

**SUGGESTED SCHOOL SUPPLY LIST**

BIBLE-EVERY STUDENT IS REQUIRED TO HAVE THEIR OWN BIBLE FOR CHAPEL

PENCILS, ETC.-STUDENTS MUST PROVIDE THEIR OWN PENCILS AND ERASERS

SCISSORS-SIZE APPROPRIATE FOR THE AGE OF STUDENT

RULER-ONE WITH BOTH METRIC AND STANDARD MEASUREMENTS

CALCULATOR-BASIC ONE FOR GRADES K-6, SCIENTIFIC FOR GRADES 7 AND 8

NOTEBOOK PAPER-EITHER COLLEGE OR WIDE RULED

BINDER-TO KEEP PAPERS AND PACES ORGANIZED

CLEAR OR WHITE PLASTIC STORAGE BIN-TO KEEP SUPPLIES READILY AVAILABLE

ROLL OF SCOTCH TAPE

1 BOX OF KLEENEX

1 ROLL OF PAPER TOWELS

HAND SANITIZER

PAPER PLATES, PLASTIC SILVERWARE, AND NAPKINS FOR LUNCHESES-WILL BE KEPT FOR YOUR FAMILY'S USE ONLY

\*\*\*\*SCHOOL WILL BE SUPPLYING ONLY CRAYONS, MARKERS, GLUE STICKS



# Parent and Student Handbook

Dear Parents/primary caregivers and Students:

We are pleased that you are part of the community of families who send their children to American Christian Academy. For many of you this is another year of working with the school staff as we educate your young people. For others, this is your first experience with us. We welcome each of you and will do our best to provide a Christian environment enabling your children to experience all areas of learning from a Christian perspective.

The following pages contain important information about ACA such as rules, policies, and procedures that have been established to insure a safe and effective learning environment. Please review these together as a family to ensure understanding.

We are committed to making ACA a school where Christ is Lord. Our prayer is that our students will develop in their knowledge of God's Word and develop their talents to live a life of service to Him.

Pray for us to provide an atmosphere of Christian caring, nurture, love and discipline for our students.

Sincerely,

*American Christian Academy*

- [59:12](#), [Ps. 11:5](#), [1 Jn. 2:16](#), [Phil. 4:8](#), [Jn. 8:47](#), [Ps. 101:2-3](#))
- 18 In this home we approve or disapprove of our children's friends. Social gatherings are chaperoned by parents/primary caregivers or an accountable, trusted, responsible and mature person. In order to have true fellowship, our friends must walk in agreement with our principles. ([Ps. 1:1](#), [James 4:4](#), [2 Cor. 6:14](#))
  - 19 We believe in courting, not dating, for all unmarried persons, regardless of age. Dependent teenagers participate in neither. ([1 Cor 7:1-2](#), [2 Tim. 2:22](#), [Gal. 5:24-25](#))
  - 20 We believe in the lifetime covenant of marriage, which supernaturally unifies a couple into one. God is a present witness before every marriage vow and hates divorce. God declares that no man has the authority to divorce a marriage union. Debatably, it appears that Paul annuls the covenant in the case of abandonment by an unequally yoked partner and Matthew, quoting Jesus, for sexual immorality. ([Mal. 2:16](#), [Rom. 7:2](#), [1 Cor. 7:39](#), [1 Cor.7:10-11](#))

## The 20 Moral Principles

### *Uncompromising Values*

## The Ten Commandments

([Ex. 20: 3-17](#), [Mark 10:19](#), [Rom. 13:9](#))

1. Thou shall have no other Gods before me. ([Jer. 17:5](#))
2. Thou shall not make unto thee any graven image. ([Col. 3:1-2](#))
3. Thou shall not take the name of the Lord thy God in vain. ([Lk. 1:49](#), [Matt. 5:34](#))
4. Thou shall remember to keep the Sabbath day holy. ([Is. 58:13,14](#))
5. Thou shall honor thy father and thy mother. ([Eph. 6:1-3](#))
6. Thou shall not kill. ([1 Jn. 3:15](#), [Mark 7:21](#))
7. Thou shall not commit adultery. ([Matt. 5:27,28](#))
8. Thou shall not steal. ([Rom. 2:21](#))
9. Thou shall not bear false witness against thy neighbor. ([Col. 3:9](#))
10. Thou shall not desire or covet thy neighbor's wife nor anything that is thy neighbor's. ([Eph. 4:28](#))

### Life Principles

My son, keep thy father's commandment, and forsake not the law of thy mother. ([Prov. 6:20](#))

- 11 We worship as a family faithfully in church every week, attend weekly Bible study and have daily devotions. ([Heb. 10:25](#), [Ps. 84:10](#))
- 12 No vulgar or perverse communication shall proceed out of our mouths. ([Eph. 4:29](#))
- 13 Tobacco, drugs (psychotropic medication, or illegal drugs) and alcohol are addictive or detrimental substances. We do not use nor store them. We oppose all social gatherings that involve the use of these substances. ([Prov. 23:31](#), [1 Cor. 6:10](#), [1 Cor. 6:19](#))
- 14 Unmarried couples cannot live together or be sexually active in this home because we uphold marital fidelity in high esteem. ([Heb. 13:4](#))
- 15 In this home we only enjoy Christian praise, worship, holiday and other forms of melodious music. We do not permit Christian rock, rap, r&b, punk, ska, alternative, or rave music. ([Eph. 5:19](#), [Phil. 4:8](#), [Col. 3:16](#))
- 16 Before each meal we separate a moment of silence and, with a grateful heart, say a prayer of blessing & thanksgiving. ([1 Tim. 4:4-5](#))
- 17 We strongly oppose all vulgar, unnecessarily violent and sexually explicit reading, audio or video materials regardless of the rating. ([Ps.](#))

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*Mission:* The purpose of American Christian Academy is to provide superior education in a strong Christian environment.

*Vision:* To nurture and prepare youth for a life of service unto Christ.

*“Train up a child in the way he should go and when he is old he will not depart from it.” Proverbs 22:6*

## DIRECTORY

ACA website for information and form downloads is  
<http://www.americanchristianacademy.org>

ACA phone number: 877-944-5511 ext. 801.  
 This number is voice mail only, so please leave a message.

The e-mail format for all staff members is as follows:  
[info@americanchristianacademy.org](mailto:info@americanchristianacademy.org)

Communication between parents/primary caregivers and teachers is essential. Establishing a good relationship between parents/primary caregivers, teacher and students is often a result of a clear understanding of expectations. It is important that as a parent, you take an active role in not only the academic performance, but also the behavioral aspect of your student. Don't assume no news is good news. We encourage parents/primary caregivers to keep the line of communication open with the teacher in order to keep track of their student's progress. Please check the ACA website for information and form downloads at: [www.americanchristianacademy.org](http://www.americanchristianacademy.org)

## SCHOOL CALENDAR 2007 – 2008 (Tentative and subject to change)

School begins	Monday, July 30
Graduation	Saturday, May 31
End of school	Friday, June 6

## Grading periods

1 <sup>st</sup> Quarter	Oct. 4
2 <sup>nd</sup> Quarter	Dec. 18
3 <sup>rd</sup> Quarter	Mar. 7
4 <sup>th</sup> Quarter	June 6

## COMMITMENT STATEMENT OF PARENT OR GUARDIAN

- I will pray earnestly for American Christian Academy.
- I will cooperate fully in the educational functions of ACA doing my best to make Christian education effective in the life of each of my children in order that he or she may love and serve the Lord Jesus Christ in all of his or her life.
- I will pay all of my financial obligations to ACA on or before the due date. If I am ever unable to pay on time I will notify the school administrator in advance giving both a reasonable explanation for the delay as well as stating when the payment can be made.
- I will undertake volunteer duties and responsibilities for ACA as opportunities arise and as God provides time and strength.
- I will attend Parent/ Teacher meetings and other school functions regularly.
- If I become dissatisfied with the school in any respect, I will seek to resolve the matter by requesting a meeting with the school administrator and if necessary the Senior Pastor.
- I have read and agree with the 20 principles of the school and am willing to have my children be educated in accordance with them.
- I have read the policies regarding tuition payments, and agree to pay all tuition fees and other financial obligations to ACA on or before the due date without a reminder and in accordance with these policies.
- The school has full discretion in the discipline of my child in accordance with its discipline policy. The school reserves the right to dismiss any students who does not cooperate with the educational process.
- I have read the student dress code and ACA policies and objectives and will support these policies and objectives.
- It is my responsibility to strive diligently toward the observance of this Commitment as God enables me by the power of the Holy Spirit.

primary caregivers must meet with the School Administrator to discuss the requirements for re-admittance to American Christian Academy. It is American Christian Academy's sole discretion to re-admit any student.

7. Remote students are required to do their daily assignments. Remote students who neglect to do their required daily assignments for three consecutive days without an approved excuse will be considered withdrawn or expelled from American Christian Academy.
8. Students are not allowed to bring electronic items such as a laptop, walkman, game boy, ipod, etc.
9. Students are not allowed to eat, drink or have anything in his or her mouth during class time. Exceptions for cough drops are made.
10. Students must drink and use the restroom during break time and lunch time. Students are encouraged to bring their own water bottles. Exceptions for a quick drink of water are made but must not be abused.
11. Students must follow dress code at all times.
12. If a student has an unresolved problem with another student or teacher, he is to ask for a meeting with the school administrator to try to resolve the matter calmly. If need be a second meeting including parents/primary caregivers will be arranged. Arguing or fighting is not permitted.
13. Although lunch will not be provided unless announced otherwise, students are encouraged to bring a cold lunch if desired. The kitchen will not be available for students to cook or heat up their own lunches. Kitchen is restricted to staff only.
14. Students are required to maintain their area and supplies neatly and orderly. Torn and illegible work will not be accepted. If PACEs or LIFEPAcs are lost due to negligence, student will have to re-do the lost workbook and an additional curriculum expense will be charged to the parents/primary caregivers.
15. Students are not allowed to exit through any door without permission and supervision.
16. Students are required to remain focused at all times and request assistance when they are having difficulty. No sleeping or having the appearance of sleeping during school hours.
17. Students are not allowed to be in any programs, files, or anywhere else on the computer or the network other than their personal word documents and the SOS program or Life Skills Curriculum without permission from the network administrator.
18. Cheating is not tolerated and is cause for suspension. Copying answers from score keys is cheating also.

### Tentative days off

Labor Day	Aug 30 – Sept. 4
Thanksgiving	Nov. 20 – 23
Christmas / New Year's	Dec. 19 – Jan 4
Martin Luther King Day	Jan. 21
President's Day	Feb. 18
Spring break	Mar. 19 – 28
Memorial Day	May 23 - 26

### SCHEDULES

#### High School

9:00 – 10:00	am	Prayer and Bible
10:00- 11:00	am	English
11:00- 11:45	am	Math
11:45 – 12:30	pm	Social Studies
12:30 – 1:10	pm	Lunch
1:10 - 2:00	pm	Science
2:00 – 2:45	pm	Electives or P.E.
2:45 – 3:00	pm	Clean-up

#### Grade School

8:30 – 8:40	am	Circle up time	
8:40 - 9:20	am	English	
9:20 – 10:00	am	Math	
10:00 – 10:10	am	Break	
10:10 – 10:50	am	Science	
10:50 – 11:30	am	Social Studies	
11:30 – 12:10	pm	Lunch	
12:10 – 12:50	pm	Word Building	
12:50 – 1:30	pm	Literature	
1:30 – 1:40	pm	Break	
1:40 – 2:20	pm	Bible	
2:20 – 2:30	pm	Clean up	
2:30 – 3:00	pm	Monday PE	
		Tuesday	Spanish
		Wed.	Chapel
		Thurs.	PE/Dance
		Fri.	Art

## GRADING / REPORT CARDS

A progress report is issued at the end of the first semester. Final report cards are issued at the end of the school year. If parents/primary caregivers would like additional progress reports throughout the year, they may contact the School Administrator. Parent-Teacher conferences will be scheduled at the end of the first quarter and the end of the third quarter.

The marking system for ACE curriculum is as follows:

A+	95 % - 100%
A	90 % - 94%
B+	89 % - 87 %
B	86 % - 84%
B-	83 % - 80 %

Students must get an 80% or higher on their test. If they get between a 79% and a 70%, then they can re-study their pace and re-take the test. If possible, students who fail a test on the same day must be tutored so that they may retake the test on the same day. This helps move them on to the next PACE as soon as possible. If a student gets below a 70% on the first try, they must automatically repeat the pace.

## COURSE REQUIREMENTS FOR GRADUATION

American Christian Academy requires 22 credits for graduation.

English –	4 credits
Mathematics –	2 credits
Social Studies –	1 credit World History 1 credit American/US History ½ credit Civics ½ credit Economics
Science –	2 credits
Health –	½ credit
Foreign Language –	1 credit
Physical Education –	2 credits
Electives –	7.5 credits

*(Please note that for a student to graduate from American Christian Academy the student must have completed at least two credits with ACA prior to their graduation.)*

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Mail: 13835 N. Tatum Blvd. #164, Phoenix, AZ 85032

sidered absent and are required to check in with school administration to receive a pass to enter class.

Tardy: 5 unexcused tardies per quarter may result in a parent teacher conference.

1. Examples of excused tardies: Dr. appointments, accidents, etc.
2. Examples of unexcused tardies: Couldn't find shoes, woke up late, lost homework, had no lunch, etc.

Absences: Missing more than ten days per semester or twenty days per year will result in either the student losing credit for their work or being placed on a home study basis. A decision will be made after a primary caregiver/administrator meeting is held upon the 20<sup>th</sup> day missed. Examples of reasons that will be acceptable as excused absences are:

1. Personal illness
2. Illness or death in the family
3. Medical appointments
4. Family trips (if prior approval is secured from the administrator)

Students who cannot meet the time requirements will be put on a home study basis. We will keep a record of the student's work, but will not be responsible to record their attendance and tardies. The student can attend school on a daily basis and will be required to follow the school schedule and rules.

## HIGH SCHOOL RULES

1. Students will show respect to teachers and fellow students at all times. This means no talking back to teachers, swearing, teasing classmates, horseplay of any kind or being disruptive in any way.
2. Students must raise their hands before speaking during class time. If the leader is unable to see a student raising his or her hand, student may gently call out the leader's name. Students are not permitted to hold conversations with each other during class time.
3. Students must ask permission to get up from his or her seat each time no matter the reason.
4. Students must arrive on time to school each day.
5. Students must come to school with all required supplies and curriculum. Students are required to bring their own pencils, pens, paper, binder, and other items as assigned by the teacher.
6. Students are expected to attend school on each regular school day unless they have been excused. (Refer to Attendance policy.) If a student is expelled due to attendance issues, student and parents/

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Three behavioral reports in one month will result in a suspension from school for one day. Subsequent infractions will result in suspension for up to one week. If the student continues to display rebellion, a meeting will be held with the parents/primary caregivers and the school administration. This may result in an expulsion for the rest of the semester.

Please note that it is also at the discretion of the School Administrator to decide if an action from a student is beyond waiting for three infractions. If the action is deemed severe enough, suspension may be immediate.

Damage to property will result in student being held responsible to replace or repair at his/her expense. If necessary, parents/primary caregivers will be asked to aid in student assuming responsibility. ACA property is not to be marked on, defaced or broken.

## ATTENDANCE POLICY

We encourage regular attendance as every day of school is important to our students. However, a student should not be sent to school if he/she shows signs of illness.

Parents/primary caregivers are required to contact the school office by 8:30 a.m. if their child will be absent.

Parents/primary caregivers are encouraged to contact the teachers for assignments in the case of a prolonged absence.

Tardy Policy:

1. Description: Arriving to class after the designated start time for classes, or not being prepared, quiet and ready to work at the designated start times for classes.
2. Students who arrive to class with an unexcused tardy or not adequately prepared and ready to work will be allowed only 15 minutes for lunch and must return to his school work.
3. Any student with more than two unexcused tardies in a week will receive a behavioral report.

Tardies are viewed as a disruption to the classroom schedule. Students not only miss class time which hinders their progress, but also disrupts the education of other students.

Students arriving at school from 8:30 a.m. – 8:40 a.m. are considered tardy and should report directly to class. Students arriving after 8:40 a.m. are con-

## DAILY GOAL AND HOMEWORK CARD

### A.C.E. / Alpha Omega LIFEPAK Curriculum

The daily goal & homework card helps maintain the students working with the A.C.E. curriculum at the proper pace and is used to refer back to when questioning a student on what page he or she is really on.

Students who do not complete the required number of pages for the day will be expected to complete their pages as homework. Students will be given a daily goals/homework sheet that must be signed by parents and brought back with their completed homework. Students who return without the signed parent card and/or completed homework must check in with school administration before entering class.

## HOW TO ENROLL

Complete Application. All forms must be signed and returned by the second week of school.

Schedule an interview and tour with the Administrator and Senior Pastor

Please supply the following information:

Birth certificate ( photocopy)

Immunization records

Report card from previous school

A high school transcript for transfer students

Call John or Becky Andrews at (877) 944-5511 ext. 801. Please leave a message.

## FINANCES

### Tuition

For the year around school there will be 12 payments, one for each month of the year whether they are in school this month or not. Rates included are for tuition and normal curriculum. Additional curriculum over the normal school year or rework paces or paces will be charged to the student's account and due to ACA.

### Preschool-12 Rates (Up to a 50% discount for qualified SLC church members may apply from The Father's Heart Foundation:

1st	Student enrolled:	\$500.00
2nd	Student enrolled:	\$374.00
3rd	Student enrolled:	\$250.00
Subsequent	Students enrolled:	\$150.00

**Day Care Rates for Church Members:**

1 <sup>st</sup>	Child:	\$400.00
2 <sup>nd</sup>	Child:	\$300.00
	Subsequent Children:	\$250.00

Please contact the school administration regarding the following:  
 Donations raised may be credited towards your monthly school tuition.  
 Approved volunteer hours served may be credited towards your monthly school tuition.

**PARENT POLICIES**

- The parents/primary caregivers must be born-again, bible-believing, God-honoring Christians.

The parents/primary caregivers must state in writing that they agree with the 20 principles and doctrinal statement of the school, and both parents/primary caregivers must agree to have their children educated in accordance therein.

The parents/primary caregivers must agree in writing that:

1. The school has full discretion in the discipline policy.
2. They will meet all tuition and other financial obligations to the school.
3. They have read, agree with, and will perform as is required by the Parent Commitment Statement.

**DRESS CODE**

ACA students are to dress in a manner that holds high integrity and strong morals, representing Jesus Christ.

**High School**

- Student should always be clean cut.
- Students may not wear sweats or clothing that resembles pajamas.
- All clothing must be clean, ironed and not frayed or torn.
- There will be no article of clothing advertising drugs, alcohol, or secular music groups.
- All under garments must be hidden.
- Stomachs and backs must also be hidden.
- Pants may not be larger than two sizes from students' original size. Tight

pants or shirts are not allowed.

- All skirts must be no shorter than three inches from the knee.
  - No tank tops.
  - No piercing of body allowed other than one pierce on each ear on girls only.
  - No hats, hoods, scarves, visors or sunglasses during school.
- All students are required to dress for P.E. on their scheduled P.E. days. This includes *long shorts* or sweats, loose t-shirt and tennis shoes.

**Elementary**

- Student should always be clean cut.
- Students may not wear clothing that resembles pajamas.
- All clothing must be clean, ironed and not frayed or torn.
- There will be no article of clothing advertising drugs, alcohol, or secular music groups.
- All under garments must be hidden.
- Stomachs and backs must also be hidden.
- Pants may not be larger than two sizes from students' original size. Tight pants or shirts are not allowed.
- Skirts shorter than three inches from your knee must be worn with shorts.
- No tank tops.
- No piercing of body allowed other than one pierce on each ear on girls only.
- No hats, hoods, scarves, visors or sunglasses during school except outside.

**DISCIPLINE POLICY**

All students at ACA are required to uphold the ACA rules.

A behavioral report is used to report infractions of rules. This report is completed and sent to the primary caregiver or parents. The behavioral report must be filled in and returned to school the next day for the student to be re-admitted to class. If a student displays any disrespect or rebellion, they will be immediately sent to the School Pastor for counseling. The student will be allowed to reenter the classroom once evaluated and approved by the school pastor and school administrator..