



Family Handbook 2019-2020

MISSION, VISION, VALUES, VERSE, LEADERSHIP DEVELOPMENT, HISTORY

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Mission: Ascent Christian Academy educates and leads students to an enthusiastic commitment to Christ that inspires them to impact their world in powerful ways.

Vision: Students at Ascent Christian Academy are challenged to become leaders who achieve academic excellence as they effectively prepare to use their gifts and abilities to follow God's purpose for their lives.

Verse: Ephesians 2:10 For we are God's masterpiece. He has created us anew in Christ Jesus, so we can do the good things he planned for us long ago.

VALUES

Christ-Centered

- Jesus is the Way, the Truth, and the Life
- Christ is before all things, and in Him all things hold together
- We purpose to know Christ and to become like Him
- We seek Christ's preeminence in all things

Academic Excellence

- Our teaching is in harmony with Scripture
- We prepare students for college, career, life, and to live in light of eternity
- Our education meets or exceeds State/National standards
- We use proven, effective teaching methods
- Our students perform at their full potential

Community

- We love one another as Christ first loved us
- We delight in God's grace, extend it to others, and foster its growth
- We practice accountability and uphold one another to high standards
- Our students are committed to building community and serving others

Leadership Development

ACA strives to develop qualities of leadership in every student, empowering students as they seek to fill roles at school as well as preparing them for the future roles in their homes, churches, workplaces, and community.

We guide them to become audacious visionaries who effectively communicate through critical thinking. ACA teaches students to be responsible stewards who use their creativity to extend beyond barriers placed before them. We motivate students to move forward with entrepreneurial mindsets to not only become lifelong learners but to guide others through spiritual discipleship while facing each step of their journey with the highest of integrity.

School History

Under the direction of the Lead Pastor of Barefoot Church, Clay NeSmith, the vision for a Christian school was put into action. After two years of prayer and planning, the school's founder, Dr. Ann M. Black, established Ascent Christian Academy in 2018. ACA was established as an educational ministry of Barefoot Church to be a school that not only excels in education but develops and builds its students into leaders. ACA is a school that reaches out to the community, and provides engaging, hands-on, project-based learning.

ACA was accepted in to the South Carolina Association of Christian Schools as a member school in April of 2018 and is in the process of becoming accredited through SCACS. We are also members of the American Association of Christians Schools as well as Exceptional SC.

PHILOSOPHY AND PURPOSE

We are grateful for the history and heritage of Barefoot Church, but we also know that God is positioning His church for greater work in the future. It is remarkable to witness how He has planted the school in North Myrtle Beach, South Carolina, a vibrant and growing community. We are proud of our school, and we look forward to serving and growing with this wonderful community and its families.

Ascent Christian Academy aspires to see students achieve academic excellence and leadership advancement in all they do. With that being understood together, our goal is to bring a Biblical worldview into our curriculum, projects, guidelines and regulations. It is the hope and desire of the administration and staff that each student will have a strong respect for the philosophies and purposes of Ascent Christian Academy.

Christian Education

Christian based education requires three components in order to make a successful school career for students; the home, the school, and the church. ACA partners with the family to build student's character, leadership, Biblical knowledge and application, reasoning and problem solving skills, all while placing the highest of value on the importance of gaining a solid educational foundation.

When the family and school are in agreement and working together, the outcome will be the development of men and women who are firmly grounded in truth and able to fully lead out as they enter adulthood.

Ascent Christian Academy is a ministry of Barefoot Church and is the extension of the church and student's home working together to bring a Biblical perspective through God's principles to every academic discipline.

For this reason, we employ only teachers who have come to the acceptance of Jesus as their personal Lord and Savior. We want to ensure all teachings at ACA come from adults whose lives represent having a relationship with Jesus.

Statement of Nondiscrimination

Ascent Christian Academy admits students of any race, national or ethnic origin, and grants them all rights, privileges, programs, and activities generally accorded or made available to students of ACA. ACA does not discriminate on the basis of race, national or ethnic origin in its

administration of its educational policies, admissions policies, and athletic or other school administered programs.

Specific requirement for K4 and Kindergarten.

K4 – students must be four years old by August 31. K4 classes are Tuesday, Wednesday and Thursday from 9 am – 1:00 pm.

Kindergarten students must be five years old by August 31.

All students in our K4 and Kindergarten classes must be fully toilet trained. Pull ups or similar training pants are not allowed. Children must be completely independent in the bathroom, without help or presence of a teacher.

General Admissions Procedure

Families considering enrolling their children at ACA should follow these steps:

- Obtain an information packet either in person or visit the online site.
- Complete and submit an application with the non-refundable application fee.
- The administration will schedule a testing session to determine placement if entering grades 3-12.
- Review and discuss the Family Handbook with the Principal.

We are a Christian faith based church school and are a ministry of the Bible believing Barefoot Church. Our standards are set and families not willing to allow their children to follow the teachings of the Bible will not be happy with our school.

Following the above steps:

The Principal will meet with the superintendent to make the recommendation regarding enrollment.

The school will send a formal communication informing the family of the decision. If the student is accepted, the family will receive information on the steps required to complete enrollment. At that time, within 5 days the family will be required to pay the deposit fee or if late enrollment the curriculum and technology fees are required along with either full tuition payment for the year or a monthly payment plan will be set up using the ACH form. Parents will also provide a copy of the child's birth certificate, social security card, and immunization record.

Placement Examination

To maintain the excellence of our academics and ensure that each class can fulfill its potential, Ascent Christian Academy requires that students enrolling take our Placement examination. This will allow for proper curriculum and placement of students.

ATTENDANCE

It is important that each student attend ACA faithfully. We recognize that certain absences are unavoidable and that parents may take their children out of school when they consider it necessary. Such absences, however, may place an extra burden upon both the student and the

teacher to complete missed work and may jeopardize the student's opportunity to receive credit for a given subject. A student must be present for a certain number of hours of the school day to be considered present. Kindergarten-12th Grade – 3.5 hours.

Absences

If a child must be absent, the parent is responsible to call the school to inform of the absence. Following any absence, the parent must send a written excuse to the school on the day the student returns. Students will take the note to their teacher.

An absence is considered excused due to:

1. Personal illness.
2. Medical/dental appointments that cannot be scheduled as to not interfere with classes.
3. Serious family emergencies, or death in the family.
4. The days missed do not fall under the unexcused absence days on the school calendar.

Students will be assigned "Make Up Work" when a note from the parent stating one of the above reasons is the excuse for the absence.

Absences not defined above will be considered unexcused. Work that is turned in late because of an unexcused absence will be considered late work and may receive an academic penalty. Homework and tests will be due at the teacher's discretion without the usual make-up privileges.

Students with an unexcused absence on the day of an exam will not be allowed to make up that exam.

Family or church activities will NOT be considered excused unless the following has taken place:

- The office has received written notice at least one week in advance and the student has filled out a pre-excused form.
- All work that will be missed is completed and turned in within one week after the absence.

Accumulated Absences

If a student has more than 10 excused or unexcused absences during a semester, the Principal will call a meeting with the parents to discuss further action.

An absence for a school-related activity will be excused and will not be counted toward a student's total absence.

Juniors will be allowed two days for college visits and Seniors will be allowed three days. These are not included in the ten-absence limit if the following conditions are met:

1. The student is passing each class;
2. The student or parent clears the visit with the Principal at least five days prior to the absence;
3. The student makes suitable arrangements with each of his/her teachers regarding missed work, tests, and other assignments at least two school days prior to the absence; and
4. The student brings a letter or note from the college admissions department or similar note, and turns it into the office no more than two days following the absence. All four of these conditions must be met for the absence to be excused.

Performance Attendance

Fine arts are an integral part of the education at ACA. Attendance at scheduled performances is a requirement for the class. Any student absent from a performance will not receive credit for that performance.

Students who are tardy or absent must provide a written explanation from a parent explaining the nature of the tardy or absence. It is the student's responsibility, not the teachers, to have a note explaining the reason for an absence or tardy.

Participation in Extracurricular Activities

Students participating in elective extracurricular activities will be expected to be in attendance at school the full day (more than 3.5 hours) on which the activity occurs.

Absences excused due to doctor appointments, emergencies, and administrative exceptions are excluded in this policy.

Make Up Work

A student who is absent, with either an excused or unexcused absence, will be responsible to make up all work. If a student is absent, the student should be prepared to receive tests and homework on the day of their return to ACA. Students with multiple excused absences will be given the number of days absent, plus one additional day, to make up the missed work. An exception to this policy may be made for a long-term assignment due during the absence and tests assigned before the absence. That work or test may be due the day a student returns to school. If the work is not turned in upon arrival at school or not made up on time, it will be handled as explained in the section of the handbook entitled "Late Work" found under the "Academics" heading of the handbook.

Elementary teachers work with their absentees on an individual basis to get make-up work completed. Secondary students should use the forms available from the office to expedite make-up work.

1. The Absence Make-Up Form – This form is used to record assignments to be completed for each class missed during an absence. It is obtained from the office the day the student returns to school to be signed/initialed by each teacher as the make-up work is assigned. This form is the student's readmission slip back into class following the absence and will be required by the teacher upon the student's return.

3. The Pre-Excused Absence Form – This form is used to record assignments to be made up by a student who knows he is going to be absent in the near future. Teachers sign/initial the form to indicate that the assignments listed are correct. Upon returning from a pre-excused absence, the student will secure the Absence make-Up Form (described above) to be readmitted to class and to get an update on covered material.

Tardiness

Promptness is an important aspect of character and a measure of school citizenship. Students will be considered tardy if they are not in the classroom and prepared for the day when class begins. School begins at 8:00am. Students are tardy after 8:10 am.

Students who are tardy to school must be signed in at the front office by a parent. Consideration for excused tardy will be given to students who arrive late due to inclement weather, unavoidable transportation difficulties, and medical appointments. Frequent unexcused tardiness will result in detention time. Every four tardies will result in an unexcused absence.

ACCREDITATION, CURRICULUM

Ascent Christian Academy is a member of the South Carolina Association of Christian Schools as well as seeking accreditation through SCACS. ACA also holds membership with the American Association of Christian Schools (AACS.) We are also a member of Exceptional SC. The administrative staff and the instructional staff are well qualified to perform their work.

Excellence

We strive for excellence and to excel for the purpose of bringing glory and honor to God. Our goal is to reach for excellence in every academic subject as well in our extracurricular activities.

Curriculum

The Bible says that the wise accumulate knowledge—it is a true treasure, Proverbs 10:14. Bible study is a recognized part of the curriculum at ACA. All students have Bible classes each academic year.

We use a variety of curriculum to enhance each student’s individual learning style.

Homework

We strive to limit homework as much as possible. Homework will be given to help students advance in their studies. Students are expected to complete homework assignments in the time frame given. Homework may be given for remedial reasons, or to enhance assignments and projects relating to school academics. Continued failure to complete homework assignments will result in disciplinary action and ultimately in dismissal.

ACADEMICS

Late Work

Assignments, quizzes and tests not submitted according to the schedule may receive an academic penalty. For secondary students, there will be a ten-point reduction per day that the assignment is late. Late assignments will not be accepted after the third day and will receive a zero.

Exams

All academic levels will be given the Iowa Achievement Test through AACS each year.

Cheating

Also see “Plagiarism.” Cheating is defined as any unauthorized communication before or during any grading event or any attempt to receive unauthorized assistance before or during a test, homework assignment, or project. If you are considering getting or receiving help on your work, it is always a good idea to ask your teacher first. Cheating will result in a zero for the assignment/test and may be cause for immediate suspension. Additional cheating incidents will result in longer term suspensions and/or expulsion.

Plagiarism

Plagiarism is treated as a serious offense at ACA because it is a denial of two key purposes of the school:

1. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity. It is a combination of stealing, lying, cheating, and laziness. It violates the distinctly Christian perspective on which ACA is based.
2. Plagiarism is an attack on academic integrity, in that the student is seeking to circumvent the learning process and receive grades which he/she has not earned.

With readily available internet access, it is very easy for students to plagiarize. Therefore, ACA imposes stiff penalties for plagiarism. Ease of access does not justify violation of scholarly standards.

Penalties for plagiarism are severe. They include both academic and disciplinary consequences. These will apply for both minor plagiarism such as use of non-attributed quotations occasionally in a paper, and more extensive plagiarism such as copying an entire paper from another source, with only minor editing.

Extra Credit

Some teachers may give opportunities throughout the year for students to gain extra credit. Extra credit points will be made available only to students who have completed all assigned work to the best of their ability. Students are encouraged to take advantage of extra credit when given. However, extra credit will not be given for the purpose of bringing a student's overall grade up due to missing assignments or failure to study for tests.



GRADING

The grading key is as follows:

A+	100-98	B+	89-87	C+	79-77	D+	69-67		
A	97-94	B	86-84	C	76-74	D	66-64		
A-	93-90	B-	83-80	C-	73-70	D-	63-60	F	59 or below

Progress Reports

Progress reports will be given at specified times throughout the year.

Report Cards

Quarterly Report cards will be sent home with students to give an accurate indication of the progress, or lack thereof, being made. Each student is evaluated academically and may also be scored in the area of self-government. The academic grade is based upon the average for daily work, quizzes, tests, and projects. Exams are calculated into the semester averages. Additional marks reflect effort and conduct.

Self-government marks are aimed at the development of Christian character. We emphasize the following qualities in the lives of all students:

Attentiveness - Pays attention to instructions and listens closely

Attitude - Portrays respectful sentiments toward others

Industry - Has diligent habits of attention to business and study

Initiative - Begins work on one's own

Conduct - Exhibits positive behavior

Reliability – Accepts responsibilities and is dependable

A grade of E (excellent), S (satisfactory), N (need improvement), U (unsatisfactory) will be used to evaluate the student in these self-governing qualities.

Academic Probation

We believe that any student who truly desires to succeed will do so if they are willing to work diligently. Any student who receives a grade of “F” in any subject or who has a cumulative average below 70 on their report card will be placed on academic probation for the following quarter. Under academic probation, a student will be ineligible for any church or school related extracurricular activities and will be required to meet with the teacher of any class they are failing on a weekly basis.

Academic Eligibility (between grading periods) for Extracurricular Activities

All students who participate in extracurricular athletics, clubs, church activities, etc., are first and foremost students. Maintaining academic excellence is required and expected of all ACA students.

ACA has the following athletic eligibility requirements.

- Students who earn failing grades in any class will be ineligible, as of the date of the eligibility check, for three weeks, at which time eligibility will be restored if the student's grades improve to passing. Ineligible students will not have eligibility reinstated before the three-week checkpoint, unless the grade is changed as a result of a mistake of the teacher. Ineligible students may be allowed to continue to attend practices, at the discretion of the coach or Athletic Director. Ineligible students will not be allowed to dress out for games, travel with the team to away games, or be dismissed early from classes.
- Eligibility checkpoint dates occur approximately every three weeks. It is our hope that student's academic performance would be enhanced during the sport season rather than hindered. Athletes who maintain academic eligibility for a minimum of one-half of the sport's season will be allowed to participate in the postseason play.
- Athletes who leave school early for competition are responsible for contacting, in advance, the teachers whose classes they will miss, and making arrangements for missed work. All assignments are to be turned in before the students leave school. Tests are to be taken no later than the next school day, unless other arrangements have been made with the teacher ahead of time. It is not the teacher's responsibility to go to the

student athlete, either to arrange make-up work or to collect assignments; it is the student athlete's responsibility to initiate these arrangements.

- Students arriving to school late or leaving school early may not participate in any athletic events that day if they have missed four or more full class periods.

Requirements for Student Government

Students who desire to be involved in student government must maintain a minimum academic average of 80%. Students nominated for student government must also acquire two faculty recommendations.

American Christian Honor Society

Sophomores, Juniors, and Seniors may qualify for Honor Society when they achieve (and maintain) a cumulative 3.0 GPA for the semester in which they are being inducted. Qualifying students must also acquire both a faculty and administrative recommendation.

Promotion or Retention

Students in Grades 1 and 2 must pass reading and mathematics in order to be promoted to the next grade.

Any student in Grades 1 through 8 who earns two failing grades in core classes for the year may be retained. If a student fails a grade twice, he may be ineligible for re-enrollment.

Any student in Grades 9 through 12 who fails a core subject or non-elective (more information in next section) will be required to obtain a passing grade in order to graduate.

Summer School

Summer school is a requirement for students in Grades 6 through 12 who fail a subject that is a prerequisite for promotion to the next grade. Any student attending summer school must be registered at ACA for the coming school year.

Rank in Class

ACA ranks its students in accordance with the Uniform Grading Scale policy as designed and approved by the Commission on Higher Education. Parents may access the rank of their student for the office at any time following the completion of their students 9th Grade year.

Calculating Grade Point Average

The grade point average is calculated according to the South Carolina Uniform Grading Policy. Credits are based on the Carnegie Unit and is a minimum of 120 hours of class or contact time with an instructor over the course of a year at the secondary level.

Graduation

To receive a diploma, a student must be enrolled at Ascent Christian Academy for at least 6 months.

SCACS recommends that graduates of ACA, and all Christian schools in its association, take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT) before graduation. Students are reminded that it is their responsibility to see that sufficient credits are earned for graduation. Students must complete all requirements for graduation in order to

participate in commencement exercises. In addition, each family's financial responsibility must be paid, and all disciplinary concerns, such as detentions, must be addressed.

Release of Transcripts

Report cards, transcripts, and diplomas will not be issued at the end of the year or released to a new school during the year, unless all tuition and school fees are paid, and all scholastic requirements have been met. Official transcripts will not be released directly to students or parents, but unofficial transcripts are available upon request. Seniors desiring to apply to colleges and universities should provide a written request to have their transcript sent to the specific college or university.



COLLEGE PREPARTORY DEGREE

English	4
Mathematics	4
Science	3
US History	1
Economics	.5
American Government	.5
Other Social Studies	1
Computer Science	1
PE	1
Occupational Specialty	0
Foreign Language	1*
Electives	7
Total	24

*Although South Carolina only requires one unit for graduation, nearly all 4-year colleges and universities require two units of a foreign language and some require three units.



CONDUCT

Standards of Conduct

Learn to live above reproach: So well as to preclude any possibility of criticism. In other words, don't put yourself in questionable situations.

You are expected to conduct yourself in a manner worthy of being called a Christ follower. Will you mess up? Yes! Will you make mistakes? Yes! You are human, so mistakes are going to happen. Living above reproach takes thought, time, and prayer.

At ACA, we help to mold our students into leaders, and they are expected to act like one at all times, on and off of school property. They must guard their actions and speech by not allowing themselves to be put in a situation that will cause their integrity or motives to be questioned.

The following items exemplify the standards of ACA conduct, which will help us have a school that is orderly and is filled with students of integrity:

All students should:

1. Show respect for those in authority over them, whether at school or away from the school.
2. Respect the feelings and property of others.
3. Avoid offending and hurting others by careless and thoughtless words, words that may be a stumbling block, gossip, backbiting, or slander.
4. Recognize that using vulgarity, profanity, euphemisms, and lying has no place in their life.
5. Refrain from activities that are not honoring of God such as immorality, drinking, drug abuse, engaging in pornographic materials, and students should always dress modestly.
6. Not have in their possession, or make pretense of using, or encouraging others to use illegal drugs, tobacco of any kind, smoking paraphernalia, and alcoholic beverages, at or away from school. Violations of this nature will result in automatic suspension and/or dismissal from ACA.
7. Maintain a standard of kindness, hospitality, and courtesy.
8. Handle disagreements privately and respectfully with the other party and attempt to reconcile before bringing the issue to a higher authority. (Matthew 18: 15-16)
9. Avoid fighting! Fighting between students will not be tolerated. Any type of physical altercation between students will be thoroughly investigated and dealt with promptly. The minimum disciplinary action for fighting will be suspension. Retaliation is not acceptable. (Luke 6:27-36)

Any student found in violation of the code of conduct will meet with their teacher and/or principal to put a plan of improvement in place and the student will be given a plan for correction. The parent will be contacted.

High standards of conduct are expected of students at ACA. **The administration has the right to withdraw any student who they believe is in violation of the school's code of conduct, practices or philosophy.**

A student living in violation of one of the aforementioned standards displays an area of need in their life. A teacher or administrator aware of the need may therefore point out the problem to the student and communicate the sphere of concern to the parent. At that time, those involved in counseling may consider it necessary to employ some form of discipline to help the student mature in the given area. If the problem persists, more severe discipline may be in order.

Classroom Expectations

Although each teacher will have specific classroom procedures to be followed, as a school-wide standard, we expect adherence to these basic rules:

1. The student should not speak out in class without first securing permission from the teacher.

2. The student should not leave their seat without permission.
3. The student should always give the teacher their full attention while they are teaching.
4. The student should always address and reply to the teacher with respect. All students are to address adults as Mr., Mrs., or Miss. Out of respect for the administration and faculty, we ask the parents to set the example in this regard when speaking with or about school personnel.
5. Avoid negative attitudes and responses.
6. The student should not engage in running, shoving, yelling, and other boisterous behavior or “horse-play” inside the building or during inappropriate times outdoors.
7. No “bullying” (physical, social, or verbal) or mistreatment of fellow classmates.
8. No gum chewing allowed on campus at any time.

Any student not complying with the above standards is subject to a meeting with the principal, and any student consistently in conflict with any policy of the school will be subject to disciplinary action.

Ascent Christian Academy uses both positive and negative discipline to instill in student's behavioral patterns, and attitudes that will produce self-disciplined lives. Discipline is administered in love as a preventive or corrective measure, and each student receives correction according to their grade level and offense. Please refer to the discipline heading of the handbook for complete details.

MEDIA

Most of the material that is portrayed in movies, television and in music is completely opposed to the truths of Scripture. Media and music that overtly or inadvertently portrays and/or promotes sexuality, sensuality, corrupt language, lying, adultery, immorality, disrespect, rebellion, stealing, deception, drug use, disobedience, and other anti-biblical themes will have a corrupting influence on the lives of young people. The Bible commands us not to put any wickedness before our eyes (Psalm 101:3) and therefore we urge our students and parents to carefully set viewing and listening standards. ACA does not allow students to bring any music playing devices or use of cell phones for the use of playing music on campus unless authorized by the teacher.

If at school, we determine that a student is involved in using these kinds of media and is seeking to influence others in these areas, disciplinary action will result. We recognize that our school has no authority to set viewing or listening standards for families. We do, however, hold a sacred trust for all who attend. Many families choose our school as a place of refuge and security from the philosophies and deeds of the world. They do not want their children influenced by these things. For their protection, therefore, we wish to establish minimum standards in these important areas of concern. A difference in standards between what the school allows and what parents allow will be seen as an inconsistency by the student and will, inevitably, produce problems for the parents and students.

In an effort to be blameless, ACA may at times err on the side of caution on this issue.

Ascent Christian Academy's dress standards are based on appropriateness and neatness. Clothing must be modest and must be appropriate for school. (1 Timothy 2:9; 2 Corinthians 6:17) Failure to follow these guidelines will result in disciplinary action. Please refer to the "Discipline" heading of the handbook for complete details. Students wearing inappropriate apparel will be sent to the office and be required to change into the appropriate attire. If the office does not have necessary clothing, students will call a parent to bring a change of clothes. Missed school work must be made up through arrangement with the teacher.

ACA realizes that personal tastes and standards vary, and we respect that; however, in order to have our students display an acceptable school appearance, we feel that the following standards are necessary.

Regular School Dress

General Information for all students

1. Students may not wear flip-flops. Sandals are acceptable.
2. Regular school dress should be worn for all activities unless otherwise announced by the administration.
3. Since room temperatures are carefully monitored, coats and heavy outerwear should not be worn in the classroom. Light jackets and ACA hoodies are acceptable.
4. School shirts or school hoodies are required to be worn in Grades K through 12.

Specific requirements for students in Grades K through 12

Boys

1. Boys must wear socks with their closed toed shoes.
2. All ACA school shirts should be neat, clean, and in good repair. Overly tight clothing or overly loose/baggy clothing is not allowed. Undergarments are not to be visible. All buttons except the top button must be secured.
3. Boys are not to wear any type of facial or head jewelry.
4. Pants and jeans must be worn on or above the waistline. Pants and jeans that are torn or cut may not be worn during school hours. Pants and jeans should not have an inseam that is too short for them to be worn on or above the waistline. Shorts can be worn but must be knee length and worn above or on the waistline.
5. Hair should be clean. Hair color, style or length is not an issue.

Girls

1. All ACA school shirts should be neat, clean, and in good repair. Overly tight clothing or overly loose/baggy clothing is not allowed. Undergarments are not to be visible. All buttons except the top button must be secured.
2. Girls may wear pants, jeans, shorts, or skirts. All must be worn on or above the waistline. Pants, jeans, skirts or shorts that are torn or cut may not be worn during school hours. Pants,

jeans, and shorts should not have an inseam that is too short for them to be worn on or above the waistline. Skirts must hit the top of knees when standing or sitting. Shorts can be worn but must be, at the shortest, mid-thigh in length.

3. Girls are permitted to wear jewelry.

4. Leggings may be worn with the ACA shirt as long as the shirt covers the student's behind completely. Leggings can be worn with a skirt or dress.

5. Hair should be clean. Hair color, style or length is not an issue.

The administration will be the final judge on any item in question concerning dress and appearance.

Physical Education

ACA physical education t-shirts are to be worn by all students in Grades 6-12. Students in Grades 6-12 will bring solid black athletic shorts or black athletic pants and tennis shoes to wear each day they have PE. PE clothes must be loose fitting. PE clothes must be taken home and washed between uses.

Extracurricular Dress

On extracurricular dress, the following relaxed and activity dress requirements are privileges that are meant to be followed just as closely as the regular school day dress code. These privileges can be withdrawn by the administration if students do not comply. Non-uniform tops may be worn but cannot be low-cut, tight, revealing, immodest, or sloppy in appearance. Low-cut necklines and crop tops are not appropriate. All tops should be long enough to permit a student to raise their arms above their head without exposing their abdomen. No spaghetti strap or crop tops. Jeans, shorts, and other bottoms must follow ACA dress code.

To measure a low cut, the neckline should not exceed the hands width from the collarbone. With fingers pressed tightly together.

Dress Down Days

Students may pay \$2.00 each on Friday's to wear clothing other than the assigned ACA dress code. Clothing on these days will be the same as outlined in the extracurricular dress section. See the Discipline section for ways students can earn vouchers to have the \$2.00 fee waived.

Special Events

From time to time, there will be exceptions made to the dress code for special events or if students are out in the community and we want them to display ACA proudly by wearing an ACA t-shirt. The dress code will be announced if different for specific Fridays or special events.

Formal Dress Standards (Secondary Students)

Students may have the opportunity to take part in formal banquets. All dress must be checked by the faculty member in charge of dress check prior to the banquet. Ladies apparel should be loose so that the outline of undergarments cannot be seen. The length must come to the bottom of the knee. Slits should be no higher than the bend of the knee, even when seated. The neckline cannot be any lower than the girls "hand-width" with the first finger on the collar bone.

The backs should be no lower than the armpit line. Sleeveless dresses are permitted if the width of the shoulder strap is at least 2 inches and all sleeveless dresses are subject to approval. Spaghetti strap dresses and strapless dresses may be worn only with an opaque jacket. Shawls and wraps are not allowed in place of a jacket. If a dress requires a jacket, that jacket must be worn for the entire event. Men should wear dress coats and ties. If anyone shows up to a formal event in unapproved dress, or wearing an approved dress in an unapproved way, they will be asked to leave or will have to wait for someone to bring them appropriate dress.

Performance Attire Standards

ACA has a standard performance attire that student's wear for all concerts and fine arts competitions, allowing us to present a more formal appearance. The clothing that has been selected is the culturally expected standard for concert attire. Our desire is to introduce students to classical performance etiquette and to ensure that ACA meets these expectations.



DISCIPLINE

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives. (Prov. 25: 28) and to aid young people in the development of Christian character. We want to help each student understand his responsibilities and to accept the consequences for their own actions. Discipline of the student is the joint responsibility of the family, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student.

The Bible gives several principles regarding orderliness. Thus, at ACA, consistent discipline is maintained while tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for the students. Likewise, misbehavior is dealt with firmly and consistently.

The teacher handles most discipline issues in the classroom. If the teacher has to correct the student for multiple infractions, they may contact the parents of the student to inform them of the recurring issues and seek parental correction of the difficulty. If parental involvement with the situation proves to be an ineffective remedy, the issues may be referred to the administration, who will counsel and perhaps impose further discipline.

If a parent has a concern or question regarding student discipline, or some discipline related situation occurs that is not understood, the parent should discuss it with the teacher. If the situation remains unresolved, the parent may then consult the administration.

Elementary Discipline Policy

Each elementary child is expected to follow the directions and instructions of their teacher. To encourage proper behavior, teachers employ a variety of positive rewards (verbal praise, notes and texts/phone calls home for good behavior, and class rewards – including vouchers to buy products at the school store as well as vouchers for free Dress Down Days. Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their ultimate goal is to encourage students toward proper and right behavior. These disciplinary actions may include, but are not limited to, loss of

recess, loss of rewards, verbal, notes or phone calls to the parents, or discussion with the principal. Fifth graders will be subject to secondary disciplinary policy on a limited basis. No corporal punishment is used on any child at any time.

Secondary Discipline Policy

With increased independence for secondary students, some actions requiring disciplinary actions are character development issues while others are issues of the heart. Character development issues (Level 1) tend to be accidental and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues (Level 2) are those actions that are deliberate and reveal a heart issue. The resulting discipline policy shows ACA's efforts to encourage students towards self-discipline while providing consequences for deliberate behaviors of insubordination.

LEVEL 1

Lunch detention is given to students who receive two of the following infractions in a class. These infractions may have occurred during a single class period or over a series of class periods. These infractions are the following (if warranted, a teacher may add to these infractions):

- Tardy (unexcused)
- Unprepared for class
- Dress code violation
- Disturbing class
- Failure to turn in work
- No parent signature

Detentions are given at the discretion of the teacher. Repetitious offenses may indicate a heart issue and result in Level 2 consequences.

LEVEL 2

A Discipline Referral is written for students who chose to disregard the authorities placed in their lives. These referrals are submitted directly to the principal for immediate disciplinary action to include one or all of the following: a phone call home to parents, in-school suspension, out-of-school suspension, or loss of extracurricular privilege. These infractions are the following (if warranted, a teacher may add to these infractions):

- Disobedience
- Disrespect
- Deceitfulness
- Destruction of property (restitution may also be required)
- Inappropriate physical contact. Depending on the infraction, additional consequences may be given

Chewing gum in school and eating food in class without the teacher's permission are considered disobedience. Depending on the circumstances of the infraction, additional consequences may be given. Repeated offenses in these areas (Level 2) will result in more severe consequences, such as extended suspensions (ISS or OSS), or expulsion.

LEVEL 3

Level 3 offense will result in a discipline referral in which multiple days of out-of-school suspension, probations, or a combination of consequences will be assigned. These offenses include, but are not limited to, the following: stealing, cheating, forgery, fighting, vandalism, leaving campus without permission, skipping school, threats, and harassment.

LEVEL 4

Some violations of the student code of conduct or other school policies are grave enough to merit immediate, serious discipline. The school reserves the right to discipline a student, up to and including probation or expulsion, for a more serious offense, such as sexual misconduct (heterosexual or homosexual), repeated suspensions, the use of any illegal substance (including alcohol and tobacco in any amount), or promotion of any such conduct by word or deed.

Students who have been suspended or put on probation from the school will not be allowed on campus (during school hours or after-school events) without the specific permission of the school administration. They may lose all credit for all courses in that semester and will not be allowed to take final exams or turn in course work for credit.

Suspension from School

Suspension from school, or out-of-school suspension is a very serious matter. Parents will be contacted before the suspension is to be served. When a student is suspended, they must complete all missed work and take tests and quizzes missed according to the absence policy. There will be academic consequences for suspension. Suspension may result in a revoking of privileges and positions of responsibility and trust.

Disciplinary Probation

If it is found necessary to put students on disciplinary probation, it will be as the last resort before dismissal from ACA. The schools administration will review probation situations periodically. Students who have long-term behavioral probations will be asked to withdraw from the school.

Readmission After Disciplinary Action

To be considered for re-enrollment after being dismissed from the school (or for enrollment after dismissal from any other school), the student and parents/guardian must meet with the school administrator to determine if the discipline has accomplished the desired development in spiritual maturity. Normally, the school's administration will only consider a student for re-enrollment after at least one semester has elapsed.

ADDITIONAL REASONS FOR DISMISSAL

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain in ACA
- Continual failure to achieve academically or continual lack of effort
- Threats to teacher or staff member
- Destruction of school property
- Forcible entry into any building after hours (includes entering an unlocked window or the church buildings)

- Obscene gestures and language directed at the faculty or staff

These policies have been established in an effort to help protect your children.

BIBLICAL REPONSE TO QUESTIONABLE SITUATIONS

We understand that students are frequently faced with the dilemma of how to confront situations that are morally questionable. In addition, students are frequently faced with the conflict of how to deal with friends who have broken or are breaking stated school expectations. It is our desire that students learn to confront one another in the spirit and instruction of Matthew 18:15-16. Therefore, a student should confront other students who are involved in actions contrary to biblical principles and institutional standards. If repentance is not achieved, we suggest the student invite a teacher with whom they have a positive relationship to intercede with them. If repentance is still not achieved, the student, along with the one who they have invited to intercede, should go to the administration. In this way, we seek to encourage students to stand for righteousness.

FINANCIAL POLICIES

Below is the financial policy of Ascent Christian Academy. Each parent is asked to read and sign the policy each year to indicate their understanding of an agreement with the policy.

We have and prefer all payments to be deducted monthly through an ACH form. Fees for clubs, school clothing, etc., can be paid online or via check or cash.

1. Ascent Christian Academy does not require nor receive government funding; therefore it is necessary that fees and tuition be paid on a timely basis.
2. All payments are due on the first of each month though the ACH system. If payment is unable to be collected, discounted or stopped for any reason after the tenth of the month, a late fee of \$25 will be charged to the account.
3. Unpaid balances cannot be carried over from month to month. Parents who do not pay by the 25th of the 2nd overdue month will be notified that their children may not be able to attend classes on the 1st day of the coming month.
4. There will be a \$25 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks or two inaccessible online payments, the account will be on a cash only basis.
5. All fees other than tuition (under specific circumstances) are non-refundable and non-transferable.
6. Tuition is non-refundable if the student has been to school any day during the month, or if the student drops out without proper notification. Exception will be made if the account has been paid in full for the school year.
7. Registration for the ACA before or after school program is arranged through the ACA office. Fees for after school care are due the first school day of each month.

8. There will be a \$20 emergency drop-in fee for all children requiring after school care that are not pre-registered in the ACA office ahead of time.
9. There will be a financial hold on report cards, transcripts, and other school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current. Students whose accounts are not up to date by the end of each semester will not be allowed to take final exams for that semester's work.
10. Parents are ultimately responsible for all payments.
11. Any special financial or payment arrangements must be requested in writing and approved by the administration.

Non-Payment of Tuition or Other School Fees

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing either the student handbook agreement, the initial application for enrollment, or an application for re-enrollment, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

GENERAL POLICIES

Before and After School Program

ACA offers before and after-school care for students in K-8th grade. Students in grades K-8th can participate in either or both programs. The before-school program begins at 6:45 and runs until the start of school. The after-school program begins directly after school and runs until 5pm. Occasionally there is a need for older students to stay for the after-school program. The fee for each program is \$10 per day per program.

Closed Campus

ACA operates as a closed campus. That means that attendance at school is required from 8:00 am - 2:30 pm. Prior to 2:30 pm, a student may not leave the school property without permission. A written note or parental call and office approval are required to leave during the day for students that drive. When permission is given to leave campus, the student must report to the school office when departing and returning to sign the check-out register. For students that do not drive, a parent must come to the office to sign them out. A closed campus also means non-students are not allowed on campus without permission. All visitors will register with the school office to receive a visitor's badge. This includes all extracurricular on-campus activities.

Drop Off and Pick Up Procedures

Drop off and pick up is a complex process as we move students in and out of their vehicles in the safest and most efficient manner possible. The following procedures have been established for this process. We ask for your complete cooperation with these procedures as those who disrupt the process slows things down and create safety hazards for everyone.

Please drive around the main parking lot side of the church, around the back of the school building and turn left at the parking lot on the Main St side of the building. A staff member will be

there to help get kids in and out of cars. Kids will be dropped off as well as brought out to parents via the ramp.

- Please wait in a single line to drop off your child at the designated point. If it is necessary for you to pull out of line for any reason, please pull back out and go through the line again. Do not allow your child to cut through the line of cars – there is too great a risk that a child could be hit by a car!
- Please DO NOT drop off your child at any other location.
- We thank you for not dropping in to talk to the teachers as school is beginning. Each of the teachers is responsible for watching their students and cannot effectively do so when trying to hold a conversation with parents.
- When a student is dropped off after 8:10, parents must bring the student to the office to sign in.
- Please pull two car lengths ahead if you need to secure your child in a car seat to allow the next car in line to pick up their child.
- In order to assist staff, each parent will place a card (provided by the school) in the driver's side windshield of your car that the parent will clearly print in permanent marker the names of the children they are picking up. Please have the card in place before you get to the designated pick up area.

Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its content may be searched or examined by school authorities without the permission of the student at any time when deemed, at the sole discretion of the school authorities, necessary to do so.

Students must understand the following guidelines:

1. Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
2. Lockers may be inspected and searched at any time by the administration.
3. Lockers must be kept clean inside and out.
 - a. Stickers are not allowed on any part of the lockers, inside or outside.
 - b. Magnetic items are not allowed on exterior surfaces.
 - c. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
 - d. Writing or painting on any part of the lockers is not allowed.
 - e. Students are required to buy a combination lock for their locker from the school at the cost of \$5.
4. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
5. Student will use lockers to store the items brought to school each day. Backpacks may not be carried from room to room (this includes book bags and large hand bags or tote bags). Students

are expected to visit their lockers between classes and bring only course materials into the classroom.

6. Students should not open any other student's lockers for any reason, regardless of whether or not another student has given permission. A staff member must be present to open the locker.

7. Students are responsible to pay for any locker damage they do in violation of the above rules.

8. Any problems with a locker should be reported to the office or to a staff member.

The school is not responsible for lost, stolen, or damaged goods belonging to students.

Lunches

All students will need to pack a lunch as ACA does not have a cafeteria. We will have meals brought in at a cost to students on specific days throughout the year. These meals are not mandatory to purchase but will need to be paid on the morning the meals are ordered. Communication will be sent to parents to allow adequate notice of the meal.

Fundraisers

ACA will use fundraisers for two primary purposes. School-wide fundraisers are used to supplement tuition income to provide maintenance services not included in the annual budget and to make improvements to our campus. Individual classes may also use fundraisers to raise monies for their activities. Your support of involvement in these fundraisers is greatly appreciated. All fundraisers must be approved by the administration.

Hall passes

Secondary students must have a hall pass to be outside of the classroom during class for any reason. Passes to miss a class must be obtained prior to the class period the student is to miss. The pass must be approved and signed by the teacher. It is the student responsibility to see that this procedure is followed. Failure to comply may result in an unexcused tardy or absence disciplinary action.

Hours

School is in session from 8:00 am to 2:30 pm. Any student on campus before 8:00 am must be enrolled in the before-school program. All students on campus after 2:30 pm, except for those in official extracurricular activities under the direct supervision of coaches/teachers, must be enrolled in the after-school program. The fees for the before and/or after-school program is the responsibility of the parents.

Illness, Injury and Medication

The South Carolina Code of Laws, 1976 and Regulations 61-8, states that no child shall be admitted to any public, private, or parochial school, kindergarten through twelve (K-12), or any child development program under the control of the Department of Education without first presenting a valid South Carolina Certificate of Immunization. To be valid, the South Carolina Certificate of Immunization must be signed by an individual licensed to practice medicine, surgery, or osteopathy or his/her authorized representative (Health Department or family doctor.) A religious exemption can be obtained from your healthcare provider. For the welfare of your child and others at the school, all children who are sick must be kept at home. ACA has a no-nit lice policy. If it is suspected that a student has lice or nits in their hair, they will be sent home for immediate treatment. They may return the following school day once treated.

General Medical Information

Parents will be called to pick up a child if the child's temperature is 100 degrees or higher or if they are vomiting or have diarrhea. Students sent home with a fever, vomiting or diarrhea may not return to school for 24 hours from the last symptom. Assignments may be sent home to help the student keep up with their work while recovering.

If a student is injured, the school will try immediately to reach the parent or guardian. In the meantime, the school will take the necessary steps that seem reasonable to care for the injury.

When at all possible, we encourage parents to schedule their student's medication to be given at home. However, we realize that is not always possible. Prescription medicine is given at parental request if it is in a prescription bottle with a prescription label which identifies the student to receive the medication and accompanied by a specific time for administration. Over-the-counter medication is given at parental request if it is sealed in the original container and accompanied by the name of the medication and a specific time for administration. All such requests must be made in writing and signed by a parent. All medications will be kept locked in a designated cabinet within the administration area. No student will be allowed to take any medication on their own while at school.

Unforeseen need for ibuprofen/acetaminophen and cough drops during the school day will be handled as follows:

K4-6th Grade parents will be phoned for verbal instructions. 7th-12th Grade students will be given, at their request, ibuprofen/acetaminophen and cough drops in accordance with package dosage guidelines, as needed. A record of medications dispensed is maintained in the office. Parents may request that this courtesy not be extended to their 7th -12th Grade child by sending a written request to the office.

School Office

The school office is open each day from 7:30 am to 3:00 pm. Anyone who has questions or needs information concerning school policies and activities may call or email the school to set up a time to meet with school personnel. If a parent must bring homework, books, or other materials to their child during the school day, they must stop at the office to arrange for delivery. A parent desiring to visit a classroom during the day must obtain permission from the principal prior to the day of the visit.

Parent/Teacher Conference

Conferences to discuss the student's progress and needs will be scheduled with parents as needed throughout the school year. Parents are always welcome to ask for extra conferences. We do ask, however, that parents call or send a written request for a conference with the teacher and get confirmation on the time and day before coming. If parents have questions or concerns about the teacher or student's grades, homework, or conduct, please arrange to speak with the teacher before coming to the administration. As a general rule, the administration will require those before taking action.

An orientation/open house is scheduled during the school year for parents to meet teachers and visit classrooms, and throughout the year for parents to check their children's progress. Parents are encouraged to attend all meetings.

Physical Education

Physical Education is important to the success of students at ACA. See the dress code section for PE clothing. If a student is not dressed out for three consecutive classes, the student will receive lunch detention and it will reflect in their grade for that class. During all transportation to a physical activity K-1st Grade will walk together.

Prohibited Items

Radios, cameras, music devices or CD's, video and electronic games, playing cards, dice, skateboards, illegal drugs, tobacco of any kind, smoking paraphernalia of any kind, alcoholic beverages, narcotics, knives, guns, weapons of any kind, matches, and explosives of any kind are not permitted on school property. Inappropriate books, catalogs, magazines or any other material are not allowed on school property. These items will either be confiscated and given back at the end of the day or may not be returned at all. This is not an exhaustive list. All policies apply to students attending school-sponsored functions as well.

Inclement Weather / School Cancellation

On days of inclement weather, emergencies or other hazardous weather conditions, ACA will notify families, faculty and staff of closings and re-openings as soon as decisions are made. We will generally, but not always, follow the decisions made by the Horry County School System. This notification will initially be sent via our Parent Groupme app. If school is to be cancelled due to inclement weather, you will be advised by way of email or text through Groupme, and/or local radio and TV stations as soon as information is available. Make-up days (if needed) will follow a schedule prescribed by the administration.

Students will be responsible for all pre-assigned work and for completing assignments missed during the inclement weather. Assignments may also be posted onto Google classroom should school be canceled, so be sure to have your students check their online classes.

Please note that ACA is often able to return to school earlier than Horry County schools and will use the Groupme and email to communicate this information. Please make sure that your email and phone numbers are updated so that you receive this information as it is released.

Student Drivers

Driving to school is a privilege that may be revoked at any time that the student demonstrates an unwillingness to assume the responsibility of that privilege.

The following regulations must be observed:

1. All student driven cars are to be registered in the office.
2. Students are to park in the designated student parking lot only.
3. Cars are to be locked while parked on school grounds and may not be occupied during school hours.
4. As soon as the student arrives at school, all riders must leave the car and go to their designated waiting area.
5. Students may not go to their cars during the school day without a pass from the teacher or administration.

Student Relationships

Students should be above reproach in their relationships in and out of school. This is particularly important in boy-girl relationships. Holding hands, embracing, kissing, or any other form of physical contact is not allowed anywhere on campus, or at any school-related function. Students are not allowed to be alone with another student in an unobserved location. Any infraction of these policies will result in a conference with the students and parents involved. Appropriate disciplinary action will result, including suspension or expulsion.

Use of Cell Phones and Electronic Devices

K-5th grade students may not use cell phones on campus between 7:30 am and 5:30 pm. For emergencies, students may use the office phone. It is recognized that parents may provide their students with cell phones for safety and coordination issues after school. However, cell phones must remain turned off unless otherwise specified by the teacher. When not in use, all phones must be placed in the classroom's cell phone container. If a cell phone is seen or heard without teacher permission, it will be confiscated and turned in to the Principal. Only a parent may retrieve the confiscated phone. On the third infraction of this policy, the student will not be allowed to bring a cell phone on campus for the remainder of the year. Continued infractions will result in ISS. Cell phones may not be used for gaming, video, pictures, music, internet, etc. Students should never post pictures or video of other students online without parental permission.

Social Networking

ACA depends greatly upon parents to monitor social networking (i.e, Facebook, Twitter, Instagram, Snapchat, etc.). However, if anything is brought to the administration's attention that directly affects emotions, and/or portrays ACA negatively, it will be addressed as the administration deems appropriate. If negative behavior is displayed (such as drinking, smoking, drug use, sexuality, profanity, etc.), the administration reserves the right to administer discipline, including suspension and expulsion.

Use of Cell Phones and laptops/Electronic Devices

Students will provide their own laptops to use during school hours. ACA will not be responsible for broken, lost or stolen equipment or dead batteries. The temptation to misuse the equipment is real. Our goal is to provide an environment for students to learn responsible use of digital technology. Our acceptable use policy is in the office and available for parents to see. The AUP establishes a "2 strikes – you're out" standard. Consequences of inappropriate use are 1st offense: warning, detention, notify parent; 2nd offense: confiscated equipment which will be returned at the end of the school day, and the privilege not allowed at school anymore that year. Offenses are counted school wide, year long. Acceptable use as defined as official school use only. No games, apps, social media, email, movies, YouTube, etc., unless prior permission was given by the teacher. If parents think that their student cannot be trusted, apps should be removed. Any adult themed material will be grounds for immediate suspension, permanent loss of privileges, and possible expulsion.

If a device has a dead battery, it will be up to the teacher whether or not to allow the student to plug the device in. Under no circumstances may students leave their device charging in classrooms or hallways. For liability reasons, students may not share or borrow another student's device.

Visitors

All visitors, including parents, are to check in at the office. Students must obtain permission from the administration before bringing a visitor to school. Visitors should abide by the same standards of dress and conduct as ACA students. All visitors must check in at the office.

It is the policy of Ascent Christian Academy that each student (6-12 Grade) and parents read carefully and sign the statement of cooperation before enrolling in ACA. By signing this statement, full cooperation with the rules and regulations of the school is expected. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Please sign and turn in the next page.



STUDENT /PARENT AGREEMENT

STUDENT/PARENT AGREEMENT

I agree to cooperate with the expectations set forth in the handbook and understand the penalties involved with any kind of misconduct or misuse.

Printed Name of Student
(6th – 12th Grade only)

Signature of Student

Date ___/___/_____

Printed Name of Parent

Signature of Parent

Date ___/___/_____

Further explanations on most of the ACA policies can be viewed in the Administrative Handbook in the school office.

Office Use Only

Received in office ___/___/_____ By: _____
