

*Abundant Life Christian Academy*

2022-2023

STUDENT HANDBOOK







# *Abundant Life Christian Academy*

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**ABUNDANT LIFE CHRISTIAN ACADEMY MISSION STATEMENT**  
Abundant Life Christian Academy exists as a ministry of Abundant Life Church  
to assist the family by providing the highest possible  
Christ-centered, Bible-based education  
that inspires and equips each student to become  
a useful and productive servant in the Kingdom of God.

## **ABUNDANT LIFE CHRISTIAN ACADEMY OBJECTIVE**

To provide children with a safe, secure environment in which they can learn at their highest possible individual academic level, while building a strong foundation in Godly principles and character; as well as, a personal relationship with God, without worldly pressures and influence.

We will do this by:

- Facilitating daily prayer, Bible reading, and Scripture memory
- Teaching them Godly principles and character
- Providing them Godly examples and leadership
- Encouraging them to develop their own relationship with God
- Helping them to recognize, develop, and use the unique talents God has given them
- Using a high-quality, Bible-based curriculum, designed to promote personal development; as well as, academic excellence.

The objective of a private school is to teach children how to live and to equip them for success. Proverbs 22:6 admonishes adults to train up a child in THE way he SHOULD go. A private school is an extension of the home in training young people. The school staff works closely with parents to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for high standards of morality and wisdom.

*Wherefore take unto you the whole armor of God, that ye may be able to withstand in the evil day, and having done all, to stand.*

*Ephesians 6:13*

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## **ACCREDITATION**

Accreditation for a private Christian school is not necessary for a graduate of this school to enroll in a college or university. Such institutions are interested in the academic merits of individual students, not in the name of the school from which they graduated. They are evaluated individually on their academic aptitude through nationally standardized tests. Abundant Life Christian Academy does not currently seek accreditation by any outside educational institution but does seek to provide excellence in our academic program.

## **AFFILIATIONS**

Our affiliation with other schools will be limited to events and activities decided upon by the Administrative Staff. Each student is expected to be in attendance at ALCA from 8:30a.m. until 3:00p.m. on a regularly scheduled school day. Any student enrolled in ALCA may not participate in any classes or be enrolled in a public school or another private school, with the exception of dual high school/college credits with a technical school or university. Any personal involvement with other schools or institutions will need to be done outside of our daily schedule and extracurricular activities, again with the exception as mentioned above. We communicate with a loving attitude toward public schools, but do not participate in their programs (i.e. band, athletics, forensics, etc.)

## **BIBLICAL STANDARDS**

Many parents choose to enroll their children in a private school to obtain an education grounded in moral values. This school uses the Biblically based Abeka curriculum, which includes Scripture memory passages and references to God and Jesus Christ – all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students' sense of responsibility and integrity.

## **STANDARD OF CONDUCT**

Students of this school are expected to abide by the following standards throughout their enrollment, whether at home, school, or elsewhere and regardless of whether school is in session.

1. Avoid participation in worldly activities such as swearing or indecent language; inappropriate online or social media content; body piercing or tattoos; smoking, possession or use of alcoholic beverages, drugs, or tobacco; involvement in the occult; gambling; stealing; worldly dancing; pornography; premarital sex; promoting or participating in gay, lesbian, or homosexual lifestyles or other lifestyles contrary to Scripture; involvement in rock-style music, rap music, or so-called "Christian rock/rap" music.
2. Refrain from harassment, fighting, violence, or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form; promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, gang related items, or any divisive activism.
3. Maintain Christian standards in courtesy, kindness, honesty, morality, dress, and entertainment.

Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Middle School & High School students in particular – because of their influence on younger children – are required to sign the ALCA Code of Conduct each fall and are expected to abide by it for the entirety of the following school year. A copy is available at the end of this handbook for review.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this academy should immediately discuss the matter with a supervisor. This is not tattling! It

has been said, "All it takes for evil to triumph is for good men to do nothing." "...to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

### **ADMISSIONS POLICY**

This school admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletics, and other school-administered programs. Enrollment at Abundant Life Christian Academy will be determined by the ALCA School Board. Students must be 4 years old by September 1<sup>st</sup> of the current year to enroll in the 4K program. Students must be 5 years old by September 1<sup>st</sup> of the current year to enroll in the 5K (Kindergarten) program. Some exceptions may apply at discretion of the academy administration.

### **ADMISSIONS PROCEDURE**

1. Parents and students must read the ALCA Student Handbook thoroughly.
2. New Families will submit the required New Family Application along with the application fee.
3. Application is reviewed by school administration. A conference may be held with parents and student if deemed necessary
4. Parents are notified of acceptance.
5. Once accepted, Student Registration Form, as well as Standard of Conduct Form is submitted accompanied by registration fee.

### **RE-ENROLLMENT POLICY**

Parents must apply for re-enrollment on an annual basis. The following criteria must be met prior to application.

1. Financial obligations must be current.
2. Any academic requirements assigned by school staff must be current.
3. All admission requirements continue to be met.

### **MEDICATION GUIDELINES**

No staff member will be allowed to administer any medication without parent authorization in writing. All medicines must be kept and administered in the school office.

### **PARENTAL INVOLVEMENT**

Parent meetings and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Please feel free to contact the school office regarding any problems or questions that concern your child. If you need to talk with a member of the faculty, please call the school office between 8a.m. and 3:15p.m. Your call will be returned as soon as possible.

In the even that your call has not been answered, and it is time sensitive, please text your respective teacher on their personal cell.

Parent-Teacher Conferences will be held following the first and third quarters. Every parent is required to participate in these meetings.

### **COMPUTERS**

Computers are a way of life; therefore, all students are given opportunity to learn how to use

computers, starting as early as first grade. A variety of programs are offered on the computer. Every graduate is expected to be computer literate.

### **CHROMEBOOKS**

Chromebooks will be offered to students in 7<sup>th</sup> – 12<sup>th</sup> grades. They will be used to stream Abeka classes while at school and also available for homework use at home.

Each parent and student will be required to sign a “contract” form, upon picking up their device.

Students will be assigned a school email account and password. **Students are NOT allowed to create their own accounts nor change their passwords. In the event this is done, the student will be required to return their device back to the school and will forfeit this privilege.**

**Chromebooks are the property of the School District of Thorp**, and upon the end of each school year, the device will be released back to ALCA.

ALCA administration will be monitoring the use of each device through internet security software. In the event there is device activity causing concern, parents will be contacted as soon as possible.

### **INTERNET ACCESS**

ALCA does have internet access; however, for the safety of our students, internet activity is limited to streaming use. If a project requires internet research, students will be allowed access, only if a teacher is present. This includes all Chromebooks, ALCA or ALC computers; during, or after, school hours.

### **SCHOOL SUPPLIES**

School Supply lists may be found on the ALCA website, under the parent dropdown tab. Supplies will be due at the Open House before the 1<sup>st</sup> day of school.

### **CHRISTIAN CHARACTER TRAINING**

Devotions and/or Bible classes are held every morning, as the first class of the day. Principles of life and Christian Character Building are promoted during this time.

Student led Chapel Services are held on specified Fridays at 2:20 p.m. This service is open to everyone. Please check the school calendar for service days.

Students are expected to have a Bible at school and to bring their Bibles to Devotions, Character Class and Chapel Services.

### **CHRISTIAN AMERICANISM**

Christian Americanism places emphasis upon the greatness of America’s heritage and the sacrifices of her heroes. America’s Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and a love for God, the flag, and our country.

#### **Pledge of Allegiance to the Bible**

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.



### **Pledge of Allegiance to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

### **ATTENDANCE/ABSENCE**

The State of WI requires Public Schools to complete between 437 and 1,137 hours of instructions for grades K5 – 12<sup>th</sup>. Private and Home Schools are required to complete a minimum 875 hours of academic work. Abundant Life Christian Academy exceeds the required academic hours set forth by the state.

Regular school days are Monday through Friday of each week. Full-time students are expected to be in attendance at ALCA from 8:30 a.m. until 3:00 p.m. on every regularly scheduled school day.

Absence is defined as missing part or all of one or more days, excused or unexcused.

### **EXCUSED ABSENCES**

Excused absences must be acceptable according to state guidelines which include illness, death in the family, doctor's appointment, extreme weather conditions, emergencies and prearranged absences approved by academy administration. Students are limited to 15 absences per school year. ***All subsequent absences must have written doctor's note or administrative approval.*** Unverified absences will result in a student's dismissal from the academy.

Excused absences must be documented by a written explanation at the time the student returns to school unless the absence is prearranged. Students have 3 days after they return to school to turn in a note or the excused absence turns into truancy.

A prearranged absence is defined as a student being absent for other than an excused reason and has received approval in advance from Academy administration. Examples of prearranged absences are: deer hunting, family vacations, church conferences, etc. Students must be passing all classes in order to be approved for prearranged absences. All classwork must be made up prior to the absence. If classwork is not completed, the absence will turn into truancy.

### **UNEXCUSED ABSENCES/TRUANCY**

An absence is considered unexcused if it does not qualify as an excused or pre-arranged absence. Unexcused absences include but are not limited to: work, babysitting, shopping, haircuts, job interviews, car trouble, oversleeping, personal business. Students with unexcused absences will not be allowed to make up daily work (quizzes, daily grades) but may take major exams and turn in projects.

By state law sub. (4) and s. 118.15 a student is considered 'habitually truant' after 5 unexcused absences. Parents/guardians will be notified after a student's 3<sup>rd</sup> unexcused absence, and a meeting with academy administration will be required to discuss the truancy issue. After the 5<sup>th</sup> unexcused absence, a letter will be sent to the parent/guardian which identifies the student as a habitual truant.

The student will be dismissed from Abundant Life Christian Academy and a legal referral will be made to County Juvenile Intake.

### **NOTIFICATION OF ABSENCE**

The day students are absent from school, the parent/guardian is required to notify the school office by 9:00a.m. If the school has not received a call from the home, the school will call the parent to ensure the continued education of students who are ill. By state statute, parents/guardians are required to submit a written explanation for any absence. Written notification must accompany the child when they return to school.

### **PARTIAL DAYS**

Whenever possible, students and parents are requested to schedule medical, dental and other appointments during non-school hours. If an absence should be required during school hours, the student must present a written excuse from a parent/guardian stating the nature, time, and date of the appointment. ***Students missing part of the school day will be marked ½ day absent, up to 5 times. Any subsequent partial days missed will be counted as a full day absence.***

### **TARDY**

Tardiness to school, according to state law s.s. 118.16(b), is regarded as an absence. A student is considered tardy if they are not in their place and ready for opening exercises when the bell rings. A demerit may be given when the student is tardy. Three tardies will count as one unexcused absence and a detention.

Perfect Attendance is only for those students that have not missed any classes, during the entire school year.

### **INCLEMENT WEATHER**

If the School District of Thorp has cancelled school due to bad weather, Abundant Life Christian Academy will also be cancelled. Students living in other districts are still expected to be in school, even if the district in which they live has delayed or cancelled classes. Local media should be monitored for this information during inclement weather. We will also send out a broadcast text message, as soon as we have the information.



### **LOST AND FOUND**

A Lost and Found box will be maintained at the school. At the end of a reasonable time, all unclaimed items will become property of the school and will be disposed of at the school's discretion.

## SCHOOL SCHEDULE

8:30 a.m.	Morning Devotions
9:05	Classes begin
10:00	Fruit Break all classes
10:15	ULC Classes resume
10:30	K5-6 Classes resume
12:00 p.m.	Lunch all classes
12:35	ULC Classes resume
12:45	1-6 Classes resume
2:00	Recess 1-6
2:50	Clean up/Chores
3:00	Dismissal

### FRUIT BREAK/LUNCH

Gum is not allowed at any time during school hours. Students are allowed to eat “healthy” food during morning fruit break. Fruit, cereal, yogurt, etc. are all permitted. Soda is only allowed for lunch, not fruit break. Students must bring their own lunches, including plates, napkins, and plasticware. Lunches may be either hot or cold. A refrigerator, microwaves, and toaster are available for student use. Desserts are allowed for lunch. Lunchboxes must not have advertising or cartoons on them.

### HOMEWORK

Students may have homework or additional studying for upcoming tests. In this case, an assignment book or homework calendar will be sent home, giving the pages to be completed. Any assignment books should be signed by the parent and returned the following day. Study & Resource books are not allowed out of the classroom without supervisor permission.

### FIRE AND TORNADO DRILLS

Fire drills will be held bi-monthly. A tornado drill will be held annually.

### AWARDS PROGRAM

All students are required to attend the annual Graduation and Awards Ceremony, which is held on the evening of the last day of school. A variety of events highlight the evening, as well as the presentation of diplomas for Kindergarten, 8<sup>th</sup> Grade, and High School graduates.

### FIELD TRIPS

Field trips will be taken at the discretion of the administration. A natural requirement of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions. Some trips will be without cost; however, others may require a small entry fee, depending on the nature of the trip. Parents will be advised of this cost, at least one week prior to the fees due date. Field Trips are considered a privilege. This privilege may be revoked at any time, by the discretion of the administration.

## REPORT CARDS

The grading system of our school is designed to give parents a true indication of the students' progress or lack thereof. Report cards are given to the parents at parent conferences following the first and third quarters. The second quarter report card will be given to the student to take home in the parent folder. The fourth quarter year-end report card will be mailed to the parents within one week of the last day of school.

## HONOR ROLL

Honor Roll will be designated on report cards. Students receiving a failing grade in a class will not be eligible for Honor Roll. The requirements are as follows:

### A Honor Roll

90-100% overall class average

No unexcused absences or failed classes

### B Honor Roll

80-89% overall class average

No unexcused absences or failed classes

Fourth -12<sup>th</sup> grade students who receive an A in any of their classes for the quarter will be exempt from taking the Nine-Week Exam or Final Exam in that particular class. In this event, the student will receive a note of explanation for the parent to sign. Depending on this situation, there may be a day that the student is excused from attendance. The parent note will specify in detail.

## SCHOOL RULES

- A student is not permitted to communicate or be out of their desk without permission. Turning sideways, tipping back in chairs, and turning around is not allowed.
- Activities not related to schoolwork are not to be conducted in a desk unless permission is given.
- Student desks are assigned and changed only by the classroom teacher. The student must care for them and keep them in an orderly manner.
- Only "positive", approved items for posting in the desk may be brought in by the student. Anything to be placed in the student desk, and all books or magazines not issued by the school, must be approved by the classroom teacher or administrator before they are used.
- Griping, complaining, or talking back to the staff are not tolerated.
- Marked on, defaced, or broken property is to be replaced at the offending student's expense.
- Only words that glorify God will be allowed. The use of inappropriate euphemisms and slang is not allowed.
- Members of the opposite sex are required to stay a minimum of 6" apart.
- The school kitchen, school office, family center dining hall/kitchen/bathrooms, gym, church, vehicles, and other student's desks are considered Off-Limits areas, unless a student has received permission or has a class or chore that requires them to be in these areas. During class time, bathrooms are not to be entered without permission.
- Students must have permission to leave school grounds during school hours.

- All visitors must report to the school administrator or respective teacher upon arrival.
- Bicycles and vehicles may be road/driven to school at the parent’s discretion. Only licensed drivers are permitted to drive vehicles to and from school or start vehicles in the parking lot.
- The school phone is reserved for official school business and emergencies. Students must obtain permission before using the phone.
- Students will need a written doctor’s excuse to be excused from physical education classes. The doctor’s excuse should indicate the length of time the student is excused.
- All fundraisers must be approved, prior to the event, by the administration.
- School pictures will be taken during the first quarter of the school year. Participation is mandatory.
- All cell phones, iPods, smart watches, or other electronic devices must be checked in with the student’s teacher student arrival; unless it is a school issued device, such as a Chromebook.

## **UNIFORMS**

Uniforms must be worn at all times, during school hours, except during Physical Education, when the P.E. dress code applies. If the student does not bring P.E. clothes, their grade will be affected and they must stay in complete uniform as outlined below, during Physical Education.

### **Boys Dress Code**

#### **1. Pants**

- \* Solid Navy or Khaki Dress Pants – no pin stripes
- \* Belts must be worn with pants that have belt loops

#### **2. Shirts/Sweaters**

- \* Solid white or light blue button down style (long or short sleeve, no stripes)
- \* Solid white, light blue, or navy Polo T-shirt (loose fitting and no cap sleeves)
- \* Must be tucked in at all times
- \* Collars worn down
- \* Top button may be unbuttoned. If shirt is open below collar bone, a white undershirt is required.
- \* Plain, navy fleece vest, jacket, or school uniform sweaters

#### **3. Shoes**

- \* Black, brown or navy—dress casual, not tennis shoe style
- \* Lace hole shoes must have laces
- \* Black, white or navy socks must be worn at all times (no ankle socks)
- \* No cowboy boots or sandals

#### **4. Hair**

- \* Must be a conservative cut – *No extreme haircut.*

- \* Must be off the ears and collar
- \* Must be a tapered cut – No tails, no braids, no dreadlocks, hair carvings, etc.
- \* No colored or dyed hair is allowed
- \* Must be clean-shaven
- \* Sideburns must be neatly trimmed and no longer than the bottom of the ear
- \* No mustaches or beards

#### 5. Physical Education Uniform

- \* *Loose fitting athletic pants – a discreet logo is acceptable- No extreme colors or designs*
- \* School issued P.E. Shirts\*\*\* - *Any undershirts worn must be white*
- \* Tennis shoes – *No extreme colors or designs*
- \* Ankle socks are allowed for P.E. only

#### 6. Swimming Lessons (if offered)

- \* Nylon wind/athletic pants
- \* T-shirt (discreet logo may be allowed, if approved before hand)

### **Girls Dress Code**

#### 1. Skirts or jumpers

- \* Navy blue, khaki, or plaid – pattern and material must be obtained from the school
- \* Must be mid-calf length (reaching the middle of the largest part of the calf)
- \* Full slip or white T-shirt must be worn with skirt/white shirt combination

#### 2. Blouses/Sweaters

- \* Solid white or light blue, round collar button down (Peter Pan) – long or short sleeve
- \* Solid white or light blue button-down Oxford blouse – long or short sleeve
- \* Solid white or light blue button down Pointed Collar blouse – long or short sleeve
- \* Solid white, light blue, or navy Polo T-shirt (lose fitting and no cap sleeves)
- \* Top button may be unbuttoned. If shirt is open below collar bone, a white undershirt is required.
- \* Must be tucked in at all times
- \* Plain, navy fleece vest, jacket, or sweater

#### 3. Shoes

- \* Black, brown or navy—dress casual, not tennis shoe style, not higher than the ankle
- \* Lace holed shoes must have laces
- \* Socks must be worn at all times (No ankle socks)
- \* Heels no higher than two inches
- \* No boots or sandals
- \* Clog type/open back shoes are OK
- \* Black, white, or navy socks, leggings or tights – solid colors only

#### 4. No makeup including nail polish

#### 5. No jewelry (watches are allowed)

#### 6. Swimming Lessons (If offered)

- \* Swimsuit must be made by Michelle Goebel, using the ALCA required pattern; or purchased from the designated company. Please contact her for more information.

#### 7. Physical Education Uniform

- \* School culottes or Sport Skirt\*\* (**Must be mid-calf or longer.**)
- \* School issued P.E. shirts\*\*\* Any undershirts worn must be white
- \* Tennis shoes – No extreme colors or designs
- \* Ankle socks are allowed for P.E. only

#### 7. Hair

- \* Hair must be neat and conservative
- \* No colored or dyed hair is allowed

Jackets may not be worn indoors.

All uniforms including sweaters must be in presentable order...clothing with holes is not allowed.

#### Casual Day Attire

Students may wear solid colored, printed, or graphic design shirts and T-shirts. However, all designs are subject to staff approval. Please do not wear anything with questionable verbiage, symbols, signs, or pictures; including unicorns, leprechauns, peace symbol, etc. If staff does not approve, the student will be required to have a parent bring a change of clothing or be sent home for the remainder of the day. Girls must wear skirts or dresses that are at least mid-calf – no pants or shorts allowed.

Boys must wear pants – no shorts allowed.

Any clothing with denim is fine.

Casual dress sandals/flip-flops in good condition are acceptable.

NOTE: If you have a question whether something is acceptable, please feel free to ask beforehand! 😊

**Violation of dress code will result in the student receiving a demerit, and the parent bringing a proper uniform, or the student being sent home.** The student may then return to school when they are within dress code.

\* Fleece jacket: full or half zip. Sweaters: Crewneck pullover, V-neck pullover, vest, V-neck cardigan, or crewneck cardigan sweaters

\*\* School culottes must be made from school material and with school pattern, by Michelle Goebel. Contact her for pricing. Culotte length must be mid-calf. ***Sport Skirts may also be worn for PE. Skirts must be loose fitting and mid-calf length.***

\*\*\* Must be ordered through the school. One order is usually made before the school year begins. If you are in need of additional shirts, during the school year, please contact the administrator

#### DISCIPLINE

All new students are admitted on probation for the first nine weeks.

Abundant Life Christian Academy reserves the right to inspect a student and their belongings or desk, to guarantee compliance with school policies.

Students must conduct themselves at all times in a manner becoming a lady or gentleman. If your child feels they have been treated unfairly in a disciplinary situation, please give school staff the benefit of the doubt and if needed, contact the teacher directly involved in the situation.

When a child's behavior is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that our students should be taught to accept the responsibility to "walk honorably before all men".

Discipline maintained is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the classrooms through kindness, love, and a genuine regard for the student. However, when a disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciplined in all areas of life:

*Children, obey your parents in all things: for this is well pleasing unto the Lord. Colossians 3:20*

*Let every soul be subject unto the higher powers... Romans 13:1*

*Obey them that have the rule over you, and submit yourselves... Hebrews 13:17*

*For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life.*

*Proverbs 6:23*

*He is in the way of life that keepeth instruction; but he that refuseth reproof erreth. Proverbs 19:18*

*Chasten thy son while there is hope, and let not thy soul spare for his crying. Proverbs 19:18*

*Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him. Proverbs 22:15*

### **DEMERITS/DETENTIONS**

The paramount rule is "do right; do not disturb". Demerit marks are given for disturbances and broken rules and are an indication that a student may need direction in the development of principles of character in their life. Demerit reports will be sent home on Fridays in the parent folders, and input into MySchoolWorx.com on Friday of that week.

Three marks in one day, four marks in one week, or 2 marks for the same infraction in one week will result in a detention. Offences will be punished, whether they occur on or off school property. Three marks for the same infraction in one week will result in a detention and the student losing all privileges and off campus activities (field trips, sports, etc.) for the greater of 2 weeks or the balance of the current month. Students receiving multiple demerits in a particular area over an extended period of time will be dealt with by school administration on an individual basis.

When a student receives a detention, the length and date the detention is to be served will be noted on the demerit report. Siblings of the student serving the detention will need to be picked up from school at the 3:00 dismissal. Students who ride to school with the student serving detention will need to make other pick up arrangements made for that day. The school will not be responsible for after-school supervision of students whose siblings are serving detentions. Detention length will be determined by the classroom teacher or administrator.

Multiple detentions may result in suspension of the student. ALCA Administration has the right to determine and address each situation respectively.

Demerits, detentions, and dismissal can be granted for, but not limited to, the following infractions: tardiness, incomplete homework, dress code violation, classroom disruption, inappropriate language,



property misuse, noncompliance, unsafe behaviors, lying, cheating, bullying, stealing, and technology violation.

In the event that a student should become pregnant, or father a child, that student will be dismissed from the school. Married students are not eligible for enrollment. The school will make every effort to work with parents in these situations if they should choose to home school their child.

### **INCENTIVE PROGRAM**

Appropriate and exceptional behavior is encouraged and rewarded in a manner developmentally appropriate for each classroom. Students will have the opportunity to create these incentives with the guidance of their classroom teacher.

### **ALCA SPORTS PARTICIPATION**

Participation in extracurricular sports will be reviewed each year and decided by the administration. The school's position regarding these activities is that they be used to build character and encourage teamwork. It is important that sports be kept in the correct perspective and because of this, students must meet high academic and behavioral standards in order to participate. Our goal in participating in sports is not to dominate, but to have fun and learn good sportsmanship.

Students in grades 7-12, or age 10 at the coach's discretion, are able to participate in sports.

Team sports must have an adult coach.

Transportation to and from practices will be up to the students/parents. If transportation to and from games is arranged by the school, students/parents will be notified, and a fee will be charged to cover gas expenses. Otherwise, parents may be responsible to transport their own student and arrive at the appointed time.

Students must maintain a minimum 75% overall quarterly average and a passing grade in each individual class in order to be eligible for sports participation. If at any point during the season the student's grades fall below the set guidelines, they will be unable to play until they bring up the grade.

Students having an unexcused absence or detention will be ineligible to play one game.

Students must also be in school the day of the game in order to be eligible to play that evening.

If a student is suspended from school, they will also lose all sports participation privileges for the entire school year.

### **GRADUATION REQUIREMENTS**

The Academy reserves the right to individualize curriculum requirements in order to accommodate students in extenuating circumstances. High school student requests to take pre-approved, dual credit classes will be reviewed by Administration on an individual basis.

Graduation requirements are as follows:

4 credits in Bible

½ credit in Life Management

4 credits in English

3 credits in Math

1 credit - Algebra 1

2 math electives

3 credits in Science

2 credits with lab components

1 credit in Spanish

3 ½ credits in History

World History 10

US History 11

½ credit in American Government

½ credit in Economics

½ credit in history elective

½ credit in Health (in grades 7-12)

1 ½ credit in Physical Education

3 ½ elective credits

Total of 24 credits required for graduation.

Early Graduation – (Graduating before the student is 18 years old and/or completed 13 consecutive years of school)

This will be allowed only if the following apply:

1. The student is at least 17 years of age.
2. The parents have approached the principal about early completion and an agreement has been reached by both the parents and the principal. (Tuition will be discussed at this time.)
3. The student has, and continues to maintain, at least a 90% overall average in all of their classes.
4. The student has completed 24 credits or beyond.

The following rules will apply:

1. The student must leave school at the end of a quarter or semester.
2. Participation in the graduation/awards ceremony will be decided upon when the student leaves school and will not be changed.

Late Graduation – (Requested by the parents to help complete required credits)

Age of students to graduate later will be determined on an individual basis, decided by the parent and school administration.

## TUITION

It is the goal of Abundant Life Christian Academy to keep tuition costs at an affordable level. Because of this, fundraising may be required to meet our financial obligations. It is expected that parents will participate in and support all fundraising efforts.

Tuition is charged on an annual basis and is divided into ten equal installments. The first installment is due August 1<sup>st</sup> of each year, and the tenth installment is due May 1<sup>st</sup> of each year. Tuition may be paid ahead at any time. Tuition is non-refundable, even if the child is expelled or withdrawn from the school.

The Tuition Fee Schedule is as follows for full-time students from one family:

New Family Application - \$50 (per family)

Registration     \$75 (per student by July 1st)     \$100 (per student after July 1st)

	<u>Annual Cost</u>	<u>Monthly Charge (due Aug 1-May 1)</u>
First Child	\$2,200.00	\$220.00
Second Child	\$2,000.00	\$200.00
Third Child	\$1,800.00	\$180.00
Fourth Child	\$1,400.00	\$140.00
Tuition for Kindergarten students attending 5 half days:		
Student	\$1,550.00	\$150.00
Tuition for K4 students attending 2 half days per week:		
Student	\$800.00	\$80.00

The discounted Tuition Fee Schedule for Abundant Life Church Members\* is as follows for full-time students from one family:

Registration     \$50 (per student by July 1st)     \$75 (per student after July 1st)

	<u>Annual Cost</u>	<u>Monthly Charge (due Aug 1-May 1)</u>
First Child	\$1,400.00	\$140.00
Second Child	\$1,275.00	\$127.50
Third Child	\$1,125.00	\$112.50
Fourth Child	\$ 875.00	\$ 87.50
Tuition for Kindergarten students attending 5 half days:		
Student	\$1000.00	\$100.00
Tuition for K4 students attending 2 half days per week:		
Student	\$512.50	\$51.25

\* To be considered a member of Abundant Life and to be awarded discounted tuition, a family must attend at least one service per week and support the church through tithes and offerings.

**Late Tuition**

Communication is paramount with late tuition! If a tuition account is 31-60 days past due, it is the parent’s responsibility to contact academy administration to make payment arrangements.

If an account is 61-90 days past due and no arrangements have been made, your child(ren) will not be admitted to class and no school work will be given until payment arrangements have been made with academy administration.

If payment arrangements are delinquent, your child(ren) will not be admitted to class until the entire past due balance is paid in full OR a mutually agreed upon payment plan has been arranged with the ALCA school board.

No school records, including health records or graduation diploma, will be released for any student when there is a balance owed on the student’s account.

No future enrollment applications will be accepted without past due tuitions paid and/or arrangements made in advance. All monies that come into ALCA, will be applied to tuition accounts before extra-curricular activities fees.

**Other Charges**

\*All students must be picked up by 3:00p.m. Students who are picked up after 3:00 will be charged using the following schedule:

				For 12:00pm NOON dismissal:	
After 3:10	\$5			After 12:10	\$5
After 3:20	\$10			After 12:20	\$10

- \* A testing fee of \$50.00 will be charged for all new students transferring from another school. In the event that ALCA Administration is able to procure a copy of last year’s State Testing scores, this fee may be waved.
- \* MySchoolWorx (Student Management Software) online enrollment fee of \$30/yr per student. Enrollment in MySchoolWorx.com is mandatory and is added to each month’s statement.
- \* Graduating Seniors are required to cover the cost of cap/gown/tassel purchase (approximately \$30).
- \* Graduating 5K students are required to cover the cost of their cap (approximately \$10).

**Optional Charges**

- \* Pizza/Taco Day is usually once per month. The cost is approximately \$3-\$5 per child and is optional.
- \* Field Trips may be an additional charge, depending on the chosen destination.

**HELPING HANDS SCHOLARSHIP FUND**

Helping Hands Scholarships are intended to assist ALC church member families experiencing financial difficulty. Scholarship applications are available in the school office. Applications will be reviewed quarterly, and available funds will be dispersed at the discretion of the school board.

**GENERAL POLICIES**

Usage of church equipment is under the jurisdiction of the church board. Usage of school equipment must be authorized by the administration.

Finances of Abundant Life Christian Academy may be used for expenses of Abundant Life Church, as deemed necessary by the administration (i.e. repairs, utilities, etc.).

Any purchases made, representing the Academy, must receive prior approval by the administration.

Abundant Life Christian Academy reserves the right to change a policy at any time.

Exceptions may be made to policies on an individual basis. An exception for one is not intended for anyone else.

An annual review of all programs and policies will be conducted by the Board of Education. Any changes and updates will be announced prior to the following school year.



# Abundant Life Christian Academy

For 7<sup>th</sup> – 12<sup>th</sup> Grade students

Name \_\_\_\_\_ Age \_\_\_\_\_

Students at Abundant Life Christian Academy are to practice all the virtues taught in the Scriptures, such as discipline, modesty, patience, purity, holiness, and honesty and are expected to worship at Abundant Life Church regularly.

Students are also required to abstain from participation in and talking about all activities which violate Biblical teachings, such as theft, drunkenness, smoking, the use of narcotics, slanderous or profane language including taking the Lord's name in vain and any euphemisms, all forms of dishonesty including cheating, and sexual sins (such as premarital sex, homosexual behavior and the use or possession of obscene or pornographic material). Students must reject all sinful attitudes, such as greed, jealousy, pride, lust, and prejudice against those of a different race, gender, or socio-economic status.

Additionally, students are to use wisdom and Christ-like discretion in the application of Biblical principles to decisions regarding all areas of life, such as the involvement with various forms of media, social interaction and the physical expression of intimacy in relationships. Relationships, beyond friendship, between students of the opposite sex are not promoted or allowed at school or school activities. Students of the opposite sex must maintain a minimum of six inches between them at all times. Intentional, casual touching a member of the opposite sex is not allowed, even during play. Unless it is not possible, students are to sit by members of the same sex during classes, breaks, and on field trips.

The use of cell phones is not allowed during school hours. If a cell phone is brought to school, it must be shut off and kept in the designated place in the classroom or office at all times.

Students are also expected to apply themselves to the completion of their academic work including all class assignments and homework, realizing that learning is the responsibility of the student. Cheating will not be tolerated.

*Realizing that I am a daily representative of Jesus Christ, on my honor and for His glory, I agree that I will:*

1. *Maintain high standards of conversation, conduct, integrity, courtesy, morality and honesty, as outlined but not limited to those mentioned above.*
2. *Discipline and apply myself to learn and complete all work assigned to me.*
3. *In good spirit, abide by the rules, dress code, and standards expected of each student enrolled in ALCA.*

*I understand that violation of this Standard of Conduct will result in disciplinary action, up to expulsion, as determined by Abundant Life Christian Academy Administration and School Board.*

\_\_\_\_\_  
Signature Date \_\_\_\_\_ Student

\_\_\_\_\_  
Parent Signature Date \_\_\_\_\_

Do you want to attend this school? Yes No

Why or why not? On the back of this form please explain your answer in an essay of at least one paragraph of five sentences.