



# **Adventist Christian Academy (ACA) of Charlotte**

## **Parent/Student Handbook**



# Seventh-day Adventist School

*A Co-Educational Day School for  
Pre-Kindergarten through Eighth Grade*

*Affiliated with  
The Carolina Conference of  
Seventh-day Adventists and  
The Southern Union Conference of  
Seventh-day Adventists*

*Accredited by  
Accrediting Association of Seventh-day Adventist  
Schools, Colleges, and Universities, Inc. (AAA)  
National Council for Private School Accreditation (NCPSA)*

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## Table of Contents

<b>Introduction &amp; History</b>	<b>4</b>
Our Mission Statement/ School Creed	4
School Description	4
Accreditation	5
Philosophy	5
Objectives	5
<b>Admissions Procedures</b>	<b>7</b>
Rationale	7
Policy	7
School Hours	7
New Student Admission	7
Returning Students	8
Pre-Kindergarten/Kindergarten/1 <sup>st</sup> Grade Requirements	8
After School Care	8
Medical Policy	8
Financial Information	9
Tuition/Registration/Application Fees	10
Transcripts or Diplomas	10
Insurance	10
Custody of Children	11
Grievance Procedures	11
<b>Student Life</b>	<b>12</b>
Attendance	12
Attendance Policy	13
Absences	13
Tardy Procedures	13
Excused Absences or Tardies	13
Communication	15
Lunches	15
Field Trips/Class Trips	15
Discipline	16
Standards of Conduct	16
School Wide Rules	17
Safety Guidelines	17
Anti-Bullying Policy	17
Cyber-bullying	17
Physical Violence/Verbal Abuse	18



<b>Harassment/Hazing</b>	<b>18</b>
<b>Sexual Misconduct</b>	<b>18</b>
<b>Possession of Alcohol, Drugs, and Tobacco</b>	<b>19</b>
<b>Weapons, Dangerous Objects, and Explosive Devices</b>	<b>19</b>
<b>Arson</b>	<b>19</b>
<b>Property Damage</b>	<b>20</b>
<b>Levels of Offense</b>	<b>20</b>
<b>Zero Tolerance</b>	<b>21</b>
<b>Security</b>	<b>23</b>
<b>During drop off and pick up times</b>	<b>23</b>
<b>Traffic Flow Policy</b>	<b>24</b>
<b>Electronics Policy</b>	<b>24</b>
<b>Cell phones</b>	<b>24</b>
<b>Telephone Usage</b>	<b>25</b>
<b>Personal Appearance</b>	<b>25</b>
<b>Academics</b>	<b>28</b>
<b>Music Organizations</b>	<b>29</b>
<b>Progress Reports</b>	<b>30</b>
<b>Graduation Requirements</b>	<b>31</b>
<b>Honor Roll</b>	<b>31</b>
<b>Parent/Teacher Conferences</b>	<b>31</b>
<b>Home and School Association</b>	<b>32</b>
<b>Parent Involvement</b>	<b>32</b>
<b>Staff .....</b>	<b>31</b>



## **Introduction & History**

### **History of Adventist Christian Academy (ACA) of Charlotte**

Seventh-day Adventist education began in Charlotte in 1919. The school was located at three other locations before it moved from Kilgore to this current site in 1989.

### **Our Vision**

To be an institution with a pedagogical approach, with high quality standards, oriented to the preparation of upstanding citizens with commitment to the nation, in order to obtain a strong character that allows them to serve God and humanity.

### **Our Motto Statement**

“Abounding in Love, Caring for Others, Achieving Excellence- We are ACA.”

### **Our Mission Statement**

“ To equip followers of Christ to lead others to follow Christ.”

### **ACA School Creed**

Abounding (Psalms 103:8)

I choose to surround myself in God's grace each day.

I share God's love with others.

I am patient with myself and others.

Caring (Ephesians 4:32)

I am helpful and inclusive.

I forgive because God forgave me.

I am respectful to everyone.

Achieving (Colossians 3:23)

I do my best to honor God in everything I do.

I choose to do what is right

Even when it is hard or no one is watching.

I am honest.

Character (Romans 5:3-4)

I embrace adversity.



I will not blame others for my mistakes.

I won't give up.

## **School Description**

Adventist Christian Academy (ACA) is a private, non-profit kindergarten through eighth grade Christian school. It is sponsored and supported by the Carolina Conference of Seventh-day Adventists as well as the Sharon Seventh-day Adventist church and their affiliated church communities. Its educational program is approved by the Carolina Conference of Seventh-day Adventists, the Southern Union Conference of Seventh-day Adventists and recognized by the state of North Carolina due to national accrediting associations. A board of directors is elected from the constituent church and supervises its operations.

## **Accreditation**

Adventist Christian Academy of Charlotte is accredited through the National Council for Private School Accreditation (NCPSA), the North American Division Board of Regents, the Adventist Accrediting Association (AAA).

As a state recognized educational facility, we follow the adopted North Carolina guidelines for length of school year, attendance policy, student transfers, and immunization records. We are also inspected yearly by the local fire department and the Mecklenburg County Health Department.

## **Philosophy**

The philosophy of Adventist Christian Academy of Charlotte is to provide a sound, Christ-centered, uniquely Seventh-day Adventist education, in which the student is taught to cherish the practical teachings of the Bible, maintaining at the same time a high degree of academic excellence.

We believe that our school should not only prepare our youth to be leaders in their church and in our society, but also to be heirs of the world to come. To provide such an education, this school recognizes that the parent's role is very important in the development of the students.

## **Objectives**

- To encourage our students to develop a personal relationship with Christ, thus forming a Christian character.
- To encourage the development of responsibility to God, their fellow men, and to be a productive citizen of the United States.



- To promote a strong sense of self-worth, and self-respect for each student, and to cultivate leadership potential.
- To ensure excellence in scholarship and achievement.
- To instruct and practice high standards of health, physical growth, and social development.
- To encourage a useful work ethic by cultivating intrinsic motivation.
- To develop a commitment to Christian service.
- To reinforce the value and importance of respect for others.

### **Asbestos Statement**

The main building, which is currently in use by Adventist Christian Academy, is, according to the building contractor, free of asbestos containing building material. A part of his letter reads as follows: "...to the best of our knowledge there was not any asbestos in any of the material that was used to construct this project." A complete copy of this school's management plan and the contractor's letter may be obtained at the local school administration office. In the church building, the asbestos has been encapsulated; a certificate is available.



## **Admissions Procedures**

### **Rationale**

Adventist Christian Academy of Charlotte admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Furthermore, this institution does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic or extra-curricular programs. In order to ensure the best educational environment prospective students are screened through testing, recommendation forms, and staff evaluations. The criteria include student conduct, motivation, scholastics, and parental support. ACA is not designed to handle children with severe educational/emotional needs; hence, these children may be asked to seek admission where their needs may be more effectively met.

### **Policy**

This school is open to all persons who possess a good moral character and demonstrate both reverence and a willingness to wholeheartedly observe all regulations of the school. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who is accepted thereby pledges to observe the regulations of the school and respect the standards and ideals of the denomination. Students who desire admission to Adventist Christian Academy pledge to uphold Christian standards in speech and actions, in and out of school.

The Admissions Committee reviews all applications. All students entering ACA for the 1st time will be placed on a 1-year probationary status. If a classroom is at maximum enrollment, prospective students will be placed on a waiting list.

### **School Hours**

Monday – Thursday 8:30 a.m. - 3:30 p.m.

Friday 8:30 a.m. - 2:30 p.m.

### **New Student Admission**

A student's application will be considered by the Admissions Committee only when all of the following have been completed and received in the school office:





- Completed application form with application fee
- Copy of birth certificate
- Current record of up-to-date immunizations
- Current physical examination performed by a licensed physician (by September 15)
- Record request with previous school's address and phone number
- Reference from previous teacher, if applicable

Grade placement for students transferring from home schools will be dependent upon the results of a standardized placement test as well as subsequent review by the staff. Final placement will be determined within one month of entrance. Students whose records are not received within two weeks of entrance will be subject to the grade placement policy stated above.

### **Returning Students**

All returning students must fill out a re-application form each year. The Admission's Committee will notify each student regarding their re-admission status. Information should be kept current via the school's webpage. ([www.adventistchristianacademy.org](http://www.adventistchristianacademy.org))

### **Pre-K Requirements**

Students entering Kindergarten must be 4 years old on or before August 15. All Pre-K students must be toilet trained. Requests for exceptions to this policy must be given to the principal and submitted to the Education Department of the Carolina Conference for an evaluation of both scholastic capabilities and developmental maturity. The student will be accepted only by written permission from the Education Department.

### **Kindergarten/1<sup>st</sup> Grade Requirements**

Students entering Kindergarten must be 5 years old on or before August 31, and students entering first grade must be 6 years old by that date. All Kindergarten students must be toilet trained. Requests for exceptions to this policy must be given to the principal and submitted to the Education Department of the Carolina Conference for an evaluation of both scholastic capabilities and developmental maturity. The student will be accepted only by written permission from the Education Department.



## **Medical Policy**

School personnel can administer medication to students. All medications must be brought to the office in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage and the time for each dose. Any student who must have medication administered during school hours will file the medication authorization form, signed by the parents or legal guardians of the student with the school office.

ACA should be notified in writing from the physician any time a student is taken off a permanent medication that affects the student's health during the school day.

The office will maintain a medication log for each student specifying the name of the student, the name of the medication, the date, time and amount of each dosage and any reaction by the student to the medication.

Inhalers are to be registered with the office and kept in an agreed upon location to be used as needed.

## **First Aid**

First Aid is available in the office for students who are injured at school. Students MUST report all injuries, no matter how minor, to the staff member who is supervising them at the time. The school cannot be responsible for unreported injuries. If a child becomes ill during the school day the parent may be requested to come and pick up the child. A child who is ill should remain at home for the good of the child and his/her classmates.

## **Financial Information**

Christian education is highly valuable and worthy of sacrificial investment. To assist with tuition, ACA has several sources of scholarships for which many families are eligible. The following statement outlines the general financial practices that are important to the parents and or financial sponsor.

### **Previous Balances**

The account for the previous year's expense at ACA or other Seventh-day Adventist educational facility must be settled before a student is permitted to enroll for the current school year. Any delinquent accounts remaining from a sibling who attended ACA must also be settled before another family member is admitted.



## **Tuition/Registration/Application Fees**

The annual tuition is broken down into ten payments with the last payment due in May. Tuition payments are due on or before the 15<sup>th</sup> of each month. Registration is a one-time fee due in July. Miscellaneous charges not covered by this amount are billed monthly and are due upon receipt.

Application and Registration fees are NON-REFUNDABLE.

## **Pre-Payment/Paid in Full Policy**

Parents who prepay the school year will get a 5% discount for tuition only if the method of payment is by check, money order, cash or Zell.

Parents who prepay the semester will get a 3% discount for tuition only if the method of payment is by check, money order, cash or Zell.

## **Past-Due Action**

There is an immediate late fee of \$15.

30 days: A letter is sent to the financial sponsor requesting payment. The Finance Committee and Board Chair are notified.

45 days: The financial sponsor will be contacted by a member of the finance committee. The student(s) will not be allowed to attend classes until suitable arrangements have been made.

The school reserves the right to take legal action to collect ignored past due balances. Any costs incurred in the collection of unpaid balances will be added to the account. We understand that circumstances sometimes change. Please communicate any changes that may cause tardy payments to the office before they become an issue.

## **Transcripts or Diplomas**

Transcripts or diplomas cannot be issued unless the account for the student has been paid in full.



## **Refund Policy**

If a student withdraws from the school prior to the end of the school year, charges will be figured on a per day basis. The registration fee is non-refundable. Any refund due will be issued to the parent in check form.

## **Insurance**

Accident Insurance is provided by the Conference for each child and is paid for in the initial registration fee. Claims are to be filled out by the teacher/supervisor, and then by the parent before being given to the hospital or doctor as the insurance company dictates. See the office for the forms. This is a secondary insurance policy, paid after your family's medical insurance has paid. This policy is in effect when the student is on the school and church grounds during regular hours, traveling directly to and from school for regular school sessions or participating in an activity solely sponsored and supervised by school authorities.

Should a student be injured under these conditions, he or she must file a report with the school secretary within 24 hours from the time of the accident.

## **Custody of Children**

It is the policy of ACA to respect the rights of all parents as they relate to visiting a child or picking a child up from school. If the custody/visitation rights of a parent have been terminated by court order, it is the responsibility of the custodial parent to provide ACA with a copy of the court order. Additionally, ACA requests that parents not involve the faculty and staff in any custody proceedings.



## **Grievance Procedures**

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliation procedures, based on Matthew 18 and 1 Corinthians 6 should be used for resolving the problem.

**Step 1.** The parent should first talk with the teacher and attempt to resolve the problem.

**Step 2.** If the problem is not resolved, the parent should ask the principal to become involved.

**Step 3.** If the problem still is not resolved the parent may request that the school board chairperson work with the administration to bring about a resolution.

**Step 4.** If the problem still is not resolved, the parent may request a hearing with the school board.

**Step 5.** If the problem still is not resolved, the parent may request the Conference Superintendent of Education to assist in bringing about resolution.

**Step 6.** If the problem still is not resolved, the matter may be taken to the Carolina Conference K-12 Board. The decision at this level shall be considered final.



## **Student Life**

### **Rationale**

ACA has certain standards by which all students are expected to abide. When these principles are accepted and practiced by the students, this school becomes in a truer sense the school that God wants it to be.

This handbook is published under the authorization of the school board of Adventist Christian Academy. It contains policies and procedures of operation that are to serve as a guide in maintaining a close working relationship among parents, staff members, school board members, and students. The information provided herein will be reviewed and revised as necessary. The school board reserves the right to change and/or add to any policy or regulation contained in this book. As these changes are made, parents will be notified through the school newsletter, the ACA Accent. We encourage parents to carefully read all regulations. Great responsibility rests upon our parents in carrying out the Christian principles upon which our school operates.

Should subjective interpretations of school policy be necessary, the teacher has the right to make that determination. If that interpretation is questioned or disputed by a student, parent or guardian, the principal may give the interpretation. The school board reserves the right to make final interpretations of school policy and to edit policy when and where necessary. The school reserves the right to make clear any interpretation of policy written or implied and is not subject to legal interpretation of wording or intention.

### **Attendance**

#### **Storm Procedures**

School-closing information will be broadcast over the ACA website, SeeSaw, Text, WSOC-TV, channel 9, News 14 Carolina News, or their website. No phone calls will be made to individual families. We follow the Charlotte-Mecklenburg School System for Closings and Delays.

#### **School Attendance and Success in School**

Numerous studies link attendance with student achievement, therefore increased student attendance will result in improved student achievement.



Given this research we believe that by improving student attendance the following will occur:

- Improved student attitude
- Improved student achievement
- Improved teacher productivity, which creates an environment conducive to teaching and learning.

### **Attendance Policy**

Students at Adventist Christian Academy are to be present and on time for all classes, activities, and appointments. Regular attendance develops patterns of behavior essential to professional and personal success in life. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

### **Absences**

If a student misses more than 15% of a class (i.e., six days per nine-week period) the teacher will determine how or if the missed work may be completed. The classroom teacher will also determine time constraints for making up work for excused or unexcused absences.

### **Procedure to have absences/tardies recorded as excused**

If a student has been absent/tardy, to excuse those absences/tardies, he/she must bring a valid written note upon return to school giving the reason for absence and signed by the student's parent or guardian. If a signed note is not received, the absence/tardy will be recorded as unexcused.

### **Tardy Procedures**

School begins at 8:30 am. Drop off line starts at 8:15. We allow a grace period of 15 minutes (we understand we live in a busy city). Students not in the gym before 8:45 will be marked tardy.

Within any quarter, if a student reaches

- 5 - unexcused tardies -equals 1 absence and a letter is sent home to the parent.
- 7 - unexcused tardies- a meeting with the principal, teacher, and parents will be scheduled to go over the why of the matter.



10 - unexcused tardies -equals 2 absences and the parents will be required to come before the ACA School Board with a plan of action

Recourse 1: Upon receipt of a plan of action, the student will be placed on tardy probation for 30 days.

Recourse 2: A continued issue with tardies may result in a \$20 fine per tardy until the family achieves 30 consecutive school days of on-time attendance.

Once 30 days of timeliness have been achieved, the fine will be lifted and probation will end.

### **Excused Absences or Tardies**

The following reasons for pupil absences, tardiness, and early departure shall be considered by this policy to be excused:

- Personal illness, doctor/dentist, physical therapy and/or hospital appointment (must have a doctor's note!).
- Extended illness (three consecutive days or more) or chronic health condition as documented by a physician's note. (All medical excuses written by the doctor shall be submitted within 24 hours of the student's return to school in order to be considered as an excused absence. Otherwise they will remain unexcused absences).
- Family illness
- Death in the immediate family
- In-school disciplinary actions
- Religious observance (Holidays only)
- Required court appearance with note from court
- Military obligations
- School-sponsored trips, activities, or athletic events
- Take Your Child to Work Day (usually held in March)
- Pre-approved Pathfinder or Adventurer events (Must have a note from director in advance)

### **Notification of Excessive Absences**

The State of NC requires that every student in the state between the ages of seven (or younger if enrolled) and sixteen years attend school. The Compulsory Attendance Law requires that the school notify parents of excessive absences under the following conditions:





1. After the third unexcused absence the principal or his/her designee shall notify the parent/guardian within a period of three school days.
2. After six unexcused absences, the principal shall notify the parent/guardian of the student's excessive number of unlawful absences from school. The notification to the parent shall be by mail and shall state that the parent/guardian may be in violation of the North Carolina Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the attendance policies (G.S. 115 C-378).
3. If a student has ten accumulated unlawful absences in a school term, the student's parent/guardian shall be notified by certified mail of the student's excessive number of unlawful absences. If the principal determines that the parent/guardian has not made a good effort to comply with the law, he/she will register a complaint with child/social services for truancy and/or neglect.

### **Sick Child Policy**

Our policy here at ACA is to maintain a safe and clean environment for our students and staff members. If a child comes in with a consistent cough, they will be required to wear a mask until the cough is gone. If a child comes in with a fever, they will be sent home and required to stay home until that child has been fever free for 24 hrs. If a child tells us that they do not feel well and wish to go home, we make a phone call to the parents notifying them. However, if they are symptom free, we leave it up to the parents if they wish to come pick them up early or not. If a child is sent home from school due to being sick, it will be considered an excused absence.

### **Communication**

ACA Staff utilize the app SeeSaw for the majority of communication. This app works on most smartphones, computers, and tablets. It is free and allows for open communication between home and school. We also will communicate through email and AE Connect.

We also utilize Facebook and Instagram: Facebook- Adventist Christian Academy; Instagram- @aca\_charlotte. We try to post every week!

Our email address is: [acaoffice@adventistchristianacademy.org](mailto:acaoffice@adventistchristianacademy.org)

The Principal's email is: [principal@adventistchristianacademy.org](mailto:principal@adventistchristianacademy.org)

Our Web Page address is: [www.adventistchristianacademy.org](http://www.adventistchristianacademy.org)



## **Lunches**

Parents should provide their children with a healthful, nutritious lunch each day. Security dictates that lunches brought to the students after they have arrived in the morning be dropped off in the office with names on them. Because of licensing regulations, the kitchen is off limits for the students. No food is to be eaten in the halls or parking lot area. Lunch is to be eaten in designated areas (our outdoor seating area, classrooms, and the gym).

## **Gum Policy**

Gum chewing is not allowed on the school premises at any time.

## **Field Trips/Class Trips**

Field and class trips are an integral part of the educational experience at ACA. In order to participate in field trips/Class trips, students must be in good standing. Each teacher has a policy for field trips/class trips. Please see your teacher's rubric for details. Field trips will be announced 3 weeks in advance and we do require a permission slip and payment to be turned in a week before the trip. ACA Standards of Conduct and Dress will be observed during these trips and the ACA field trip t-shirt is required for all field trips (we provide the shirts!).

Arrangements must be made prior to the trip if students will be transported from the destination in a manner other than school-provided.

Parents providing transportation for field trips must provide proof of liability insurance, and must assure correct use of seatbelts as required by North Carolina law. It is the NC state law that students must use a booster seat if they have not reached the age of 8 or the weight of 80 pounds. All lights and safety equipment on the vehicle must be operating properly.

Parents must also have a **background check** (through [Sterling Volunteers](#)) run on them prior to any interaction with students on a school activity. For the protection of all of our children, drivers must submit a copy of their driving record to the school office. You can obtain the record online at <http://www.ncdot.gov/dmv/online>. Also, the Carolina Conference requires insurance coverage with liability limits of at least \$100,000/\$300,000 for any automobile transporting students. ***If you have this coverage and are willing to help with transportation, please give a copy of your automobile insurance declarations page to the office.***



## **Discipline**

### **Rationale**

Self-government is the object of discipline. The school, as an extension of the home, will endeavor to build upon the discipline that is already set forth by the home. We ask that parents assist us by supporting the efforts of the staff on behalf of all the students. Each staff member, by virtue of his or her authority, will be granted the privilege of establishing and enforcing basic rules and regulations of the operation of the classroom in accordance with the philosophy and objectives of Adventist Christian Academy and the policies of the Carolina Conference Department of Education.

### **Standards of Conduct**

Reverence for God, Respect for humanity, and Responsibility for one's actions are the three R's of a student's conduct at Adventist Christian Academy. Conduct in the classroom should contribute to the learning environment, not detract from it. A parent whose child engages in consistent disruption of classroom routine and/or instructional procedures and cannot be encouraged to gain self-control will be notified and appropriate action will be taken. This includes, but is not limited to, in-school suspension, placement on probation, suspension, or expulsion.

The following items are not allowed at school:

Toys (without prior consent)

Magazines, (without prior consent)

Game or trading cards

Skate boards, skate shoes, etc.

Chewing gum

Items that may cause disruption

Fireworks

Running is not permitted in the classrooms and/or hallways, and quietness should be maintained so that other classes are not disturbed.

### **School Wide Rules**

1. Be respectful to others at all times.
2. Follow the directions the first time.
3. Do not be disruptive.
4. Keep your hands to yourself ("hands-off")
5. Do not take the Lord's name in vain, or use vulgar language/gestures



6. Be honest.

## **Safety Guidelines**

### ***Anti-Bullying Policy***

Bullying is prohibited on Adventist Christian Academy school grounds, property immediately adjacent to school grounds, at school sponsored or school related activities, functions or programs whether on or off school grounds, school vehicles or transportation related to school events, or through the use of technology or an electronic device if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or orderly operation of the school.

### **Definitions**

**Bullying** means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of:

1. Causing physical or emotional harm to the other student or damage to the other student's property.
2. Placing the other student in reasonable fear of harm to him or herself or of damage to his property.
3. Creating a hostile environment at school for the other student.
4. Infringing on the rights of the other student at school.
5. Materially and substantially disrupting the education process or the orderly operation of the school.

### **Cyber-bullying**

The above definition of bullying includes cyber-bullying which means bullying through the use of technology or any electronic medium.

### **Reporting Process**

All staff members are required to be proactive with regards to monitoring students for evidence of bullying. Incidents of bullying will be addressed and documented by the observing/reported to staff as outlined below.

Students will be encouraged to report bullying to their teacher or other staff member. Anonymous reporting will be accepted; however, no disciplinary action will be taken solely on the basis of the anonymous report.



Staff will immediately intervene with obvious or known bullying incidents. In the event of unobserved but reported incidents, the principal will investigate the incident, document, and take corrective action as deemed appropriate.

- Documentation of the incident(s) will be provided in writing to the principal.
- Chronic bullying incidents will be referred to the School Board for further discipline and/or follow up.

### **Physical Violence/Verbal Abuse**

Physical or verbal attack of one person or a group of persons is forbidden at ACA. This includes menacing or threatening behavior towards another person.

**Consequences:** Engaging in any of these activities may result in immediate in-school suspension, placement on probation, suspension, or expulsion.

### **Harassment/Hazing**

Each person is to respect the right of others to be free of harassment in all forms. Harassment is understood to mean any type of actions or words, including electronic communication, that make another student feel uncomfortable or insecure. This includes sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature), hazing (any conduct or method of initiation in any school organization, club or activity which could willfully endanger a person's physical and/or mental health), intimidation, bullying, disrespect and any other verbal, social, physical, or other expression that might undermine the well-being of another. It includes offensive pictures, graffiti, jokes and gestures. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment.

### **Sexual Misconduct**

Sexual Misconduct includes inappropriate physical contact, sexually explicit words, gestures, innuendo and "off color" jokes, viewing and/or sharing sexually explicit photos, cartoons, or videos on cell phones or electronic devices.

**Reporting Procedures:** Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to any classroom teacher. If the harassment comes from an adult, the student



shall report directly to the principal, the school board chairman or any teacher.

**Consequences:** ACA intends to uphold speech and behavior that enhances the image of God in all. In light of such, inappropriate sexual talk and/or behavior will elicit an immediate suspension and additionally will be taken to the school board for review in consideration of potential expulsion.

### **Possession of Alcohol, Drugs, and Tobacco**

ACA has a zero tolerance policy for the transportation, possession, and distribution (the act of giving or selling any such substance to another) and/or sale of alcohol, tobacco, drugs, vapes, or drug paraphernalia (including look-alike drugs), or distribution of any substance not labeled in accordance with the FDA on school property, or at any school activity.

**Consequences:** Verification by administration of the conscious violation of this policy will result in **recommendation to the School Board for expulsion from school**. Legal authorities will be contacted as required by law.

Personal belongings may be subject to search on the basis of reasonable cause.

### **Weapons, Dangerous Objects, and Explosive Devices**

ACA has a zero tolerance policy for the use, sale, possession of, or furnishing of any illegal weapons. Firearms, explosives, or other devices that may be considered a weapon are also prohibited.

**Consequences:** Verification by administration of the conscious violation of this policy will result in **immediate recommendation to the School Board for expulsion from school**. Legal authorities will be contacted as required by law.

### **Arson**

Arson is the willful destruction of property by fire. The use of devices that may cause a fire to occur whether deliberate or accidental, such as cigarette lighters or matches are prohibited. Legal authorities will be contacted as required by law.

**Consequences:** Verification by administration of the conscious violation of this policy will result in **immediate recommendation to the School Board for expulsion from school**. Legal authorities will be contacted as required by law.





### **Fire Drills, Alarms and Extinguishers**

Fire drills will be held periodically during the school year. When the fire alarm sounds, students should proceed quickly and quietly to the fire exits as instructed. Anyone who sets off a false fire alarm or uses the fire extinguisher for other than their intended purpose will be disciplined.

**Consequences:** Verification by administration of the conscious violation of this policy will result in **immediate recommendation to the School Board for Suspension from school.**

### **Property Damage**

Any attempt to damage school property including faculty property whether by carelessness, misuse, willful destruction of objects or materials belonging to the school, will be assessed and charged to the student. This includes but is not limited to writing on desks, furniture, and walls.

**Consequences:** *Refer to step 4 offenses*

### **Levels of Offense**

As ACA classifies different levels of infractions, the maturity and awareness of the student is also taken into consideration. Most discipline problems are resolved in an atmosphere of mutual respect and cooperation in the classroom.

#### **Step 1-3 Behaviors (based on frequency of any combination)**

*First offense:* verbal warning

*Second offense:* Communication sent home, 1 hour detention after school.

*Third offense:* Parent/Teacher conference, action to correct the misbehavior put in place, missing out on upcoming events.

*Fourth offense:* Administrative referral/meeting of a disciplinary board to determine student's effectiveness/success/future at ACA

#### **Step 4 Behaviors**

##### **Administrative referral**

Student loses privilege to hold offices and to participate in extracurricular activities

Problems in any of the following areas (but not limited to) may result in immediate in-school suspension, placement on probation, suspension, or expulsion:



- Repeated insubordination (Refusal to comply with reasonable requests of school personnel)
- Experimenting or dealing with the occult, astrology, or psychic phenomena.
- Dishonesty, including theft, willful deception regarding violation of school regulations, cheating, plagiarism, and gambling.
- Skipping class or chronic tardiness to class.
- Undermining the religious ideals of the school.
- Willful destruction of any school or church property or any vandalism. This includes excessive wear, tear, and neglect of textbooks. Replacement expenses will be the student's responsibility.
- Committing a breach of conduct outside the school, which has an adverse effect on the reputation of the school.
- Willful disrespect to, disobedience of, or humiliation of any staff member or school volunteer.

### **Step 5 Behaviors**

Problems in the following areas will result in the student's immediate suspension:

- Bullying: verbal, physical, or cyber-bullying
- Physical violence/verbal abuse
- Exhibition of violence (punching, kicking, choking, scratching, etc.)
- The use or possession of any illegal drug (including alcohol or tobacco).
- Possession on school grounds of a weapon or article capable of doing bodily harm or having the appearance of being able to do so.
- Sexual harassment or implications of a sexual nature, including the use of words, gestures or pictures.
- Possessing or displaying obscene or pornographic material.
- Willful use of the school's network to access or process pornographic material.

The preceding lists are not to be considered all-inclusive. The student will be sent home for a one to three-day suspension. A conference must be held





with a member of the school administration and the parents before the student may re-enter the classroom.

Suspension is considered the last resort in focusing the attention of the student on a change of behavior. Such a change must be effected for continued enrollment at Adventist Christian Academy. Suspension leads to probation, usually for a period of 30 days.

Re-admission to ACA the following year will be at the discretion of the School Board in consultation with the student, parents, and principal.

## **Zero Tolerance**

Please note that all information received by the school administration and/or staff regarding a student(s) who threatens (even casually or in jest) a teacher, staff member, or another student with personal injury or death, or who threatens major property damage, will be treated in a serious manner by the school administration, school board, and the Carolina Conference Education Office.

When it is confirmed that any such action was intended or has taken place, the student(s) will be immediately removed from the school until further notice by the school board and/or conference education office.

If the offense warrants it, legal authorities will be notified.

## **Matthew 18 Conflict Resolution**

ACA Staff, teachers, stakeholders, and parents work together to create an atmosphere of loving cooperation. As in any business or ministry, conflicts will arise. All involved must work together towards compromise and a shared, beneficial resolution. This includes maintain a helpful, positive attitude and avoid harmful criticism, thereby exhibiting Christian cooperation in harmony with Philippians 4:8, including:

1. Positive conflict resolution
2. Direct communication (avoid discussing matters without all affected parties present)
3. Respectful Disagreement (refusing to discuss unresolved conflicts outside of the conflict resolution process)
4. Apology and restitution (when needed)
5. Gentle, patient mannerisms (frustrations communicated with courtesy)
6. Compromise (when possible) or Positive Separation (when compromise cannot be attained)



If a parent has urgent questions or concerns, this procedure is to be followed in order:

1. CONTACT THE TEACHER FOR AN APPOINTMENT. Fill out a concerns form (Matthew 18 principles) with the teacher. This form includes a written plan of understanding, and steps towards resolution (if possible). If a form is not filled out, the concern is considered solved.
2. If a satisfactory resolution cannot be obtained, a secondary meeting with the teacher will be arranged with a third, non- involved party (usually the Principal or a Pastor) present to act as a mediator. These steps are all within step 1 of the Grievance Procedures described earlier in this document. The goal of ACA participants is to find agreeable solutions that involve both an adherence to school policy and empathy towards the reporting party.

## **Security**

### **Campus Visitor Policy**

For the protection of all students, we are a closed campus during the school day. This means that the front doors will be locked during the day, and visitors/parents in the school must make arrangements with the administration in advance of the visit.

Visitors and parents are expected to sign in at the front office, receive a Visitor's Pass, and follow all campus rules and regulations. This includes our Electronics Policy and Cell Phone Usage rules (cell phones may simply be kept out of sight, please, all other rules stand as stated in the Electronics Policy).

In an effort to keep classroom disruptions to a minimum, we ask that parents and visitors do not enter a classroom unless they have received permission/have an appointment, and received their Visitor Pass from the main office building.

### **Surveillance Cameras**

In order to promote school safety and security, ACA operates and maintains several surveillance video cameras throughout the school campus in some classrooms, hallways, and exterior locations. These cameras are used to record video images 24 hours a day, 7 days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action.

Investment in surveillance camera systems by our school helps to ensure parents and guardians that the general safety and security of children is



being addressed during school hours and at all after-school extracurricular activities and programs.

### **During drop off and pick up times**

***We ask that Parents have their children prepared for drop off in the morning. Should a parent need to speak with their child or come into the building we ask that parents park in a designated parking space, or near the sidewalk on Emory Lane so as to not hold up drop off and/or pick up traffic.***

Young children not yet of school age should not be in the classrooms during school hours. They must be under the direct supervision of an adult whenever on the campus. Students from other schools are not allowed to attend classes at ACA without approval from the principal.

### **Traffic Flow Policy**

The driveway is one-way via the church parking lot during the following hours: 8:15 am-8:45 am and 3:15 pm-3:45 pm. All vehicles are expected to enter and leave the premises in a safe manner, obeying the 10 mph speed limit and traffic flow directions. A safe distance needs to be maintained from pedestrians, school property, and other vehicles. For security, the parking lot must be cleared of vehicles during the school day unless registered with the office. Any parents or vetted friends of the school who are volunteering for the day are welcome.

### **Personal Property Disclosure**

Adventist Christian Academy faculty and staff are not responsible for personal property brought to school. It is the student's responsibility to keep track of his/her property.

### **Electronics Policy**

Use of personal electronic devices is not permitted during school hours. These devices include but are not limited to cellular devices and headphones. **The school will not be responsible for lost or damaged property while at school.** If there is a legitimate need to have one of the items listed above at school, this will need to be approved by administration prior to using them during school hours.

***Consequences:*** *Inappropriate use of such devices will warrant confiscation of equipment until a parent comes to the school and picks it up. All staff members have the right to confiscate any electronic item. Any confiscated items will be returned to a parent.*



## **Cell phones**

Understanding the need for communication and the ever-growing number of youth with cell phones and smart watches, we are allowing cell phone usage on school grounds under the following policy:

- Phones must be turned off during class time and given to the teacher to be stored in a safe place.
- Student phones (this includes a phone on a watch) are not to be used on school grounds while school is in session.

These rules are needed to ensure the learning environment is protected from disruption, and for the privacy of other students.

Having a cell phone on school grounds is a privilege, not a right. Any deviation from this cell phone policy will result in the loss of cell phone privileges at ACA. There will be zero tolerance for any student who abuses this privilege. A first offense will be the last, and the student will not be allowed to have a cell phone on school grounds for the remainder of the school year.

All staff members have the right to confiscate cell phones. Any confiscated cell phones will be returned to a parent.

Please be reminded that emergency information should be called in to the school office, do not depend on cell phone availability during the time your child is on school grounds.

## **Telephone Usage**

Teachers and students will not be called from class to answer the phone during school hours except for an emergency. Important messages will be relayed in a timely manner. Students should not ask to use the phone except in an emergency. The teacher will issue a phone pass after approval.

## **Computer Use Agreement**

All families must obtain a Technology and Media Policy form from the office, read it, sign it, and return it to their teacher before the student is allowed to use any technology on the school grounds.



## **Personal Appearance**

### **Philosophy**

As a part of the education to be received at Adventist Christian Academy, the correct understanding and practical application of Biblical principles in the choice of clothing and appearance is intended to de-emphasize the love of self and preoccupation with conformity to changing fads.

While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. The Bible gives six broad standards to serve as guidelines for the Christian in their overall appearance. They are:

- |                   |             |                  |
|-------------------|-------------|------------------|
| 1. Attractiveness | 2. Modesty  | 3. Cleanliness   |
| 4. Simplicity     | 5. Neatness | 6. Healthfulness |

Any need to enforce these policies will be at the discretion of the administration.

Parental help in monitoring student dress BEFORE arrival at school is anticipated.

### **General Expectations**

School clothing should be chosen to enhance school decorum. It should be appropriate for the classroom setting, tastefully coordinated, neat and clean. The school reserves the right to determine the acceptability of non-uniform accessories and hairstyles. Clothing is to fit properly, not tight or loose. Clothing is not to have holes, rips, or tears. Closed toe shoes are recommended. For safety reasons shoes with wheels are not permitted and heels over 2 inches are not permitted. No shower type flip flops are to be worn. Any need to enforce these policies will be at the discretion of the administration and staff.

### **Hair**

Hair should be clean, well-managed, natural color, and non-distracting.

### **Jewelry**

No earrings, necklaces, rings, chains, or studs are not permitted.

### **Make-up**



Make-up should be modest and enhance one's appearance.

### **Accessories/Miscellaneous**

No themed belt buckles. No skulls or other questionable emblems on anything.

### **Shoes**

Closed toed shoes are recommended. Tennis shoes that are appropriately fastened/tied are required for gym use or during PE class. Shoes that are NOT allowed include: flip flops, shoes with wheels, and heels over two inches.

### **Shirts**

**Style:** Collared, sleeved shirt, with 2 to three buttons.

**Length:** Shirts must stay below belt line when arms are raised. No Tank Tops.

**Fit:** Loose with proper fit.

**Messages/Pictures on clothing:** School Uniform attire only, unless dress down is allowed. Messages displayed need to coincide with our vision and mission statement.

**Exceptions:** P.E. gym uniform and clothes designated by the staff for special functions

### **Slacks, Skirts, and Shorts**

**Length:** Pant cuff must not touch the floor. Shorts, skorts, skirts are to be no higher than the top of the kneecap.

**Fit:** Proper waist size. Pants fit snug at the waist, no skinny fit, or too big. All bottoms are to be free of holes, rips or tears and in good repair.

**Colors:** Solid in khaki or navy blue

**Exceptions:** P.E. gym uniform and clothes designated by the staff for special functions

### **Outer covering for classroom use**

**Style:** ACA Uniform hoodies/crewnecks with the logo on it.

**Colors:** Solid colors

**Messages/Pictures on clothing:** School Logo only

Any noticeable deviations from the above description will not be acceptable.

## **Dress Code Violations**

Students who attend school dressed inappropriately will be required to make the necessary changes before attending classes. Any tardiness or absence from class due to inappropriateness of dress will be unexcused. Parents are strongly encouraged to send an extra set of clothes to school if they do not wish to have the inconvenience of being sent home. In the case of an unreachable parent, the student's attire may be replaced or supplemented by the collection of donated clothes in the office.

Consequences: Steps 1-3

# ***Academics***

## **Textbooks**

Textbooks are an important part of the curriculum in all schools, including Seventh-day Adventist (SDA) schools. However, they are not the sole foundation of classroom learning. Our teachers use textbooks as valuable resources for assignments, but also supplement them with carefully chosen materials to enrich the learning experience. We view textbooks as tools—not the final authority—within a broader educational approach.

In some subjects, the SDA Church publishes its own textbooks. In others, we use high-quality books available on the general market. Before any textbook is approved for use in our schools, the North American Division Office of Education follows a thorough review process. Experienced Adventist educators evaluate each book to ensure it aligns with our values and meets our educational standards. Books that promote ideas fundamentally opposed to Adventist beliefs are not approved.

While even the best textbooks may contain occasional factual errors or present differing viewpoints on key issues, our teachers are committed to guiding students through these thoughtfully. When such content arises, it becomes a valuable teaching moment to help students develop critical thinking skills and a deeper understanding of their faith and the world around them.

## **Music Organizations**

ACA is pleased to offer a variety of musical opportunities to our students. Music is a vibrant part of the curriculum, with a focus on praising and serving God through our musical talents.





All students are required to participate in a music program: band (3-8), choir, little bells choir, handbells choir (5-8), or/and worship team. They can join more than one.

### **Achievement Tests**

Standardized tests (NWEA MAPS Test) are given three times a year (September, January, and April) to all students in grades K through 8. It is important that all students be in school during this time as tests are used to help assess the strengths and weaknesses of the individual students. A report of the results will be given to parents as soon as the test results are known.

### **Retention**

The teachers of Adventist Christian Academy are committed to working with each student individually, as much as possible, to ensure that the student understands and masters' new concepts as they are presented. Due to the diversity of cognitive abilities and learning styles, however, some students are slower than others in their academic progress. When students fall behind one grade level or more, a meeting may be called to discuss possible home and/or school interventions. If, after various interventions are tried, the student continues to lag behind academically, it may be necessary to retain the student. This decision is made by consensus of the classroom teacher(s), the parents, and the principal.

The following will be considered for retention:

- Students who have not mastered minimum reading or math requirements
- Students who have accumulated excessive absences
- Students who have demonstrated a decided lack of effort and have 2 or more failing grades.

In certain instances, where a student demonstrates severe deficits academically, emotionally, and/or behaviorally, it may be recommended that the parents arrange for a psycho-educational assessment by a certified school psychologist at the local public school district to determine if there are serious physical, learning, emotional, and/or behavioral disabilities which may affect the student's ability to learn.

### **Reports Cards and Grades**

The school year is divided into four quarters or grading periods. Two quarters make up one semester. Report Cards will be issued at the end of





each quarter. Grades will be reported and accessible anytime on AE Connect through online access.

### **Grades K-2**

E	Achieves objectives and performs skills independently
S	Progressing toward achieving objectives and skills
N	Needs more time to develop

### **Grades 3-8**

A	Excellent	92.50-100
A-	Excellent	89.50-92.49
B+	Very Good	86.50-89.49
B	Good	82.50-86.49
B-	Good	79.50-82.49
C+	Average	76.50-79.49
C	Average	72.50-76.49
C-	Average	69.50-72.49
D+	Poor	66.50-69.49
D	Poor	62.50-66.49
D-	Poor	59.50-62.49
F	Failing	0.00-59.49

### **Graduation Requirements**

#### **8<sup>th</sup> Grade**

1. A student who fails two or more subjects (or a core subject) may not be promoted to the ninth grade.
2. Each student must be eligible for promotion to ninth grade in order to participate in graduation exercises at the end of the year.
3. A student who is not promoted due to failing a class or classes may remove the failing grade or grades by attending summer school or taking these courses by home study. Upon satisfactory completion of the courses the student may/will be promoted.
4. The student's final statement of account must be paid in full a week prior to graduation before he/she will receive his/her diploma.

### **Honor Roll**

Using the letter grades from each quarter, a GPA can be established for each student in grades 3–8. A GPA of 2.0 (C average) with no D's or F's must be



maintained in order to practice and be a member of extra-curricular groups. Eligibility for these activities will be monitored at each term and mid-term.

Principal's List	3.75 – 4.00
Honors	3.50 – 3.74
Academic Recognition	3.00 – 3.49

### **Parent/Teacher Conferences**

Parent/Teacher Conferences will be scheduled at the end of the first quarter. These parent/teacher conferences are required. If parents miss the scheduled conferences, they must reschedule this time with the teacher within 7 school days. Conferences at the end of the second, third, and fourth quarters are optional, but may be requested by the classroom teacher or parent.

Additional conferences can be scheduled at the request of the teacher or parent. Do not request appointments with the teacher during school hours.

## ***Home and School Association***

### **Parent Involvement**

We acknowledge that the parents are an integral part of each student's education. Likewise, the school is an integral part of each student's social and spiritual development. Working together we can develop each student into the person God created them to be.

### **Volunteer Guidelines**

Home and School is responsible for planning and implementing programs and activities that support the needs of the students, families, and staff. All ACA parents/guardians are automatic members of the Home and School Association and work in coordination with the ACA staff and school board. There are regular meetings held on the first Tuesday of each month at the school. These meetings will keep you up to date with planned activities and will provide all you with an opportunity to have input in and recommend school activities and educational programs. With active involvement and support of all the parents and guardians, we can ensure a positive experience for our children at ACA.

The contributions made by the Home and School parents and guardians are readily observed by all the students. Students need your role modeling to



take ownership of and pride in their school. A positive, supportive attitude goes a long way in the way they view their life at school. The basic principle of *shared responsibility* is critical to our *mutual success*. We want everyone to be involved. We value you and need your time and talents to make this the best atmosphere for our children.

Parent's Support of Home & School Includes:

- \$70.00 of the registration fee is designated for Home & School's support of special events and programs.
- Volunteer Parent assistance: These can include but are not limited to: school work bees, driving for field trips, helping in the classroom, participating in a school activity such as the Christmas program etc. Some parent volunteers are able to provide more hours of service than others. However, every hour from every parent is appreciated and valuable. Parents will be provided with a form to allocate their areas of interest.

### **ACA Staff**

Shelby Lucas	Principal
Sara Stare	Pre-K/Kindergarten
Kathya Osejo	1st and 2nd Grade
Carolyna Arvelo	3rd and 4th Grade
Reyna Pink	5th and 6th Grade
Gabriel Tincopa	7th and 8th Grade
Jusmide Jean	Administrative Assistant

### **ACA Auxiliary Staff**

Maidiel Torrez	Janitor
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Email: [acaoffice@adventistchristianacademy.org](mailto:acaoffice@adventistchristianacademy.org)

Web Page: [www.adventistchristianacademy.org](http://www.adventistchristianacademy.org)