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***Changes in policy from the previous year are denoted by italics***

**Personnel in Charge**

Parents or students with questions about any of the following school matters should contact the faculty members listed below by calling the main school phone number: 850-997-3597.

Academics and Schedules .....	Mr. Harvin
Activities and Calendar .....	Mrs. Moody
Athletics .....	Mr. Nennstiel
Accounts.....	Mrs. Jackson
Admissions.....	Mr. Finlayson
Business Manager.....	Mrs. Jackson
Disciplinary Action .....	Mr. Roberts
Guidance .....	Mr. Harvin
Maintenance .....	Mr. Weeks
Messages .....	Mrs. Moody
Testing.....	Mr. Harvin
Transcripts.....	Mrs. Sever
Transportation .....	Mr. Weeks



**Aucilla Christian Academy**  
**7803 Aucilla**  
**Monticello, Florida 32344**  
**Telephone (850) 997-3597**

Aucilla Christian Academy is an inter-denominational, private educational facility. It is dedicated to academic excellence in a Christian environment. The Board of Directors, faculty, and staff believe the function of ACA is to promote a command of fundamental processes, an awareness of privileges and responsibilities of a citizen in a democratic society and to encourage the development of strong moral and spiritual values. We accept the Bible as the ultimate authority and basis for determining these values. Aucilla Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its hiring policies, educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

Aucilla is accredited by the Florida Council of Independent Schools.

### **MISSION STATEMENT**

The mission of Aucilla Christian Academy is to provide educational opportunities and experiences within a Christian environment to help our children develop spiritually, mentally and physically.

### **ACA PHILOSOPHY**

Aucilla Christian Academy is dedicated to the proposition that each student should have the opportunity to grow in a CHRISTIAN ENVIRONMENT OF ACADEMIC EXCELLENCE. The ultimate goal is to produce Christian leadership. As an institution, we are dedicated to the inculcation of love of learning, belief in God, appreciation of beauty, the pursuit of honor, the practice of good manners, the development of a lively patriotism and a will to work for mankind. Students are provided educational opportunities which would enable each one to develop his inherent ability to the fullest extent - academically, emotionally, spiritually, and physically - in order to prepare for continuation of learning in colleges, technical schools and other post high school opportunities. The learning environment is purposefully designed and supervised by qualified instructional personnel who have accepted Jesus Christ as their personal Lord and Savior.

It is the duty of the administration and teachers to attain the following objectives:

1. To teach creatively the traditional liberal arts subjects providing for balance among experiences in basic skills, health, P.E. and safety, social living and aesthetic activities. Continuous curriculum development provides an evolving blueprint in achieving this goal.
2. To help each student develop a positive self-image and to provide opportunities for each student to realize his potential within a professional and Christian relationship.
3. To encourage self-discipline by teaching through example the dignity of work and persistence in school and at home.
4. To provide an environment that encourages each student to develop behavior based upon the following values:
  - (a) honesty and integrity
  - (b) loyalty to democratic ideals and processes
  - (c) responsibility for one's own actions
  - (d) appreciation and desire for the best in our culture
  - (e) willingness to accept and affect desirable changes
  - (f) respect and concern for others
  - (g) wise use of time, money, and natural resources
5. To create an atmosphere dedicated to the principle that man's purpose is to glorify God. Each student will be encouraged to learn, inquire, recognize obligations, and understand himself, as well as others.
6. To build a positive and meaningful "school spirit" among students, parents, faculty, and community by diligently working to fulfill the stated purpose and objectives.

## **SCHOOL PLANT AND FACILITIES**

Aucilla Christian Academy is located in Jefferson County 8 miles east of Monticello, Florida, in a rural setting on a 60 acre site. The school is centrally located to provide accessibility to the school from the following counties: Jefferson, Madison, and Taylor. Bus transportation is provided to and from these counties.

The school has one main building with 6 interconnected buildings, which include classrooms, an administrative office, a media center, computer center, music facility, science laboratories, an art building, and auditorium with stage for school productions, and a fully equipped gymnasium with lockers and

shower facilities. The outdoor fields provide playing areas for football, softball, and baseball.

ACA's student-faculty ratio is approximately 14 to 1. ACA has a pre-kindergarten, 5 year old kindergarten, and grades 1 through 12. Lower grades (**PreK thru 5**) are self contained. **The Middle School and High School (6 thru 12) are departmentalized.**

## **ADMISSIONS POLICIES**

Admissions will be determined using the following guidelines: Achievement Test Scores, previous Report Cards, an interview with the Admissions Committee (to include at least one administrator and one teacher) and ranking.

Students may be put on probation for 9 weeks. At the end of the 9 weeks one of the following would happen: Full admission, continued probation or dismissal.

All students must meet the health requirements as stated under HEALTH REGULATIONS in this handbook.

**PreKindergarten students must be appropriate age by Sept. 1<sup>st</sup> to enter program.** These students must be potty trained and able to use the restroom facilities independently.

K5 students are administered a series of readiness tests to determine acceptance. K5 students must be 5 years old by September 1st of the year they enter school.

A student has officially been accepted as a candidate for enrollment when application forms have been received by the school and the registration fee paid.

Admission will be provisional until the following has been completed: (1) The Admission Committee has screened student, (2) a complete transcript has been received from previous school attended (3) all interviews have been completed and student ranked.

Acceptance for re-enrollment into each succeeding grade is dependent upon satisfactory achievement of the grade completed. Re-enrollment forms are sent home in January and must be signed and returned with a non-refundable registration fee as listed below in the Tuition and Fees section. The registration fee is due each year at the time of application. All current students who do not meet the re-enrollment deadline will be placed into the new student applicant pool and ranked accordingly when application has been received.

## TUITION AND FEES

**REGISTRATION:** There is an enrollment fee of \$250 per student, non-refundable, due with the application. For re-enrollment fees, please refer to the re-enrollment fee schedule.

**TUITION:** Statements will be set up on 12 monthly payments due the 1<sup>st</sup> of each month, starting July 1. A late charge will be assessed on each monthly payment received after the 15<sup>th</sup> of the month. A \$15 charge is assessed for returned checks. When a child is enrolled and accepted, the parent assumes the responsibility to pay a minimum of a semester's tuition. Once a child starts the second semester, then the full year's tuition is required. Parents of re-enrolled students will be responsible for a minimum of a semester's tuition if the student is withdrawn, unless the school is notified by July 1 of the current school year. If an account becomes 60 days past due, the parent will be notified to bring account current or a child must be withdrawn. A complete explanation may be obtained from the Business Manager. Report cards and transcripts will be held on past due accounts.

<b>STUDENT #</b>	<b>Tuition/Year</b>	<b>Per month</b>
First student	\$5760	\$480
Second student	\$4956	\$413

**VPK:** Full day rate for VPK participants is estimated \$285.00 per month for 12 months. (Rates to be finalized after confirmation of rates from VPK)

**BUS:** Bus transportation is available for \$850/year or \$85/month for 10 months, billed August-May. Non-bus students are charged \$5 per day, one or both ways.

**CAPITAL OUTLAY:** Parents enrolling their children for the first time at ACA will be charged a onetime \$480 new family fee for capital outlay. This fee may be paid in full or paid over a 24 month period at \$20/month.

**GENERAL FEES:** Dual enrollment students will be responsible for paying their college tuition and purchasing their college textbooks from another source. AP students will be responsible for paying all AP exam fees.

-Book and supply (non-refundable): \$150 per student/year -Due May 15, 2019

-Yearbook (extra books available): \$60 per family/yearbook- Due October

-High School Science Labs: \$20-Due November

-Art: \$10-Due November

-Computer Lab: \$50-Due November

-Middle School Lab: \$20-Due November

Aucilla Christian Academy retains the privilege to make changes, amendments, and corrections of the rules and policies of the school, at any time, with or without prior notice, at the discretion of the Board. The Board of Directors sets all school policies. Revised

01/21/2018

## **FINANCIAL AID**

Aucilla Christian Academy offers a need based financial aid program which operates in conjunction with **FACTS Grant & Aid Application** from Lincoln, Nebraska. All parents seeking financial assistance must first submit an enrollment application to ACA and submit the enrollment fee. The parent must then complete and send in a FACTS student aid form and their Federal Tax return by May 1<sup>st</sup>. Forms are available from ACA as early as February 1<sup>st</sup> and also available at Aucilla.org, admission link under Financial Aid. We cannot guarantee the processing of applicants for financial aid filed after May 1<sup>st</sup>.

Once FACTS completes its review of all applicants, a report is sent to the school to be evaluated by the Financial Aid Committee. The Financial Aid Committee will meet and decide financial assistance for each family that applied based on the report from FACTS, The Financial Aid award letters will be mailed around June 15<sup>th</sup>. All awards are made for one year and parents must submit a new application to FACTS each year they would like to be considered for the need based financial aid. In considering the renewal of an award, the financial need payment history of the parent, as well as the student's academic achievement, citizenship, and attendance are considered. If, in the judgment of the school, a student is not meeting the established criteria, then the award could be decreased or terminated.

An alternative for families is to apply for the Step Up for Students program which is the Florida Tax Credit Scholarship program established by the state of Florida. Aucilla Christian Academy has determined to accept a limited number of students for Step Up program each year. In order to qualify for this program, families must be eligible for the free or reduced lunch program. Parents must apply online at [www.stepupforstudents.org](http://www.stepupforstudents.org). The link is also available at Aucilla.org under the admissions link and then Financial Aid. Once eligibility has been determined, the family will receive an Award Letter which needs to be presented ASAP to Aucilla Christian Academy. The award amount is determined each year by the Florida Legislature. Our school policy does not allow students to participate in both the Step Up for Students and FACTS financial aid.

### **Voluntary PreKindergarten program (VPK)**

Aucilla Christian Academy, in conjunction with the Early Learning Coalition of the Big Bend Region, offers the Voluntary PreKindergarten program. The Voluntary PreKindergarten program (VPK) is a program established by the Florida Legislature designed to prepare Florida's four-year-olds for kindergarten and build the foundation for their educational success. Participation is free for all children who are four-years-old on or before September 1 of the year participating and who are Florida residents. Interested participants in the VPK program must apply for the program through the Early Learning Coalition in order to participate at no cost. The program follows the school calendar during the hours of 8:15 to 11:25 a.m. The VPK program is contained during those specific hours, but the school offers the option for families to extend this to a full day program. Although the VPK program is free, there is a charge for students participating in the full day program. Aucilla Christian must have the proper documentation from the Early Learning Coalition approving each child for the VPK program submitted to the Business office prior to August 1<sup>st</sup>. See Fee Section for the specific amount charged for the full day program.

**Aucilla Christian Academy retains the privilege to make changes, amendments, and corrections of the fees, rules and policies of the school at any time, with or without prior notice, at the discretion of the Board. The Board of Directors set all school policy.**

### **NEW STUDENT PEER MENTORING**

New students may be paired with another student who has been trained as a Peer Mentor, to help during the period of adjustment to ACA life. Parents interested in this program should contact the assistant principal.

### **WITHDRAWAL STUDENTS**

Withdrawal from school must go through the school office. When possible, a one week notice must be given to initiate the process. When a child is enrolled, the parent assumes the responsibility to pay one semester's tuition (see Tuition and Fees). All tuition and fees must be paid and parents must sign a student withdrawal form before grades or student records may be released.



# SCHOOL PROCEDURES

## SCHOOL HOURS

Faculty supervision will be available at school during the student's school day, which is from 8:00 a.m. to 2:30 p.m. There is no supervision on the playground or campus after school and all children should ride the bus home or be picked up by 3:00 pm unless the student is participating in an extra-curricular activity under the supervision of a faculty member.

## ATTENDANCE

The importance of regular school attendance is emphasized by Aucilla Christian Academy and by the Florida Compulsory Attendance Law. School attendance is the responsibility of the parent and the pupil.

## ABSENCES

### PreK – 5<sup>th</sup> Grades

When a child is absent, parents or guardians are required to send the teacher a note of explanation from home upon their return. Students will be expected to make up all work missed due to absences. The schedule for completing make up work will be left up to the classroom teacher.

Note: We request that you make contact with your child's teacher if your child is absent for more than a day and let them know about your child's progress and when you expect them to return.

Any Kindergarten-5th grade student missing more than 25 days for the school year will not be advanced to the next grade. Any PreK student missing more than 30 days for the school year will be asked to withdraw from the PreK program. The administration reserves the right to review any special cases or extenuating circumstances.

### 6<sup>th</sup> - 12<sup>th</sup> Grades

The following policy is in effect for absences. If a student misses more than 20 minutes of a class, he/she will be counted as absent in that class. Only ten absences per class per semester will be allowed. Parents are encouraged to use wise discretion regarding their child's absences. If a student receives above ten absences in any class period, the student will be assigned a Saturday Detention. A student will be assigned additional days for Saturday Detention for the 12<sup>th</sup>, 13<sup>th</sup>, etc. absences reached in any class period. In addition any 6<sup>th</sup>-12<sup>th</sup> grade student missing more than 25 days for any given class during the school year will not meet promotional and/or graduation requirements in the class or classes

affected. The administration reserves the right to review any case with extenuating circumstances.

Students will be expected to make up all work missed due to absences. Students missing day(s) prior to a test may be allowed the number of days absent before taking the test with a maximum of 3 days. Additional days may be allowed after the student meets with the teacher and administrator. The student will be expected to take the test the first day back from the absence if he was present the day before the test.

Throughout the school year there are many fun occasions on campus that allow freedom in our schedule. During these occasions and any other time, we strongly discourage parents from allowing their children to sign out of school for lunch or any other temporary reason. Therefore, students that have legitimate reasons for leaving early (doctor's appointment, family emergency, etc.) may do so and return. However, students who do not have a legitimate reason for leaving (lunch off campus, run an errand, etc.) may check out with parent permission, but may not return to school that day. Any class missed after checking out will be considered an absence for that class (see absence policy).

All school sponsored activities such as field trips and participation in athletic events will not be considered as a class absence.

## **TARDIES**

A student will be considered tardy to school if he/she arrives after the tardy bell and before 8:30 - regardless of note or phone call from parent. Excessive tardies (6 or more per nine week period) or absences from homeroom will be handled by the administration and a penalty such as Saturday Detention, revoking of driving privileges.

## **HEALTH REGULATIONS**

1. All students enrolled in ACA must have a birth certificate, a physical examination and current immunization record on file in the school office. Failure to provide records by the end of the 1st nine weeks will result in report card being held. If records have not been received by the end of the second nine weeks, the student will be asked to withdraw.
2. Please notify the office or homeroom teacher of any allergies, physical or other related health problems which may be important in an emergency or would cause problems in your child's daily activities.

3. No medication of any kind will be administered to students without parental permission. Prescription medicines which must be taken during school hours are to be left with the homeroom teacher or the office. Parents are asked to write a note to the homeroom teacher giving the name of the medicine, the amount, and the time it is to be taken. The homeroom teacher will record this information on a form available to the school office.
4. Parents are asked to notify the school office immediately upon learning the child has a communicable disease such as measles, mumps, head or body louse, “pink eye”, etc. Upon return to school, the student must bring a statement of re-admission from the attending physician.
5. Homeroom teachers will check for any health problems and notify the P.E. instructor if participation is limited.
6. Admittance of any student with a fatal communicable disease would not only be in direct opposition to the environment and goals we strive to establish but would also jeopardize our students physically and emotionally. Therefore, any student diagnosed as having a fatal communicable disease will be denied admission to this institution.

## **AUTOMOBILES AND MOTORCYCLES**

The administration stresses that it is a privilege and not a right for students to drive/park on school property. Therefore, the following policies govern the use of automobiles and motorcycles:

1. The vehicle of a student driving to school must be parked on campus in the designated student parking area on the east end of campus. No student will be allowed to park behind the gym during the school day. Student vehicles cannot be moved before 2:30pm or the end of the school day.
2. No person, including the driver, may go to or be in or about the vehicle until the final dismissal of school for the day.
3. The registered driver of a given vehicle is the only person permitted to drive that vehicle on school property.
4. The school assumes no responsibility for damage done to the vehicle while parked on campus.
5. Safe driving habits are to be practiced on school property.

6. The principal or his representative shall have the right to search any student's vehicle on school property at any time. Assistance from law enforcement may be utilized, including search dogs. It is the responsibility of the driver to inform all riders that an expectation of privacy is not guaranteed for any object placed in or on a vehicle while on school property.
7. ACA accepts no responsibility for students riding in private vehicles to and from school.

## **BUS SERVICES**

ACA offers bus services to and from Jefferson, Madison, and Taylor counties. A fee is charged for this service. Transportation will be provided on a space-available basis. Bus membership allows each student to ride anywhere on a bus one way or round trip one day or every day. Bus routes will be set up with stations where your children may wait.

In order for non-bus students to ride a bus, the following must be done:

1. Request from the parent given to the office secretary and a bus pass obtained.
2. Payment of \$5.00 PER DAY, round trip or one way.
3. Bus passes will be given on a space-available basis only.

### **Bus Regulations:**

1. The bus driver is in charge of his/her bus. The driver is instructed to report any misbehavior to the principal.
2. School rules as well as state laws prohibit smoking on any school bus. They also prohibit the possession of knives, scissors, or any other objects which may cause injury.
3. The same standard of dress required on the campus is required on the buses.
4. Students may not (1) save seats for others; (2) put books on the buses before receiving permission from the driver; (3) stand up while the bus is in motion; (4) board buses before permission from the driver; (5)

carry or handle food or beverages on buses; (6) put head, hands or arms out of bus windows.

5. Once a student boards the bus he may not leave without permission of the driver.
6. Bus students **MUST** bring written permission from parent or guardian if they do not intend to ride the bus home, and may not switch buses without prior consent.

Refusal to obey these regulations can endanger the lives of all others on the bus. This is a very serious offense. For this reason, anyone who deliberately ignores these regulations will be reported to the principal for severe disciplinary action. Repeated violations will result in loss of the privilege of riding the school buses.

## **ATHLETICS**

ACA provides a variety of interscholastic sports programs. The following sports are available to all students: Girls (**grades 7 - 12**) Varsity and JV cheerleading and Cross Country, Varsity and JV basketball, Varsity and JV softball, and Varsity tennis. Boys (**grades 7 - 12**) Varsity and JV football, Varsity and JV basketball, **7th - 8th** grade basketball, Varsity golf, Varsity tennis, Varsity & Junior Varsity baseball and Cross Country.

Aucilla Christian Academy is a member of the Florida High School Athletics Association. Some very important information about this most vital and essential organization is listed.

**Aim:** The aim of this Association shall be to promote, direct, and control all interscholastic activities of high school students, both athletic and nonathletic; to establish, maintain, and enforce such regulations as may be necessary to assure that all such activities shall be part of and contribute towards the entire educational program of the State of Florida; to cooperate closely with the State Department of Education in the development of that program; to safeguard the physical, mental, and moral welfare of high school students and protect them from exploitation.

**Financial:** All funds received from sale of tickets to any activity, whether athletic or non-athletic, shall go directly to the treasury of the school as provided by the State School Code and shall be expended only for purposes approved by the principal.

**Unsportsmanlike Conduct:** Any principal who is found guilty of gross unsportsmanlike conduct or who fails to control the conduct of his student body,

and/or followers within reasonable bounds shall be subject to a penalty not to exceed suspension from membership in this Association.

## **Eligibility for Athletics**

The minimum requirements for athletic participation will be based on the following legislative requirements:

To be eligible to participate in extra-curricular activities a student must maintain accumulative GPA of 2.0 in required classes and meet all other eligibility requirements of the Florida High School Activities Association. Eligibility will be checked each semester. Students must be present for a minimum of three class periods in order to participate in practice/games.

However, the administration and coaching staff reserve the right to place a student on probation or to deem a student ineligible at any time. Any probation will have certain requirements, including mandatory study hall, which if not met, will lead to a student becoming ineligible. These steps may be taken for academic, discipline, or attendance problems. A student must have on file in the school office: 1. Health Examination Form; 2. Parental Approval Form; 3. Proof of health insurance coverage. The forms must be completed and on file in the school office before students can practice or participate in interscholastic sports. The school will provide the Health Form and Parental Approval Form.

## **DRESS CODE FOR STUDENTS**

By attending Aucilla Christian Academy, students agree to abide by the dress code established by the Board of Directors. Supervision of dress is a parental responsibility. Students are to be well groomed and dressed in a manner that reflects the Christian standards the school promotes. The intentions of this dress code are to maintain a healthy, modest, respectful, and Godly environment for learning and to teach our students to respect themselves as God's temples that they are.

**Do you not know that your bodies are temples of the Holy Spirit who is in you, whom you have received from God? You are not your own;**

**-1 Corinthians 6:19**

**The administration reserves the right to ascertain acceptability of any article of clothing or accessory, including those worn at school functions, activities, and events.**

## All Students:

- Hats, caps or other head coverings are not allowed to be worn or in the student's possession during the school day.
- Cleats are not to be worn to school classes or inside school buildings.
- Tattoos, body piercings, and abnormal hair color are not permitted.
- Proper undergarments are to be worn and should be covered at all times.
- Clothing may not be ripped, torn, frayed, or have holes.
- Clothing should fit properly, neither oversized nor formfitting.
- Midriffs must be covered completely while standing and arms are raised.
- Shirts and Blouses:
  - ❖ Shirts and blouses must have sleeves and full shoulder must be covered.
  - ❖ Shirts and blouses may be worn untucked if neat and appropriate.
  - ❖ Shirts and blouses must cover the student's back.
  - ❖ Shirts and blouses with slogans, pictures, or phrases on them are permitted as long as they promote the Christian standards the school promotes.
  - ❖ Shirts and blouses shall always be worn in a manner to promote modesty. Shoulders must not be bare, chests must not be exposed, or cleavage visible or accentuated. Any non opaque fabrics must have opaque fabric beneath in all areas of the body other than permissible necklines and sleeves to the shoulders.
  - ❖ Shirts and blouses may be layered to meet the dress code as long as layers are worn throughout the day.
- Athletic uniforms are not to be worn to school with the following exceptions:
  - ❖ As directed by an ACA coach or sponsor to be prepared for a school team athletic event. Hats included as part of a school athletic uniform must be kept in students' lockers until departure for the athletic event.
  - ❖ There may be select, scheduled days when athletes may wear their school athletic uniforms to school to promote school spirit.

## Girls:

- ❖ Hair: Only conservative hairstyles are permitted.

## Boys:

- ❖ Hair: Only conservative hairstyles are permitted. Hair should not touch the collar of a banded shirt or cover the face. Sideburns must be no longer than the earlobe. No ponytails or "rattails" are permitted.

- ❖ No hair bands, hair pins or clips, etc. may be worn.
- ❖ Earrings are not permitted.

### **Elementary School - Grades PreK Through 3**

- ❖ Children should dress for comfort during play.
- ❖ Shorts and pants with elastic waistbands are recommended for children in PreK and K5.
- ❖ It is recommended that parents keep a change of clothes in their child's backpack for children in PreK.
- ❖ Shoes should be comfortable and safe for play and exercise. Heel of shoe must be enclosed or have a heel strap.
- ❖ Make up is not permitted

### **Elementary School - Grades 4 And 5**

- ❖ Pants and Shorts: Students may wear pants or shorts including overalls. Short hems must fall mid-thigh or longer.
- ❖ Shoes should be comfortable and safe for play and exercise. Heel of shoe must be enclosed or have a heel strap.

#### **Girls**

- ❖ Dresses and Skirts: Dresses and skirts (or the top of the slit, if any) must be just above the knee cap or longer. The blouse part of a dress must meet dress code for shirts and blouses.
- ❖ Make up is not permitted.

### **Middle School and High School - Grades 6 Through 12**

- ❖ Pants: Students may wear pants or shorts fastened with a zipper and/or buttons. Athletic pants are not permitted (except in PE). Shorts must be 3 inches or less from the floor when kneeling.
- ❖ Backless shoes are permitted.
- ❖ All students taking Physical Education (PE) classes must purchase and wear school PE uniforms, socks, and athletic shoes.
  - ❖ PE shorts are not to be worn at any other time during the school day than PE classes or sports practices that are within the school day.
  - ❖ Failure to wear a PE uniform, socks, and athletic shoes to PE class is considered, "not dressing out," and will have a negative effect on a student's PE grade.



## Girls

- ❖ Skirts: Skirts must be knee length or longer when standing. Slits, if any shall not go above the knee.
- ❖ Dresses: Dresses shall conform to dress code requirements for shirts and blouses and skirts.

## Boys

- ❖ Facial Hair: Young gentlemen must be clean-shaven at all times.

### **Enforcement: Elementary School - Grades PreK Through 5**

- ❖ Parents of students wearing inappropriate clothing will be contacted by the teacher to review the dress code requirements for their child. Further concerns will be referred by the teacher to the office.

### **Enforcement: Middle School and High School - Grades 6 Through 12**

Again, the intentions of this dress code are to maintain a healthy, modest, respectful, and Godly environment for learning and to teach our students to respect themselves as God's temples that they are. Staff will address and correct a student with a dress code violation in such a manner to teach the student respect for God, themselves, the people around them, and their school.

- ❖ If a student is unable to correct a dress code violation at the time it is noticed, then they will be required to report to the office.
- ❖ If the violation cannot be corrected, the parent must provide the student with appropriate clothing or appropriate clothing will be provided and parents will be billed for the cost.
- ❖ **Students will not be allowed to return to class until they are in compliance with the dress code.**
- ❖ Second and subsequent offenses that do not require a student to report to the office will be handled as per classroom disciplinary procedures.
- ❖ Second and ongoing offenses that require a student to report to the office will result in a referral and appropriate disciplinary actions.

## **FOOD**

A school lunchroom sells hot sandwiches, snacks, fruit, milk, fruit juices and drinks at lunchtime, but there is no school cafeteria service. Many students bring their lunches from home and eat lunch outside at picnic tables. Students in grades PreK - 5 are not permitted to drink carbonated beverages. From time to time, various school organizations sponsor bake sales, hamburger sales, or other food sales. In bad weather, students eat lunch in their homeroom classes. Wherever they eat, students are asked to help keep the campus clean by disposing of their trash.

## **TESTING PROGRAMS**

In April of each school year, grades K5 - 8 are given the Revised Stanford Achievement Test. Each year, on a day set by the Education Testing Service of Princeton, New Jersey, the EXPLORE is administered to the 9th grade students, the PLAN is administered to the 10th grade students, and the PSAT/NMSQT is administered to the 11th grade students. Our 10th, 11th, and 12th grade students are encouraged to register and to take the SAT and ACT according to the admission requirements of the colleges they plan to attend. However, all seniors must have on file in the school office at least one score from either a SAT or an ACT test by January 30 of their senior year.

## **STUDENT STATUS**

The following are circumstances which would remove a student from an acceptable status to remain at Aucilla Christian Academy. The student would be required to withdraw if:

1. The student marries.
2. The student is not living in the same residence as and under the supervision of a parent or guardian.
3. The student is co-habituating with a member of the opposite sex, regardless of the residence qualifications listed above.
4. The student is or has been pregnant.
5. A male student is responsible for a pregnancy.

Should the parent or guardian not withdraw the student, an expulsion would be enacted.

## **ACA HONOR CODE**

“Be sure to do what you should, for then you will enjoy the personal satisfaction of having done your work well, and you will not need to compare yourself to anyone else. For we are each responsible for our own conduct.” Galatians 6: 4, 5

Jesus Christ is the foundation and standard upon which we at Aucilla Christian Academy make choices in our daily lives. All members of our school community are expected to follow the example of Christ and live up to high standards of behavior in the area of personal integrity and respect for others.

Our honor code is based upon the principle of academic integrity, which is the cornerstone of our school community. We encourage students toward a life governed by values of academic honesty and respect for the work of others. All students are expected to sign an honor pledge on every test and quiz as well as other assignments as required by the teacher. This pledge states:

“On my honor, I have neither given nor received unauthorized aid of any kind on this assignment - Honor Above All.”

Students are encouraged to demonstrate honesty in all matters. Lying, cheating, plagiarism, and stealing are serious offenses. False signing of the honor pledge constitutes both lying and cheating. As part of our honor code we also pledge to demonstrate respect for all people in our school and community as well as the school as an institution.

## **DISCIPLINE**

“Train up a child in the way that he should go; and when he is old, he will not depart from it.” Proverbs 22:6

Every student is required to do his full share in maintaining a high moral standard and environment conducive to academic, athletic, and social achievement.

Students entering ACA are expected to adhere to the rules and regulations established by the Board, administration, and faculty. Parents are encouraged to be familiar with ACA’s policies.

ACA will not tolerate behavior that is disruptive, destructive, immoral, or illegal.

Problems and discipline in grades **PreK - 5** will be handled by the classroom teacher working in conjunction with the parents. Major problems are handled by the classroom teacher, administration, parent, and child.

Students are expected to comply with all school rules and classroom procedures. Every student must accept the personal responsibility of making this a good school by being considerate of his fellow students, obeying his teachers, keeping the school building and property clean, and conscientiously fulfilling his academic assignments. Students are expected to conduct themselves as young ladies and gentlemen at all times. This would obviously include showing courtesy and respect toward all adults.

1. Students shall remain on the school campus AT ALL TIMES during the school hours. A student MUST have PERMISSION from the office before leaving campus for any reason during school hours.
2. Students are required to park their vehicles in the designated areas and are not permitted to sit in said vehicles during the school day.
3. ACA is the result of cooperative effort on the part of many interested individuals. Students are expected to have a sense of value and responsibility. Defacing or destroying school property will not be tolerated. Parents will be assessed for damage caused by their child.
4. Use, possession, or being under the influence of tobacco, alcohol, or drugs, in any form, is strictly prohibited on campus, at school activities, and on school sponsored trips, or in transit to or from any of the aforementioned.
5. All students are to follow the instruction of any teacher of the school.
6. Students will not be permitted to have guns on school premises AT ANY TIME nor in their vehicles while such vehicle is parked on school premises or at any school activity.
7. The principal or his representative shall have the right to search the property (lockers, book bags, purses), or the student's person while on campus of any student when just cause exists. A student cannot expect the exclusive right of privacy in any of the above mentioned areas.
8. Any student charged with a violation of, or after investigation is found to have violated or participated in violating, any criminal law of the State of Florida or the United States, may be suspended or expelled from school.
9. Knives, scissors, staples, needles, pins, tacks or any item that constitutes a dangerous item is not to be in possession of a student unless issued by a teacher.
10. Electronic games and listening devices may not be used during school hours. Cell phones are not permitted in the classroom, but 9th-12th (No cell phone use by middle school students during lunch) grade may use them during the lunch hour or with administrative approval. Electronic devices may be used in the classroom at the teachers' discretion, for educational purposes. Please keep in mind the risk of breakage, loss or

even theft when sending such items to school with your child, who will own the responsibility of these items while on the bus or campus.

11. No practice of, materials or publications relating to, or involvement in the occult will be tolerated.
12. No pornographic material whether electronic or printed will be tolerated.

Self-discipline is a characteristic of a mature student. For those students who have not achieved self-discipline, a system of penalties is designated.

**Any student receiving an 8th referral (including dress code referrals) to the office within a school calendar year may be suspended and placed on probation for the remainder of the year. Any referral to the office (including dress code referrals) after the 8th referral could result in the student being asked to withdraw from school or expulsion.**

Violation of rules in regards to cheating, use of alcohol, drugs, or tobacco products, destruction or defacing school property, fighting, physical assault against a teacher or staff member, skipping class, stealing, or possession of a gun (defined as a weapon consisting of a metal tube from which a projectile is fired at a high velocity, including BB guns, pellet guns, hand guns or rifles) or a knife on campus could result in the following penalties:

<b>Stealing</b>	1st offense suspension 1-7 days 2nd offense expulsion
<b>Alcoholic beverages</b>	1st offense suspension 3 days 2nd offense expulsion
<b>Tobacco products</b>	1st offense Saturday Detention 2nd offense 1-3 day suspension
<b>Cheating</b>	6-12 grade: 1 <sup>st</sup> offense Saturday Detention, zero on assignment 2 <sup>nd</sup> offense 1 day suspension, zero on assignment
<b>Fighting</b>	1st offense 1-3 day suspension 2nd offense 3-5 day suspension
<b>Destruction or defacing school property</b>	Saturday Detention and restitution for damages, suspension, expulsion suspension or expulsion.
<b>Skipping class</b>	1st offense Saturday Detention 2nd offense 1 day suspension

<b>Leaving campus without permission</b>	1st offense 1 day suspension 2nd offense 3 day suspension
<b>Use or possession of drugs on campus or during a school activity</b>	Expulsion
<b>Physical assault against a teacher or staff member</b>	Expulsion
<b>Open defiance or extreme disrespect towards a teacher or staff member</b>	1st offense 1-3 day suspension 2nd offense 3-5 day suspension
<b>Possessing a gun on campus</b>	Expulsion
<b>Possessing a knife on campus</b>	1st offense 1-3 day suspension 2nd offense 3-5 day suspension
<b>Unauthorized use of cell phones or electronic devices on campus or in classroom</b>	<u>1st offense</u> – Item confiscated and returned at the end of day.  <u>2nd offense</u> – Item confiscated and returned at the end of the following day, referral issued.  <u>3rd offense</u> – Item confiscated and held for 2 days, Saturday detention and parent must pick up.

The administration reserves the right to examine each case on an individual basis and reduce or increase the punishment if deemed appropriate. Parents will be contacted when the administration disciplines a student.

## **TOBACCO, ALCOHOL, AND DRUGS**

The Aucilla Christian Academy School Board will maintain a “drug-free” workplace for employees and students. Students in grades **PreK - 12** shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to their health.

The following policies govern the use of tobacco, alcohol, and drugs:

1. The use or possession of tobacco in any form on school premises by any student at ACA is absolutely prohibited.
2. The use or possession of alcoholic beverages in any form is absolutely prohibited.

3. The possession, use, or distribution of any drugs, including opiates, or drug related paraphernalia by any student is absolutely prohibited.
4. The reported possession of any drug mentioned is considered the same as possession. The source of this reporting will be considered.

Use of alcohol and drugs by minors is illegal. ACA will not tolerate the use or the possession of alcohol or illegal drugs on school grounds or any place or instance where the students are under supervision of the school.

## **ANTI-DRUG POLICY AND PROCEDURE**

1. Students will be expelled for possession and/or use of drugs on campus or any school activity.
2. When reasonable suspicion is established, a recommendation will be made that parents have their child tested. Included in this notification will be a detailed description of signs of drug abuse, and where and how to obtain drug testing. The results of this test need not be submitted to the school, however, within 60 days a second test must be presented to the school. A urine drug test will then be reported to the school once every 6 weeks until notified by the school it is no longer necessary. If the parents or student refuse to provide test results, the student must be withdrawn immediately. Should the student test positive for drugs, the student will be expelled immediately.
3. All testing will be at the expense of the parent.
4. Random drug testing may be implemented periodically throughout the year. (At the school's expense)

## **ANTI-BULLYING POLICY**

“Do unto others whatever you would have them do unto you” Matthew 7:12

At Aucilla Christian Academy every student has the right to expect to be able to learn in a safe environment and not be bullied. Our chief aim is to create an atmosphere of mutual respect and caring where everyone is encouraged to care for one another and respect one another's feelings, beliefs, culture, and belongings.

Bullying at a school can have a profound effect on the life of a child. It can undermine their self-esteem and self-confidence. Our policy on anti-bullying is designed to promote positive behavior and correct unacceptable behavior. Bullying is a willful conscious desire to hurt, threaten, or frighten someone else repeatedly or over a period of time put someone in a state of anxiety. Any behavior which causes physical or emotional hurt to others is considered to be bullying behavior.

At Aucilla Christian Academy bullying is not acceptable behavior and will not be tolerated. Our desire is to prevent bullying in any form which may include causing discomfort or pain to another student, teasing or verbal abuse, unjustified exclusion of students from an activity, gossiping, telling lies, or spreading rumors about another student, damaging possessions or taking them without permission, causing another student to be afraid at school, making threats to a person or their belongings, using offensive racial slurs, terms or references and using technology (cyber-bullying) to threaten, harass, or slander another student.

Our objective will be to prevent bullying and to uphold and build on our present discipline policy. We believe that love and respect are the foundations for our relationship with God and others; therefore we have a zero tolerance policy against bullying and any behavior that is unacceptable in our school community.

To achieve this aim we will seek to raise awareness through our curriculum, create opportunities for students to discuss bullying, maintain watchful supervision in problem areas in the buildings and on the playground, make known to all staff members and students the procedures for reporting, investigating and recording all incidents of bullying, and administering corrective actions to those students who do not conform to acceptable behavior established by the school.

## **CORPORAL PUNISHMENT**

“Now no chastening for the present seemeth to be joyous, but grievous; nevertheless, afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby.” Hebrew 12:11

Corporal punishment is the moderate use of physical force or physical contact by a teacher or administrator that may be necessary to maintain discipline or to enforce school rules.

Corporal punishment shall be administered by a member of the administrative or instructional staff and in the presence of another adult employee of the school. Said adult witness must be informed in the presence of the student of the reason for the corporal punishment. A Disciplinary Referral Form will be sent home



with the student the day of the incident. The form is to be filled in completely and signed by the person administering the punishment. The student is to have the parent sign the form and return it to the office.

Should a parent **NOT** allow corporal punishment as a discipline option, another discipline option will be administered at the discretion of the Administration.

## **CLASSROOM MANAGEMENT PROGRAM**

Each teacher will have a classroom management plan approved by the administration and posted in the classroom. The administration should be used as a resource when serious or persistent problems occur.

The administration will use the following discipline options:

1. **Lunch Detention:** Lunch Detention will last ten minutes from the beginning of the designated lunch time. The number of days will be determined by the administration.
2. **Corporal Punishment:** Per handbook, previous page.
3. **Saturday Detention:** Saturday Detention will be from 8:00 to 12:00 on Saturday. Students will be charged \$20.00 for each Saturday Detention assignment. Students will be notified a minimum of a week in advance of the Saturday they are to serve.
4. **Suspension:** The suspended student is not allowed on campus at any time during the assigned suspension. Suspensions begin at 8:00 am and end at 2:30 pm the last day of suspension. When a student is suspended from school he/she will receive a 3-point deduction per class from their final nine weeks average per days suspended. For example: A student who is suspended for one day and has a final nine weeks average of 100 will receive a 97 due to the three point deduction. Students who are suspended on three separate occasions will be asked to withdraw or be expelled.
5. **Probation:** Probation is a condition where a student's continued enrollment is in jeopardy. It may be administered for academic or conduct reasons. The period of time and the conditions will be defined, and are dependent upon the circumstances.
6. **Expulsion:** An expelled student may not attend classes or take part in any school activities for the remainder of the school year. Automatic expulsion will be the penalty for the following infractions:

- Upon receiving the third suspension.
- Use or possession of any illegal drugs.
- A student who no longer meets the “Student Status” requirements.

7. Other measures deemed appropriate by the administration.

Students will receive suspension for major or multiple infractions at the discretion of the administration.

Parents will be contacted when the administration disciplines a student. A reduced suspension may be given to middle school students by the Principal or Assistant Principal.

## **POLICY CONCERNING PROMOTION AND RETENTION**

The teachers at ACA strive to recognize and encourage the talents and abilities of each student. We also recognize that each student must obtain a degree of mastery of basic academic skills and maturational skills to perform successfully at each grade level.

A student who has not met the promotional requirements of his grade level and has been retained at least once previously will be a special case. This circumstance will be referred to a Promotional Committee, appointed by the principal, to determine whether the student can socially and academically function with the class they would be entering. If not, the student will not be admitted for the next school year.

### **Grade K4**

K4 students entering K5 will be required to take a standardized test. They must score average to above average on this test to enter the K5 program.

### **Grade K5**

Evaluation of these students will be based on documented progress records prepared by the teacher that indicate mastery of:

#### **I. Language Arts**

A. Phonics - consonants, vowels, blends.

B. Reading - blending consonants/vowels to read simple pattern words; basic sight words.

## II. Math

- A. Simple addition and subtraction.
- B. Counting and recognition of numerals 1-100.

## III. Readiness

- A. Listening skills.
- B. Following directions.

K5 students must achieve an “S” average for the second semester in the areas of Phonics, Math and Reading in order to be promoted.

## Grade 1

First grade students must receive at least a “C” average in reading for the second semester in order to be promoted. Also, they must earn at least a “C” average for the year in English, Spelling and Mathematics.

## Grades 2 - 5

These students must earn at least a “C” average for the year in Reading and Mathematics and earn at least an overall “C” average for the year in all academic subjects taught in that grade.

Exceptional cases to the promotional policy may be considered by the teacher and the principal.

## Grades 6 - 8

1. Students must earn at least a C average for the year in English & Math.
2. Students may not fail more than one of their remaining classes.
3. Exceptional cases to the promotional policy may be considered by the teachers and the principal.

## Grades 9 - 12

1. Students will receive one full credit in a course in which their yearly average is 60 or above. Students may also receive a half credit in a course in which their semester average is 60 or above.
2. For a student to be classified for grade designation, he must accumulate the following credits:

9th	promotion from 8th grade
10th	6 credits

11th	12 credits
12th	18 credits
Graduation	24 credits

- Sequential courses must be taken in proper order. Example: English III must precede English IV.
- FORGIVENESS POLICY:** Credit for failed high school courses may be made up by one of the following methods:

- Repeat the course. The grade and credit of the second attempt will be recorded and used for averaging.

- Repeat the course in a summer school class. Prior approval from the principal is required. The grades and credit received must be sent to Aucilla.

Students not recommended for promotion by the school from which they are transferring, will not be promoted at ACA. Administrative placement may be considered.

## **GRADING SCALE AND AVERAGING PROCEDURE**

### **Elementary: (Grades PreK - 5)**

**PreK** students do not receive grades, but a progress report will be sent to parents during the school year to keep them informed of their child's progress.

The grading scale for grades K5 thru 5 is as follows:

A: 94-100	Outstanding progress on grade level skills
B: 85-93	Proficient progress on grade level skills
C: 77-84	Appropriate progress on grade level skills
D: 70-76	Inappropriate progress on grade level skills, teacher/parent conference required/retention may result if no improvement
F: 69 and below	Unacceptable progress on grade level skills/conference required/retention will result if no improvement
E:	Excellent
S:	Satisfactory
N:	Needs Improvement
U:	Unsatisfactory

Grades K5 - 5: Report card grades are determined by averaging students grades, all grades having equal value. Any work not turned in on time will be penalized.

## **Middle School and High School: (grades 6 -12)**

Grades 6 - 12 issue numerical grades for each course every nine weeks. Grades are also recorded for semester examinations, for the semester average, and for the yearly average.

### **Middle School Grading Scale and Averaging Procedure (grades 6-8)**

A: 94-100	Outstanding progress on grade level skills
B: 85-93	Proficient progress on grade level skills
C: 77-84	Appropriate progress on grade level skills
D: 70-76	Inappropriate progress on grade level skills, teacher/parent conference required/retention may result if no improvement
F: 69 and below	Unacceptable progress on grade level skills/conference required/retention will result if no improvement
E:	Excellent
S:	Satisfactory

The averaging procedure used by all middle school teachers is as follows:

- 50% - Average of homework, class work, and classroom participation
- 50% - Average of chapter, unit and nine weeks test

### **High School Grading Scale and Averaging Procedure (grades 9-12)**

A: 90-100	Outstanding progress on grade level skills
B: 80-89	Proficient progress on grade level skills
C: 70-79	Appropriate progress on grade level skills
D: 60-69	Inappropriate progress on grade level skills, teacher/parent conference required/retention may result if no improvement
F: 59 and below	Unacceptable progress on grade level skills/conference required/retention will result if no improvement
E:	Excellent
S:	Satisfactory

Averaging procedure used by all high school teachers is as follows:

- 25% - Homework, daily work, and classroom participation
- 50% - Chapter or unit tests
- 25% - Quizzes

## **Explanation for Conduct and Effort**

### **CONDUCT**

E: Excellent	The student's behavior is exemplary
S: Satisfactory	The student's behavior generally conforms to the standards for classroom conduct.
N: Needs Improvement	The student fails to carry out all of this teacher's expectations for classroom conduct to the extent that causes concern. Student learning is being negatively affected.
I: Improvement Necessary	The student's conduct is unacceptable. Improvement must occur.

### **EFFORT**

E: Working to Ability	The student consistently gives his best effort to develop and carry out positive work habits.
S: Satisfactory	The student is working at his ability level the majority of the time.
N: Needs Improvement	The student's performance is below ability level. Some corrective changes are needed. Please contact the teacher.
I: Improvement Necessary:	The student's performance is such that corrective changes are necessary. A parent/teacher conference is requested.

## **SEMESTER EXAMS**

### **Middle School (grades 6 - 8)**

1. One hour semester exams are given in the academic subjects.
2. There will be no exemptions from semester exams.
3. The semester exam grade will be entered once and each nine weeks grade will be entered three times when computing the semester average.

### **High School (grades 9 - 12)**

1. The semester exam grade will be entered once and each nine week grade will be entered twice when computing the semester average.

## 2. Exemptions:

- A student who has an A average for the semester and no more than 10 absences in a class may exempt the semester exam in that class. If 10 absences were incurred for a single health event, an appeal can be made to the administration to allow exemption.

- No student will be allowed to exempt all of his exams. A student must take an exam in each course giving an exam in one of the two semesters. A student must take a minimum of two semester exams per semester.

- In elective courses, it is the option of the teacher whether or not to give an exam. If a student can exempt the exam, he may exempt both semesters.

To help parents and students, we allow students (grades 9 - 12) during exam days to be present only when they have an exam. However, a notice will be sent home with the student giving the date and time of the exams. This notice must be signed by the parent or guardian and presented to the school office when entering and leaving.

Semester exams are difficult to make-up. Because of this, parents are asked to help by making sure students are present at the assigned scheduled testing period.

## **REPORT CARDS**

All students will get report cards at the end of each nine weeks period. There is a \$1.00 replacement fee for a lost report card. Report cards will be held in the Business Office on past due accounts.

### **Report Periods and Cards:**

1. 9 weeks check

## **CREDITS AND YEARLY AVERAGES GRADES 6 - 8**

Yearlong courses in **Middle School** are passed/failed on a yearly average basis.

## **CREDITS AND YEARLY AVERAGES GRADES 9 - 12**

Students will receive one full credit in a course in which their yearly average is 60 or above. Students may also receive a half credit in a course in which their

semester average is 60 or above. The administration reserves the right to accept or reject any credits earned outside of Aucilla Christian Academy for graduation purposes. These credits may include dual enrollment courses, online courses, or summer school courses. Any student seeking to earn outside credits to satisfy graduation requirements must get prior approval from the administration.

**DROP/ADD**

1. All drop/adds must be completed prior to the end of the first week of classes of the semester.
2. A drop/add form must be completed and signed by the parents, teacher(s), and the administration.

**GRADUATION REQUIREMENTS**

The Academic Requirements Committee has agreed upon the following graduation requirements. All students who graduate from ACA will receive a college prep diploma. All high school course work must be passed with a 70 or above average to satisfy graduation requirements. **(With administrative approval, students may take or retake a course required for graduation during a period typically designated for an elective class in lieu of meeting the graduation requirement for electives.)**

<u>SUBJECT</u>	<u>2017/18</u>	SPECIFIC COURSES FOR 2017/18
English	4	
Math	4	Including Algebra I, Algebra II, Geometry
Science	4	Preferably including Phys. Sci., Biology, Chemistry
History	3	Including World History, American History, Econ/Am.Gov't
Foreign Language	2	
Bible	1.5	
Humanities	1	Preferably Art and Music appreciation
Computer App.	.5	Preferably Intro to Computers
<b>Req. Credits</b>	<b>20</b>	
Electives	4	
<b>TOTAL FOR GRADUATION</b>	<b>24</b>	

All seniors must have on file in the school office at least one score from either a SAT or an ACT test by January 31st of their senior year. All students will be required to complete a minimum of 25 hours of community service for each year enrolled in high school at Aucilla Christian Academy.



## **HONOR ROLLS**

Honor rolls are published at the end of each nine weeks period. The qualification for the honor roll is no letter grade lower than a B.

### **SENIOR CLASS HONORS**

#### **1. Valedictorian & Salutatorian**

- A. The student must have met all requirements of the College-Prep Program.
- B. The student must have been enrolled in ACA for the entire 10, 11, and 12th grade years. Entire is to be defined as being enrolled for the beginning of 10th grade, the conclusion of 12th grade and each day in between.
- C. The overall numerical grade point average will be used, rounded to the nearest 1000ths. place. A tie will be declared at the 1000ths. place.
- D. Averages will be figured at the conclusion of the first semester of the senior year. The 20 required credits for graduation located on the previous page will be the only courses that will be calculated for the final grade point average. Elective courses will not be included in the Valedictorians and Salutatorian calculations. Beginning with the 2021 graduating class, any AP or dual enrollment courses taken on the Aucilla Christian Academy campus will be weighted with 5 additional points per semester for each class included in the calculations.

#### **2. Honor Student Designations:**

- A. The averaging process used for Valedictorian and Salutatorian will be used to compute Honor Student averages also.
- B. An overall grade point average of 90 or above will determine Honor Students.
- C. All students, including transfer students, may receive the honors designation.

## **DUAL ENROLLMENT**

Dual enrollment credits are readily accepted at Aucilla. We cooperate with the student and college in all ways possible. We strive to have some dual enrollment courses taught on campus each year. Whether the course is taught on the

Aucilla campus, the college campus or a satellite classroom, we do cooperate in the dual enrollment program. Dual enrollment students will be responsible for college tuition, fees and textbooks.

## **EARLY ADMISSIONS**

Early admission students will be excluded from all school activities except baccalaureate and graduation. The cost of registration for these students will be the same as other students. To apply for early admission: (1) students must apply before the last day of the 3rd nine weeks period of their junior year (2) all students applying must have an A (90 - 100) average in grades 9 - 11 (3) only the top 10% of the junior class will be eligible for consideration by the ACA Board (4) all early admissions must be approved by the ACA Board of Directors.

## **VISITATION POLICY**

Only students contemplating attending Aucilla are allowed all day visitation privileges. All other visits must be approved by the administration.

## **PARENT CONFERENCES**

Parent conferences may be requested by the parent or by the teacher as the need arises. Appointments with individual teachers, if at all possible, should be made after school hours. Appointments should be made through the school office.

## **PARENT/STUDENT PORTAL**

The Parent/Student Portal is a web-based application which is tightly integrated with the Rediker electronic gradebook system used by Aucilla Christian Academy. Using the parent/student portal, a parent or student is able to view the student's schedule, grades, teacher comments and attendance history. Parents are also able to e-mail the child's teacher, in addition to viewing and printing the child's data.

**Please note:** Grades are not final until report cards are issued. Teachers may make adjustments to the electronic gradebook up until that time.

Information on the portal is secure and requires a username and password to access. Parents will be sent a letter from the school's Registrar that will include a parent portal ID necessary to access student information. Parents are urged to keep this username and password in a secure place. In the event that parents do not receive a letter or have problems accessing the portal, they should contact the Registrar's office at 850-997-3597.

## **STATEMENT OF POLICY**

Aucilla Christian Academy retains the privilege to make changes, amendments, and correction of the rules and policies of the school, at any time, with or without prior notice as determined by the Board of Directors.

## **ACCEPTABLE USE POLICY**

### **Computer On-line Services and Internet Use Policy**

Student access to the Internet from Aucilla Christian Academy relies upon the supervision of the faculty and as well as proper conduct and strict adherence to the rules by students, staff, and parents. The school has installed an Internet filter protection wall (parental control) to help students avoid accessing inappropriate sites. Strict adherence to the following rules by students, staff and parents is expected in every situation. The signatures on this form indicate the user and parent have read the terms and rules and agree to abide by them.

1. The Internet accessed from the school is to be used only in support of education and research that has been assigned by an Aucilla Christian Academy teacher or is within the educational goals and philosophy of Aucilla Christian Academy.
2. Violating copyright (plagiarism), which is the copying of any material obtained through the Internet or any other copyright source, or the copying of any other person's ideas or statements and claiming them as one's own without clearly documenting the original source, is at heart dishonesty and stealing. As is the case universally throughout education, plagiarism at Aucilla Christian Academy carries serious consequences, whether done on the computer or copying by hand another's work.
3. The accessing and/or downloading onto school computers of threatening or obscene literature and pictures, or games of violence is not permitted and carries serious consequences if violated. Accessing, uploading, downloading, or displaying obscene, abusive, violent, or sexually explicit material is not permitted for any reason.
4. Vandalism, defined as any malicious attempt to harm or destroy data, including the uploading of computer viruses, illegal use of administrator passwords to gain entrance to servers, or invasion of other user's stored files, is forbidden and carries serious consequences if violated. Using another person's password, trespassing in another person's folders, work or files is not allowed.
5. Students are not allowed to stream online video or audio (i.e. YouTube, Pandora) unless it is for educational purposes and has the permission of the teacher.

6. Accessing chat rooms and social networks sites (i.e. Facebook) of any kind is not permitted.
7. Threats to other students, staff members, or school buildings and grounds, through online social networking sites, email, chat rooms, texting or other electronic sources accessed from technology devices on or outside of the Aucilla Christian Academy campus, will be immediately referred to the proper law enforcement authorities and school discipline administered.
8. It is the responsibility of the student to report any sites that are accidentally or inadvertently accessed that are not appropriate so that the teacher can have that site blocked by the school's Internet filter protection wall.

## **SEXUAL HARASSMENT POLICY**

Sexual, ethnic, racial, religious harassment is an offense against Aucilla Christian Academy and an offense against any specific employee or student, and will not be tolerated. Offenses refer to physical or verbal actions that have the purpose or effect of creating a hostile, offensive, or intimidating work environment or have an ethnic, racial, religious or sexual basis. Examples would include physical contact of a sexual nature, sexual, racial, ethnic or religious comments or insults. All complaints and incidents will be investigated on a case-by-case basis. Where violations occur, immediate action will be taken to remedy the situation and prevent its reoccurrence.

## **RESERVED RIGHT**

The foregoing provisions are general guidelines, and notwithstanding anything to the contrary stated or implied in this handbook, Aucilla Christian Academy reserves the absolute and unconditional right to suspend and/or expel any student whose conduct, influence, spirit, industry, progress, or academic standing is deemed undesirable or unsatisfactory.

## **Conflict Resolution Notice**

Any parent, student or interested group who has a concern should attempt to resolve the concern through the channel of the faculty member and then the administration. As a final option, the concerned party may submit a written request to the administration to appear before the Board of Directors' Grievance Committee. All such meetings shall be scheduled with the faculty or administration involved on the school campus.