

## PARENT / STUDENT HANDBOOK

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## **MISSION STATEMENT**

To provide a Christ-centered education to children of Christian families, equipping them spiritually, academically, and physically for today and eternity.

## **VISION**

To see our graduates leave Aletheia with a vibrant, ongoing relationship with Jesus Christ, a Biblical worldview, and a desire to impact their world for Christ, while possessing all the academic skills and tools they need to succeed when entering college or the workplace.

## **CORE VALUES**

- We believe the Bible to be the divinely inspired Word of God, inerrant in its original manuscripts (II Peter 1:21).
- We accept the traditional principles of Christianity, outlined in the Bible, as the standard for daily living (II Timothy 3:16).
- As Christ is the cornerstone of the Church, we believe that He is also the cornerstone of the educational process (Ephesians 2:20-21).
- We believe in the Biblical position that the education of children is primarily the responsibility of the parents. Aletheia is considered to be an extension of the Christian home and a tool for enhancing the spiritual, academic, social, and physical development of its students. We welcome constructive parental involvement in our classrooms and extracurricular activities.
- We value community and biblical relationships and believe that parents, teachers, and churches working together provide the best education for each individual student.
- We believe that the school and its attending families must share the same educational vision for the student's educational process to be effective. Therefore, we are a "discipleship" school that requires at least one of the student's parents or guardians to have made a profession of faith in Jesus Christ as their Lord and Savior and attend an evangelical church. A student in grades 7-12 may be admitted on their own statement of conversion. They must also demonstrate life-style evidence of conversion and receive a pastoral letter of recommendation from an evangelical church.
- Aletheia is a non-denominational, evangelical protestant school that is not affiliated with any particular church or denomination. In our Bible classes and in our daily conduct, we emphasize those biblical principles that unite the body of Christ rather than those aspects of faith on which there is disagreement.

Questions regarding denominational issues such as modes of baptism, spiritual gifts, and other controversial doctrines that do not contradict our Statement of Faith are referred to the respective parents and their pastors.

- We believe that genuine love and respect for one another is the best witness for Christ and provides the best atmosphere for learning.
- We pursue excellence in everything we do. (Colossians 3:23)
- We seek to provide a safe and secure environment for all our students.

## **EXPECTED STUDENT OUTCOMES**

**Students who graduate from Aletheia Christian Academy should be young men and women who:**

### **Spiritually-**

- have a personal, saving relationship with Christ as Lord and Savior (Romans 10:9-10)
- have a desire to know and to do the will of God (Ps 40:7-8)
- have a biblical sense of right and wrong
- are self disciplined and have a respect for and reverence toward God and those God places in positions of authority (II Tim 1:7)
- possess a biblical worldview and are capable of articulating and defending it
- are actively involved in the church and their community, serving God and others
- understand the worth of all humanity as created in the image of God
- have an appreciation for the natural environment and practice responsible stewardship of God's creation
- maintain a lifelong interest in participation and support of Christian missions

### **Academically-**

- have a comprehensive command of the fundamental processes used in communicating with others (speaking, listening, writing and reading) (Col 4:6)
- are proficient in mathematics and science, can use the scientific method as a means of problem solving, and can see God's created order in the universe (Ps 147:4, Prov. 25:2)
- have an appreciation of our Christian and American heritage of freedom and human dignity which leads to good citizenship
- are committed to lifelong learning

- can use technology to communicate and find, analyze and evaluate information in a God honoring manner
- value intellectual inquiry and are engaged in the marketplace of ideas- able to participate in an open/honest exchange of ideas

**Physically-**

- treat their bodies as temples of the Holy Spirit

## **STATEMENT OF FAITH**

1. I believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. I believe that there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. I believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. I believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature: and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved (I John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Titus 3:5).
5. I believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. I believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. I believe in the present ministry of the Holy Spirit by whose dwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16., I Corinthians 6:19-20, Ephesians 4:30, 5:18).

The following information is designed to assist our parents and students in the successful completion of the school year. Often problems arise because of misinformation. We at ACA believe that a major ingredient for a successful year is a

mutual understanding of how the school operates. With that in mind, please read carefully the information. If you have any questions, please feel free to call our office.

## **ACCREDITATION**

ACA grades K-12 have been accredited by the Association of Christian Schools International since 1999.

## **ADMISSION INFORMATION**

### **NOTICE OF NONDISCRIMINATORY POLICY**

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

### **CHURCH ATTENDANCE / PROFESSION OF FAITH**

Because Aletheia is a discipleship school, all families who desire to come to Aletheia must attend a local, evangelical church. At least one parent or guardian must have accepted Jesus Christ as their Lord and Savior. Students in Grades 7-12 must have either accepted Jesus as their Lord and Savior or demonstrated an openness to pursuing a relationship with the Lord.

### **ADMISSIONS**

In order to become eligible to enter ACA, each prospective new student and his/her parents/guardians must do the following:

1. Submit Parent Application, Student Application (7th-12th grade only) and non-refundable registration fee. The registration fee is only refundable if the student is not accepted into Aletheia. Pre-kindergarten applicants must be 4 years old and Kindergarten applicants must be five years old by the 1<sup>st</sup> of June to be considered for admission.
2. Return a pastor's reference form from an evangelical church.
3. Submit a copy of the most recent obtainable achievement test scores and any other special testing the applicant has received.
4. Submit a copy of the most recent report card or, if coming from a home school background, submit a letter from Home School Evaluator and a portfolio of work.
5. Sign a Transfer Release Request form.
6. Take an entrance exam if deemed necessary.

7. Read the Parent/Student Handbook and sign the form indicating your willingness to abide by the standards set forth in it.
8. Arrange for an Administrator, Parent/Student Interview by calling the school offices.
9. Submit the following:
  - a) A copy of the applicants birth certificate (pre-K students must be four and K-5 students must be five by June 1st)
  - b) Florida Immunization Form.
  - c) Florida school physical.

When all of the above information has been provided to ACA, the school administrator will interview the parents and student. The purpose of this interview is to determine if the family/student meets the spiritual, conduct and academic standards required for admission into ACA, and to answer any questions the family may have about ACA. Aletheia will not admit students who have academic, emotional or behavioral needs which cannot be met by the school. Students who are currently, or have recently been, involved in a sinful life-style (e.g. drugs, alcohol use, sex, rebellion to parents or school authorities, etc.) will not normally be admitted unless there is irrefutable evidence that God has changed the life of the student.

ALL STUDENTS ARE ADMITTED CONDITIONALLY ON A NINE WEEKS TRIAL PERIOD. If the child fails to make acceptable progress or does not adjust to the program of ACA, the parents will be expected to give additional help at home or the child may be asked to withdraw from ACA. The school reserves the right to place the child in the grade it deems necessary.

#### RETURNING STUDENTS

Each spring, ACA will announce the opening of registration for the following school year. Parents of current ACA students will be allowed to register their students before registration is opened to the general public. Each year all forms must be updated to complete the registration process. Parents will be notified if there is a problem with re-enrolling their child because of academic or disciplinary reasons. Aletheia reserves the right not to re-enroll a student if the school believes the student has educational or behavioral needs that the school cannot meet.

Aletheia Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, and scholarship. Admission is not determined by race, color, or nationality. ACA retains the right to refuse admittance to anyone who fails to meet the entrance requirements. ACA also retains the right to suspend or expel any student who violates the standards set down in the Parent & Student Handbook or other rules of conduct as defined by the administration.

## ACADEMY FEES

Each year the tuition and fees are subject to change, depending on the budget for ACA that is approved by the board. Registration fees are due at the time of enrollment and are non-refundable. If the student is not accepted the registration fee will be refunded. Book fees are due by August 1 and are also not refundable.

Tuition will be paid in twelve monthly installments. The first payment needs to be made on June 1st. Payments are due by the first of each month thereafter. All payments received after the 10th of each month will be charged a \$10.00 late fee. Payments received after the 20th of the month will be charged an additional \$10.00 late fee. If tuition is not paid in full by the 30th of the month the administration has the authority to disenroll the student. If there are unusual circumstances, please call the school office. End of the year report cards and standardized test results will not be released until all tuition and fees are paid. Any questions may be directed to the Financial Secretary.

## ACADEMIC STANDARDS

### GRADING SCALE

A	90 -100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

### CONDUCT GRADES

G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### ELIGIBILITY REQUIREMENTS

To be eligible to participate in any extra-curricular activity (sports, SGA, worship team, drama club, etc.), a student's academic grades must be a C or above in all subjects and all conduct grades must be an N or above at the end of each grading period. If a student receives 10 or more discipline points in a semester, they are also ineligible to participate in extra-curricular activities.

When a student does not meet one of the above requirements, they become ineligible to participate in the activities practices, meetings, events, and games for at least 4 weeks. Ineligibility commences on the Monday following the end of the grading period. At the 4 week point of the following grading period, the student's grades will be recalculated. If all 4 week academic grades and conduct grades meet the above requirements, the student's eligibility will be restored. If the 4 week academic and conduct requirements do not meet the above standard, the student will remain ineligible until the end of the grading period at which time their grades will be reevaluated to determine eligibility. An ineligible student will be permitted to practice

with the team, but not play in games, if they participate in homework club at least twice a week.

If a student loses their eligibility due to receiving 10 or more discipline points in a semester, their eligibility will be restored after 4 weeks as long as they do not receive more than 4 additional discipline points during this time period. If a student receives more than 4 additional discipline points, they will be ineligible for an additional 4 weeks. Ineligibility commences the day they receive their 10<sup>th</sup> discipline point.

## HIGH SCHOOL GRADUATION REQUIREMENTS

COURSE	CREDITS NEEDED
Bible	4
English	4
Math	4
Science	4
History	4
P.E.	1
Life Management Skills (LMS)	1/2
Foreign Language	2
Fine Art/Practical Art	1
Computer Applications I	<u>1/2</u>
Total	25

To graduate students must also have at least a 2.0 GPA and have taken either the ACT or SAT college admission test.

## HIGH SCHOOL COURSE OFFERINGS

All courses are worth one credit unless otherwise noted.

*Algebra I	Spanish I
*Geometry	Spanish II
*Algebra II	Speech
**Pre-Calculus	Life Management Skills (1/2 credit)
**College Algebra(1/2 credit)	Computer Applications I (1/2 credit)
Statistics (1/2 credit)	Computer Applications II (1/2 credit)
**Physical Science	Personal Fitness (1/2 credit)
**Biology	Team Sports (1/2 credit)
*Chemistry	Multi-Media Technology (Yearbook)
*Physics	
Geography	
*English I	*World History
*English II	*United States History
*English III	*Economics (1/2 credit)

\*English IV  
Old Testament Survey  
Bible Study Skills (1/2 credit)  
Apologetics

\*American Government (1/2 credit)  
New Testament Survey (1/2 credit)  
Christian Living

\*May be taken as honors course

\*\*Only offered as honors course

#### EXAMS / TESTS / HOMEWORK

Students in grades 9-12 will take comprehensive semester exams. The semester exam will count 20% of the student's overall grade. Students will have tests, quizzes, and projects during the school year. Teachers will try to minimize the overall workload by assigning no more than two tests on any given day and allow extra time in class to begin homework on Wednesdays because of church services.

Aletheia Christian Academy is an academic institution which believes in homework. Homework is considered necessary to complete all of the coursework that is required in each grade level. Parents are expected to supervise their child's progress each night and insure that their child does what is required. It is considered vital that a child does his/her homework completely and on time. When a child refuses to do so, he/she only falls further behind the rest of the class and harms their academic progress.

#### HONOR ROLL

For a student to qualify for the end of the year Honor Roll, the following requirements must be met:

##### Elementary Grades:

Gold Honor Roll: No grade lower than an A in any subject. (including gym and penmanship)

Silver Honor Roll: No grade lower than a B in any subject (including gym and penmanship)

No unsatisfactory grade in conduct

##### Grades 7-12

Gold Honor Roll: GPA of 3.8 or above with no grade lower than a B.

Silver Honor Roll: GPA of 3.2-3.79 with no grade lower than a B.

No unsatisfactory grade in conduct.

Student received less than 10 discipline points in each semester.

GPA will be calculated at the end of the third grading period.

Includes first semester exam grades (9<sup>th</sup>-12<sup>th</sup> grades only)

## PROMOTION

Students in grades K through 6 will be promoted if they pass Math, Language, and Reading. Students in grades 7 and 8 will be promoted if they pass Bible, Math, Science, History, and English. In order to graduate, high school students need at least 25 credits, a GPA of 2.0 or higher, and the completion of either the ACT or SAT.

## REPORT CARDS

The purpose of a grade-reporting system is to provide both parents and students concrete information indicating academic progress, attitude evaluation, and behavioral cooperation. Report Cards are sent home at the end of each marking period. There are four 9 week marking periods each year. A parent may view a student's current grades at any time by going to the RenWeb website. Parents may call at any time to request a conference concerning their child's progress.

## STANDARDIZED TESTING

The Stanford Achievement Test is administered each spring to all grades from K-5 through Tenth grade to measure academic progress and to compare this progress with public and private school students nationally. This provides parents, students, and ACA with very specific evaluations of strengths and weaknesses that can be used to improve the program of ACA and help each student individually.

Sophomores and Juniors are given the PSAT (Preliminary Scholastic Aptitude Test). Sophomores are administered the PLAN (Preliminary American College Test).

Juniors and seniors are required to take either the ACT (American College Test) or the SAT (Scholastic Aptitude test) after the first semester of their junior year. Completion of at least one of these tests is required for graduation from ACA.

## HONORS COURSES

Honors courses are available to students in grades 9-12. In order for a student to enroll in an honors class they must have a "B" average or above in that subject during the previous year and be recommended by their current teacher. Students normally choose to participate in these classes before the semester begins. Students may add or drop an honors course only during the first 2 weeks of the class and must have their parents permission. If a student switches a course from honors to non-honors, the course grade will be based on the grades earned both before and after the honor class was dropped.

An additional 0.5 points is added to each honors class GPA.

## CLASS SIZE

The maximum number of students normally enrolled in each classroom is as follows:

- Pre-kindergarten: 16
- Kindergarten: 18
- 1<sup>st</sup> through 3<sup>rd</sup> grade: 20
- 4<sup>th</sup> through 12<sup>th</sup> grade: 22

The administration may exceed the maximum class size on a case-by-case basis, but will normally not put more than two additional students in a class.

## DUAL ENROLLMENT

Dual enrollment is an accelerated program that allows high school students to simultaneously earn credit toward high school completion and a career certificate, or an associate or baccalaureate degree at a Florida public institution.

Since the goal of Aletheia is to educate our students with a biblical worldview, ACA permits its students to participate in Dual Enrollment classes only when those classes are not taught at Aletheia. This ensures that the core classes a student takes are taught from a biblical perspective while allowing a student to take classes that are not offered at Aletheia.

## ACADEMIC PROBATION (Grades 7-12)

A student will be placed on Academic Probation if one of the following conditions occur:

- GPA is less than 2.0 for two or more consecutive grading periods or for the semester.
- Student earns an F in a subject for two or more consecutive grading periods or for the final semester grade.
- Student receives more than one F in a single grading period.
- Student demonstrates consistent poor academic performance that indicates that he/she may be unable to meet graduation requirements of ACA.

The student and parents will be notified in writing of the student being placed on probation, the conditions of the probation, and the requirements that must be met to be removed from probation.

## ATTENDANCE

Regular school attendance is required by law and is necessary for good academics. Regular and punctual attendance at Aletheia Christian Academy is expected and required. Frequent absenteeism is a major cause of poor academic progress. Continual tardiness is disruptive to the teacher and other students in the class. Every effort should be made by parents to have their children in regular attendance at the appointed time.

### ABSENCES

**Absences are excused if caused by an illness, a scheduled appointment, or an unavoidable emergency that precludes the student's attendance.** Student absences for any reason other than those stated above will be considered to be unexcused. Unexcused absences will result in the student not being able to make up work that was missed. All absences are unexcused until a note of explanation signed by the parent is presented.

Anytime a student is absent from school, the parents should contact the school office by 8:15 a.m. so the student's teacher can be informed. When returning to school, students in grades K through 6th should present their note to their teachers. Students in grades 7th-12th should go directly to the office with their note. The note must always state the reason for the absence and the reason must meet the above criteria for the absence to be considered excused. Students in grades 7-12 will receive a pass stating whether the absence is excused or unexcused. The student will then present the pass to all his/her teachers for them to sign and to allow the student to make up any missed work.

Excessive absences are a disruption to the class, create extra work for teachers and can seriously affect a student's academic standing. The parent of a student absent more than 10 times in a semester or 15 times in a year will be contacted by the administrator. **Students that exceed the above limits will not be allowed to makeup missed homework, quizzes, tests, etc. and will receive a zero for these unless the parent brings in a doctors excuse.** Repeated absences can result in disciplinary action or the student may be asked to withdraw from ACA. Students who are absent for documented medical reasons or family emergencies will not have those absences counted against the above limits. Pre-arranged absences will not be granted if they exceed the above limit.

Parents may pick up their child's missed homework assignments at the end of the school day. This is the only time they will be available.

Any test, quiz, or assignment that was due on the first day of an absence must be taken or turned in on the first day back at school. For each day absent, the student will be given two days to complete work that was missed during the absence. A maximum of 5 days will be given to make up missed work. The make-up work deadline may be extended with the Elementary or High School Supervisor's permission.

## CHECKOUT PROCEDURE

At times it will be necessary for a student to checkout of school during the normal school day. Students who checkout to go to scheduled appointments (medical, dental, etc.) or because of illness or a family emergency will be allowed to make up any work (tests, quizzes, assignments, etc.) that they miss. If possible, this work should normally be made up on the same day. Students that checkout for reasons other than those listed above will not be allowed to make up missed work and will get a zero for it.

Senior students who do not have a seventh period class may get permission from their parents and the administrator to be dismissed from school after their last academic class and must sign out at the front office each day.

Any student who leaves the school before normal dismissal time must sign out in the front office.

## MEDICAL APPOINTMENTS

Academic problems often develop when students must continually leave school for medical purposes. Parents should make every effort to schedule medical appointments before or after regular school hours.

## PRE-ARRANGED ABSENCES

Parents may take their children out of school at any time for any reason as long as these absences are planned in advance and do not exceed the limits stated above. In order for a student to be allowed to make-up missed work, the following requirements must be met. When these pre-arranged absences are scheduled, we ask that you do the following in advance of the day of the absence:

- 1) Parents should come by the office and sign a prearranged absence form or send in a note to the front office at least one day before leaving.
- 2) This form is to be given to your child's teacher(s) to allow them to make-up work assignments.
- 3) This form is to be signed by the administrator.
- 4) The prearranged absence must not exceed the absentee limit. Failure to comply with this procedure will result in an unexcused absence.
- 5) Prearranged absences are not permitted during semester exams for students in 9th-12th grade.

## TARDINESS

Being late to school is very disruptive. A student is tardy to school if he/she is not in his/her seat by 8 AM. All tardies are unexcused unless accompanied with a note explaining the reason. A tardy will be excused only for an unavoidable delay, illness, or family emergency. Otherwise, the tardy will be considered as unexcused.

Elementary students arriving late should report directly to their classroom. Students in grades 7-12 must report to the school office where they will be given a tardy slip. The above criteria will be used to decide if the tardy will be considered excused or unexcused.

Students in grades 7-12 will be given a discipline point for unexcused tardies to school and for being tardy to class during the school day. When a student exceeds four unexcused tardies in a grading period they will be given an after-school detention for every additional unexcused tardy. Tardy discipline points will not be counted toward the students total discipline points. Being consistently tardy to class eventually harms the student academically because of the loss of class time and also negatively impacts the other students in the class. Parents whose students are consistently tardy will be contacted by the dean. Consistent tardiness can result in a parent being asked to withdraw their student from ACA.

Students who miss school work (test, quiz, homework, etc.) due to being tardy will have to make up the missed work before the end of the school day in order to receive credit for it. Unfinished work will result in a zero.

Students arriving at school after 10:30 AM or leaving school before 10:30 AM are considered absent.

Students arriving at school after 10:30 A.M. cannot participate in any extra-curricular activity that day unless they have a doctor's excuse or had a prearranged appointment.

#### TRUANCY

Truancy is a violation of state law. Skipping school for any part of a school day is considered truancy. Truancy will be treated as an unexcused absence. In addition, parents will be notified and disciplinary action will be taken.

## **DRESS CODE**

ACA maintains a school dress code for the purpose of providing a wholesome environment that is conducive to the learning process. Specifically, the ACA dress code is designed to promote modesty, prevent "name-brand" competition and avoid an overly casual atmosphere; while at the same time allowing our students to relax and be comfortable.

Students are required to be in compliance with the dress code when they are on campus during normal school hours or participating in scheduled school events including receiving tutoring after school. If a student desires to change out of the school uniform before leaving campus, they must first receive permission from the administration.

When attending after-school events at Aletheia (sporting events, banquets, meetings, etc.), students must either wear the school uniform or meet the plain clothes guidelines listed below.

**PARENTS ARE REQUESTED TO ENSURE THEIR CHILDREN ARE IN COMPLIANCE WITH THE DRESS CODE BEFORE THEY COME TO SCHOOL.**

PANTS - Trouser style slacks in khaki or navy blue cotton twill are required. They must come to the waist and a belt is required. They must be solid in color. No stripes on the sides or on the pockets. No specific brand name is required. Wearing pants too loosely around the hips, baggy around the seat and thigh area, or pants dragging the ground will not be allowed. Drawstrings, cargo pockets, painter styles, corduroys and capri pants are also not allowed. Pants should not have rips, tears, or holes in them.

SHORTS - Walking shorts in khaki or navy blue cotton twill are required. Shorts must come no more than 3 inches above the knee. They must come to the waist and a belt will be required. They must be solid in color. No stripes on the sides or on the pockets. No specific brand name is required. Wearing pants too loosely around the hips, baggy around the seat and thigh area will not be allowed. Shorts should not have rips, tears, or holes in them. Drawstrings, cargo pockets, and corduroys are also not allowed. Skorts are allowed only in pre-kindergarten through the 4<sup>th</sup> grade. Skorts have the same length requirement as shorts.

SHIRTS - Polo style in navy blue, red or white are required. Colors must be the same as those found in the American Flag, no cranberry, off-white, light blue, etc. Shirts may have small emblems but no writing on shirts is allowed. They must be solid in appearance, no stripes or different colors on the collar or around the sleeve. Shirts must not have more than a 3 button placket (snaps and zippers are not allowed), be loose fitting and long enough to be tucked in. Shirts must be tucked in at all times. Long sleeve polo style shirts may be worn in cold weather.

UNDERSHIRTS – Only white T-shirts (girls may wear white tanks or camisoles) may be worn underneath polo shirts. They must be solid white with no writing or designs on them. Only short sleeve T-shirts may be worn and the sleeves cannot protrude below the sleeves of the polo shirt.

SKIRTS/JUMPERS - Girls may wear navy blue or khaki skirts or jumpers. Skirts must sit modestly on or above the hips, not below the hips, and must be long enough to touch the top of the knee when standing. Polo shirts must be tucked in the skirt. Skirts and jumpers must be solid in color. If a skirt has a slit in it, the slit must be no higher than 3 inches above the knee. Corduroy skirts in navy or khaki are allowed. Skirts must have a straight hem, not frayed or angled at the bottom. If a skirt requires a belt, a belt must be worn. Leggings may not be worn.

SHOES - Shoes that do not scuff the floor are permitted. They must be closed toe and closed heel. Socks must be worn with shoes. Young ladies wearing skirts or jumpers must wear socks or hosiery with their shoes. Sandals and flip-flop styles are not permitted.

SWEATERS, JACKETS AND SWEATSHIRTS – Sweatshirts, jackets and sweaters worn inside the building during the day must be solid red, white or navy blue. (Same colors as the American Flag) Small emblems are permitted but cannot have any words or designs (flowers, flames, etc.) on them. Aletheia Letter jackets or Aletheia hoodies are permitted. Jackets having the appearance of shirt tails are not permitted. Denim jean jackets in any color are not permitted.

JEWELRY - Young ladies are permitted to wear earrings in the ears only. Young men are not permitted to wear jewelry at all other than a watch or ring. Tongue rings or rings in any other part of the body are not permitted. Excessive jewelry is not permitted. During PE all jewelry must be removed to avoid injury. Please bring something to keep the jewelry safe. ACA is not responsible for any lost jewelry.

## **HAIR STANDARDS**

YOUNG LADIES - Appropriate hairstyles are required. Unnatural-looking dyed or bleached hair, punk or spiked hair, two toned hair, symbols cut into hair, etc. are contrary to the dress code of ACA and are not permissible. Hair should be styled as to not interfere with vision or call unnecessary attention to one 's self. Hats are not to be worn in the building.

YOUNG MEN - Hair should be neatly cut, short enough so as not to be shaggy or bushy. Young men should wear their hair off the collar, above the ear, and out of their eyes. Unusual styles or excessively uneven lengths are not permitted. A masculine appearance is expected. Unnatural-looking dyed or bleached hair, punk or spiked hair, two toned hair, symbols cut into hair, mohawks, etc. are not permissible. Hair should be styled so as to not interfere with vision or call unnecessary attention to one 's self. Hats are not to be worn in the building. Beards, moustaches and sideburns below the ear lobe are not permitted.

## **PLAIN CLOTHES GUIDELINES**

On occasion the administrator will give the students permission to wear plain clothes to school in place of the normal uniforms. When this privilege is granted the following guidelines apply:

### **Girls:**

- 1) Shorts or skirts must meet the normal uniform requirements. Shorts must be no shorter than 3 inches above the knee. Skirts must come to the top of the knee.
- 2) Tops must be modest. Dresses or tops must have sleeves. Low cut tops, bare midriffs and shirts with offensive logos or language are not permitted.
- 3) Low cut jeans or pants that expose the midriff are not permitted. Pants cannot have holes or patches on them.
- 4) Shoes are required to have closed toes and heels to prevent injury. Sandals and flip-flops are not permitted.
- 5) Hats are not permitted.
- 6) The normal guidelines for hair and jewelry still apply.

### **Boys:**

- 1) Pants must be pulled up around the waist and cannot have holes or patches on them.
- 2) Shirts must have sleeves and cannot have offensive logos or language on them.
- 3) Shoes must have closed toes and heels to prevent injury. Sandals and flip-flops are not permitted.
- 4) Hats are not permitted.
- 5) The normal guidelines for hair and jewelry still apply.

**IF IN DOUBT, DON'T WEAR IT**

# DISCIPLINE

At ACA we are partnering with parents in discipling and training students to become more Christ-like in their actions and attitudes (Romans 8:29 and Proverbs 22:6). The goal is to produce self-discipline and Biblical patterns of living in the life of the students. Discipline is part of the process of developing a child's *heart* and mind.

## I. Definitions

1. Discipline: Instruction that mold, shapes, corrects and inspires appropriate behavior. It should not be predominately punitive or negative.
2. Punishment/Consequences: The loss of privileges or assignment of extra duties as a consequence of inappropriate behavior.

## II. Goals of Discipline

1. To teach or reinforce in a child what is right and wrong. To help children develop common courtesy, Christian character, respect for self and others, and respect for others property.
2. To teach students the biblical concept of "sowing and reaping". Students must learn that there are consequences for the things they think, do, and say.
3. To help the student come to a place of repentance and to get their heart right with God. We want to do more than just change a student's outward behavior.
4. To restore relationships with God and others.
5. To maintain order within the classroom so learning can occur.
6. To teach a child the need to submit to those in authority over them.

## III. Student Conduct Expectations

1. Aletheia Christian Academy has as its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, life-style is an important consideration. With this in mind, sexual immorality, the use of alcohol, tobacco and illegal drugs or related substances and involvement in any illegal activities, both on and off school property, are unacceptable. Please note that this also includes any material put out over the internet. A Christian life-style cannot simply confine itself to the school day. It must be consistent in life and practice. Please be advised that if a student engages in compromising activities on or off campus, disciplinary action will be taken and a student may be asked to leave Aletheia Christian Academy.
2. Specific conduct standards are listed below:

## *MUTUAL RESPECT*

- A. RESPECT FOR ALL TEACHERS - As a direct authority, teachers are to be shown respect. This is both a Biblical mandate and a common courtesy. Understanding expectations in this area is foundational to a student's success at Aletheia Christian Academy. Substitutes are to be accorded the same respect given to the regular teachers.
- B. RESPECT FOR STUDENTS – The staff of ACA also accepts its' responsibility to treat students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he or she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then inform his/her parents and the administrator.
- C. RESPECT FOR FELLOW STUDENTS - Verbal or physical abuse or harassment of another student is totally unacceptable to our Christian ethics and is in direct opposition to the purpose of Aletheia Christian Academy.

## *COMMON COURTESY*

### CLASSROOM COURTESY

- A. BE PUNCTUAL - All students must be in class when the bell rings.
- B. BE PREPARED - Students are expected to come to class prepared each day. (notebooks, textbooks, writing utensils, etc.)
- C. PARTICIPATE - Students are expected to be participants (take notes, involve themselves in discussions, respond when called upon, etc.) in class activities. Students may not just come to class and sleep, sit, or be passive.
- D. HAVE PROPER POSTURE - Students are not to put their feet on desks, tip their chairs, or put their heads down as though sleeping.
- E. No eating in the classroom without the teacher's permission.

### HALLWAY COURTESY

- A. HALLWAYS – Students should walk on the right-hand side of the hallway and not push or shove other students. Students are not to run in the hallways.
- B. VOICE LEVEL – Students should talk in a normal voice (no yelling or screaming) and should not slam locker doors so as not to disturb other classes that are still in session.

#### LUNCHROOM COURTESY

- A. Food must be eaten at designated locations only.
- B. Students shall stay in the designated lunch areas during lunch period unless otherwise instructed by their teacher.

#### CHAPEL COURTESY

Chapel is a time set for worship and praise experience. Please help set the tone for this by observing the following:

- A. Students should bring their Bibles to chapel.
- B. Full attention to, and participation in, the program is expected. Please do not interrupt with unnecessary talking or other communication.
- C. Students should enter and leave chapel in an appropriate fashion.

## DEFINITIONS

#### HORSEPLAY

Horseplay is not allowed. Examples of horseplay are throwing things, running through the hallways, pushing fellow students, pulling a chair out from under a fellow student, etc. Horseplay can result in injury or damage to property and will be punished appropriately. **Horseplay that results in an injury or has a serious potential for injury or which damages property will result in the involved student(s) being suspended.**

#### BULLYING

Bullying, or a regular pattern of verbal or physical harassment of a fellow student, is also not tolerated at Aletheia. **Any student that is found to be bullying a fellow student may be suspended or expelled.**

#### WEAPONS

**A student that brings a dangerous weapon to school with the intent to harm or intimidate will be expelled.**

#### CHEATING

Cheating is defined as taking information from some source other than the student's own mind and presenting it as if it came from his/her own thinking. It involves the components of stealing and lying. **Copying another students homework is considered cheating.** Both the student providing the information and the student receiving the information will receive penalties. **Students found cheating will receive a zero (0) grade on the assignment or test on which they cheated and will be suspended.**

## CLASS DISRUPTION

Any act whereby the student causes commotion, distraction and/or interrupts the teacher or classroom atmosphere to the extent that the learning process of other students is hampered.

## DISOBEDIENCE

The act of not carrying out a directive given by a teacher or staff member.

## LYING

Deliberate deception by not telling the truth or withholding any part of the truth in any given situation. Lying to a teacher will result in the student being suspended.

## STEALING

Taking items of clothing, personal possessions, or material that does not belong to you. Students found stealing will be suspended.

### IV. Discipline Procedures

1.1 Below is an example of the kind of steps that will normally be followed if an infraction of a classroom or school rule occurs.

- |        |  |
|--------|--|
| Step 1 | <u>Verbal</u> : Teacher will verbally correct and instruct the student as to what is expected.   |
| Step 2 | <u>Loss of privilege</u> : If behavior is not corrected, the student may lose a privilege or be required to write sentences on a paper (level of child will be considered). <ul style="list-style-type: none"><li>- time out at recess</li><li>- silent lunch</li><li>- extra writing assignment</li><li>- removal from class activity</li></ul>   |
| Step 3 | <u>Pink slips (elementary only)</u> : Teacher should issue a pink slip to notify parents of specific problems. This slip is meant to be a positive form of communication to alert parents to situation that needs their attention. These may be given by any teacher at any time. Issues for which your child could receive a pink slip are: misbehavior, homework offenses, or dress code violations. |
| Step 4 | <u>Call to parent</u> : The teacher should call the parent if the behavior persists.   |
| Step 5 | <u>Conference</u> : A conference should be scheduled if necessary.   |

- |         |  |
|---------|--|
| Step 6  | <u>Visit to Principal/Supervisor</u> : If the behavior continues, the teacher should refer the child to the principal or appropriate supervisor.               |
| Step 7a | <u>Discipline points</u> : Discipline points will be given in the upper level grades (normally 7 <sup>th</sup> - 12 <sup>th</sup> ) for breaking school rules. |
| Step 7b | Elementary teachers in grades 4-6 may give a detention after consulting with the Dean of Students.   |

#### V. Student Response to Discipline

Students are not to display a negative attitude or argue with a teacher regarding discipline or a disciplinary assignment. If the student feels a misunderstanding exists, he should obey the teacher without protest, and then take the following steps to resolve the matter at hand:

1. Go to the teacher after class and ask for a time to discuss the problem privately.
2. Talk the matter over with the parents and ask them to contact the teacher for discussion and clarification.
3. If still not satisfied, arrange to meet with the Dean of Students regarding the problem.

#### VI. Issuing Discipline Points to Students in Grades 7-12

Students in grades 7-12 will be given discipline points for violating school rules. The more serious the infraction the greater the number of discipline points given. Below is a list of violations of school rules and the range of discipline points that are normally assigned for these violations. Parents will be notified via e-mail when their child receives a discipline point(s).

LEVEL 1 VIOLATIONS – 1 discipline point per infraction

Includes but is not limited to:

- Tardiness – While students who are tardy to school or class will still earn discipline points, these points will be tallied and handled aside from all other discipline points. Students will earn 1 discipline point for each assigned tardy. The accumulation of 5 discipline points in a grading period will result in an after school detention. Every time a student earns an additional point for being tardy an additional detention will be assigned.
- Haircut, uniform violation, chewing gum, talking during class, unprepared for class, eating during class

## LEVEL 2 VIOLATIONS – 2-10 discipline points

Includes but is not limited to:

- Cell Phone, disrespect, PDA (public display of affection), direct disobedience, inappropriate language, horseplay, electronic device (IPOD, MP3), misuse of school computer, profanity, skipping class

## LEVEL 3 VIOLATIONS – 20 or more discipline points

Includes but is not limited to:

- Fighting, cheating, stealing, bullying, , vandalism, lying to teacher, careless/dangerous driving on campus, gross disrespect of authority

## LEVEL 4 VIOLATIONS – 25 or more discipline points (normally results in expulsion)

Includes but is not limited to:

- Immoral behavior, alcohol or tobacco usage, threaten or assault a student or teacher, possession of weapons at school, drug use

CONSEQUENCES/PUNISHMENTS: Below are listed the consequences a student will receive for accumulating a specific number of discipline points.

- DETENTION– Accumulation of 5 discipline points in one semester will result in an afternoon detention. The school Dean will notify the parents by note, email or phone call and will meet with the student to counsel them on why they received the detention. Assigned detentions are normally held on Wednesday afternoon from 3:05 – 4:00PM. Students will be required to do physical labor, assignments, sit in a classroom, or a combination of these during their assigned detention. Students who miss detention will be assigned an additional detention. ***\*Please note – refusal to serve detentions will result in suspension from school.***
- SATURDAY DETENTION (2 hours) – Accumulation of 10 discipline points in a semester will result in a Saturday detention from 8:00-10:00AM. Students must arrive no later than 8:00 a.m. and stay until 10:00am. The cost is \$25 and must be paid prior to serving the detention. Students must wear a school uniform. Students can be required to do physical labor, writing assignments, or any combination that fits the offense for which they were sent to Saturday detention.
- SATURDAY DETENTION (3 hours) – Accumulation of 15 discipline points in a semester will result in a Saturday detention from 8:00-11:00AM. Students must arrive no later than 8:00 a.m. and stay until 11:00 a.m. The cost is \$35 and must be paid prior to serving this detention. Students must wear a school uniform. Students can be required to do physical labor, writing assignments, or any combination that fits the offense for which they were sent to Saturday detention.

- SUSPENSION – Accumulation of 20 discipline points in a semester will result in a 1-3 day out of school suspension. Multiple violations of school rules or violation of a major school rule (fighting, disrespect to teacher, stealing, profanity, etc.) will normally result in a student being assigned discipline points which could result in the student being suspended for a period of time designated by the dean and administrator.
- EXPULSION- A student will normally be expelled from ACA if they accumulate more than 25 discipline points in a semester, receive multiple suspensions, use tobacco, alcohol or illegal drugs, engage in immoral behavior, bring a weapon on to the campus, threaten or assault a staff member or student, or commit a serious violation of any county, state or federal law . Other infractions can also result in expulsion as decided by the administrator and approved by the School Board.

CONDUCT PROBATION: A student will normally be placed on Conduct Probation if one of the following conditions occurs:

- A student receives twenty or more discipline points, or two or more suspensions during a semester or two consecutive grading periods.
- A student receives two unsatisfactories in conduct on their report card during a semester or two consecutive grading periods.
- A student is a consistent discipline problem that seriously disrupts the functions of the classroom or school.

The student and parents will be notified in writing of the student being placed on probation, of the conditions of the probation, and of the requirements that must be met to be removed from probation.

## **REWARD SYSTEM/MERIT POINTS**

Students who receive no discipline points, including points for tardiness, during a grading period will receive a plain clothes pass. Teachers may also elect to give a student merit points when they observe the student displaying Christian character. Merit points will take away the same number of discipline points the student may have earned previously.

## GENERAL INFORMATION

### ATHLETIC OPPORTUNITIES

ACA offers girls in grades 7-12 the sports of volleyball, softball, basketball, and cheerleading. Boys in grades 7-12 can choose from the sports of soccer, basketball, and baseball. 5-6th graders may choose to play volleyball or basketball. A student must maintain the academic and conduct requirements set by the school and state guidelines and regulations to participate. A student must be in school by 10:30 A.M. in order to participate in any extra-curricular activity that day unless he/she is attending a scheduled appointment. A student who is absent from school may not participate in a game or practice on that day.

### CHEERLEADING

Cheerleading tryouts will be held each year to determine the Junior Varsity and Varsity squads. Guidelines explaining the details and obligations of cheerleading will be published annually by the coach. Each girl will be asked to purchase her uniform.

### CHILD ABUSE REPORTING REQUIREMENTS

**In accordance with state law and school policy, school staffs are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect to the proper authorities. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.**

### ARRIVAL/DEPARTURES TIMES/PROCEDURES -Grades K-6

- School begins at 8:00 AM. **Students may be dropped off no earlier than 7:30 AM.** Between 7:30-8:15 AM cars should enter the school parking lot via the east front gate and exit via the west front gate or the back gate. The back gate is "exit only" during this time frame. Students in grades K-4 and K-5 should go directly to their classrooms. Students in grades 1-6 should go directly to the mezzanine until the bell rings.
- School ends at 2:45 PM. Classes will be taken to the front entrance at this time. Students who walk home or ride their bikes should leave campus immediately. Students waiting for pick-up must wait in the designated area. Adults are asked to be extremely cautious in the parking lot area as they pick up children. Cars should stay in line and should keep moving through the drive. Cars should enter through the east front gate and exit the west front gate. If a parent needs to come into the building, they are asked to park their cars in the parking spaces

provided and not leave their cars in front of the building. Students who are not picked up by 3:00 will be sent to after school care. There is a charge for this service.

**For the safety of all concerned, parents are requested to keep their elementary children inside their cars while waiting to pick up their high school students.**

#### ARRIVAL/DEPARTURE TIMES/PROCEDURES - Grades 7-12

- School begins at 8:00 AM. Students may be dropped off no earlier than 7:30 AM. Between 7:30-8:15 AM cars should enter the school parking lot via the east front gate and exit via the west front gate or the back gate. The back gate is “exit only” during this time frame. Students should go to the mezzanine upon arrival until the bell rings. Students will be allowed to go to their lockers or restrooms. Homeroom begins at 8:00 AM and a student will be considered tardy if he is not in his/her seat at this time.
- School is dismissed at 3:00 PM and students should go to the rear entrance for pick-up. Parents should enter the parking lot from the east front gate and exit through the rear gate. The back entrance is an exit only from 2:30 to 3:15. Students who are not involved in an after school activity should leave campus immediately. Students who drive will be expected to drive carefully and lawfully. Driving privileges will be jeopardized if these rules are violated. Students who are not picked up by 3:15 will be sent to After School Care. There is a charge for this service.

#### AUTOMOBILE GUIDELINES

##### Parents

Parents who drop their children off at school are asked to follow these guidelines:

1. Please remember to park in designated parking spaces when you need to come into the building and speak with a teacher or someone in the office. It is a safety regulation for us to keep the front drive open at all times for an emergency vehicle.
2. Please remember to drive slowly on the school property. Children are not always as careful as they should be, so we as adults must drive slowly to avoid a potential accident.
3. Keep in mind the posted speed limits of the neighborhood. Many children are walking to and from school.

## Students

1. The ability for a student to drive a motor vehicle on school property is a privilege. This privilege is earned by a student demonstrating that he/she will drive responsibly and is mature and will not endanger other students or damage school property. This privilege may be revoked if the actions of a student cast doubt on his maturity and responsibility.
2. Students are allowed to drive their cars to school and should park in the back parking lot.
3. Students must drive slowly and carefully on school grounds and on the streets surrounding the school.
4. Students may not go to their car at any time during the school day without permission from a teacher or the administration. Students cannot be in the parking lot during the school day.
5. Students may not ride with other students (except siblings) when departing school unless the front office has received a note from the riders parents and the drivers parents.
6. Students are not allowed to drive themselves or other students to any school sponsored activity (field trips, athletic events, etc) unless specifically authorized by the administrator.

## BICYCLE GUIDELINES

Bicycle riders must obey all traffic signs and traffic flow directions. They are not to ride across the playground area or ride two on a bike at any time. All bicycles should be parked in the bicycle rack at the side of the building.

## BOY/GIRL RELATIONSHIPS

While on site at Aletheia public displays of affection are not permitted. This includes holding hands, kissing, hugging, etc.

## CARE OF TEXTBOOKS AND EQUIPMENT

Textbooks are to be covered and cared for by the student. A student is responsible for the care and condition of their textbooks. Workbooks or consumable books which are kept by the student should be clearly labeled with student's name. Fines will be assessed for lost books and damaged textbooks, library books, or other school-owned items. Damage to school property will result in the student paying for repair or replacement, as well as disciplinary action.

## CELL PHONES

Students may bring cell phones to school but cannot use them during school hours. An elementary student (grades 1-6) that brings a cell phone to school must give the phone to their teacher who will return it at the end of the school day. A student in grades 7-12 must ensure their phone is turned off and the phone must be left in the student's car or

locker. If a student violates the above policy, the student will be given the appropriate number of discipline points and the phone will be confiscated and held by the administration for 48 hours at which time it can be picked up by the student. The school reserves the right to examine the contents of a confiscated cell phone.

#### CHANGE OF ADDRESS

Parents are responsible for notifying the school office immediately of any change of address or telephone number (home or business). It is imperative that we have this information in case of emergency.

#### COMPLAINT OR PROBLEM PROCEDURE

Occasionally, during the course of the year, misunderstandings can arise between the teacher and a student, teacher and parent, parent and the school, etc. This is often the result of a lack of communication between those involved. Aletheia Christian Academy's policy for dealing with these situations and complaints is consistent with the teachings found in Matthew 18.

1. All questions, problems or complaints regarding a teacher should be brought to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the appropriate grade level supervisor or the administrator.

Please remember that misunderstandings can be worked out when brought to the parties which can resolve these matters, **BUT IT IS NEVER APPROPRIATE TO DISCUSS PROBLEMS WITH OTHER PARENTS, TEACHERS, OR ANYONE WHO IS NOT DIRECTLY INVOLVED WITH THE SITUATION.** This simply compounds the problem and often slows down the process of reconciliation. Please follow the proper lines of authority for any complaint.

#### ELECTRONIC EQUIPMENT

Electronic equipment such as laptop computers, CD players, IPOD's, Game Boys, MP-3 players, cameras, video cameras, etc. may be brought to school but must be turned off and left in the student's car or locker or turned into their teacher during the school day. If a student violates the above policy, the student will be given the appropriate number of discipline points and the electronic equipment will be confiscated until picked up by a parent. The school reserves the right to examine the contents of any confiscated device.

If a special event or project requires the use of a piece of electronic equipment, a student must obtain permission from a teacher or the administrator prior to using it.

#### FIELD TRIPS

Field trips are a part of the educational program of ACA and their purpose is to enhance learning by providing a practical supplement to a topic of study. Parents will be notified of the details and times of field trips and will be asked to sign a permission form.

Students will normally be transported by school bus, but on occasion, it may be necessary to use parent drivers to transport the students. Any parent who wishes to drive for a field trip must first fill out a Volunteer Driver Application Form and be put on the school's approved driver list. Parents may ride on the bus if there is room. Siblings that do not attend ACA are not allowed to ride on the bus. The appropriate dress requirements for each trip will be given by the teacher prior to the trip. Each class is limited to 3 field trips per year.

#### FIRE DRILL

Fire drills will be held monthly throughout the school year. Students should follow the instructions given by the teacher.

#### GYM USE

Student may not use the gym facilities without supervision by a faculty or staff member, either on school days or non-school days. Tennis shoes used on the gym floor must be made of non-marking materials. Open containers without lids are not allowed on the gym floor.

#### HEALTH ISSUES

##### A. Medications

**Students are not permitted to take any medication or to have any medication with them while at school or at a school function. All medication must be kept at the front office and administered by the school secretary.**

**If your child must take any type of medicine while at school, the following regulations must be observed:**

The procedure for administering medications to students at school is as follows: Parents must complete and sign an Authorization for Administration of Non-Prescription Medication form and file it with the school office before over the counter medications can be administered to their child at school with the exception of Tylenol and/or Tums which is covered on the student Emergency Information Registration Card. Prescription medications must be accompanied by a Doctor's Authorization for Administration of Prescription Medication form.

##### B. Fevers

*A child who has a temperature of 99.5 degrees or more must be picked up by a parent and taken home. We also ask that a student remain fever free for a 24 hour period before returning to school.*

##### C. Physical Examination & Immunization Requirements

The state of Florida requires that each student have on file in the school office an immunization record that shows that the student is current with all immunization requirements, and a copy of a Florida School Physical. **These requirements must be met in order for a student to attend Aletheia.**

Each student in grades 7-12 participating in after-school athletics is required by the Florida High School Athletic Association to have a sports physical examination each year. Physical forms and a copy of the student's birth certificate must be in the office prior to that student competing in any game or practice session. Sports physical forms are available in the school office or at your doctor's office.

#### LOCKERS

Each student in grades 6-12 is assigned a locker in which to keep books, supplies, etc. Below are the guidelines for locker usage:

- Inappropriate posters, pictures, etc. are not to be taped inside lockers.
- Stickers or other hard to remove items should not be placed on lockers.
- Nothing should be put on the outside of lockers except for temporary decorations for birthdays, sporting events, etc.
- Locks are not required but may be used. If a lock is used a key or combination to the lock, must be given to the front office.
- Students cannot switch lockers without the permission of the front office.
- ACA is not responsible for items taken from lockers or the locker room.
- Students are not to enter the locker of another student without prior permission.
- Lockers should be kept clean and neat.
- The Administration reserves the right to inspect lockers whenever it deems necessary.

#### LOST AND FOUND

All items left after school in an improper place will be taken to Lost and Found, operated by the school office. Unclaimed items will be disposed of after one week

#### LUNCH GUESTS

Students who desire to have a guest attend school with them or to come to lunch must first receive permission from the administrator. A student from another school will only be allowed to visit if he/she is a prospective student who has been through the interview process with the administrator. Lunch guests are limited to family members, pastors or youth pastors, and Aletheia graduates.

#### LUNCH PROGRAM

All students may bring their own lunch to school. The school will provide white or chocolate milk for a set fee. The money should be sent into the homeroom teacher at the beginning of each week. Our concession stand also offers a choice of food and drinks. Lunch cards are available in \$10.00 amounts and may be purchased from the office.

#### MUSICAL INSTRUMENTS

Personal musical instruments such as guitars, etc. should not be brought to school unless they are to be used as part of the worship team or a class project. The use of instruments must be under the supervision of a teacher.

#### NON-CUSTODIAL PARENT

Aletheia strictly adheres to court orders issued in the case of divorce or separation. Students are only permitted to leave school with the custodial parent, a parent who has joint custody of the student or persons authorized by the custodial parent. If there is ever any doubt as to the proper course of action to be taken, the custodial parent will be called before the student is allowed to leave the school.

#### OFFICE PROCEDURES

All visitors and parents are asked to come to the office when visiting ACA. Items such as lunches, books, and gym clothes that need to be delivered to students should be brought to the office where the secretary will see that they are delivered. Office hours are from 8:00 A.M. to 4:00 P.M. Students are allowed to use the office phone for any emergency.

#### RECORDING OF CLASSES

Due to privacy concerns and laws students are not permitted to make either video or audio recordings of any part of the school day without the permission of the effected teacher and the administrator.

#### SCHOOL BOARD

The Aletheia School Board reserves the right to change any policy or procedures that governs the operation of ACA at its sole discretion, and will give reasonable notice of these changes to all students and parents.

SKATES & SKATEBOARDS are not permitted on the ACA campus. This includes "heelies" and rollerblades.

#### VISITORS:

**Definition:** A visitor is defined as any person who is on the campus of Aletheia Christian Academy and who is not a registered student or a member of the school staff or Board.

**Policy:**

During normal school hours (8AM-4PM/ Monday-Friday) ...

1. The badge must be worn by the visitor so that it is easily visible to members of the school staff.
2. Staff members who observe a visitor on campus without a badge must politely challenge the visitor to determine who they are, why they are on the campus and then direct them to the front office to sign in if appropriate.
3. Classroom guests and vendors will normally be accompanied by the classroom teacher or maintenance worker, respectively, whenever possible.
4. When a visitor departs the school he/she must sign out in the front office and return their badge.

**Policy exceptions:** Visitors are not required to sign in and get a badge under the following circumstances:

1. While dropping off or picking up their child.
2. When they are in the school to attend an athletic event.
3. During large gatherings (involves more than one classroom) of the Aletheia community such as assemblies, special lunches, walkathon, etc.
4. When they are driving on a school field trip.
5. Families visiting Aletheia while considering enrollment do not need to sign in but will be accompanied by an Aletheia staff member at all times.

**WEATHER-RELATED-CLOSINGS**

In the event of bad weather, school closings will be announced over radio station WCOA 1370 AM and WEAR-TV/Channel 3. In the event of a hurricane or other weather related disruptions, Aletheia will normally be closed when the Escambia Public Schools are closed.

**WITHDRAWAL PROCEDURES**

Arrangements for withdrawal need to be communicated with the office for the proper transfer of records. All textbooks must be returned and all fees paid before a student's records will be transferred to another school.