

Welcome to Aletheia Christian Academy

Frequently Asked Questions



Orientation Information

Orientation occurs a few days 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 elementary teacher's classroom.

In the event that a family has more than one elementary student, it is recommended that the family visit the youngest classroom first and then the oldest sibling's classroom. 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.

Families with high school students will be free to visit each classroom to meet the teacher and obtain a class syllabus and class rules. New students will also meet briefly with a current student or two who will serve as an ambassador the first few days of school to make sure that the new student is made comfortable and has someone who can help them.

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.

SCHOOL HOURS: Elementary 8:00am-2:45pm; Middle/High School 8:00am-3:15pm

FIRST DAY OF SCHOOL!

Arrival:

Students may be dropped off beginning 7:30am. Please drop off ALL students in the front of the school. Students should go directly to their classroom where they will be supervised until school begins 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.

Elementary Dismissal:

You will be given a card with your last name written on it to use during elementary dismissal. Please place this placard on the reverse of your visor so that the teachers who are loading children at dismissal will

know who you are picking up.

****Please note that only parents are allowed to pick up children unless the parent gives permission for someone else to pick up their child. Should you wish to designate someone else to pick up your children, we will need a copy of their driver's license on file, along with a written note from you giving permission for them to pick up your child.**

If your child is attending the Pre-K or Kindergarten Half Day program, please pick your child up at the front of the school between 11:30am and 11:45am.

Normal elementary dismissal begins at 2:45pm and continues until 3:10pm. Please pick your child up in the front of the school. Children not picked up by 3:10pm will be escorted to After School Care. There is an hourly charge for this service.

The After School Care program ends at 6:00pm. A late fee will be charged for pickup after this time. *Please note: Due to DCF regulations, all VPK students must 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.

High School Dismissal:

Normal high school dismissal begins at 3:15pm and continues until 3:30pm. Students will be picked up at the front of the school. If your job prohibits you from picking up your 7th-12th grade student by 3:30pm, please contact the school so that we can assist you.

FREQUENTLY ASKED QUESTIONS:

Where can I find the school supply list?

The school supply list is available for download at www.acalions.org under the “resources” tab. It is also listed under “Resources” in the FACTS Family Portal. You may also pick up a supplies list in the front office.

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 to the top of the knee when standing.

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

You can purchase PE uniforms through our PE Department. Your order will be delivered to the school and distributed to your student. (PE uniforms are required for 5th through 9th grade.)

When will I get my books?

Your teacher will assign your books to you on the first day of school.

Can I purchase lunch at the concession stand?

Students in grades 1-12 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.

How do I contact my student's teacher?

Email is the best and most efficient way to contact teachers and school staff. You may also send a note to the teacher or call the school office and leave a message for the teacher to contact you.

How will I know my student's grades and homework? (elementary)

Teachers update FACTS SIS gradebooks as they grade papers. You may log into your Family Portal account to access your student's grades. Please remember that though a child may take a test on Tuesday, the test may not be graded that day.

Homework is posted for the week on FACTS SIS by Monday mornings. 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 our students.

Where do I find the handbook?

You may find a copy year-round in FACTS SIS Family Portal under "Resources."

What do I do if my child is late to school?

If your student child is late to school, please bring them to the front office window to sign them in. They will receive a pass and then may then go directly to their classroom.

How do I request make up work when my child is absent?

For elementary students, inform the teacher via e-mail that you would like to pick up your child's make-up work. Normally, the books and work are ready by 3:00pm that same day for you to pick up. High school students may send someone to get the books they need from their lockers. Assignments and homework should be posted in the FACTS Family Portal. Any questions should be emailed to the teachers.

How do I request a pre-arranged absence?

If it is necessary for your child to be absent because of a family circumstance, parents would need to fill out a pre-arranged absence form and turn it in to the principal for approval. The form can be picked up in the front office or it is accessible on the school's website under "Resources," and under the "Resources" section of FACT Family Portal.

Please read the Pre-Arranged Absences section in the Parent-Student Handbook (found in the FACTS Family Portal under "Resources") for rules pertaining to pre-arranged absences.

May my child bring his/her tablet or laptop to class?

Please do not allow your elementary child to bring expensive items such as tablets or laptops to class. Students are not allowed to access digital information unless they are given permission by the teacher. Teachers choosing to employ technology in learning will provide a device for their students to use for the assignment.