

# Welcome to Aletheia Christian Academy

## Middle/High School Frequently Asked Questions



### **Orientation Information**

Orientation occurs the Thursday evening before school starts each fall. All new families and students are encouraged to attend. After a time of worship, school information and upcoming events will be announced. After the group meeting, parents and students are dismissed to go and visit their teachers' classrooms.

In the event that a family has more than one student, it is recommended that the family visit the youngest classroom first and then the oldest sibling's classroom. If one of your children is an elementary student, please visit the elementary classroom first. Elementary teachers have a presentation of class information and paperwork to deliver to their students and families. This presentation will be delivered twice so that parents can visit more than one classroom.

Class supplies may be dropped off in the classrooms during orientation, if that is convenient. Otherwise, they may be brought the first day of school.

### **First Day of School**

#### **Arrival:**

Middle/High School Students (7<sup>th</sup> – 12<sup>th</sup> grade) Students may be dropped off beginning 7:30am. Please drop off high school students in the back entrance of the school. Students will proceed to the mezzanine where they will be supervised until the bell rings at 7:55am, when they may gather their items in preparation for school to begin at 8:00am.

Please do not drop off your children before 7:30am. The doors open at 7:30am because there is no one to supervise students before that time.

Student drivers should be especially cautious, as students will be crossing the parking lot during their arrival and departure.

#### **Dismissal:**

Normal middle and high school dismissal begins at 3:00pm and continues until 3:15pm. Please pick your student up in the rear of the school. Students not picked up by 3:15pm will be escorted to high

school homework club. There is an hourly service for this fee. All high school students need to be picked up no later than 4:00pm each day.

The first few days of car line may be challenging. Please be understanding and patient. The process becomes smoother after a week or so.

## Commonly Asked Questions:

### 1. Is an email address required for middle or high school students?

An Aletheia email address is assigned to each student in order for a student to log onto Family Portal through FACTS SIS (our school management software) to view assignments, homework, and grades. Furthermore, many of our teachers use Google Docs for assignments, and a google account is needed for this purpose.

### 2. Where can I find the school supply list?

The school supply list is available for download at [www.acalions.org](http://www.acalions.org) under the “Resources” menu.

### 3. What should I wear for orientation?

We ask that students dress modestly. No shorts or tank tops, and if a girl chooses to wear a skirt that it comes at least to the knee.

### 4. Can I buy PE uniforms, sweatshirts, or other spirit merchandise on orientation night?

You can purchase PE uniforms through our online store. Orders will be delivered to your student. (PE uniforms are required for 5th through 9th grade.)

### 5. When will I get my locker assignment?

All students can be assigned a locker during homeroom at Open House or on the first day of school and will be given time to locate the locker. Students are not permitted share lockers or open another student’s locker.

### 6. Do I need a lock on my locker?

No, lockers are not required. If you wish to have a lock on your locker, please make sure to turn in the combination to the front office.

### 7. Can I purchase lunch at the concession stand?

Students may purchase items from the concession stand during their lunch period. Parents may also purchase a \$10 lunch card which will be kept in the concession stand and the cost of items will be marked off as your student makes purchases. Ask your homeroom teacher for a lunch card if you wish to purchase one.

### 8. What do I do if I don’t know where to go during the day?

Just ask any teacher or staff member, they will be happy to help.

### 9. Where do I sit for lunch?

On days when the weather permits, students eat outside at the picnic tables. For inclement weather, students will take their meals to the mezzanine for lunch.

### 10. When is Chapel?

Normally, chapel is held every Thursday. Special chapels may occur during the year with prior notice.

### 11. When should I pick up my child?

The school day ends at 3:00 p.m. for middle/high school students. Car line is open until 3:15 p.m. Students who do not get picked up from car line at 3:30 p.m. will be sent to after care for appropriate supervision.

**12. How do I contact my student's teachers?**

Teacher information is posted in Family Portal. Our middle and high school teachers teach over 100 students throughout the course of the day, so email is the best and most efficient way to contact teachers and school staff.

**13. What if my child needs extra help?**

Please speak to your child's teacher. Teachers often will help struggling students, and if a tutor is needed, they may have information on available tutors.

**14. How will I know my student's grades and homework?**

Teachers update grade books as grading occurs. Parents and students may log into Family Portal accounts to access student grades at any time.

Class and Homework is posted for the week on FACTS SIS by Monday mornings, which you can access on Family Portal. Please understand that this is a projection of the week's homework. It may change throughout the week due to teachers modifying lessons plans to best fit the needs of their students. Homework will be posted in the classrooms every day, and all students are required to record their homework for each class. Teachers will help remind students of this on a regular basis, but it is the students' responsibility to track their homework.

**15. My child is sick. How do I report it to the school and get make up work?**

All parents may email or call our school Secretary ([secretary@acalions.org](mailto:secretary@acalions.org)) to report the absence. An excuse note or email should be sent to the front office upon the student's return to school. All teachers mark student absences as unexcused until the excuse note is received and the attendance office will change the status of the absences in FACTS SIS. When students are out sick, they may check FACTS SIS for the day's homework for make-up work (you do not need to email each individual teacher). Students will be responsible to make up homework posted on FACTS SIS and any scheduled tests or quizzes after their return.

**16. How is discipline tracked in middle/ high school?**

Students receive discipline points for infractions. This information is loaded into FACTS SIS on the behavior page so that you can view any infractions. Please see our Parent-Student Handbook for details regarding discipline points.

**17. What if my student is late to school or class?**

If a middle/high school student is late to school, they must sign in at the front office with appropriate excuse notes. They will be given a late pass to class. Students late to class will be considered tardy and receive a discipline point.