Academy reserves the right to search any person, personal articles, locker, vehicle or other items brought on the ACA property. Refusal by a student to consent to a search will be grounds for expulsion.

9. Students should use the phone in the school office during school hours.

10. Out of School Suspension: Students will be allowed to make up work for 50% of a grade missed during an unexcused absence. Suspension days are unexcused and work may be made up for 50% of a **missed grade**. Students who do not turn in **graded** missed assignments during suspension will be given a zero for each assignment not turned in on the day of return after the suspension period is over.

 Any test or quiz missed during the suspension period may be made up no later than **two days** after the student returns to school. Again, the test or quiz may be made up for 50% of the actual grade.

**Middle/High School Student Expectations**

**GRADES:** Teachers are not required to give you good grades because you want them or expect them. Good grades are earned by hard work, study and preparation. Almost always, when these three things are neglected bad grades will result.

**ATTENDANCE/TARDINESS:** Students are expected to attend class and remain in class for the duration of the class period. There is no need for students to wander in the hall during a class period. Hall passes will be required of all students who find it necessary to be out of class during normal class time. **Five minutes** between each class is ample time to take care of locker needs, restroom needs and business in the office. Students will not be permitted to “hang out” in the office. Students who have business in the office should attend to the need from the office window. When the bell rings, it is the student’s responsibility to be in his or her desk with the appropriate material needed for the class. There is no reason to come to the class unprepared. Students who are not in their classrooms when the bell rings, homeroom and following, will be counted tardy and will be issued detentions. The homeroom tardy rule is in effect.

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 **CLASSROOM CONDUCT:** Students are required to behave during classroom instruction and during classroom assignments. There is no excuse for disrupting a teacher, talking back to a teacher, doing another class assignment (unless permission has been granted), showing disrespect to a teacher or a fellow classmate, or using a cell phone (for any purpose).

**DRESS CODE:** Students are expected to adhere to the dress code. Dress code violations include untucked shirts, hats worn in the building, and inappropriate words and lettering on shirts. The rule of thumb is simple in regard to the dress code – “when in doubt, don’t wear it”. The wearing of outerwear (“hoodies”, etc.) to cover up shirts which are not acceptable will not be permitted. In addition, male students need to be clean shaven and hair styles must remain within the bounds of the dress code. Female students should always dress modestly which includes loose fitting clothing and tops that are not low cut in the front or back. Students will be charged with detentions for violations and, in some cases, will be sent home to make the necessary adjustments. School attire such as school shirts, etc. (if available) may be used to outfit a student whose attire is inappropriate and whose parent cannot bring acceptable clothing to the school. The dress code guidelines are stated elsewhere in this handbook.

**RESPECT FOR AUTHORITY:** In this area, students need to respect the work that teachers put in to help them become better students. Respect is expected even though a student may not like or agree with an authority figure. Talking back to a teacher is not acceptable behavior. Making negative comments about one teacher to another teacher or staff member is not acceptable. If a

student has a disagreement with a teacher, he or she should request some private time with that teacher to express the concern and work out the problem. Making a public display is not the way to solve a problem.

**HARASSMENT AND BULLYING:** Appling Christian Academy is committed to a safe educational environment for all students, employees and volunteers free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

• Physically harms a student or damages the student’s property; or

• Has the effect of substantially interfering with a student’s education; or

• Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

• Has the effect of substantially disrupting the orderly operation of the school.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and provide support to the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

**CLASSROOM INTERRUPTIONS:** If a student must interrupt a class to deliver a message or pass out some material, he or she must do it with respect and dignity. A student who needs to interrupt a class must knock on the door and ask for permission to enter. Classroom interruptions should be at a minimal.

**EXCESSIVE CHECK-OUTS:** Student will not be permitted to check out early “just to get out of class, to get out of a test/quiz, or to miss a detention responsibility”. If a student is genuinely sick, an office staff member will attend to the student and will make the call to the parent, as needed. Office personnel may speak to the parent to clarify the reason for the call. 12

**LUNCH-TIME SIGN-OUTS:** Students will not be permitted to “sign-out” for lunch. The only exception may occur if a parent comes to the school and requests that a student be permitted to sign out to have lunch with him or her. Generally speaking, this arrangement should be planned in advance and a note brought to the office the morning of the event. It goes without stating that there will be exceptions when parents need to check students out early for various reasons.

 **SCHOOL BOOKS:** Students often leave their books in the classrooms on a regular basis. There is a definite parallel between books left unattended and dropping grades. It just makes good sense

 to keep up with books and use them to complete homework assignments.

**UNPREPARED TO CLASS:** It has become too common for students to come to class unprepared (no books, no pencil/pen, no paper). Teachers will issue **detentions** to students who come to class without the necessary materials. Students will be allowed to go get their materials if they should forget them; however, a detention will be charged. In addition, when a teacher requires papers to be signed, the student should present them at the beginning of the period to avoid disciplinary action. Returning of signed report cards/progress reports is required within a two-day grace period to avoid disciplinary action (one detention per day up to three detentions following the two day grace period). Thereafter, the parent will be contacted.

**NOISE IN THE HALL:** It is important to keep the noise level down so as not to interrupt elementary classes at student lockers. Please do not slam locker doors.

**STUDENT PARTICIPATION IN ATHLETICS:** Student attendance and athletic participation go hand-in-hand. All athletes are expected to have good attendance records. If an athlete is too sick or unable to come to school, then it is believed that he or she is too sick or unable to practice or play. All athletes must be in class for a minimum of ½ of the school day on the day of a game or practice to participate that afternoon or evening. The ½ day rule means that a student must arrive by the beginning of the 3rd period, or not leave school before the end of the 3rd period. The arrival must be accompanied by a note from a parent and be excusable. The dismissal must meet the approval of the Principal. In the event that a student leaves school early, he or she must obtain permission from the Principal or Athletic Director to return for practice or a game after discussing the reason for early departure and provided he or she does not leave before the completion of the 3rd period. Athletes returning from a game will not be excused for any tardiness or from assignments, tests, or quizzes given for the following day. Student athletes are issued an athletic manual to guide them through the requirements and expectations of ACA. A student on Behavioral Probation or has received 15 detentions/semester cannot participate in any school sponsored extracurricular activity. In addition, grade requirements must be met.

**COMPUTER USAGE:** With the installation of and access to the internet, it is necessary to establish a general computer usage guideline. Additional guidelines and rules will be established, as needed.

**A student is not permitted to use an internet connected computer without permission from a teacher or staff member. A student is not permitted to skip a class or be late to a class because of a prior permission from a different teacher.**

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**TECHNOLOGY POLICY**

The use of personal iPads and laptops during school hours must be approved by the administration. IPads and laptops fall under the same guidelines as any other electronic devices as stated in this policy statement. Cell phones and iPods must be silent and out of sight during instructional time. Students are not to use cell phones/iPods during the school day between 8:00 am and 3:05 pm. Cell phones/iPods must ALWAYS be in silent mode while on school campus. Students may not use their devices to “bully” or to post derogatory statements about students, faculty, or staff via text message or Social Media.

Students who need to leave early for appointments or illness must check out through the school office. Students cannot just call/text home and leave. A student who has a device confiscated may not use another student’s device. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology devices is not a right but a privilege. When abused, privileges for any and all devices will be withdrawn. Students are permitted to have laptops/tablets for academic purposes only with authorization from the student’s teacher. Headphones or “ear buds” will require the consent of the teacher supervising the student during use.

Violating the established policy will result in the following:

First offense- the device is taken away until the end of the day and two detentions are issued

 Second offense- will result in the student not having a device on school grounds during the school day (if brought to school, it must be turned into the office each morning and retrieved upon dismissal for the school day) and three detentions issued.

Students will be required to place their devices face down on their desks during any quizzes or tests.

Students will be required to surrender their devices to the classroom teacher should the need arise to leave the classroom for any reason (the device may be retrieved at the end of the class period).

**Guideline Infractions**: The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:

Devices may not be used to assist any student on assignments, quizzes, or tests.

Students and Parents/Guardians acknowledge that: The school’s network filters will NOT be applied to a device’s connection to the internet. Therefore, any student who accesses websites that are prohibited by the Student Handbook will be subject to discipline. Appling Christian Academy is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

Devices should be charged prior to school and run on battery power while at school. ACA will not provide “charging stations” for students to charge their devices.

**Students are prohibited from**:

 Bringing a device on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.

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 Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies.

 Printing from personal devices at school.

 When middle or high school students are in the elementary areas, cell phones may not be seen or heard.

 Students may not use their cell phones/iPods during a study hall period or in the library.

 Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

**Lost, stolen, or damaged devices**:

Each user is responsible for his/her own device and should use it responsibly and appropriately. Appling Christian Academy takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their devices. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

**Middle School and High School Detention/Discipline Code**

**Infractions – 3 Detentions**

Cell phone infraction – see policy previously stated

Possession of unauthorized material/items (2nd offense – 4 detentions, 3rd offense – 5 detentions)

Major disruption in the classroom (2nd offense – 4 detentions, 3rd offense – 5 detentions and class suspension for a period of time determined by the principal)

Deliberate abuse/defacing property (2nd offense – 4 detentions, 3rd offense – 5 detentions; in all cases, the students will be required to pay for repairs or replacement)

Profanity/vulgarity (2nd offense – 4 detentions, 3rd offense – 5 detentions; continued offenses may warrant suspension/expulsion)

Reckless driving (2nd offense – loss of on-campus driving and parking privilege for one week; 3rd offense – loss of on-campus driving and parking privilege for one month; subsequent offenses – loss of on-campus driving and parking privilege)

Tobacco products – repeated offense subject to suspension

Forgery (falsifying a signature on any school document/misrepresenting a parent note) – repeated offense subject to suspension

Disrespect toward authority – repeated offense subject to suspension (classroom or school)

Leaving school without staff or parental permission – repeated offense subject to suspension

Skipping class or chapel – repeated offense subject to suspension

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Infractions – 1 detention (minimum)

**(All of the one detention infractions carry a penalty of two detentions on the 2nd offense and three detentions on the 3rd offense, four detentions on the 4th, and so)**

Tardy to class (2nd-7th periods)

Tardy to school (**after** three tardies for student drivers; **after** five tardies for non-driving students), excessive tardies will result in alternative measures

Off limits area (including the school office except for official business)

Public display of affection between couples (kissing, hugging, etc.)

Dress code/hair cut

Talking in class (after verbal reminders)

Consuming drink/food items in unauthorized areas

Chewing gum

Horseplay that does not result in major disruption

Unprepared to class (includes any necessary item for class; book/Bible, paper, pencil/pen, signed papers, detention notices, report cards, progress reports)

Failure to return required documents after two day grace period

Unexcused absence from serving a detention

**Detention Accumulation**

Detention accumulations are by semesters, **not quarters**.

1-9 detentions issued – 50-minute detention hall per infraction

**Step 1** 10th detention issued – morning detention 7:10 a.m. — 7:55 a.m.

**Step 2** 11th -14th detention issued – One four hour Saturday Detention, conference with parents and morning detention 7:10 a.m. – 7:55 a.m. per detention; a $35 fee will be assessed to provide supervision for Saturday Detention; loss of field trip privileges

**Step 3** 15th detention issued – Three (3) days suspension; parents contacted by letter and/or call, conference with parents and student required; morning detention served upon return to school and a Behavioral Warning issued; loss of extracurricular privileges (sports, etc.)

16th – 19th detention issued – Parents contacted by letter and/or call, morning detentions continue to be served

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**Step 4** 20th detention issued – Four-day suspension and placement on Behavior

Probation (a student on Behavioral Probation cannot participate in any school sponsored extracurricular activity), conference with parents and student required before the student may return to school, Behavioral Contract issued

**Step 5** Failure to comply with the Behavior Probation Contract – student subject to extended suspension, dismissal, or expulsion upon review of the school board

**Violation of Rules**

Any violation of school rules shall subject the student to disciplinary action. Detention and, when necessary, additional actions will be instituted according to the following schedule.

**For major violations, students may be assigned detentions which will place them at any step.**

**Detention Hall**

Detention will be assigned to students according to detentions accumulated and infractions of school rules and policy. Detention Hall will be held from or 3:15 p.m.

4:05 p.m. Students are not permitted to be late for Detention Hall. Should a student be late, he or she will not be allowed to serve the detention time on that day; however, the student will be assigned a make-up day and issued one additional Detention Hall time to serve. Students will be notified at least one day in advance of the date they will be required to attend Detention Hall. Students attending detention will be supervised by a faculty member in a classroom. Parent’s signature and the yellow slip are required for admission into Detention Hall. This will not be a study hall or rest period (no sleeping). Writing activities may be assigned. School rules apply for students while in Detention Hall (dress code, no gum, no food, etc.). Detention Hall takes precedence over any other activity except school-related competitions/performances, and confirmed medical or dental appointments. A student must get permission in advance from the Principal if an extenuating circumstance exists. The Principal may allow the student to be excused and reassigned a Detention Hall at a later time. If a student misses an assigned detention without being excused, an additional detention will be issued. Subsequent violations are cumulative.

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**Behavior Probation**

At the discretion of the principal or upon accumulation of 20 detentions within a semester a student is placed on Behavior Probation. Placement on Behavior Probation is recognition of a student’s need for special concentration on behaviors or attitudes which must be improved. The length of probation will be set by the Principal, during which time certain privileges may be withheld until it is deemed that sufficient progress is evident. The length and terms of the probation will be stated in a written contract. Behavior Probation may be extended into the next semester. Some students may be required to begin the following year on Behavior Probation.

During the probation period, the student will:

\* Attend a conference with the parents and the principal. At this meeting, terms of the probation will be discussed.

\* Meet regularly with a faculty advisor for encouragement, planning, and progress

reports.

\* Be ineligible for all extracurricular activities.

**End of the Year Student Review**

At the end of the school year, a review of the behavior/attitude of all students is conducted. Special attention will be given to any student who accumulates 20 detentions in a given semester. A favorable review will be necessary for the student to be re-admitted for the next school year. Some students may be required to begin the following school year on Behavior Probation. A dismissed student may reapply for admission after a designated period of time and other stipulations are met. An expelled student does not have the option of future admissions.

**Standard of Conduct Honor Code**

***“A Good Name Is To Be More Desired Than Great Riches." Proverbs 22: l***

The Honor Code at Appling Christian rests squarely on Biblical principles. Moral uprightness must be diligently taught and nurtured in a Christian school committed to the Lordship of Jesus Christ. The Honor Code requires that students act honorably in all phases of student life. The Honor Code rests on the premise that lying, cheating, and stealing constitute a breach of the spirit of honor and mutual trust and are not tolerable within the ACA community. The Honor Code provides a valuable aid to student life, as it seeks to encourage students to develop as individuals by accepting responsibility for their own actions. As Scripture says, "Each one of us shall give an account of himself to God" (Romans 14:12). The Honor Code also provides tangible benefits. In a school dedicated to learning, it is an obvious advantage for the students to know that their work will be accepted as their own and their word accepted as the truth. The Honor Code expects individuals to think beyond themselves and to realize that any infraction threatens the privileges of the rest of the student body and undermines the trust upon which the system is built.

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**Honor Violations:**

Honor violations are lying, cheating, and stealing.

Lying is the intentional falsification or denial of fact, the intentional creation of a false

impression, or the breaking of a pledge.

Cheating is the giving or receiving of unauthorized information in schoolwork. It is also

the representation of another's work as one’s own. This unauthorized help may include, but is not limited to, the following: copying another student's work, turning in the work of someone else as one’s own, and plagiarism, intentional or unintentional.

Stealing is the taking of anything without the permission of the owner.

**Student Responsibility to the Honor Code:**

All students entering ACA should realize that the Honor Code prescribes two major

responsibilities:

The Honor Code requires that each student refuse to participate in lying, cheating, or stealing. The Honor Code urges each student to discourage one’s fellow students from violating this Honor Code.

**The following penalties will occur for Honor violations:**

**Lying** – Four detentions (2nd offense – Two day In-School Suspension, 3rd offense – Three day In-School Suspension and Behavioral Warning Issued)

**Stealing** – Four detentions (2nd offense – Two day In-School Suspension, 3rd offense – Three day In-School Suspension and Behavioral Warning Issued)

**Cheating** – Student will receive a grade of “0” on the assignment in question and the document must be signed by a parent. (2nd offense – a grade of “0” and document signed by a parent, in addition to four detentions, 3rd offense – a grade of “0” of the document and the document signed by a parent and a two-day suspension)

**Corporal Punishment**

Corporal punishment is authorized for use at ACA by the principal and teachers under the following circumstances: (a) It must not be unduly severe. (b) It should not be used as the first line of punishment for minor offenses. (c) It must be administered in the presence of a designated employee who has been informed in the student’s presence of the reason for punishment. (d) Written parental permission must be given.

**The administration reserves the right to use disciplinary measures regarding offenses not stated in this manual.**

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**Dress Code**

It is Appling Christian Academy’s belief that developing Christian character includes being disciplined in the area of personal appearance and dress. We believe that the dress of a student has a direct influence on, and relationship to, his or her attitude and conduct. While ACA does have specific limitations and expectations for student attire, three main principles dominate our philosophical position. First, we desire modesty, second, neatness, and third, a Christ-like spirit.

Students wearing inappropriate dress will be addressed. Discipline will be forthcoming for repeated offenses. Depending on the attire, parents may be asked to bring clothes to the student. Final discretion of inappropriate dress will be up to the administration.

Appling Christian Academy strongly discourages sloppy, baggy or “grungy” style clothes from being worn to extra-curricular activities or away games. We encourage a positive well-groomed appearance that is in keeping with the testimony and purpose of our academy. Students may be asked to leave these activities if they are not in compliance with this dress code.

Jackets, sweaters, sweatshirts and coats are acceptable outerwear. A collared polo-type shirt must be worn underneath any outerwear garment, including a button up shirt worn as an outerwear garment. The hood attachment to hoodies, sweatshirts, shirts, or sweaters is not permitted to be used as a head covering while inside the buildings. Outerwear attire may not have any design or advertisement with suggestive or profane wording, symbols, or gestures. In addition, sexual, violence, gang or weapon connotations or references are not permitted. This policy includes but is not limited to **all** clothing, shoes, hats, tote bags, notebooks, backpacks, and jewelry.

Other General Requirements:

* Students should refrain from wearing tight or form fitting clothing.
* No leggings, yoga pants, jeggings, skinny pants/jeans
* Middle and high school male students should be clean shaven.
* PE clothing should be modest fitting, loose and shorts should be to the top of the knee. Shirts with sleeves are required.
* Except for K3-4th grade students, all other students must wear **polo-type** shirts with collars. Shirts must have sleeves (long or short).
* Blankets, throws, and quilts are not permitted to be worn or carried about on campus
* Hair for boys and girls should not be bleached or dyed to an unnatural color. Hair should be clean and neatly groomed. For boys, the length is to be above the collar, above the eyebrows, and above the ears. Sideburns for boys may extend to the bottom of the ear.
* Visible tattoos (temporary or permanent) or body piercing are not permitted, other than appropriate earrings for girls.
* Sweatpants and warm-up suits are not permitted except for PE.

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* Camouflage attire and blue jeans can only be worn on specifically approved days (such as spirit week and other special events including occasional fundraising activities) for students in K5-grade 12.
* Hats and sun glasses may not be worn inside the buildings.
* Belts worn with pants are not required for K3-4th grade students.
* For girls, dresses and skirt hem lengths should fall to the top of the knee or lower. Slits in skirts and dresses may not come higher than the knee.
* Modest length and modest fitting shorts and capris (for girls) are permitted for students in K3-Grade 4. Modest and appropriate length capris are permitted for female students in 5th grade and beyond (minimum length is to the mid-calf or longer).
* For boys, shirts must be tucked in (K3-4th grade students do not have to have shirts tucked in). Girls’ shirts may be untucked as long as the midriff remains covered.
* Boys must wear socks with their shoes.
* Girls may wear socks and stockings.
* Boys and girls may wear slacks. Any color Kaki style/material is acceptable. Denim material of any color is not permitted.
* When slacks are worn by students in grades 5-12, they must be full length
* Shoes may be casual or athletic.

**Telephone Usage**

**A. Office Phones**

All phone calls by students from the office require approval from a staff member.

**B. Telephone Messages**

The office will accept telephone messages for students from a parent or guardian. Messages will be delivered to students in a timely manner. Only in the case of emergency will classes be interrupted to deliver the messages.

**Textbooks**

Textbooks are purchased at the beginning of the school year. If a textbook is lost by a student, there will be a replacement cost. Students should not abuse their textbooks.

**Homework**

Students should expect to have regular homework assignments. Failure to complete assignments will result in disciplinary measures. Students are encouraged to record homework assignments in an assignment pad each day and parents are asked to encourage their children to complete the assignments. If requested by the teacher, parents should sign the assignment pad on a daily basis. Report folders will be sent home weekly in K5-grade 5 for parental review and signature. Middle and high school students receive papers periodically for parental review and signatures, as needed. 21

**Report Cards**

Report cards will be sent home each nine weeks. Progress reports are sent home at the
middle of each grading period.

**Grading System for Grades 1-12**

A = 90-l00 C = 75-79B = 80-89 D = 70-74

 F 69 and below

**Grading System for K5**

S = satisfactory

N = needs improvement

 U = unsatisfactory

**Dual Enrollment**

Students interested in dual enrollment courses at a local college should see the principal for advisement, information and procedures. Appling Christian Academy does allow dual enrollment under certain guidelines. First preference is given to seniors.

1. College Grading Scale translated to high school grades

 A+ = 98 A = 95 A- = 92 B+ = 88 B = 85 B- = 82 C+ = 78 C = 75

 D+ = 74 D = 72 D- = 70 F = 69

2. Courses on campus required to qualify for valedictorian or salutatorian

 a. Minimum fifty percent on campus courses per semester with Bible as one of the required courses

 b. Meet all other Honors requirements

3. Meet all other graduation requirements and meet all requirements of the dual enrollment program

4. Sign an agreement form as to the terms of the dual enrollment (parent/student signatures)

5. Courses taken on the college level must equal the required course for high school graduation.

College Algebra, World, American, and British Literature, Science, Social Science (if needed) – all course must be college level (remedial courses are not acceptable) for full college credit hours. For example, a student must take a College Algebra that, if passed, will earn three semester hours. Three semester hours would translate to one Carnegie high school unit.

6. Participation in GACS/GCAA events would be subject to approval from the GACS/GCAA.

7. The student will be eligible to walk in the graduation ceremony and graduate with honors if the requirements are met.

8. The student will be eligible to attend the junior/senior program and activities associated with the program.

9. A female student would not be eligible for Homecoming honors and recognitions.

10. The student would not be eligible to attend the senior class trip.

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11. The student would be required to pay the enrollment fee and thus would be considered an enrolled student at ACA.

12. The student would be required to pay a tuition fee per course at ACA based on a percentage of the tuition cost.

13. The student would pay an administrative fee of $100.00 to the school.

14. The student would be required to pay the senior graduation fee.

15. The student would be required to purchase the necessary books and supplies needed for courses taken on the ACA campus (approximately $75.00).

16. An Honor Society student is still eligible to remain in the Honor Society provided the student remains an active participant.

17. The student must meet all college entrance requirements to be eligible.

Fee scale for ­**full time** dual enrolled students – percentage of the yearly tuition (if six courses are offered to seniors at ACA; for example, the cost would be 1/6 of the tuition per on campus class – in 2018-2019 the tuition is $4,500; therefore, the tuition cost would be 1/6 of 4,500 if one class is taken, 2/6 of 4,500 if two on campus classes are taken, and so on. The full enrollment fee, full registration fee, and the full graduation fee (if a senior) are required. The cost of books is based on the catalogue price to schools. Independent courses (i.e. A/O cost for a supply of books – approximately $75.00).

**Part Time Dual Enrollment for Students (50% or less course work taken in the college program):**

1. The same rules apply for part time dual enrolled students except for #9, #10, and #12.

2. Part time Dual Enrolled students will pay the normal fees of a regular ACA student.

**Semester Exams**

Ninth through twelfth grade students are required to take semester exams at the end of the 2nd and 4th quarters of the school year.

**Honor Students (Grades 1 -12)**

Students who achieve a 97 academic average in every subject (excluding writing) will be placed on the Principal’s List per each report card period. Students who achieve A’s in every subject (excluding writing) will be considered A honor roll students per each report card period. Students who achieve at least one A in a subject and B’s in the remaining subjects (excluding writing) will be considered AB honor roll students per each report card period.

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**Honor Graduates**

Students who have an overall grade point average of 3.5or higher for grades 9-12 will be considered honor graduates. Courses excluded from calculations include: PE, health, drama, music, and any non-college-prep courses. Grade point average is determined by dividing the quality points earned by the hours attempted. The quality point scale is as follows: A= 4 pts., B= 3 pts., C= 2 pts., D= 1 pt. and F= 0 pts.

**Valedictorian/Salutatorian**

Selection will be based on grades, attitude, and reputation. Students must have a minimum G.P.A. of 3.5 in grades 9-12for consideration. To qualify for selection, a student must have been enrolled for eight full semesters in high school at ACA. Situations which could disqualify a student include, but are not limited to the following: excessive absences or tardies, discipline record, and derogatory attitude or reputation.

Grade point average is determined by dividing the quality points earned by the hours attempted. The quality point scale is as follows: A= 4 pts., B= 3 pts., C= 2 pts., D= 1 pt., and F= 0 pts. The academic average is used only in the event of a tie; that is, when two or more students have the same G.P.A.’s. Courses excluded from calculations include: PE, health, drama, music, and any non-college-prep courses. When determining valedictorian and salutatorian awards, if two or more students have GPA’s that are less than one tenth a point apart, ACA may award co-valedictorian or co-salutatorian awards.

**Promotion Policy**

 **A.** **Grades 1-8**

Students will be retained if they fail two or more core subjects (reading/phonics, math, science, history, language arts). Upon successful completion of summer school (if available), a student may be promoted. If a student fails more than three subjects retention will be mandatory.

**B.** **Grades 9-12**

Students are awarded a 1/2 Carnegie unit for each semester of a course successfully completed. Promotion to the next grade level is as follows:

Placement in the tenth grade…………………5.5units
Placement in the eleventh grade………..........11 units
Placement in the twelfth grade……………... 16.5units
To graduate…………………………………. 23 units

Generally, reports cards are mailed at least one week after the last day of school. A fee of one dollar will be requested for postage.

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**HIGH SCHOOL GRADUATION REQUIREMENTS**-**23** **UNITS**

**A student must meet the minimum one year residency requirement in order to be considered a candidate for graduation. A senior shall not be permitted to march in the commencement exercise if she or he lacks more than one unit for graduation. The final year average of a course will be considered. The diploma is withheld until completion of the deficiency. A senior must complete a full year of residency at Appling Christian Academy to be eligible for an Appling Christian Academy diploma. To be eligible for a college-preparatory diploma seal, a student must meet the college preparatory core curriculum requirements. A Bible course is required for each semester enrolled at ACA.**

**COURSES AVAILABLE LEADING TO A COLLEGE PREPARATORY DIPLOMA:**

**ENGLISH (grammar/composition/literature – 4 units required)**

 **Grammar/Composition/Literature – 9th grade**

 **Grammar/Composition/World Literature**

 **Grammar/Composition/American Literature**

 **Grammar/Composition/British Literature**

**MATHEMATICS (4 units required)**

 **Algebra 1**

 **Algebra 2**

 **Plane Geometry**

 **Advanced Algebra/Trigonometry (Pre-Calculus)**

**LAB SCIENCE (4 units required)**

 **Physical Science**

 **Biology**

 **Chemistry**

 **Biology 2 (Anatomy)**

**SOCIAL STUDIES (3 units required)**

 **World History**

 **American History**

 **American Government and Economics**

**PHYSICAL EDUCATION AND HEALTH (1 unit required)**

 **Physical Education/Health**

**FOREIGN LANGUAGE (2 units required)**

 **Spanish 1**

 **Spanish 2**

**COMPUTER TECHNOLOGY/FINE ARTS (1 unit required)**

**BIBLE (a unit required for each year enrolled)**

**ELECTIVES (as needed)**

 **Business Math**

 **Consumer Math**

 **Geography**

 **Ethics/Current Issues**

 **Drama/Music Programs (Ensemble, etc)**

 **Band**

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**College Visitation**

Seniors are allowed a college visitation day in order to attend the PROBE College Fair in the first semester. Seniors are allowed one other visitation day during the first semester and one day during the second semester with **prior** approval from the Principal and a note from a parent stating the purpose of the college day request. The written request must be given to the Principal at least one day before the visit. The absences will be counted as **school related** provided the student brings in **official** documentation from the college admissions office. Approved college visitation days will not count against a student’s exam exemption. Other days that a senior may consider visiting colleges would be during the school’s Achievement Test Week in the spring. Seniors may not use this special privilege as a “group” adventure or a social gathering. The Probe College Fair would be an exception to the “group” concept. ***A senior may not have more than five absences in the current semester in order to be excused for a college visit.***

**Student Records**

In the event of withdrawal, transfer, or expulsion, parents are responsible for full payment of tuition and other fees. The school reserves the right to withhold transcripts and report cards until the account has been paid current. In the event of school closure, all students’ records will be turned over to the Appling County School System.

**Athletics**

Participation on team sports is generally limited to students in grades 6-12. Tryouts are held annually for each team. Players are selected during tryouts based on athletic ability. Grades are checked before final decisions are made and they are checked every three weeks during participation. The ACA athletic program adheres to the philosophy and guidelines of the Georgia Christian Athletic Association (GCAA). It should be expected that older students are more likely to be successful in tryouts than younger students. Coaches’ decisions are final. Students who have failing grades are ineligible for participation until the grades are at a satisfactory level at the next three week grade check. A student must be present at least one-half day in order to participate in an extracurricular activity unless he/she has prior administrative approval. If a student is too sick or unable to attend school, then it is believed that he is too sick or unable to practice or play in a game that day. A student on Behavioral Probation or has received 15 detentions within the semester cannot participate in any school sponsored extracurricular activity. Assignments missed while the athlete is engaged in game event are expected to be made or turned in upon his return to school the next day. Tests and quizzes are expected to be taken the next day, as well. Athletes will be counted absent from each class that is missed the day following the game event. The tardy rule will apply, also. Athletes are expected to be in class the day following a game event regardless of the time of arrival back on campus. There is no “midnight rule” in effect. The only exception when an athlete is not counted tardy or absent would be a mechanical failure of the vehicle in which the student was riding.

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**Medical Emergency/Health Care Policy**

It is the policy of ACA to call Appling EMS to transport the child with a life-threatening emergency. The EMS will transport to the appropriate medical facility. ACA has a standing policy for treatment at Appling Hospital. Every effort will be made to notify parents immediately in case of an emergency. Parents are to respond to Appling Hospital in an emergency.

All prescription drugs and non-prescription medication (including aspirin) must be left at the school office to be administered to the student at specific times. A note from the parent giving specific directions for administering the medication must accompany any medication that is administered by a school employee. Parents should send only enough medication needed for school hours. Students must not share medications of any type.

The Medical and Release Information section of the enrollment card must be signed by a parent or legal guardian. The school must be notified should a student contract hepatitis, meningitis, rubella, measles, or other communicable disease. Students with such diseases will not be allowed to attend classes while they are contagious. A student’s parent will be called and asked to come to the school to pick up his or her child if the student develops a temperature due to illness during the school day. Required immunization records must be on file within the first three weeks of school. Rising 7th grade students are required to have an updated immunization record (Form 3231) that includes proof of one dose of Tdap vaccine and one dose of meningococcal conjugate vaccine (MenACWY).

**Inclement Weather Policy**

Generally, ACA will have school on stormy days if public schools are open. When the administration cancels school, the local AM/FM radio station and WTOC-TV (Savannah) will be notified so an announcement can be made. In addition, the school’s web page and Facebook page will sources used for notification.

**Travel Policy**

All students attending school-sponsored activities or field-trips off campus must present a completed and signed parent permission slip.

**Closed Campus Policy**

ACA has a closed campus policy. Students not attending ACA are not to visit the campus at all without the permission of the principal. Parents and other visitors must check in with the school office upon arrival on campus. Additionally, students are not to leave the school grounds between arrival and dismissal times without permission from the office.

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**Student Driver Policy**

Students are not allowed to sit in cars before or after school, during the school day or at any school function. A student must secure permission from the principal before going to his/her car during the school day. **Students are not permitted to park in any space other than the student parking area at any time of the school day. Student drivers are under the authority of the school upon entry of the parking lot. Law enforcement will be summoned to handle serious violations or questionable situations.**

All student-driven cars **must** be registered in the office for safety and insurance purposes. Registration will include certain information stated below. The school secretary will make the necessary copies for students.

* a copy of the student’s driving permit
* a copy of the student’s insurance card
* the vehicle tag number
* the make/model/year of the vehicle

Should a student drive a different vehicle than the one which is registered, he or she must notify the school office on the day that it is driven on campus. Any erratic driving observed on or near school grounds may forfeit the student's privilege of driving to and from school. **Speeding, blocking traffic, double parking, loitering, loud music, and littering are not permitted. THE EXERCISE OF EXTREME CAUTION IN THE PARKING LOT AND ON THE SCHOOL CAMPUS IS REQUIRED.**

**Asbestos Hazard Emergency Response Act (AHERA)**

Appling Christian Academy has been inspected according to the law under (AHERA) which requires that all public and nonpublic schools be inspected by a certified inspector and that a management plan be submitted to the State of Georgia by October 12, 1988. The inspection was conducted by a certified inspector and the required management plan has been submitted in accordance with the law. No asbestos containing material (ACM) was found as a result of the inspection. A contractor’s affidavit is on file in the school office verifying that no asbestos containing material was included in the school construction materials. In accordance with the law, we are hereby notifying all school families of this fact as we are required to do so annually. A copy of the management plan submitted to the Georgia Department of Education is on file in the school office.

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**ORGANIZATIONS AND ACTIVITIES**

 COMMUNITY SERVICE

 Students at Appling Christian Academy are given several opportunities during the school year to be exposed to community needs. Students are asked to contribute time and effort to meet many needs in a Christ honoring way throughout the community.

 CHAPEL DAY

 Chapel is held weekly on the campus. Guest speakers, music, inspirational messages and testimonies are given to offer encouragement and spiritual edification to the student body and faculty.

 FIELD TRIPS

The school offers field trips at various grade levels. All trips are planned with student enrichment and educational opportunities in mind. The school does offer a trip to a designated place each year. Cost of the trip and information is given to students and parents.

 CLUBS AND ORGANIZATIONS

Eligible high school students may be invited to join the GACS Honor Society. On the elementary level, 4H clubs, and an extracurricular programs in music and C.H.A.M.P.S. (5th grade) are offered. Private piano lessons are available to interested students during the school day.

 ATHLETIC PROGRAMS

The school offers volleyball, soccer, basketball. Other athletic programs are being planned as the school grows. The program includes middle school, junior and varsity level competition in the Georgia Christian Athletic Association.

 FINE ARTS PROGRAMS

Students have the opportunity to compete in programs of the Georgia Association of Christian Schools and in programs on the local level. Some of the fine arts categories include academic testing, Bible quizzing, Bible drills, music, art, and spelling.

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SPECIAL TESTING

 Appling Christian Academy affords students the opportunity to participate in academic testing programs which include GACS academic testing, the PSAT,

 the SAT, the ACT, and the IOWA Assessment Test.

SCHOOL-WIDE FUNDRAISING

Fundraisers are planned to help financially support the many extra needs that arise during the school year. Monies from these fundraisers help purchase much needed equipment and help fund special projects in the school.

SPIRIT DAYS

At special times throughout the athletic season, pep rallies and spirit days are held to promote school spirit, enthusiasm and support for the teams.

 JUNIOR-SENIOR

In the spring of the year, Appling Christian Academy sponsors a special event for the junior and senior classes.

HOMECOMING

Homecoming is always an exciting time when present and former students have opportunities to visit and renew old acquaintances. Highlights of the week include, a BIG pep rally, THE GAME, recognition of the Homecoming Court, and crowning of the Queen.

 ATHLETIC AWARDS

At the conclusion of the athletic seasons, in the fall and late spring, programs are held to honor and recognize student athletes and their coaches.

HONORS DAY

 During the spring of the year, programs are planned to present academic awards, scholarships and various recognitions.

 YEARBOOK DAY

Annuals are distributed in the fall of the year and time is set aside for an annual signing party.

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SCHOOL/CLASS PARTIES

ACA does permit certain seasonal parities such as Christmas, Valentine, and end of the events if time permits. The school cannot be responsible for any party or social event that is not officially approved and/or sponsored by Appling Christian Academy. If a parent wishes to celebrate his or her child’s birthday during school hours, it should be done during break, recess or lunch. Food items/drinks may be brought for all of the students of the particular class to share in the celebration. No presents or goody bags should be brought to the school. Off campus party invitations will be sent home only if all of the students in the class are invited. Exceptions apply if the party is for boys or girls only.

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**APPLING CHRISTIAN ACADEMY**

**2023-2024**

**PARENT/STUDENT HANDBOOK RECEIPT FORM**

Parent and students, please read the entire handbook and sign the form below. Your signature acknowledges that you agree to abide by all policies affirmed in the handbook. This form must be returned to the school by the end of the first week of school.

**ABSENTEE POLICY FOR MIDDLE/HIGH SCHOOL STUDENTS**

Ten absences are allowed each semester from a class. A student must be in class at least 45 minutes in the period to be counted present. Parents will be notified by the administration in writing when their child has missed class 5 times. Follow up letters will be sent at the 8th and 10th absence. Upon the 10th absence, the students will be penalized for each class missed after l0 with one point subtracted from their semester average for each absence (i.e., 11th absence = l point, 12th absence = l point, etc.). Upon the 15th absence a student will receive no credit for the course for that semester. Specific written reasons for each individual absence submitted by the parent **at the time of the absence** become key in considering restoration of credit. Long term illness will be handled case by case. The absentee note must note the date and time period (if a partial day absence occurs). **Parents are urged to write this important note and instruct his or her child to submit it to the school office the following day of the absence.** An appeal of any penalty may be made in writing to the administration.

It is the responsibility of ALL students to make arrangements to make-up work for an absence. All work should be made up within two days with the following exception. If a student is absent on a day in which a test is given and he/she was aware of it, the test shall be made up on the day that the student returns to school. All work that is not completed within the required time limit will receive a grade of zero.

A student must be present at least one-half day in order to participate in an extracurricular activity unless he/she has prior administrative approval.

 **APPLING CHRISTIAN ACADEMY FINANCIAL POLICY**

1. Yearly tuition amount may be divided into 10 or 12 monthly payments.

2. Tuition payments are paid directly to the school. Other fees, including lunch, PE, athletics, books and registration, and after school care, are paid separately through the school office.

3. Books and registration fees must be paid in full before a student is considered officially enrolled. A student will not be permitted to attend the first day of class if his registration and book fee and his first month tuition have not been paid.

4. Payments are due on the 5th of each month. Accounts are considered past due after the 15th and are subject to a late penalty. Accounts are considered delinquent if tuition and/or fees have not been paid by the last day of the month.

5. If a student is withdrawn or dismissed, the parent must contact the School Office and check out in the school office to clear up financial records and drop off all school materials before records can be released.

6. No deduction is made from the tuition payments for a student's absences.

7. All accounts **must be paid in full** by the last day of the school year unless special arrangements have been documented.

8. All high school transcripts, permanent records (evaluations, school related forms, test scores, grades) and report cards are withheld pending full payment of fees and tuition for the present school year. In addition, transcripts and reports cards are withheld for any school property that has not been returned.

9. High school diplomas at graduation are withheld if the family account for the present school year has not been satisfied **10** days prior to graduation.

10. No student will be permitted to re-enroll for the new school year if the family account has not been paid out for the previous year. Only documented arrangements that have been made will be considered the exception.

11. A student is subject to being dismissed from ACA if the family account becomes delinquent for more than sixty days. Should the account reach this limit, the student’s parents must satisfy financial requirements and arrangements with the school administration before the student is permitted to return to school. Delinquency notices are issued at 30 and 60 days.

12. Limited financial aid is available to eligible families as long as funds are available. The financial aid program is through GOAL. Applications and information are available at [www.applingchristian.com](http://www.applingchristian.com). Families cannot use multiple means of financial aid.

13. Financial aid may be withheld in the event that an account becomes delinquent more than 60 days. Financial aid applications cannot be considered for the upcoming year until all present year payments are up to date or documented arrangements made in advance.

14. There is a $25.00 service fee charged for all returned checks.

Appling Christian Academy admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at ACA. It does not discriminate on the basis of race, color, and national ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

(signature required for 5th grade students and above)

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