



2025-2026

Abundant Life Christian Academy  
Student Handbook

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## WELCOME TO ABUNDANT LIFE CHRISTIAN ACADEMY

Since 1977, Abundant Life Christian Academy has endeavored to educate the boys and girls of our community to emerge as academically well-prepared men and women of truth and responsibility. To this day, we seek to challenge our students to be critical thinkers with a solid foundation of Biblical values. Abundant Life Christian Academy is first and foremost an educational institution with specific goals for our graduates. We train the mind and challenge the heart of each and every student. Not only do we facilitate learning and train critical thinking skills, but we also commit ourselves to truth and to passing it on. We work in partnership with the home, the church, and the community to instill the values necessary for making a successful life and living. Our academic program is challenging and prepares students to succeed in college and beyond as lifelong learners and achievers. From preschool through high school, our expectations are high. Our students grow and graduate as men and women equipped to be responsible, ethical, hard workers whether going to college or entering the workforce. The daily environment of our school is conducive to teaching and learning. Ours is a place where structure and orderliness go hand in hand with love and close relationships between teachers and students. At Abundant Life Christian Academy, everyone works together for the success of the student.

### SCHOOL SCRIPTURE

"I came that they might have life and have it abundantly."

John 10:10

## MISSION AND VISION

The mission of ALCA is to glorify God by assisting parents as we...

- Nurture the heart with Biblical truth.
- Equip the mind through academic excellence.
- Train Christian students to make disciples for Jesus Christ.

The vision of ALCA is to create disciples of Christ with high academic standards and a biblical worldview.

### Philosophy

Our philosophy of education is to provide a Bible-based, Christ-centered approach that leads the student to a relationship with Jesus Christ. This approach should equip the student with knowledge, skills, and attitudes to be an effective Christian in today's world.

### Statement Of Faith

As a ministry of Sylvan Hills First Baptist Church, the statement of faith for Abundant Life Christian Academy is not different from that of the church. The following statement of faith is not inclusive of all we believe. It does include those areas vital to maintaining the historical and Biblical view of the Christian faith so that those from a non-Christian background might understand the basis for our teaching of the Scriptures.

### Bible

We believe the Bible to be the inerrant, inspired Word of God. It consists of sixty-six books, from Genesis to Revelation. It is God's complete revelation of Himself and His will for mankind. It is the only standard by which to establish and evaluate the historic Christian faith.

*(II Timothy 3:16-17, II Peter 1:19-21, Acts 1:16)*

## God

We believe there is one and only one true God. God has revealed Himself in His Word as the Godhead consisting of three persons identified in Scripture as the Father, the Son (Jesus Christ) and the Holy Spirit. This is known historically as the Trinity. They are equal in every divine perfection and execute a distinct, but harmonious office.

*(Exodus 20:2-3, Genesis 17:1, John 4:24, Ephesians 4:6)*

## Jesus Christ

We believe Jesus Christ is the virgin-born Son of God. He was begotten of the Holy Spirit and born of Mary. Jesus Christ pre-existed in eternity past and is co-equal with the Father and the Holy Spirit. Christ took upon Himself a human body for the purpose of giving His life, the sinless perfect sacrifice, as a ransom for the sins of mankind. His death on the cross and blood atonement were part of God's plan of salvation. Jesus experienced a physical resurrection from the grave and now sits on the right side of the throne of God. One day Christ will return to the earth and rule over it as King of Kings and Lord of Lords.

*(Revelation 17:14, John 3:16, Matthew 1:18-25, John 8:58, Luke 24:1, I Timothy 2:6)*

## Salvation

We believe as a fallen and sinful creature, man must by faith alone, receive for himself the sacrifice for sin provided freely by Jesus Christ. It was necessary for the sacrifice to be a blood atonement for it to be genuine. Salvation is also referred to as being "born again". Salvation frees man from the penalty of hell and promises him unconditionally a home in heaven.

*(Romans 10:9-10, Ephesians 2:8-9, John 3:16, I Peter 1:18-19, Hebrews 9:22)*

## Human Sexuality and Marriage

We profoundly believe that God created each human to first pursue intimacy with Him, and that He then calls some to pursue marriage, others to a life of singleness. We also believe God created people in His image and chose to give humans a partner to reproduce and inhabit the earth. Thus, God created Adam and Eve, as referred to in the Holy Bible, and these two distinct biological sexes, male and female, are biologically constructed in the womb and confirmed at the time of birth. God then created a divine institution of marriage, a covenant relationship between one man and one woman. He calls for all husbands and all wives to sexual fidelity within the marriage covenant, and we believe sexual relations outside of marriage, regardless of sexual orientation, are inconsistent with God's truth and undermine the way God created us and called us to live. Our position regarding human sexuality and marriage applies in all policies in the Abundant Life Christian Academy community. Any events involving members of the community or events held in an Abundant Life Christian Academy facility pertaining to marriage (weddings, ceremonies, receptions, and/or anniversaries) shall involve only marriage consistent with our historical Christian beliefs regarding marriage. We also require all stakeholders and community representatives and participants to live in accordance with our beliefs regarding human sexuality and marriage.

## Church

We believe the church is a congregation of born-again believers, associated by a covenant of faith and fellowship. The church meets for the purpose of worship, teaching, discipling, and exercising the two

ordinances of the church: baptism and the Lord's Supper. The only true head of the church is Jesus Christ who calls men by the Holy Spirit to be under-shepherds and lead the church.

*(Eph. 5:23-24, I Cor. 11:2, Matt. 28:19-20, Eph. 1:22-2)*

### School Organization

The school is governed by a School Board selected from Sylvan Hills First Baptist Church membership. The Head of School and Administrator(s) oversee the day-to-day operations of the school. The school is composed of three divisions: elementary, which includes PreK4-4th grades; middle school which includes 5th-8th grades; and secondary, which includes 9th -12th grades. Classes in the elementary division are self-contained, with the teacher being responsible for most academic subjects. The middle school and secondary students are departmentalized, with students changing classes for each course period.

## ACCREDITATION

Abundant Life Christian Academy is fully accredited by the Arkansas Nonpublic Schools Accrediting Association (ANSAA) and is an associate member of the Association of Christian Schools International (ACSI).

## GENERAL OBJECTIVES

- To provide the students continual opportunities to learn about and know God through a relationship with His Son, Jesus Christ, since man is spiritually depraved.
- To promote in our students a God-centered orientation to life.
- To promote an instructional design in which students are taught that each discipline is embodied in God's truth.
- To promote the development of moral character consistent with the principles of the Bible.
- To promote a high level of literacy and academic achievement per the ability of the student.
- To promote understanding of man's purpose of being, which is to bring glory to God.
- To foster relationships and develop partnerships between the home, school, and church.
- To develop in students the ability to critically analyze the world's interpretation of the truth from God's Truth.

In summary, Abundant Life Christian Academy's Philosophy of Education, Statement of Faith and General Educational Objectives are intended to instill the following qualities in each student:

- A student who is concerned about his/her personal relationship with Jesus Christ and his/her daily walk with Him.
- A student who is concerned about the spiritual welfare and development of others.
- A student who understands and accepts the consequences of his/her behavior.
- A student whose speech reflects a disciplined Christian life.
- A student who daily seeks the will of God in his/her life.
- A student who is daily becoming a more mature witness for Christ.
- A student who exhibits a Biblical sense of right and wrong.

- A student who is challenged and eager to learn, utilizes that knowledge to enrich his or her life, and in turn enrich the lives of others.

It is our belief that if all of these results are achieved in the lives of our students, the academic results will be equally high.

### Patriotism

The flag is displayed and given proper respect in every classroom. The following pledges are recited daily:

#### PLEDGE TO THE BIBLE

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

#### PLEDGE 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 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.

## ADMISSIONS AND PERFORMANCE POLICIES

It is the mission of Abundant Life Christian Academy to strive to develop Godly character, grounded in a Biblical worldview, in order to equip this generation of young people with the knowledge and skills to impact their world with what really matters. Because ALCA is a ministry of Sylvan Hills First Baptist Church, we will accept a student whose desire is to receive a Christian education. However, if the system determines through testing and other vital factors that we cannot meet the child's needs, we will not accept the child in our system.

### Admission Policies and Procedures

- ALCA does not discriminate on the basis of race, sex, color, handicap, or national or ethnic origin in the administration of its educational policies, admission policies, scholarship or loan programs, athletics, and other school administered programs.
- The specific procedures for new student admission are outlined in the "New Student Enrollment Packet" which may be obtained by calling the main office.
- Students who have been suspended in the current or prior school year, or expelled at any time from another school, will not be accepted at Abundant Life Christian Academy.
- All new students must be interviewed by administration prior to acceptance. All new students enter on a probationary basis.
- All students enrolled at ALCA are required to have health/medical insurance provided by their parent(s)/guardian(s).
- All family financial accounts must be kept current. Students will not be allowed to attend school if their account is more than 60 days past due.

### Re-Enrollment Policy

Abundant Life Christian Academy believes that a positive and constructive working relationship between the school, student, and the student's parent/guardian is essential to the accomplishment of the school's educational mission. The school, accordingly, reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of the student and/or his or her parents or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. This takes precedence over any other policy.

- Automatic re-enrollment for current students will occur in February for the next academic year.
- A student will not be re-admitted if there is any outstanding balance from the previous year or if they are deemed incompatible (according to the handbook).

### Enrollment Procedure

The following materials must be in the school office prior to final admission:

- Application/Registration form
- Immunization record
- Birth certificate
- Achievement test scores from previous school
- Registration and testing fees and all tuition to date
- Transcript request form

The following are age requirements for PreK4 -1st Grade

- PreK4 students must be four years old on or before August 1st.
- Kindergarten students must be five years old on or before August 1st.
- Grade 1 students must be six years old on or before August 1st.

### BIRTH CERTIFICATE/IMMUNIZATION REQUIREMENTS

A copy of your child's birth certificate and immunization record must be provided before entering school. The State Department of Health requires that all children entering school be in compliance with the state law regarding the number and timing of immunizations. Please refer to the following site or visit with our school health official for the most updated information regarding immunization requirements:

<https://www.healthy.arkansas.gov/images/uploads/rules/ImmunizationRequirements.pdf>

### VOLUNTEER POLICY

Any person who desires to volunteer in any capacity must fill out a volunteer application and background check at least one week prior to volunteering. These must be approved by the administration. Each applicant will have a criminal background check done annually. After an applicant is accepted, he/she will be notified, and his/her application will be kept on file in the main office. The following will also be required:

- Volunteers are expected to abide by the Teacher Code of Ethics outlined in the Personnel Policy Manual.
- Volunteers will support the philosophy, doctrinal statement, and Board policies of Abundant Life Christian Academy and Sylvan Hills First Baptist Church.

- The Head of School or Board may terminate the volunteer relationship at any time during the course of a school year if the Head of School or Board feels it is determined to be in the best interest of the school.

### ABUNDANT LIFE CHRISTIAN ACADEMY PUBLICATIONS

Abundant Life Christian Academy may take photographs or videos of daily activities or special events to be used in promotional publications for the school. This may include the school website, the school's Facebook page, school brochures, and school videos. If you object to your child's picture being used in his manner, please notify an Administrator in writing before the school year begins.

### REPORTING TO PARENTS

- Parents are encouraged to keep track of student performance at any time at <http://www.factsmgt.com> or through the link provided on the school website.
- Parents will receive Quarterly Reports at the end of 9 weeks, Semester Reports, and reports at the close of each semester. Only semester grades will be recorded on student transcripts.
- Parent-Teacher conferences will be conducted during the first grading period and are mandatory. Parent-Teacher conferences will be conducted during the third grading period upon request by the teacher or parent. Parents are encouraged to attend these conferences to better understand their students' progress.
- Communication between the parent and student should be communicated through email, unless it is urgent in nature, at which time, the REMIND app should be used.
- Parents are encouraged to initiate conferences as needed throughout the year by calling the school office or emailing the teacher directly.
- Abundant Life Christian Academy encourages the use of daily progress checks through the use of assignment notebooks.

### PARENT PARTNERSHIP AND COMMUNICATION GUIDE

At Abundant Life Christian Academy, we believe that a parent and school partnership is essential for discipleship. The mission of ALCA is to nurture the heart with Biblical truth, equip the mind through academic excellence and train Christian students to make disciples for Jesus Christ. We believe this can only be accomplished through the mutual agreement and partnership with the parents and guardians of each student. In order to promote this relationship, the following communication process will be used and is informed by the Mathew 18 principal.

In all forms of communication, there is an understanding and expectation that the tone and content will be charitable (refraining from accusations), respectful and grace led.

- **Student / Teacher:** At ALCA we want to train our students to communicate effectively and respectfully with their peers and adults, including those who are in authority. Students are responsible for communicating their needs and concerns with their teachers, while greater responsibility and accountability will be placed upon Upper School students. Teachers will communicate with students via email, or in some instances (primarily athletics), GroupMe. Teachers and students are not permitted to communicate over text messages, unless the teacher is a member of their family.
- **Parent / Teacher:** Teachers will primarily communicate with the parents / guardians of their students via email. Although on occasion in the Lower School, the Remind app will be used for

notifications intended to briefly “remind” parents of upcoming events / times / dates. If a parent has a concern with their student, they should first email the teacher, and the teacher will respond within one business day (excluding holidays). If the concern cannot be resolved via email, a phone or in-person conference will be scheduled. Any correspondence sent directly to the teachers’ personal cell phone or email address will not be addressed. If a resolution has not been addressed following the parent teacher conference, the parent or teacher will invite school administration to assist.

- **Parent / Coach:** In order to compete at the highest levels, our coaching staff devote countless hours of preparation and focus on each competition and event. Should a parent, guardian or interested party like to discuss a concern with any coaching staff, they should send an email the following day (not the evening of the event) to request a time to meet either by phone or in person. ALCA coaching staff will not meet prior to, during or after an event to address parent / player concerns unless it pertains to an immediate safety issue.
- **Parent / Administration:** The administrative team at Abundant Life is eager to assist and partner with the families of ALCA. However, prior to a parent / administration conference, the aforementioned communication process with the teacher and parent is encouraged. If a concern remains unresolved or pertains to a serious safety issue, an administrator may be contacted directly.
- **Social media:** Any grievance or issue that is shared on social media, group chats or public forums that infer or directly names ALCA or ALCA staff or faculty, is out of keeping with Matthew 18:15-17, and could result in the student or family being deemed incompatible with the school, depending on the content of the post.

## ATTENDANCE POLICY

It is important that students attend school every day. Circumstances occasionally prevent this, and students do miss school from time to time. If your child is absent, please call the school office before 9 a.m.

Proper documentation from your child’s physician is needed for consideration to make exceptions in cases of multiple or long-term illnesses. Administrative approval will be required with any exception made.

Documentation forms are available in the office if a student will miss more than one day of school for a family trip. Parents are encouraged to submit this completed form to the office at least one week prior to the trip. This allows teachers to supply any assignments that will be done while the student is absent.

### Tardy Policy

- **PreK4- 6th Grades**
  - Students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent ½ day.
  - Three tardies will count as a 1/2-day absence and a teacher contact. Excessive tardies will result in a parent/Administrator contact.
- **7th-12th Grades**

- Students who are more than 10 minutes late for any class period will be counted absent.
- Three tardies will count as one absence in the course. Cumulative tardies start over each semester. Six tardies will result in a parent/Administrator contact.

A PreK4-6th grade student who has accumulated twenty-four (24) days of absence during the school year may be required to repeat the grade or deemed incompatible with the ALCA.

A 7th-12th grade student who has accumulated twelve (12) days of absence in a semester for a specific class may be required to repeat the course or deemed incompatible with the ALCA.

### Check-In Procedures

There is an office in both buildings. Students arriving at school after 8:00 a.m. are required to check in through the appropriate office and receive an admit slip before attending class.

### Check-Out Procedures

- Parents shall be required to check out their students at the office at the time of departure.
- Students will not be allowed to check out within thirty minutes of dismissal.
- Students will only be dismissed through the office when checked out by a parent/guardian.
- No phone call check-outs will be allowed. Parents must report to the office to check out all students. Drivers who check out early must have a written note from their parents turned in at the office.
- Parents must seek administrative approval in order to check their child out of school in the event of recurring appointments of any kind.

## CAMPUS POLICIES

ALCA students may enter the building no earlier than 7:30 a.m. Early room will be available for those students arriving before 7:55 a.m. At 7:55 a.m. students will be dismissed to their classrooms. Students who have not been picked up from school by their designated pickup time will be taken to After-School Care and must be picked up there. Parents will be charged for this service. Abundant Life Christian Academy will not be responsible for any student on campus before 7:30 a.m. or fifteen minutes after school is dismissed.

Afternoon pick up times:

- PreK4-Kindergarten 2:45 p.m.
- 1st-2nd 3:00 p.m.
- 3rd-4th 3:15 p.m.
- 5th-12th 3:30 p.m.

### Withdrawal

Notice of intended withdrawal for any reason should be given to the school at the earliest possible time. Students' records will not be forwarded to the new school until all obligations have been met, including the withdrawal fee of \$100 and exit paperwork. If a child attends any portion of a month, the entire month's tuition must be paid.

### CONFIDENTIAL RECORDS

According to the Family Educational Rights and Privacy Act of 1988, a student's records are confidential and will be open only to members of the professional staff and to the student's parent(s)/guardian(s), or to the student himself/herself, if he/she has attained the age of eighteen (18), at times pre-arranged with the Administrator and the student.

1. Parents will sign a release before a student's records are forwarded to another school.
2. Upon request, parents may be given the student's records to carry to another school.
3. The school will forward education records to other educational institutions that have requested records.
4. Permanent records and high school transcripts may be withheld by administration in the event a student has not completed the withdrawal process and cleared all financial accounts.

### EMERGENCY CLOSING

If school is closed due to inclement weather or other reasons, parents will be notified through text alerts, local television outlets, and/or the "Abundant Life Christian Academy" Facebook page.

### HEALTH SERVICES

Children who become ill or hurt at school will be brought to the office:

- If your child is in much discomfort, you will be called and asked to come and take your child home.
- If your child's temperature is 100 degrees (oral) or over, he/she will need to go home. He/she should not return to school until he/she is fever-free without medication for 24 hours.
- If your child throws up or has diarrhea, he/she will be sent home immediately and should not return to school until he/she has been free of symptoms without medication for at least 24 hours.
- In the case of small superficial cuts and abrasions, the injury will be gently cleaned and bandaged.
- Students are not permitted to help themselves to First Aid materials.
- Pregnancy - ALCA has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. Therefore, it is essential that all pregnant students report their pregnancy to the Administration as soon as the pregnancy is confirmed by medical authority.

### MEDICATION

Parents and physicians are urged to schedule the administration of all medicine at home. However, when home consumption is not possible, medication will be administered at school under the following conditions:

1. Parents or guardians should first and only communicate the need with the school health official.
2. The parent or guardian will fill out a medication permit.

3. All medication will be kept in a locked container under the supervision of the school health
4. All medication must be in its original container with the following pharmacy printed information:
  - Child's name
  - Doctor's name
  - Date of prescription
  - Name of drug
  - Directions for administering the medication
5. If there is a need for medication (prescription) on a long-term basis (more than two weeks), a doctor's statement is required.
6. No oral medication will be administered by the school without written instruction from a parent.

### HEALTH SCREENINGS/TESTING

Each year the school will conduct scoliosis screenings. You will be notified of the screenings at least one week prior and may opt out in writing.

### HEAD LICE

Your child may be screened for head lice during the school year. Should lice be found, your child will be sent home for treatment and may not return until they are nit free.

### COMMUNICABLE DISEASES

Parents of students diagnosed with a communicable disease are required to notify the administrator within 24 hours of the diagnosis. The determination of whether a student diagnosed with a communicable disease is to be permitted to attend classes or participate in school activities shall be made on a case-by-case basis by a team composed of the treating physician, a physician selected by the administrator, an attorney selected by the administrator, the student's parents or guardian, public and school health officials. Final determination will be made by the administrator. If the student is admitted, the administrator will periodically re-evaluate the decision based on prevailing circumstances. In making its determination, the school shall consider (a) the behavior, neurological development, and physical condition of the student; (b) the expected type of interaction with others in the school setting; and (c) the impact on both the infected student and others in that setting. The following efforts shall be the institutional intent, and shall be adhered to, whenever appropriate:

- The medical records of all students shall remain confidential, except where disclosure is mandated by law.
- The number of school personnel who are aware of the student's condition shall be determined by the administrator as needed to ensure proper care of the child and to detect situations where the potential for transmission of the disease may increase.
- ALCA will follow rules and regulations recommended by the AR Dept. of Health regarding communicable diseases and the control of these diseases.

### VISITORS

- Parents/Family members and church ministers are welcome to visit the school and must check in the front office and receive a visitor badge.

- Administration and the office staff will not permit visitors to the classroom unless they have been notified in advance of the appointment with the teacher.
- Families will not be permitted to drop things off in the classroom. Any items dropped off for students must be left in the office.
- Former students and alumni are not allowed on campus unless accompanied by an administrator or designee.
- Although we do have an open-door policy, it is never permissible for parents to drop-in for observation or conference without first making an appointment with the teacher and clearing it with the Administrator.
- Any person convicted of any crime involving sexual contact of any kind and/or any crime against a minor, including but not limited to any crime arising under Ark. Code Ann. 5-14-101, et seq. may NOT enter campus for any reason whether during the hours of a school day or for any school sponsored event that is not part of the school day. This includes off campus events such as field trips, etc. Any entry in violation of this policy is a criminal trespassing and will be prosecuted to the full extent of the law and will be considered a breach of the family's agreement to comply with this handbook.
- Any parent/teacher conference will occur by appointment only and will only take place in private. Administrators may be present at the request of the parent or teacher.

### FIELD TRIPS

Field trips are planned during the year to coordinate with your child's area of study.

- You must have on file in our office a signed permission slip for field trips.
- All students must wear their "Field Trip T-shirt" unless specified differently by the teacher leading the field trip.

### ARTICLES PROHIBITED FROM SCHOOL

Items such as dangerous toys or other items, questionable literature/media, and weapons are not permitted at school at any time and will be confiscated. Discipline will occur per policy.

### ELECTRONIC COMMUNICATION DEVICES

The purpose of the cell phone and electronic policy is to provide a safe environment that promotes proper communication leading to social and academic excellence. Electronic communication devices include any device that communicates visibly or audibly through an electronic medium. This would include, but not limited to, cell phones, iPads, smart watches, MP3 players, earbuds, headphones and any device that provides electronic communication.

The cell phone policy states that students may not use their cell phone during school hours 8:00 a.m. - 3:30 p.m. The only exception is during an emergency where a staff or faculty member is unable to assist due to the nature of the incident. Such an emergency would usually constitute the involvement of first responders or be a result of the incapacitation of a student or faculty necessitating the emergency use of the electronic device. Students may NOT have their cell phone on their person, however, they may store their cell phone in a backpack or in their locker, although it must be powered off and out of sight at all times. If it's visible, the following disciplinary procedures will be enforced:

PreK4 - 12th Grade:

- 1st offense: Verbal warning

- 2nd offense: Detention
- 3rd offense: Detention and parent pick up phone
- 4th offense: Detention and duties as assigned
- 5th offense: Detention and permanent loss for the academic year – mandatory parent meeting and student could be deemed incompatible leading to loss of re-enrollment privileges.

In the event that a student needs to communicate with a parent or guardian, they may get permission to use the front office phone at the lower school, or at the reception desk at the upper school. Should the parent/guardian like to communicate with the student they may also call either of those phones and the appropriate faculty member will connect the parent with the student.

### STANDARDIZED TESTING

ALCA administers standardized testing to students in grades Kindergarten-11th. Results will be placed in the students' permanent records and made available to parents or guardians.

### COMPLAINTS

**MATTHEW 18 PRINCIPLE:** If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go first to that person through whom the offense came and share this with that person. If there is no reconciliation after consulting together and praying for mutual understanding, then they should agree to go together to counsel with the Administrator or person directly over him/her, but never before approaching the person committing the offense. In like manner, if the matter is not resolved there, it may then, and only then, be taken to the Head of School. If the matter cannot be resolved there, it should be taken to the president of the School Board to meet with the Board for final disposition of the matter. Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons.

1. If a person has a complaint about a teacher, the individual will first contact the school office to set up an appointment with the teacher to seek a solution to the problem. This will be done before discussing the matter with other patrons.
2. If the matter cannot be resolved satisfactorily, the two parties will agree to meet with the Administrator.
3. If no solution is found to the problem, the matter will be referred to the Head of School.
4. School Board members will not attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a Board member is approached, he/she will notify the Head of School.

### BULLYING, CYBER-BULLYING, AND HARASSMENT

Abundant Life Christian Academy takes all reports of meanness, bullying, relational aggression, cyber-bullying, and/or harassment seriously. While all acts of meanness are not considered bullying, ALCA will address all bullying-type behavior using their best judgment and due process. All reports of bullying-type behaviors will be documented and investigated before making a final verdict and taking action. Bullying" means intentional harassment, intimidation, humiliation, ridicule, defamation, or threat of incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a student or school employee or damage to the student's or school employee's property

- Substantial interference with a student's education or with a school employee's role in education
- A hostile educational environment for one or more students or school employees due to the severity, persistence or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment. (Arkansas code 6-18-514)

Bullying/harassment can occur directly, indirectly, and through cyberspace. Examples of what might constitute an act of bullying or harassment include but are not limited to the following:

- Rude comments, teasing, name calling, mocking, humiliating
- Spreading rumors, blackmail
- Exclusion
- Threats
- Pushing, hitting, biting, kicking, pulling hair, blocking access, etc. Students, parents, faculty, and administration all have a responsibility to report suspected bullying/harassing-type activities.

The administration will investigate all reported claims of bullying/harassment using a prepared form. Appropriate action will be taken by using the following:

- Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
- The student's previous disciplinary offenses will be considered in determining the appropriate disciplinary action.
- Consideration may be given to other violations of the student handbook which may have simultaneously occurred. Abundant Life Christian Academy provides a form for students to report bullying/harassment issues. Students may identify themselves or report anonymously. Forms can be turned into a teacher or an administrator.

### NON-CUSTODIAL PARENTS

- Non-custodial parents are not to use the school as a meeting place to visit with their children.
- In the case of divorced parents, a copy of the court order stating visiting rights will be required to be on file in the school office.
- An Administrator will allow a non-custodial parent to take the child as specified in the court order.
- A copy of the child's report card may be given to the non-custodial parent.

### SUSPENSION

Suspension is defined as the temporary exclusion of a student for disciplinary reasons. Suspension from school will be the decision of the Administrator in consultation with the Head of School.

- Students may be suspended by the Administrator for serious reasons for a period of time not to exceed ten (10) days.
- The Administrator will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement.
- Students may be placed on probation at the discretion of the Administrator.
- Students will not receive full credit on assignments that are issued or completed during the time of the suspension.

## EXPULSION

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the joint decision of the Head of School and the School Board. A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s). Expelled students will not be allowed on campus or to attend any school events.

## GRADING SYSTEM

### Elementary Grading System

#### PREK4-KINDERGARTEN

PreK4 and Kindergarten students receive report cards at the end of each nine weeks. The evaluation scale is indicated as follows:

- O - Outstanding
- S - Satisfactory
- I - Improving
- N - Needs Improvement

#### 1ST – 6TH GRADE

All grading will be based on percentages in a given marking period, as percentages offer the fairest and most accurate system of averaging and calculation of grades. Report card grading is based on percentages but recorded with the letter grade equivalency as follows: Students will be on a nine-week grading system.

Percentage Letter Grade:

- 90-100 A Excellent
- 80-89 B Good
- 70-79 C Average
- 60-69 D Below Average
- 59-below F Failing
- I Incomplete

#### ALL CONDUCT

- S - Satisfactory
- N - Needs Improvement
- U – Unsatisfactory

## HONOR ROLL

The Honor Roll will be recognized each grading quarter. Students with all "A's" will be named to the Administrator's Honor Roll. Students with grades no lower than "B" will be named to the Academic honor Roll. Students who achieve the Honor Roll for the year will be recognized at the end of the year awards assembly.

## CRITERIA TO REPEAT A GRADE

Kindergarten -- A conference will be held with parents whose student does not meet the standards for First Grade. These factors include personal development, maturity, reading readiness, and number readiness. A decision will be made by the parent, the teacher, and the Administrator that will best benefit the child.

Grades 1st-4th -- Generally, students failing two or more of the following subjects will not be promoted to the next grade: Math, Reading, Language, Science, Social Studies

Homework (Grades PreK4-4th) -- Each teacher is at liberty to give homework to aid each student in advancing his or her studies. Each child in grades PreK4-4th grade will have a planner in which daily homework assignments and important notices are recorded. The parents are required to sign the planner daily to ensure communication. Students are expected to successfully complete their assignments each day. Generally, no homework will be required on Wednesday night. However, tests may be given on Thursdays if the teacher has given prior notice through test schedules or in the planner.

## DISCIPLINE POLICIES

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Abundant Life Christian Academy adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (Ephesians 6:14). A teacher stands in Loco Parentis, that is, in the parent's stead. He or she has the same God-given authority as they.
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality. (Proverbs 3:11-12).
3. The school seeks to instill the following characteristics in our students:
  - Cheerful obedience to all in authority
  - Responsibility in doing assigned or expected tasks
  - Cooperation with others within and outside the classroom
  - Courtesy and respect for others
  - Cleanliness in person and property
  - Truthfulness and honesty in work and life
  - Respect for property that belongs to others
  - Promptness in attendance and assignments
  - Morally good conduct in respect to recreation, social relationships, and language

Good order and self-discipline by the students are to be expected. Emphasis is placed on positive values. When behavior violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the misconduct. A goal of Abundant Life Christian Academy is to successfully guide our students to achieve self-discipline.

## GENERAL REGULATIONS

1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Emphasis is placed on positive values rather than on punishment.
3. Students will be held accountable for any disorderly conduct or destruction of property.
4. Serious or continuous disciplinary problems will be referred to the Administrator.
5. In serious cases, if a student's behavior does not improve through any other means, the administrator will follow the procedure for suspension or expulsion, as outlined below:

### DISCIPLINE POLICY FOR PREK4

Sylvan Hills First Baptist Church maintains a licensed day care center. Our PreK4 program falls under state regulations regarding day care, and as a result has specific guidelines to be followed which are mandated by the state. They are as follows:

**CORPORAL PUNISHMENT** - Corporal punishment will not be administered to PreK4 children due to state regulations. Disciplinary measures used will be age appropriate and will be handled with discretion. In most cases, steps will be taken by the classroom teacher to correct any behavior problems.

#### DISCIPLINARY STEPS:

1. Talk to the child.
2. Set apart from the group.
3. Child will be taken to the Administrator for a conference.
4. Parent(s) will be called and a conference scheduled.
5. Parent(s) will be called to pick up a child who displays continued non-compliance or defiant, disruptive behavior. The student must be taken home within an hour of the call and will not be allowed to return to school the following day.
6. In extreme cases of non-compliance, a child may be asked to leave Abundant Life Christian Academy.

#### ACCORDING TO MINIMUM LICENSING REQUIREMENTS:

PreK4 children are subject to being interviewed by Child Care Licensing, DCFS (Division of Children and Family Services), Special Investigations, and law enforcement for investigative purposes and/or for determining compliance with licensing requirements.

### DISCIPLINE POLICY FOR KINDERGARTEN-4TH GRADE

#### AREAS OF OFFENSE

Areas include any behavior or display of attitude in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. A complete list of specific offenses would be impractical in this handbook, but the following is a list of certain general offenses:

- Disrespect to the teacher, toward any authority figure or another person will not be tolerated. Any student accused of insubordination toward a member of the faculty or staff shall, at the discretion of the Administrator, be suspended. Should such disrespect manifest itself in physical contact with the staff or faculty members, the student shall be suspended, or at the discretion of the Head of School and School Board, be expelled from the school system.
- Continuously talking without recognition, continuously interrupting the teacher or a class discussion.
- Writing or passing notes, throwing objects indoors, chewing gum, eating in class, etc.
- Excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground, or classroom.
- Fighting, lying, cheating, or stealing.
- Leaving school grounds without permission.
- Tampering with school or church equipment or destroying another's property in any manner - parents will be held financially responsible for all damages incurred.

## ELEMENTARY DISCIPLINE PROCEDURES

1. Offenses of a minor nature will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:
  - Student counseling
  - Loss of privileges
  - Phone call to parents
  - Parent/teacher conference
  - Written letter sent home
2. A major offense or any repeated minor offense (after above stated steps have been taken) results in an Administrator referral. The Administrator will have the following alternatives:
  - Spiritual counseling and one or more of the following:
  - Loss of privileges
  - Corporal punishment or In-school suspension
  - Out-of-school suspension
  - Expulsion

## GENERAL DRESS CODE GUIDELINES - SCHOOL WIDE (EXCLUDING CHAPEL DAYS)

- No visible tattoos.
- Boys will not be allowed to pierce their ears or wear earrings.
- Girls should have no more than one earring in each ear. \*
- Girls should have no more than two earrings in each ear. \*\*
- Girls may not wear cosmetics. \*
- Girls should wear a conservative amount of cosmetics. \*\*
- No facial piercings.
- Students should not wear any attire or hairstyle that would draw undue attention to themselves or obstruct vision. No non-natural hair colors.
- No smart watches with texting/calling/internet capabilities.

### Shirts

- Knit polo style shirt, short or long sleeve, any solid color.
- Polos must have no more than four buttons.
- ALCA logo or manufacturer's logo that a credit card must be able to cover.
- Solid color polo may be worn under girls' jumpers. \*
- Spirit-wear may be worn on Friday only.

### Pants

Hemmed, no holes, not frayed; not baggy, not sagging, not form-fitting, not low-cut pants; must fit at the waist.

- The permissible colors for jeans or slacks are black, navy, gray, or tan/khaki.
- Blue jeans may be worn - no embellishments are permitted.
- No leggings (including jeggings) will be worn as pants.

**Belts**

- Belts must be worn with all bottoms with belt loops. \*\*

**Skirts/Skorts/Jumpers/Shorts**

Must not be higher than 3 inches above the knee.

- Skirt, skort, or jumper - black, navy, gray, tan/khaki, or ALCA plaid (must be worn with undershorts or leggings).
- Leggings or tights are to be worn with skirts – plain, full length, black, navy, gray, or white.
- Polo or jumper dress – black, navy, gray, or tan/khaki in color. \*
- No athletic shorts.

**Sweaters/Sweatshirts**

- Only allowing the ALCA sweatshirt (purchased at the ALCA online store).
- No hoodies—zip up or pullover.

**Shoes**

- No sandals (closed toe only). \*
- PreK4 and Kindergarten: No laces (only Velcro or easy off-on shoes).
- No house shoes or slippers.
- No Heelys (or any shoes with wheels).
- No crocs.
- No slides.

**Outerwear**

- No camo, sports teams, or logos.
- No trench coats.
- Jackets must fit properly and should come to or just below the waist.
- Hats, caps, and hoods may only be worn outdoors as protection from harsh weather. Any logos or markings must be in good taste, and in keeping with the school's philosophy.

**Spirit-Wear**

Spirit wear is only on Friday.

- ALCA polos, jerseys, or spirit shirts (t-shirts made for/by ALCA) may be worn with dress code pants, skirts, or shorts.
- Athletic game day wear will be issued by the team's coach.

**Chapel Dress Code**

- Students must wear the red ALCA issued polo shirt with approved tan/khaki pants or skirts (or shorts\*).

\*Pertains to the Lower Campus only.

\*\*Pertains to the Upper Campus only.

**INVITATIONS**

If you would like to send out invitations to a party through the school, then you must send an invitation to every student in the class. Otherwise, the invitations must be delivered outside of school. The only exceptions apply to “all boy” or “all girl” parties. In these cases, invitations must be sent to all the boys or girls in the class.

## SECONDARY ACADEMIC INFORMATION

### Graduation Requirements

In order to graduate from Abundant Life Christian Academy, students must complete all requirements of the Arkansas Board of Education as described by the Arkansas Nonpublic School Accrediting Association (ANSAA) available at <http://www.ansaa.com/legislativelaws.html>. Additionally, students must complete 4 credits of Bible and maintain a minimum Grade Point Average (GPA) of 2.00. All courses will have a 4-point GPA value except AP (5 points) and Honors courses (4.5 points). Concurrent college credits will be counted as a 5-point GPA value in accordance with Arkansas Department of Higher Education (ADHE). All concurrent college credits must follow the partnering college credit policy. Community Service must be completed each year in order to graduate from Abundant Life Christian Academy.

### Honor Graduates

Honor graduates will include any student with a GPA of at least 3.75. Valedictorian and Salutatorian will be determined by the student's overall GPA and disciplinary record for grades 9-12. The disciplinary record must be exemplary with no "Major Offenses".

### Valedictorian and Salutatorian

Except for determining Valedictorian and Salutatorian, class rank is not published. To be considered for these honors, the student must have attended Abundant Life Christian Academy all eight high school semesters (9<sup>th</sup> – 12<sup>th</sup> grades). In the event that Co-Valedictorians are named, there will not be a Salutatorian.

## COMMUNITY SERVICE

Each student in grades 9-12 will be required to perform community service. This service can be done through your church, the school, the city, or other approved organization. Each student must submit their community service plans to the Student Services Director for approval. Once approved, the student may begin. The following hours of community service apply:

- Grade 9 - 10 hours
- Grade 10 - 15 hours
- Grade 11 - 20 hours
- Grade 12 - 25 hours

## SECONDARY GRADING SCALE:

A 90-100 4.0  
 B 80-89 3.0  
 C 70-79 2.0  
 D 60-69 1.0  
 F 59-below 0

1. Incomplete, late assignments, and assignments required in order to receive credit for a course must be completed by the date assigned by the teacher unless there are extenuating circumstances approved by the teacher prior to the deadline, or there is a major, prolonged illness.

2. Each teacher is allowed flexibility in establishing his or her individual incomplete/late work policy.
3. Students who do not hand in major assignments, projects, or class requirements are in danger of receiving a failing grade. Overdue assignments may be required to be completed without credit.
4. All work must be made up by the close of the grading period. If assignments are not submitted by the end of the grading period because of some emergency situation, the student may receive an incomplete" on his/her report card. In such cases, the student will confer with his or her instructor and Academic Advisor and will be placed on a schedule to complete missed work. The student will be responsible for completing all work within the time frame allotted or will receive a zero. The final grade will then be re-computed and marked on the student's report card.
5. Grades 5-8: Any student failing more than one subject (yearly average) may be required to repeat the grade or be dismissed from ALCA at the discretion of the Administration. 9th-12th grade guidelines (below) apply to the 8th grade Algebra 1 course.
6. Grades 9-12: In the event that a student fails a course, it is the responsibility of the family to contact the Administrator to discuss arrangements to ensure credits for graduation. Non-ALCA courses must have prior approval for credit recovery. Any courses taken to recover credit for failures will be shown on the transcript. The failed course will not be removed from the transcript.
7. Abundant Life Christian Academy does not offer summer school courses. Summer school courses must be taken at an accredited, approved institution.

#### SEMESTER TEST EXEMPTION

In order to be eligible for semester test exemption, a student must have at least a semester average of a B" AND have no more than 5 absences in the course during that particular semester.

- 9th grade: One test exemption
- 10th grade: Two test exemptions
- 11th grade: Three test exemptions excluding AP courses
- 12th grade: All tests excluding AP courses

#### MAKE-UP WORK POLICY

If a student is absent from school, classwork, homework, projects, and tests that were assigned before the absence will be due when the student returns. Parents may check FACTS or email teachers for assignments on the day of absence to prevent the student from falling behind in the class. Consideration will be given to students who miss several days in a row. In the case of extended illness, parents must contact the teacher to arrange for make-up tests.

#### HONOR ROLL

The Honor Roll will be published every 9 weeks.

- Students with all "A's" will be named to the Administrator's Honor Roll.
- Students with grades no lower than "B" will be named to the Academic Honor Roll.
- No exceptions will be made in the case of grades in 5-point GPA value courses

## GUIDANCE SERVICES

God has given to many the task of directing young people into God's truth and His will for their lives. The guidance services at Abundant Life Christian Academy seeks to offer Biblically based and responsible assistance in meeting the challenge. Guidance services are available in three major areas:

1. Academic Advising
  - An academic advisor is available to all students in grades 7-12. The advisor regularly assists students with academic concerns.
2. College and career planning
  - The PSAT exam is offered to sophomores and juniors. Details as to these programs are available in the Academic Advisor Office.
  - College entrance examinations will be made accessible for juniors and seniors to take. Registration packets for both Scholastic Aptitude Test (SAT) and American College Testing (ACT) are available through your Academic Advisor.
  - Juniors and Seniors are also guided in applying for financial aid.
3. Testing
  - All Kindergarten-11th grade students are given yearly achievement exams. All dates are announced in advance, and the students are thoroughly briefed as to what is expected of them.

## SCHEDULE CHANGES AND COURSE WITHDRAWAL

Once schedules are complete, changes will only be made if students are missing a required course. Other extreme, extenuating circumstances will be considered. In-Class and Online courses may only be dropped during the first two weeks of the course or at the semester break. A "Drop/Add Form" may be obtained through the Guidance Advisor or on the school website and must be completed before any change is made.

## SEARCH AND SEIZURE

Abundant Life Christian Academy respects the right of students to privacy and security against arbitrary invasion of their person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school. School authorities may conduct searches of student vehicles, lockers, and desks when there is reasonable suspicion that stolen items or items prohibited by law or school policy are contained in the area to be searched. School officials will seize illegal contraband, weapons, drugs, alcohol, or stolen property found in a search. The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse or other personal possessions contain stolen items or items prohibited by law or school policy. Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present. If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation.

## 5TH – 12TH GRADE DISCIPLINE POLICY

### Student Incompatibility

ALCA is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued disruptive behavior, persistent disobedience to rules, and/or failure to

exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations, the Administrator may place the student on 3-week probation. Prior to this probation, the Administrator will hold a conference with the parents. If marked improvement by the student indicated on successive teacher evaluations is not noted, the student will be dismissed from the school system.

### UPPER SCHOOL MAJOR OFFENSES

The following violations will result in the corresponding disciplinary action:

**NOTE:** ALCA is committed to fair and unbiased discipline. The disciplinary actions outlined in this document will be followed to the extent possible. However, due to the unique and unforeseen circumstances that can arise, ALCA administration will exercise discretion in all matters of discipline.

#### **HARASSMENT/BULLYING/CYBER-BULLYING/ASSAULT DIRECTED TOWARD A STUDENT**

**First Offense** Parent Conference; 1-5 days suspension; possible expulsion

**Second Offense** 1-5 days suspension; possible expulsion

**Third Offense** Expulsion

#### **LYING TO SCHOOL FACULTY OR STAFF**

**First Offense** Administrator's discretion

**Second Offense** 1-5 days suspension and/or parent conference

**Third Offense** 1-5 days suspension and/or parent conference

#### **POSSESSION OF OBSCENE/OCCULT MATERIAL - on or off campus**

**First Offense** 1-5 days suspension and/or parent conference

**Second Offense** Expulsion

#### **USE OF PROFANITY OR VULGARITY**

**First Offense** Possible suspension

**Second Offense** 1-5 days suspension

**Third Offense** Expulsion

#### **SEXUAL MISCONDUCT - on or off campus**

**First Offense** Parent conference; 1-5 days suspension; possible expulsion

**Second Offense** Expulsion

#### **STEALING AND/OR WILLFUL DESTRUCTION OF THE PROPERTY OF OTHERS (school property of others included) - on or off campus**

**First Offense** Restitution; possible suspension

**Second Offense** Restitution; 1-5 days suspension; possible expulsion

**Third Offense** Expulsion

#### **USING TOBACCO IN ANY FORM, INCLUDING VAPING - on or off campus**

**First Offense** 1-5 days suspension; parent conference

**Second Offense** Expulsion

#### **TRUANCY; SKIPPING SCHOOL / CLASSES**

**First Offense** 1-5 days suspension; parent conference

**Second Offense** 1-5 days suspension

**Third Offense** Expulsion

#### **LEAVING CAMPUS WITHOUT PERMISSION**

**First Offense** Detention, possible suspension based on administrators' discretion

**Second Offense** 1-5 days suspension

**Third Offense** Expulsion

#### **POSSESSION OF WEAPONS OF ANY KIND**

**First Offense** Suspension/possible expulsion

**Second Offense** Suspension/possible expulsion

**Third Offense** Expulsion

#### **POSSESSION OF FIREARMS**

**First Offense** Expulsion

#### **VANDALISM AND/OR HARASSMENT (including bomb threats) Directed Toward School Personnel**

**First Offense** Expulsion

#### **DRINKING ALCOHOLIC BEVERAGES - on or off campus**

**First Offense** 1-5 days suspension; parent conference; possible expulsion

**Second Offense** Expulsion

#### **CHEATING ON TESTS, QUIZZES, COPYING HOMEWORK, AND OTHER ACTS OF EXTREME DISHONESTY**

**First Offense** Student counseled; parent notified; zero for grade; possible expulsion

**Second Offense** 1-5 days suspension and parent conference; possible expulsion

**Third Offense** Expulsion

#### **MISSING ASSIGNED DETENTION HALL**

**First Offense** 2-hour detention

**Second Offense** 1-5 days suspension

**Third Offense** Expulsion

#### **GROSS DISRESPECT OR DISOBEDIENCE (directed toward Administrators, faculty or staff) that overtly challenges those in authority or school staff personnel.**

**First Offense** 1-5 days suspension; parent conference; possible expulsion

**Second Offense** 1-5 days suspension; possible expulsion

**Third Offense** Expulsion

#### **UNSAFE DRIVING, SPEEDING, ETC. ON SCHOOL GROUNDS**

**First Offense** Administrator's discretion

**Second Offense** 1-5 days suspension and/or parent conference

**Third Offense** 1-5 days suspension and/or parent conference

## **POSSESSION OF, SELLING, OR USING ILLEGAL DRUGS, OR DRUG PARAPHERNALIA-on or off campus**

**First Offense** Expulsion

## **FIGHTING**

**First Offense** 1-5 days suspension

**Second Offense** 1-5 days suspension; possible expulsion

**Third Offense** Expulsion

**NOTE: Any other offense of a major nature will result in disciplinary action consistent with the above.**

## **STUDENT SOCIAL MEDIA USAGE**

Social media usage: Students are viewed as representatives of the school on and off campus, including digital platforms, such as, social media and online forums. Posts with bullying, harassment, sexual, lewd, threatening, illegal or illicit material, discriminatory language or inappropriate content unbecoming of an Abundant Life student, will result in disciplinary actions directed by the handbook. Repeated or serious violations may result in suspension, probation, or withdrawal of enrollment.

**Final disposition of any offense will be left to the discretion of school administration. Expelled students will not be allowed on campus or to attend any school events.**

## **STUDENT EXPECTATIONS**

### **GENERAL DRESS CODE GUIDELINES - SCHOOL WIDE (EXCLUDING CHAPEL DAYS)**

- No visible tattoos.
- Boys will not be allowed to pierce their ears or wear earrings.
- Girls should have no more than one earring in each ear. \*
- Girls should have no more than two earrings in each ear. \*\*
- Girls may not wear cosmetics. \*
- Girls should wear a conservative amount of cosmetics. \*\*
- No facial piercings.
- Students should not wear any attire or hairstyle that would draw undue attention to themselves or obstruct vision. No non-natural hair colors.
- No smart watches with texting/calling/internet capabilities.

### **Shirts**

- Knit polo style shirt, short or long sleeve, any solid color.
- Polos must have no more than four buttons.
- ALCA logo or manufacturer's logo that a credit card must be able to cover.
- Solid color polo may be worn under girls' jumpers. \*
- Spirit-wear may be worn on Friday only.

**Pants**

Hemmed, no holes, not frayed; not baggy, not sagging, not form-fitting, not low-cut pants; must fit at the waist.

- The permissible colors for jeans or slacks are black, navy, gray, or tan/khaki.
- Blue jeans may be worn - no embellishments are permitted.
- No leggings (including jeggings) will be worn as pants.

**Belts**

- Belts must be worn with all bottoms with belt loops. \*\*

**Skirts/Skorts/Jumpers/Shorts**

Must not be higher than 3 inches above the knee.

- Skirt, skort, or jumper - black, navy, gray, tan/khaki, or ALCA plaid (must be worn with undershorts or leggings).
- Leggings or tights are to be worn with skirts – plain, full length, black, navy, gray, or white.
- Polo or jumper dress – black, navy, gray, or tan/khaki in color. \*
- No athletic shorts.

**Sweaters/Sweatshirts**

- Only allowing the ALCA sweatshirt (purchased at the ALCA online store).
- No hoodies—zip up or pullover.

**Shoes**

- No sandals (closed toe only). \*
- PreK4 and Kindergarten: No laces (only Velcro or easy off-on shoes).
- No house shoes or slippers.
- No Heelys (or any shoes with wheels).
- No crocs.
- No slides.

**Outerwear**

- No camo, sports teams, or logos.
- No trench coats.
- Jackets must fit properly and should come to or just below the waist.
- Hats, caps, and hoods may only be worn outdoors as protection from harsh weather. Any logos or markings must be in good taste, and in keeping with the school's philosophy.

**Spirit-Wear**

Spirit wear is only on Friday.

- ALCA polos, jerseys, or spirit shirts (t-shirts made for/by ALCA) may be worn with dress code pants, skirts, or shorts.
- Athletic game day wear will be issued by the team's coach.

**Chapel Dress Code**

- Students must wear the red ALCA issued polo shirt with approved tan/khaki pants or skirts (or shorts\*).

\*Pertains to the Lower Campus only.

\*\*Pertains to the Upper Campus only.

### CELL PHONE/ ELECTRONIC DEVICE POLICY

The purpose of the cell phone and electronic policy is to provide a safe environment that promotes proper communication leading to social and academic excellence. Electronic communication devices include any device that communicates visibly or audibly through an electronic medium. This would include, but not limited to, cell phones, iPads, smart watches, MP3 players, earbuds, headphones and any device that provides electronic communication.

The cell phone policy states that students may not use their cell phone during school hours 8:00 a.m. - 3:30 p.m. The only exception is during an emergency where a staff or faculty member is unable to assist due to the nature of the incident. Such an emergency would usually constitute the involvement of first responders or be a result of the incapacitation of a student or faculty necessitating the emergency use of the electronic device. Students may NOT have their cell phone on their person, however, they may store their cell phone in a backpack or in their locker, although it must be powered off and out of sight at all times. If it's visible, the following disciplinary procedures will be enforced:

PreK4 - 12th Grade:

- 1st offense: Verbal warning
- 2nd offense: Parent Pick up
- 3rd offense: Detention
- 4th offense: Permanent loss for the academic year - student could be deemed incompatible leading to loss of re-enrollment privileges

In the event that a student needs to communicate with a parent or guardian, they may get permission to use the front office phone at the lower school, or at the reception desk at the upper school. Should the parent/guardian like to communicate with the student they may also call either of those phones and the appropriate faculty member will connect the parent with the student.

### CLOSED CAMPUS

Our school has a closed campus before, during, and after school. All doors will be locked after the tardy bell rings each morning. All students arriving after the bell will need to enter the campus through the appropriate office. Students who are enrolled in class will not be allowed to leave school property without a signed permission slip from a parent/guardian. Seniors will be allowed to leave campus during their lunch time on the day that the Head of School selects. As stated above, all students must have a signed permission slip from a parent/guardian to leave campus, including Seniors leaving for lunch. Minors not enrolled in ALCA will not be permitted to be on school property during the instructional day, which includes after school practices.

### STUDENT DRIVERS

Students who have a valid driver's license and insurance will be permitted to drive and park on campus. However, driving and parking on campus is a privilege extended to our student body, and students who display unsafe and reckless driving behavior can have that privilege revoked without prior warnings if deemed necessary by administration.

### THREATS OF VIOLENCE WITH INTENT TO HARM

Parents should understand that the school's first responsibility is the protection of all its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school or to a school function, or has a weapon on his/her person, the school may immediately suspend or expel the student. Parents are advised that the school may contact local police or appropriate authorities and will note in the student's permanent record that he/she was suspended or expelled for possession of a weapon on school premises or at a school function. Possession includes but is not necessarily limited to having a weapon in a locker, book bag, purse, or vehicle. If the school determines that a threat of violence is credible and specifically directed toward particular students or staff, the Administration will report to the student and/or staff member that a threat was made. The school will also report the threat to appropriate authorities. Students making such threats could result in suspension or expulsion. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school Administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will have a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school could recommend counseling, at family expense, from a Christian counselor or other professional agreeable to the school. Prohibited Drugs and Alcohol Policy and Screening Test Procedures (see pgs. 33-34) Abundant Life Christian Academy is determined to have a drug and alcohol-free student body and intends to strictly enforce this drug and alcohol policy. This may be accomplished through prevention through education and disciplinary action. Drug screening tests may be only one procedure employed to enforce this policy. The school may take disciplinary action, including expulsion, without the necessity of a drug test. Any of the following actions constitutes a violation of this policy and may subject a student to disciplinary action as determined by the school in its sole discretion, including expulsion:

1. Using, selling, purchasing, transferring, possessing, manufacturing, processing, preparing or storing alcohol or prohibited drugs (excluding prescription or over-the-counter drugs in accordance with medical treatment) or any other substance representing the foregoing, or any drug paraphernalia, or assisting another to do so anytime or anyplace.
2. Switching, adulterating, or attempting to tamper with any sample submitted for testing or otherwise interfering or attempting to interfere with the testing process. When a school Administrator has reasonable suspicion that a student has violated this policy, he or she may require a drug screening test to be administered by an appropriate testing agency and/or search for the individual(s) in question. Reasonable suspicion may result from the following or other circumstances giving rise to reasonable suspicion:
  - (a) observed behavior;
  - (b) receipt of credible reports by two or more reliable witnesses;
  - (c) detection of odor by a school employee; or
  - (d) discovery of a prohibited substance on the student, in the possession of the student, in or around school premises, school property, vehicles, or other areas in which the student has had access. In addition, the school reserves the right to conduct random drug screening tests at any time. Any student subject to the application of this policy shall be afforded "reasonable, fair, and appropriate procedures." Should the drug testing result be positive, the parent will be responsible for paying the testing fees. Should the random testing results be negative, the school will pay for the testing fees. Should there be testing administered because of reasonable suspicion, the parent(s) and

the school will share the cost of the testing fees if the results are negative. Should the drug screening test results be positive in any category, the student will be subject to disciplinary action, including without limitation, expulsion. The school will consider action initiated by the student or parent to voluntarily obtain help or assistance with problems associated with the use of alcohol or prohibited drugs before being implicated in conduct prohibited by this policy as a factor mitigating suspension or expulsion. However, the weight given to such factors shall be within the sole discretion of the school. Further, failure on the part of the student to adhere to a treatment and rehabilitation plan shall be grounds for disciplinary action, including without limitation, expulsion.

### Search And Seizure

Abundant Life Christian Academy respects the right of students to privacy and security against arbitrary invasion of their person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school. School authorities may conduct searches of students' backpacks, vehicles, lockers, cell phones and desks when there is reasonable suspicion to believe that stolen items or items prohibited by law or school policy are contained in the area to be searched. School officials will seize illegal contraband, weapons, drugs, alcohol, tobacco, vaping equipment, or stolen property found in a search. The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse or other personal possessions contain stolen items or items prohibited by law or school policy. Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present. If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation.

### Student Incompatibility

Abundant Life Christian Academy is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued, disruptive behavior, persistent disobedience to rules, and/or failure to exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations the Administrator may place the student on 3-week probation. Prior to this probation the Administrator will conference with the parents. If marked improvement by the student indicated on successive teacher evaluations is not noted, the student will be dismissed from the school system. A student who withdraws will receive purchased textbooks but will not receive any purchased testing materials.

### Unauthorized Use of School Name

No student, or the student's parent or guardian, without the express prior written authorization of the ALCA Head of School may utilize the school's name, or identifying logo, for any purpose, including but not limited to the use of the school's name:

- To open any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation, or other accommodations
- To post on any website for any purpose including, but not limited to, support for social/political agenda or social networking (e.g. Facebook, Twitter, Snapchat, etc.) Any

such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action, up to and including expulsion.

## EDUCATIONAL OBJECTIVES

In light of Abundant Life Christian Academy's Philosophy of Education, certain educational objectives have been established:

### Regarding Authority Of the Scripture

To help the student develop attitudes of love and respect toward God's Word by teaching the Bible as the inspired and only infallible, authoritative Word of God (II Timothy 3:15-17; II Peter 1:20-21). To help the student develop a Christian worldview by teaching that the Bible is the foundation of truth for all studies and all of life (II Peter 1:3). To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1). Regarding Evangelism To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).

### Regarding Discipleship

To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (1 Samuel 16:7; Galatians 5:22-23; II Peter 1:2-9). To teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5; 1 Timothy 4:7). To teach the student the biblical attitudes toward material things and his/her responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; 1 Corinthians 10:31).

To help the student develop biblical standards of morality (I Timothy 4:12; II Timothy 2:22). To provide students opportunities to illustrate discipleship by ministering to others (II Timothy 2:2)

### Regarding Discipline

To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; 1 Corinthians 9:24-27). To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (1 Corinthians 6:19-20).

### Regarding Learning

To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7). To teach the student how to research and reason logically from a biblical perspective (Hebrews 5:14; Romans 12:2).

### Regarding Citizenship

To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage in the home, church, and nation (1 Corinthians 10:11; Romans 13:1-7). To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).

### Regarding Submission to Authority

To teach the student the respect for and submission to authority from God's perspective (Romans 13:17; Hebrews 13:17; Ephesians 6:1-3).

### Regarding Ministry

To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16). To teach the student to understand and use the fundamental processes of communicating and dealing with others such as reading, writing, speaking, listening, and mathematics (II Corinthians 5:20).

To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).

To assist each student to discover and fulfill God's unique calling for his life (Acts 20:24; Proverbs 22:6).

### Regarding Parental Responsibility

To help parents understand ALCA purpose and program (Proverbs 29:18). To cooperate closely as servants to parents in every phase of student development, especially as it relates to the school program (Mark 10:45). To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children (Romans 12:2).

To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).

Abundant Life Christian Academy 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

## EXPECTED STUDENT OUTCOMES

As we strive to attain our vision, we will develop curriculum, programs, learning opportunities, and learning environments designed to yield student development in four general areas: spiritual formation, Biblical worldview development, academic/intellectual development, and skills development. We will endeavor to produce graduates who:

1. have a growing, personal relationship with Jesus Christ as Lord and Savior.
2. know, understand, and apply God's Word.
3. are actively involved in a local Bible teaching church and engaged in spiritual disciplines of prayer, Bible study, Scripture memory, worship, and service.
4. personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
5. are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
6. embrace and practice justice, mercy, sound wisdom and peacemaking in family and society.

### Biblical Worldview Development

1. Students can articulate, defend, and live their Biblical worldview while having an understanding of opposing worldviews.
2. Students possess apologetic skills to defend their faith.
3. Students are good stewards of their finances, time (including discretionary time), talents, treasures, and all other resources which are all given back to God in a way that adds value to the kingdom.

4. Students understand the worth of every human being as created in the image of God, and treat people with respect, dignity, grace and truth.
5. Students understand that work has dignity as an expression of the nature of God and that any work done as unto the Lord is an act of worship.
6. Students understand that all thoughts and choices have consequences; some positive, some negative.

### Academic/Intellectual Development

1. Students are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. Students are proficient in mathematics, science, and problem solving
3. Students have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
4. Students appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. Students have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging Biblical hospitality for the ("alien" or "stranger").
6. Students are committed to lifelong learning.

### Skills Development

1. Students have the ability and desire to investigate and find information and answers to questions on their own
2. Students know how to utilize resources including technology to find, analyze, and evaluate information.
3. Students have a strong work ethic; respect and relate appropriately with integrity to the people with whom they work, play, and live.
4. Students have the ability to present ideas and research in visual and/or auditory format with clarity and quality.
5. Students treat their bodies as the temple of the Holy Spirit through decisions about nutrition, fitness, and lifestyle.
6. Students have an appreciation for the natural environment and practice responsible stewardship of God's creation.

### ACCESSING Parentsweb

Here's how to access our easy-to-use ParentsWeb:

- In Chrome, Firefox, Safari, or Internet Explorer go to [www.factsmgt.com](http://www.factsmgt.com) and click Parent Login, then select FACTS Family Online (ParentsWeb).
- Type the school's District Code AL-AR
- Click Create New ParentsWeb Account. Type your email address and click Create Account. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.