

Augusta Christian Academy
Parent-Student Handbook
2025-2026



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SCHOOL PURPOSE AND OBJECTIVES**VISION**

At ACA, we aspire to foster a deep love for Jesus Christ and a genuine compassion for others among our teachers, staff, and students. Our guiding principle comes from the greatest commandment, as outlined in Matthew 22:36-40: to love Jesus wholeheartedly. We aim to nurture a personal and spiritually enriching relationship with Him, encouraging students to reflect His love in their interactions with the world.

We will achieve this by equipping students with a strong foundation in the ways of the Lord, integrating worship, academics, and a Biblical worldview into every aspect of their lives. Additionally, we recognize the importance of the second greatest commandment: to love our neighbors. Rooted in Christ's love, this commitment will guide and inspire all our service and interactions with others.

Love Jesus:

- Accept Jesus's love for us.
- Know that the Holy Bible is true.
- Pray without ceasing.
- Commit one's work unto the Lord.
- View the world through a Biblical lens.

Students are encouraged to see the world through a Biblical perspective. This approach integrates God's Word into all areas of their education, including academic subjects, classroom interactions, playground behavior, discipline, and conduct at home.

Love Others:

- One's love for their neighbors and others
- Mission work
- Community service
- Church and school involvement

In our class, school, and community, we will have various opportunities for evangelism. The Gospel will be shared during school events, chapels, classrooms, outreach activities, and prayer meetings. This important work will not only be led by teachers but also by students, parents, staff, and others. We encourage students to invite their friends and family to school events and church services to hear the Good News of Jesus Christ.

MISSION

Augusta Christian Academy exists to foster spiritual, intellectual, and social growth in students and cultivate leaders capable of changing the world for Christ.



The graphic features a banner at the top with the text "AUGUSTA CHRISTIAN ACADEMY" and the tagline "Love Jesus, Love Others" in a script font. Below the banner are four columns, each representing a type of growth: Spiritual, Intellectual, Social, and Leadership. Each column contains a description of the growth and a corresponding icon. At the bottom center is a stylized illustration of a lion's head.

AUGUSTA CHRISTIAN ACADEMY
Love Jesus, Love Others

<i>Spiritual Growth</i>	<i>Intellectual Growth</i>	<i>Social Growth</i>	<i>Leadership Growth</i>
Students experience spiritual growth by engaging deeply with the Scriptures. Through this journey, we pray that they come to know God and His Son, Jesus, and cultivate a loving relationship with both.	By studying from a Biblical worldview, students will flourish intellectually as they explore the elegance of language, the ingenuity of science, the precision of mathematics, and the divine providence evident throughout history.	We promote social growth by loving and serving others, following Christ's example. This includes developing empathy and compassion, and fostering trust-based relationships.	We pray that students will cultivate discernment in their lives, aligning their choices with God's plan while actively sharing a better way of life with others. This involves a commitment to assert these values, demonstrating that living for Christ is the wisest, though not always the easiest, choice.
			



As a School, We Commit To:

- Honor God in all our words and actions.
- Teach and Model a Biblical Worldview.
- Pursue Educational Excellence in every aspect of learning.
- Create a Learning Environment that fosters a passion for high achievement, encourages student participation, and promotes critical thinking and problem-solving skills.
- Recognize Parents as the primary educators of their children, actively encouraging their involvement in school programs and activities. WE BELIEVE that the benefits of Christian education are greatly enhanced when the entire family is engaged.
- Value Each Child as a unique creation of and image bearer of God.
- Provide Educational Opportunities tailored to diverse learners, striving to meet the individual and special needs of every student.
- Encourage Each Student in their relationship with Jesus Christ.
- Practice Justice, Mercy, and Peacemaking, resolving conflicts positively through Biblical principles.
- Hire Exceptional Employees who love God, cherish children, and serve as consistent, godly role models. Our teachers are called by God to their profession, demonstrating expertise in their fields with a spirit of selfless dedication.
- Honor God in our financial decisions by being faithful stewards of His resources.

SCHOOL CULTURE

Biblical Foundation

At Augusta Christian Academy, we inspire students to view the world through a Biblical lens, integrating God's Word into academics, relationships, discipline, and behavior. Our greatest commandment is to love, as stated in Matthew 22:37-38. We guide students to cultivate a personal relationship with Jesus Christ, reflecting His love in every aspect of their lives.

Spiritual Growth

Empowered by the Holy Spirit, we dedicate time each day for students to read, meditate on, and incorporate God's Word into their lives. Specific scripture verses illustrate God's love and truth. Prayer is integral to our worship, and students are encouraged to pray both privately and publicly.

Parental Involvement

We actively support parents seeking a Biblically based education for their children. Families are encouraged to engage in academic and spiritual training through Bible verses, daily devotions, and prayer. Our teachers maintain open communication with parents to discuss students' spiritual and academic strengths while addressing any challenges.

Dedicated Faculty

Our faculty and staff are committed to serving Christ and each other, fostering personal relationships with Jesus. They collaborate to fulfill God's plan in each student's life and share the Gospel with families.

SCHOOL ENVIRONMENT AND GOALS

We strive to cultivate a school environment that emphasizes Christ-like principles, morals, and values, providing opportunities for students to develop strong character and a Biblical worldview. School goals are developed by staff and submitted to the Board each fall for approval, ensuring clear communication with families and the community.

SCHOOL VALUES

At Augusta Christian Academy, we cherish our relationship with Jesus, rooted in prayer and The Word, as reflected in our relationships with one another and our commitment to sharing the Gospel.

STATEMENT OF FAITH

- WE BELIEVE the Bible to be the inspired, the only infallible, and authoritative Word of God. ("All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." - 2 Timothy 3:16)
- WE BELIEVE there is one God (Isaiah 45:5; Exodus 20:1-5), eternally existent in three persons (1 John 5:7): Father, Son, and Holy Spirit. ("Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost." - Matthew 28:19)
- WE BELIEVE in the deity of our Lord, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. ("Which also said, Ye men of Galilee, why stand ye gazing up into heaven? this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven." Acts 1:11; also see John 10:33, Matthew 1:23, Hebrews 4:15, John 2:11, 1 Corinthians 15:3, John 11:25, and Mark 16:19) WE BELIEVE that salvation can be neither deserved nor earned, but is the free gift of God given to those who accept it by faith. ("For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them." - Ephesians 2:8-10; also see John 3:16, John 5:24, Romans 5:8-9, and Titus 3:5).
- WE BELIEVE in the resurrection of both the saved and the lost - they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. ("Marvel not at this: for the hour is coming, in which all that are in the graves shall hear his voice And shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, unto the resurrection of damnation." - John 5:28-29)
- WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ. ("There is one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who is above all, and through all, and in you all." - Ephesians 4:4-6)
- WE BELIEVE in the present ministry of the Holy Spirit by indwelling the Christian, enabling him/her to live a godly life. ("For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren." - Romans 8:29)
- WE BELIEVE that God created the universe in six literal, 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic evolution as unscriptural theories of origin. (Genesis 1-2; Exodus 20:11)

- WE BELIEVE children are a heritage from the Lord, and they are to be subject to their parents and obedient at all times. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle examples and appropriate discipline, including Scriptural corporal correction. (Psalm 127: 3-5, Ephesians 6:1-4)
- WE BELIEVE marriage sanctioned by God, joins a biological male and a biological female as their genders were determined at birth. (Genesis 2:24; Ephesians 5:22-23; Mark 10:6-9; 1 Corinthians 7:1-9)
- WE BELIEVE children are wonderfully and immutably created as male or female. These two-distinct, complementary genders together reflect the image and nature of God and the rejection of one's biological gender is a rejection of the image of God within that person (Genesis 1:26-27)
- Because ACA is a subsidiary of Crossroads Baptist Church and follows the beliefs and practices of the church, anytime there is conflict between the school and any new legal standard, the church's statement of faith, doctrines and Biblical positions will govern.

FINANCIAL AID

All families enrolled in Augusta Christian Academy are eligible to apply for financial aid. The Financial Aid Committee in cooperation with the Board shall review applications for financial aid. All tuition discounts will be granted through the financial aid process to include discounts for school staff members and church members. The maximum amount of paid financial aid should not exceed 70% per family.

To be considered for financial aid, families should submit a complete financial aid packet by March 31st with the \$50 application fee through the online FACTS system. Financial aid for new students will only be considered if the child also has completed the ACA Enrollment forms.

*Applications received after March 31 may not receive funding regardless of financial status.

The family shall receive written notification no later than May 1st. Each family should return the acceptance letter of the financial award to the school by May 15th to confirm funds.

FUNDRAISING

Yearly fundraising will occur to help offset the cost of capital projects and activities for the school. Additional school wide fundraising may occur in a limited quantity, and family involvement is expected.

PAYMENT PORTAL

All payment portals should be set up by June 30th.

In the event the family's bank status should change during the school year, it is the family's responsibility to update the payment portal prior to the first day of the next month in order not to impact the tuition withdrawal.

Any account that is unable to meet the monthly tuition withdrawal will receive a late fee.

All fees, including tuition, meal payments, extended care, spirit-wear purchases, dress-wear purchases, school pictures, etc. will be managed through the Payment Portal. Monthly add-ons will be billed at the end of each month and added to the next month's payment cycle (i.e., September lunches will be paid for at the beginning of October).

TUITION AND FEES

All enrollment fees are due at the time of enrollment and should be submitted to complete the enrollment process. The supply and technology fee should be paid no later than the first day of school. There is no discount for school fees. There are discounts available for early enrollment.

Fee	Pre-School	Kindergarten- 5th Grade	6th Grade- 8th Grade	High School
Enrollment	\$100.00	\$100.00	\$100.00	\$100.00
Instructional	\$100	\$300.00	\$400.00	\$450.00

Families may select to pay for tuition in the following forms:

1 payment: August 1st *FACTS Enrollment fee waived.*

2 payments: August 1st and February 1st *FACTS Enrollment fee waived*

10 monthly payments: August-May *FACTS fee of \$55 (one time per family)*

12 monthly payments: August-July *FACTS fee of \$55 (one time per family)*

FACTS Online

- ✓ Online, auto-draft payments
- ✓ Select your payment draft dates
- ✓ Use checking, savings, or credit cards for payments (2.9% fee required for credit cards)
- ✓ Use multiple payment methods
- ✓ Incidental billing will also occur through the FACTS online system (breakfast, lunch, field trips, extended care, summer camps, etc.)

If a payment is returned, the payment will be rescheduled for 15 days later, and notification will be sent to the family. A late fee of \$50 will be charged.

Families joining ACA after the start of the school year, will receive a prorated tuition amount based on the start of their enrollment. All other fees will remain the same.

A \$150 withdrawal fee per student will be applied if a family withdraws after August 1. Tuition will be prorated. Records will not be released until all fees and tuition rates have been paid.

DISCOUNTS

Multiple Student Discount

Families who have more than one student enrolled in ACA will receive a sibling discount. School fees will not be discounted, and sibling discounts will not impact a family's eligibility for financial aid; however, the family may receive no more than 70% grant funding.

- 1st child=full tuition
- 2nd child=10% discount
- 3rd child=15% discount
- 4th child and beyond=20% discount

Pastoral Discount

Families whose parent is currently serving in a full-time pastoral or ministry role within a church will be eligible to receive a 30% total tuition reduction rate. This will not be combined with the multiple student discount. School fees will not be discounted, and sibling discounts will not impact a family's eligibility for financial aid; however, the family may receive no more than 70% grant funding.

ACCIDENTS

The school has an important obligation to see that all injuries or conditions that threaten possible injuries are taken care of quickly and efficiently. Any injury of the student will be reported to administration, and families will be contacted immediately.

ADMINISTRATION OF MEDICATION

ACA will administer medication to a student who has a current prescription. A parent/guardian is required to bring the medication to the school in its original container. We must receive written permission from a physician for all long term prescriptions, nebulizers or Epi pens. Upon receiving the medication, it will be documented as well as each dosage will be documented in school records.

During the application process, parents are able to give permission for the following to be administered: Ibuprofen, Tylenol, Bug Spray and Sun Screen. If permission was granted for these to be administered

For administration of medication, the below guidelines will be followed in accordance with the code of Virginia:

- A trained, unlicensed person who has successfully completed a Virginia Board of Nursing approved medication administration training (MAT) may administer patient-specific drugs in a private school setting. If written authorization from a parent or guardian is obtained, the school's trained staff member may administer epinephrine according to the prescription label to the specific child for whom the medication was dispensed by a pharmacy. *Va. Code §§54.1-3005, 54.1-3408.O*
- Both registered and licensed practical nurses who work in Virginia private schools are authorized to administer prescription medications with parental consent. *Va. Code §§ 54.1-3408, 54.1-3000.*
- The administration of medications to children with diabetes who require insulin and/or glucagon and children with diabetes or a seizure disorder who require emergency rectal medications must complete the appropriate MAT course for each medication. Without the approved proper training, the administration of the medications to children with these conditions would violate the Virginia Drug Control Act. *Va. Code § 54.1-3400 et seq.*

HEALTH RECORDS AND REQUIREMENTS

The school office will retain student health records including copies of physicals and certificates of immunization. This will be part of the student's cumulative record at ACA.

- For admittance to a school, a student or the student's parents must submit documentary proof of immunization, an affidavit stating the immunizations conflict with the student's religious tenets, or certification from a physician that the immunization is detrimental to the student's health. Conditional admittance is allowed if a student's immunizations are incomplete, and a schedule for completion is submitted within 90 calendar days. The state health commissioner has the authority to exclude children from school who are not immunized in the event of an outbreak, potential epidemic, or epidemic. *Va. Code §§22.1-271.2, 32.1-47.*
- For admittance to school, a completed well-check physical should be submitted to the school. The physical shall be within one year of the enrollment date.

STUDENT ILLNESS

In the event students become ill during the school day, it is the policy of Augusta Christian Academy to send children home if they have a rash, are vomiting, running a fever, or have head lice. Children should be kept home from school until they are sufficiently recovered from their illness and fever-free without medication for 24-hours. This allows them to effectively complete their daily school activities and no longer be contagious.

CRISIS MANAGEMENT PLAN

The school has a current Crisis Management Plan in place, and a copy of the plan is readily available and easily accessible in every classroom, office, and common area. Emergency drills will be conducted in accordance with the Virginia Department of Education Drill Guidelines.

- Fire Drills-at least twice during the first 20 school days of each school session and then at least one drill per month for the remainder of the school year.
- Tornado Drills-one per school year.
- Lock-Down Drill- at least twice during the first 20 days of school and at least two additional drills during the remainder of the school term.

Students will be trained and notified of drills so that they are prepared. There will be unannounced drills beginning in the second quarter of the school year.

CURRICULUM

A curriculum team will be responsible for reviewing and selecting approved curriculum for all programs and levels of the school. Upon the selection of the proposed curriculum, a Board review should be held. Curriculum may be reviewed and discussed at any time.

GRADING AND STUDENT PROGRESS

Reporting student progress is an important part of parent/teacher communication. Several reporting methods may be utilized including progress reports, conferences, and standardized test reports.

1. Progress Reports: Students in grades 1st-9th will receive progress reports at the half-way point of the 9-week grading period. Kindergarten will receive their first-grade report at the 9-week grading period and then receive progress reports thereafter following the 1st-8th grade students. Preschool students will receive three progress reports throughout the school year (December, March, and May).
2. Quarter Grade Reports: Students in Kindergarten- 10th grade will receive a formal quarter report card each 9-weeks of school. Preschool students will not receive quarterly report cards.
3. Conferences: Formal conferences will be scheduled as a part of the school's reporting process and noted each year on the school calendar. Parents are expected to attend these conferences. Parents and/or the school may request additional conferences as needed.
4. Assessments: Students will be assessed following the ACSI accreditation model. Additionally, the use of informal pre- and post- assessments will be used to measure student growth and achievement.

Grading Scale 1st Grade-10th Grade

A+ 98-100	B+ 87-89	C+ 77-79	D+ 67-69	F 50-59
A 94-97	B 84-86	C 74-76	D 64-66	
A- 90-93	B- 87-89	C- 70-73	D- 60-63	

*The minimum grade for submitted work will be a 50

*A "0" will be recorded for unsubmitted work.

Grading Scale Preschool-Kindergarten

- E Exceeds expectations; easily grasps and applies advanced skills and processes
- S Meets expectations; regularly grasps and applies key concepts and processes with limited error
- M Making progress; beginning to grasp and apply key concepts and processes
- U Not making progress; not making expected progress towards proficiency

HOMEWORK

The general policy is to avoid assigning homework beyond preparation for assessments, nightly reading, and weekly math review. Homework time guidelines for students are the following:

Kindergarten 15-30 minutes/night

1st-4th grade 20-45 minutes/night

5th-8th grade 30-60 minutes/night

SPIRITUAL TRAINING: DAILY PRAYER AND CHAPEL

Prayer will be held daily within the classroom as well as during common times throughout the day (start of day, lunch, etc.). Chapel will be held weekly for all students.

SCHOOL OPERATIONS

SECTION V

ANNUAL SURVEY

An annual survey will be provided to all staff members, families, and students 3rd grade and above. The purpose of the survey is to allow stakeholders the opportunity to provide feedback on school programming, curriculum, processes, and procedures. The survey will not permit evaluations of staff members.

RIGHT OF ACCESS OF RECORDS

All student records will be housed in the ACA school office. The current teachers of the student may have access to the file. Parent/Guardian(s) may request a copy of all items in the file at any time. No other person should have access to the file nor should copies be shared. Student records shall include the following:

Enrollment Application

Health Forms

Transfer Records

Yearly Grade Reports

Documentation of Students' Support Meetings

Yearly Discipline Summary

Yearly Testing Summary

Should a family withdraw from ACA, a copy of records will be shared with the family; however, the original documents will remain for 3 years and then be shredded. A \$150 withdrawal fee per student will be applied if a family withdraws after August 1. Tuition will be prorated. Records will not be released until all fees and tuition rates have been paid.

All financial aid applications and award letters will be stored in the Business Office in a separate, secured file. Only the business manager and administrator shall have access to this file. All personal documents that are submitted as part of the financial aid application will be stored in this file; unnecessary documents will be shredded.

SCHOOL HOURS

Pre K 3 hours: 8:30-12:00 (half day); 8:30-2:45 (full day)

Pre K 4 hours: 8:30-12:00 (half day) 8:30-2:45 (full day)

Kindergarten- 10th grade hours: 8:00-3:15pm

Extended Care- 6:30 am-6:00 pm

SCHOOL SPIRIT: COLORS AND MASCOT

School Colors Blue, Graphite, White

Mascot Rhino

YEARLY CALENDAR

The yearly calendar will be presented to the Board for final approval during the fourth quarter Board meeting. Calendar proposals will be shared during the third quarter meeting. All events for the school year should be included in the yearly calendar when it is shared with the board. No additional events or items should be added to the calendar unless otherwise approved by the Board.

EXTENDED CARE

ACA offers extended care for both ACA and Community families. Families are considered “reserved or full-time” care if they use the service more than three days per week. For families who do not plan to utilize this service three days or less per week, they are considered “drop in” care. Payment is calculated on the quarter hour. Late pick up will increase the cost by \$2 per minute after a 5-minute grace period. Our Extended Care is considered a religiously exempted child day center, but we comply with all rules and regulations of the Virginia Department of Education’s Office of Child Care Health and Safety.

PRESCHOOL EXTENDED CARE

Reserved Rate(s)	Enrollment Fee	AM Care 6:30 am-8:15 am PM Care 3:30 pm-6:00 pm	
Current ACA Family	Free	\$8/hour	\$8/hour (max of \$22.75 unless late pickup)
Community Member	\$50.00	\$12/hour (max of \$15)	\$12/hour (max of \$36 unless late pickup)

Drop-In Rate (s)	Enrollment Fee	AM Care 6:30 am-8:15 am PM Care 3:30 pm-6:00 pm	
Current ACA Family	Free	\$10/hour (max of \$17.50)	\$10/hour (max of \$32.50 unless late pickup)

KINDERGARTEN-9th EXTENDED CARE

Reserved Rate(s)	Enrollment Fee	AM Care 6:30 am-7:45 am PM Care 3:30 pm-6:00 pm	
Current ACA Family	Free	\$8/hour	\$8/hour
Community Member	\$50.00	\$12/hour	\$12/hour

DROP-IN RATE

Drop-In Rate(s)	Enrollment Fee	AM Care 6:30 am-7:45 am PM Care 3:30 pm-6:00 pm	
		AM Care 6:30 am-7:45 am	PM Care 3:30 pm-6:00 pm
Current ACA Family	Free	\$10/hour (max of \$12.50)	\$10/hour (max of \$27.50 unless late pickup)
Community Member	\$50.00	\$12/hour	\$12/hour

SUMMER CAMP

The summer camp schedule should be provided to the Board with the yearly calendar to include weekly themes. Each family should complete the summer camp enrollment forms, and fees will be separate from the ACA school tuition. Current ACA families will have priority for enrollment for summer camp offerings. Students who most need additional academic support will have top priority. Recommendations will be made from school staff. Summer Camp will only be offered for children who have completed kindergarten. Summer Camp will be offered during the month of June and will conclude by the July 4th holiday.

ADMISSIONS AND ENROLLMENT

All students must have a completed enrollment packet including health physical prior to enrollment and starting at ACA. Students who have not completed their enrollment will not be permitted to attend school until all components are received. If the enrollment is not complete by the 10th day of school, students will be dropped from enrollment and forfeit their enrollment fees.

All student fees should be paid in full by June 30th to secure enrollment. A payment plan may be developed should a family need to establish one. Regardless of financial aid packages, all families will pay student fees without discount.

Families are required to participate in a school Open House and Information Session. Sessions will be scheduled in small groups and individual sessions provided upon request from the family and/or school.

ATTENDANCE

ACA will follow attendance guidelines set forth by the Code of Virginia. If student attendance in K-8th grade becomes a concern, ACA will work with the family to develop an attendance plan and work in collaboration to establish a means of supporting both the student and the family to help the student attend school on a regular basis.

BEHAVIOR AND DISCIPLINE

At ACA, we believe in a grace-based foundation for student behavior and discipline.

Grace-centered classroom settings are deeply rooted in the message of the Gospel. We strive for classroom environments to embody the following::

- **Sin-Aware:** We recognize that children, like all individuals, come with significant challenges that only Jesus can address. We do not presume that children are naturally good and simply need direction.
- **Delighting in Jesus:** We teach students that Jesus is not just a means to an end. Our methods of instruction, prayer, and worship highlight that the most fulfilling aspect of life is a relationship with Jesus.
- **Grace-Aware:** We acknowledge and demonstrate the transformative power of Christ in our lives, attributing all positive changes in a child's life or our own to God. This creates a culture of mercy and transparency, reducing competition and defensiveness, and fostering deeper faith.
- **Heart-Focused:** We look beyond outward behavior, understanding that even compliant children still need Jesus. We promote growth at the heart level for both those who follow the rules and those who struggle with them.

Additionally, our view that children are image-bearers of God shapes our approach to classroom and school-wide behavior management. Understanding our identity as bearers of God's image is essential for several reasons. It clarifies who we are, emphasizing that students belong to God and are created in His likeness, guiding our

approach to training and correction. This realization also magnifies the work of Jesus, as it shifts focus from mere salvation to sanctification, encouraging students to embrace their calling in Christ. Furthermore, it shapes a biblical worldview, instilling the belief that their value comes from being made in God's image, which fosters kindness, justice, and compassion towards others. This perspective motivates good works, blending discipline with guidance and inspiring students to reflect God's character and purpose in their lives.

We strive to create an environment where students can succeed. Our school-wide values become our expectations. As rhinos, we are a **CRASH** and we esteem the following behavior and strive to all live by being:

Christlike
Responsible
Appreciative
Successful
Honor

These traits and how to achieve them are discussed as both a proactive and responsive encouragement for behavior. These schoolwide expectations refer to the constructive behaviors and mindsets that a school community seeks to develop among all students and staff, both inside and outside the classroom. These expectations create a common understanding of how to engage with one another in Christlike manner. Classroom rules should stem from these expectations. In and out of the classroom, Teacher language can be used to reinforce, remind and redirect student behavior. Teachers and staff should use reinforcing language to build on their strengths. Reminding language helps students remember what they have already learned and should be doing and redirecting language to help students when their own self-control or self-regulation is not present. [This link](#) explains teacher language in more detail.

Students may have times when they make mistakes and need guidance to correct them. Behaviors will be viewed along a continuum that allows for less serious concerns to be handled through general classroom management to very serious concerns requiring administrative interventions.

Parents/Guardians shall be contacted either by phone or through written documents for any time the student's behavior impacts his or her learning or the learning of other students.

CONTINUOUS ENROLLMENT

Families will remain enrolled at ACA from year to year. Notification of continuous enrollment shall be by January 15th. Families may choose to opt out or enroll additional children. Any family that does not return the Continuous Enrollment Form will have the enrollment fee deducted using the payment portal on February 1st.

All other fees will be deducted from the payment portal on June 30th or at another time if requested by the family.

Families will update the personal information for the coming year by May 1st.

DRESS CODE - 2025-2026

ACA expects all students to honor God through modest and clean attire. Uniforms eliminate unnecessary distractions, promote school unity, and cultivate a responsible and respectful community presence. We rely on our partnership with families to reinforce these guidelines and to help our students make wise decisions about their appearance at school. If students arrive not dressed in compliance, they will be instructed to correct the situation. If unable to comply, he/she will be asked to call a parent/guardian to bring clothing to the school or wear alternative clothing provided by the school as available. For middle and high school students, after the second offense, the student will remain in the office until proper attire arrives from home. This will be considered an unexcused absence from class. The Administration will serve as the final authority in interpreting and enforcing the dress code.

If a student receives 3 dress code violations within a 9-week period, the student will lose the privilege of dressing down on Fridays for the remainder of that 9-week period.

Kindergarten- High School Students

General Information

All uniforms should be in good repair without frays, rips, holes, or significant stains. Students should wear appropriate outerwear during the cooler months, including coats, hats, gloves, etc. Students will wear collared shirts and khakis on non-PE days (M, T, Th). Please see below for guidance regarding student dress on PE days (W, F)

Pants & Shorts

- Uniform pants options include khaki, navy, or gray.
- Uniform shorts must be no more than two inches above the knees in standard pant colors.
- For Girls, capris can be worn in the same uniform pant colors.
- Jeans may be worn on Fridays. Sweatpants or athletic shorts may be worn on PE days or Fridays only.

Shirts

- Must be short or long sleeved. The ACA logo is preferred, but not required.
- Can be any school spirit shirt or chapel collared dress shirt.
- Sweaters/sweatshirts must have a plain front or school logo only.
- Shirts may be grey, white, navy blue, or black

Dresses & Skirts

- Jumpers must be khaki, navy, or gray.
- Polo dresses can be any khaki, navy or gray with a plain front, or school logo only.
- Skirts/Skorts must be khaki, navy, or gray.
- Dresses and skirts should fall at mid-thigh level and not below mid-calf in length.
- For girls, leggings only can be worn under skirts.
- Shorts, tights, or leggings should be worn underneath dresses and skirts.
- Leggings or biker shorts cannot be worn for PE

Field Trips

- Must be ACA polo with khaki pants, shorts or skirt. The teacher may make exceptions on field trips when the nature of the field trip is not conducive to this outfit.

Outwear

- Hoodies/Sweatshirts/Crewnecks can be worn with ACA LOGO only or plain.
- Heavy jackets and winter coats must be removed once entering the building, and stored in a locker.
- Any outerwear with offensive content (language, symbols or pictures) is not allowed.

Physical Education Class

- Must wear ACA Shorts or plain athletic shorts.
- Students can wear sweatpants, straight legged athletic pants, athletic leggings with ACA shorts over top that are in good repair. Athletic leggings alone or yoga-style pants are not allowed.
- Must wear an ACA T-shirt or plain t-shirt only. Shirts cannot be altered.
- Can wear an ACA hoodie or plain hoodie only.
- Must wear athletic/tennis shoes only.

Other

- Girls can wear moderate ear piercings.
- Boys are not allowed to wear earrings.
- Facial piercings or gauges are not allowed.
- Hats and sunglasses should not be worn in the buildings unless during a specially designated day.
- Must wear athletic/tennis shoes only.
- 6th grade-high school students are permitted to change for PE class.

Fashion Friday Dress Code

Pants & Shorts

- Jeans can be worn, but cannot be ragged, torn, frayed, have holes, tight fitting, or low-riding.
- Straight legged- athletic pants can be worn.
- Shorts must fall within the mid thigh area.
- Leggings or yoga pants can be worn ONLY if a shirt or dress falls at or below 2 inches of the knee.

Shirts

- Shirts/T-shirts must have sleeves with modest necklines. No thin straps (minimum of 2 inches).
- Hoodies of choice can be worn.
- Mid-drift shirts are not allowed. Shirts must cover the stomach even when hands are lifted and are subject to Administration's discretion.
- Any hoodie or t-shirt with offensive content is not allowed (i.e. language, musicians, movies, actors/actresses, symbols, or pictures with offensive representation).
- Clothes MUST fit our Biblical Worldview and are subject to Administration's discretion.

ENROLLMENT OF SPECIAL NEEDS STUDENTS

Prior to the enrollment of students with disabilities, ACA staff will meet with families to review the current Individual Education Plan (IEP) of the student and determine how ACA can serve the student.

ACA is not required to implement and follow IEPs that are developed within the public school system; however, it is our intent to welcome all families and students and strive to develop a plan that will help all students be successful.

If ACA feels that we cannot meet the learning needs of the student, we will communicate that with the family, and a recommendation for another placement will be shared.

PARENT ORIENTATION AND INVOLVEMENT

Families are required to participate in a school Open House and Information Session. As part of the enrollment process, a family meeting will be scheduled with the Executive Director.

Families are encouraged to volunteer for at least 10 hours throughout each school year. This may be served in any capacity throughout the school day or for a school event. We feel it is important for families to experience life at ACA firsthand.

The Parent Advisory Committee will serve as a support to the teachers and staff at ACA, assist in helping to celebrate and recognize the achievements of our students, and provide feedback and recommendations to the leadership team within ACA.

STUDENT RECOGNITION

The school will work to develop a student recognition plan as part of the Schoolwide Discipline Plan. Our Schoolwide Discipline Plan will encompass behavior expectations, student recognition and celebrations, as well as a discipline flow chart.