

# ABUNDANT LIFE CHRISTIAN ACADEMY

## *STUDENT/PARENT HANDBOOK*

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

**2009-2010**

1494 Banks Road  
Margate, Florida 33063  
954.979.2665 Phone  
954.979.1983 Fax  
[www.alcapro.com](http://www.alcapro.com)



ALCA is ACTS and FLOCS accredited

ALCA Preschool is ACTS and FLOCS accredited, FLOCS certified, and is recognized as a State of Florida Gold Seal Preschool

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Abundant Life Christian Academy is a Ministry of Abundant Life Christian Centre, Margate, Florida



## **INTRODUCTION**

BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME

Dear Student and Parent,

Welcome to Abundant Life Christian Academy! We are honored that you have selected the Academy for your educational development. It is our goal to assist you in becoming a student of excellence.

This handbook is a reference guide for your use. It contains the policies and procedures that are important to the operation of our school. You are responsible to know and comply with the policies stated here. Clear and consistent attention to the items presented in this handbook will facilitate your “journey” and make your experience stable and harmonious.

Thank you for your cooperation.

*Mrs. Stacy Angier* M. Ed.

Principal

## **NOTICE OF NON-DISCRIMINATORY POLICY**

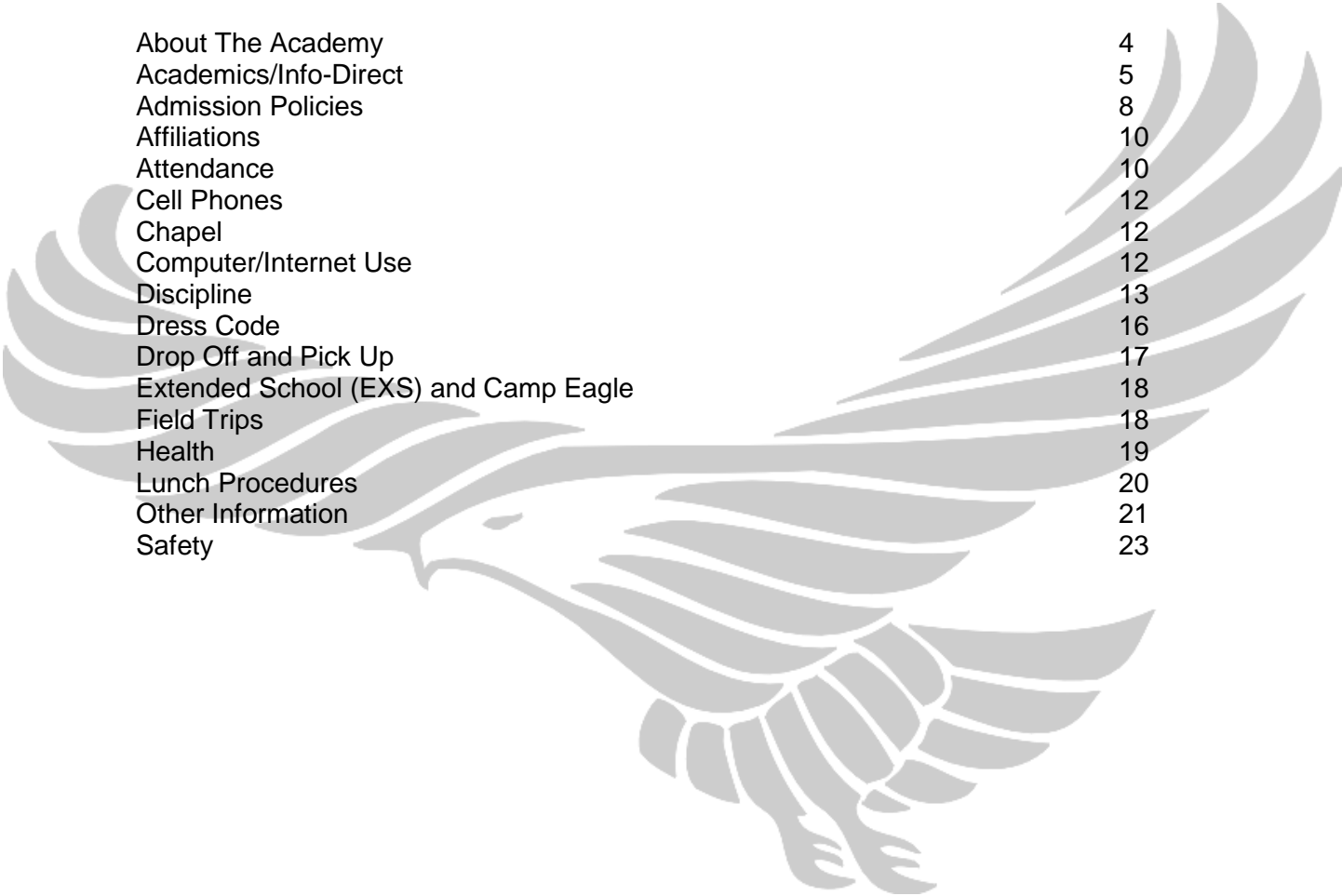
BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME

Abundant Life Christian Academy admits staff and students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. Abundant Life Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or any other school-sponsored programs.

## TABLE OF CONTENTS

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

About The Academy	4
Academics/Info-Direct	5
Admission Policies	8
Affiliations	10
Attendance	10
Cell Phones	12
Chapel	12
Computer/Internet Use	12
Discipline	13
Dress Code	16
Drop Off and Pick Up	17
Extended School (EXS) and Camp Eagle	18
Field Trips	18
Health	19
Lunch Procedures	20
Other Information	21
Safety	23



## DISCLAIMER

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Abundant Life Christian Academy is consistently striving to improve its policies and procedures. We reserve the right to amend any policy or statement in this handbook without prior notification at any time. This handbook should not be construed as a contract.

## **ABOUT THE ACADEMY**

BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME

### **Vision**

Abundant Life Christian Academy is a charismatic Spirit-led school desiring to impart vision and purpose into the heart and life of every student it serves. We believe that each student has been created for a particular purpose and divine destiny. We are committed to seeing the glory of God reign sovereign in the lives of all our students.

### **School History**

Abundant Life Christian Centre began in 1977 with eleven people under the leadership of Bishop W. W. Thomas and his wife, Sister Edith Thomas. Since that time, the congregation has experienced continuous growth and is today one of the larger independent churches in South Florida. Under the leadership of Bishop Richard Thomas, the church reaches out through a variety of ministries including home and foreign missions, church planting, television, internet, music, singles, youth and children, as well as community efforts. With the theme "Reaching Our World with Life," it was only natural that a Christian school be part of the Centre. The vision of the Academy was birthed in 1990 with preschool through third grade enrolling seventy students. Today the Academy has grown to serve up to four hundred students annually from 2 years old through the eighth grade.

### **Mission Statement**

- Building a Legacy of Christian Excellence One Student at a Time

### **Philosophy**

We acknowledge God as Creator, the Source of all truth, and the Sustainer of all things. We believe that true education has Christ at the center and relies on the Holy Spirit to illuminate and guide. The Bible is God's written word and revelation to mankind. We believe that education is the biblically integrated process of developing students spiritually, academically, physically, socially, and emotionally. We utilize a traditional approach to education where students gain knowledge and understanding through revelation, reason, experience, and investigation.

### **Core Values**

We seek to instill these values into the decision-making process of our students:

- Biblical Truth — applying the Word of God to all thought and deed
- Integrity — holding oneself accountable to do the right thing even when no one is watching
- Excellence — executing all tasks with a high level of skill and competence
- Diversity — respecting everyone as a unique gift of God
- Unity — oneness of mind, action, and spirit in support of ALCA's mission and objectives

### **Objectives**

- It is the goal of Abundant Life Christian Academy to prepare students:
- To grow spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, the Holy Spirit, and a personal sense of responsibility to be all God wants them to be
- To think clearly, logically, and independently with the mind of Christ
- To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment on the basis of biblical principle
- To achieve academic mastery with the tools of learning and communication
- To develop a moral, ethical, and spiritual intelligence which will aid them to appreciate their own personal worth and that of others

- To develop a sense of responsibility as a Christian and as a contributing American citizen
- To develop skills necessary to live successfully and make a prosperous living
- To develop an understanding of and an appreciation for the arts and contribute to them
- To participate in wholesome forms of recreation
- To serve well in the place of God's will for their life in school, home, church, community, state, nation, or the world

### **Statement of Faith**

The following truths are held in agreement by the administration, faculty, and staff of Abundant Life Christian Academy:

- We believe the Bible to be the inspired, infallible, and authoritative written Word of God.
- We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to earth in power and glory to rule a thousand years.
- We believe in the Blessed Hope of Christ's return—the rapture of the Church.
- We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- We believe regeneration by the Holy Spirit is absolutely essential for personal salvation.
- We believe the redemptive work of Christ provides healing for the human body.
- We believe the Baptism of the Holy Spirit according to Acts 2:4 is given to believers who ask for it.
- We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- We believe in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation.

### **ACADEMICS/INFO-DIRECT**

BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME

Abundant Life Christian Academy expects its students to develop to their full potential as they push toward greatness through the power of God. ALCA places Christ at the center of all learning.

### **Homework**

Homework is given for the following reasons:

- Drill — solid drilling of skills is required to master material essential for educational progress
- Remedial Activity — reinforcing instruction of material previously introduced in class
- Special Projects — book reports, compositions, special research assignments and projects are some activities frequently given for homework

The Academy requests parents' full cooperation ensuring that homework assignments are completed on time. Delinquent or missing homework assignments will result in failure to perform well on tests and lower students' grades.

### Homework Policy

Homework is due at the beginning of each class on the assigned due date. Students who have not completed and/or handed in their homework will receive the following consequences:

**3rd through 5th grade:** a one letter grade reduction on the assignment for each day late. Students may be required to stay after school until the assignment is completed.

**6th graders:** a 25 point grade reduction and one additional day to turn in the assignment. Students may be required to stay late or miss an elective to make up missing or incomplete assignments.

**7th graders:** a 50 point grade reduction and one additional day to turn in the assignment. If the missing assignment is not turned in on the subsequent day, the student will receive a zero. Students may be required to stay late or miss an elective to make up missing or incomplete assignments.

**8th graders:** a zero on all incomplete or missing homework assignments with no grace period. Students may be required to stay late or miss an elective to make up missing or incomplete assignments.

This progression of consequences will help students learn the value of homework and the consequences that go along with not doing homework. In high school it's all zeros!

### Grading Policies

The elementary grading system for most subjects and grade levels will be subdivided into three categories and weighted as follows:

- Test/Projects: 50%
- Oral/Written Quizzes: 25%
- Participation (Daily & Homework): 25%

### Grading Scale

Students will be graded using the following numeric scale:

#### Grades K - 2

E 90 - 100

G 80 - 89

S 70 - 79

N 60 - 69

U Below 59

#### Grades 3 - 8

A+ 97 - 100

A 93 - 96

A- 90 - 92

B+ 87 - 89

B 83 - 86

B- 80 - 82

C+ 77 - 79

C 73 - 76

C- 70 - 72

D+ 67 - 69

D 63 - 66

D- 60 - 62

U 0 - 59

Students in all grades will also be evaluated for conduct and work habits/effort. The grading scale is as follows:

**Conduct**

O— Outstanding  
G— Good  
S— Satisfactory  
N— Needs Improvement

**Work Habit**

1— Outstanding  
2— Good  
3— Satisfactory  
4— Needs Improvement

**Honor Roll**

Certificates for outstanding performance will be presented to those students in third through eighth grade who achieve honor roll status at the end of each grading period. A special Awards Chapel will be held at the end of each quarter. At the end of the academic year, all families are welcome to attend the annual Year-End Awards Presentation. Year-end awards are determined based on achieving Honor Roll Certificates during the first three quarters of the school year.

Honor roll criteria for third through eighth grades are as follows:

- **A Honor Roll** - Straight A's/ E's in all subjects; 1's in work habits; O's/ G's in conduct
- **A – B Honor Roll** - A's and B's/ E's and G's in all subjects; 1's or 2's in work habits; O's or G's in conduct. Must have at least one A to qualify; no C's allowed

Middle school and certain enrichment classes use a different grading system. Guidelines may be requested from those teachers directly.

**Info-Direct**

Parents can check homework assignments and grades on the Internet via the Info Direct link on the ALCA website, [www.alcapro.com](http://www.alcapro.com). Every effort will be made by teachers to keep information up to date. Info Direct is a valuable tool to monitor student progress. Please check it daily.

**Parent/Teacher Conferences**

Parents are required to meet with teachers at least once during the school year to cover student progress. Parents will be given a copy of the conference form, and the original will be placed in the student's cumulative file.

**Progress Reports**

Student progress grades on tests, quizzes, and daily participation may be checked by the parent via Info-Direct on a daily basis. If Internet access is not available, a written progress report may be issued at a parent's request. This affords the on-going opportunity to monitor and improve grades before the end of the report card period.

**Report Cards**

The Academy uses a quarterly grading system; students will receive a report card every nine weeks. Conferences with teachers may be requested on the report card.

Progress reports and/or report cards will be withheld from students who have an outstanding balance on their school account.

**Achievement Tests**

Every spring Stanford Achievement Tests are given to all students Kindergarten through eighth grade. The Otis Lennon School Ability Test is administered in conjunction with the SATs for grades three, five, and seven.

Students testing below grade level may be required to successfully complete summer school and/or obtain tutorial assistance until adequate yearly progress is achieved. Remedial and placement recommendations will be determined by administration.

### **Promotion Policy**

Students will be promoted to the next grade level upon satisfactory completion of the school's prescribed curriculum. Failure of one core subject will result in summer school or possible retention. If two core subjects are failed for the year, students will be required to repeat the grade. Students not making adequate yearly progress may be required to obtain tutoring, seek outside testing, complete summer school, and/or repeat the grade.

### **Physical Education**

Physical Education is required for all grade levels. Students in Kindergarten through fifth grade will have P.E. two times per week. Middle school students have P.E. daily.

Students in grades four through eight must wear school P.E. uniforms purchased at Sunshine Uniforms. Consequences will be given to students who are not dressed in their complete P.E. uniforms.

A doctor's note must be provided, if a student cannot participate in P.E. Upon approval, excused students will be required to dress out and complete an alternative assignment for that day's grade.

### **Athletic Eligibility**

Fourth through eighth grade students must meet the following academic requirements to be eligible for athletic competition:

- Maintain a "C" average for each marking period; no "U" on any report card.
- Maintain a satisfactory work habit and conduct record.

Students who do not maintain these requirements after having been accepted into an athletic team shall be placed on a three week athletic probation. Students failing to rectify academic deficiencies during the probationary period will become ineligible to play for the remainder of the sport. The athlete may be reinstated to active status if academic progress meets the above standards at the end of the probationary period.

It is the Academy's intention to prepare students for athletic eligibility at the high school level where eligibility is determined by the student's cumulative grade point average. This condition mandates that students wishing to participate in high school athletics need to get off to a good start academically in ninth grade.

### **ADMISSION POLICIES**

BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME

In the spirit of Christian unity and the love that Christ shows for all mankind, Abundant Life Christian Academy does not discriminate on the basis of race, sex, or national origin. However, the Academy reserves the right to use appropriate selection criteria in fulfillment of its stated goals and objectives.

### **Registration**

A completed application must be submitted with all non-refundable registration, matriculation, and testing fees, before the registration process can begin. Parents of new students to Abundant Life Christian Academy must have an interview with school administration to determine student acceptance to the Academy.

New students entering Kindergarten through 8th grade are required to take an entrance exam, unless the previous year's standardized test scores are at or above the 80th percentile. Report cards and school records from previous schools must be submitted, before testing will be scheduled and enrollment evaluated.

- In addition, the following information must be submitted to the school office, before a student is accepted for enrollment:
- copy of birth certificate
- copy of student's social security card
- form 3040 (medical exam) dated within the last two years
- form 680 (certificate of immunization) indicating all immunizations are current
- certified copy of court orders showing custody, visitation, etc. if applicable
- SAT and/or FCAT scores and report cards of the last two years

Students will not be allowed to begin classes at Abundant Life Christian Academy, until the full registration, matriculation, and applicable tuition fees have been paid. New students may be subject to a probationary period usually nine weeks. Grade placement may be adjusted during this time, if performance or behavior is insufficient.

### **Refund Policy**

Registration, matriculation, re-enrollment, and testing fees are non-refundable. Attendance of any portion of a semester requires full payment for that semester.

### **Tuition**

Non-refundable application, matriculation, and testing fees are payable, when students apply for admission. Payment of these fees reserves a place in the class pending acceptance into the Academy. These fees are non-refundable.

Tuition may be paid in full by August 1<sup>st</sup> for a 5% discount, or divided into monthly payments as follows:

- Twelve monthly payments beginning on June 1<sup>st</sup>
- Nine or ten monthly payments beginning on August 1<sup>st</sup>
- With administrative approval, monthly tuition payments are occasionally extended to 11 months.

Tuition payments are due on the first of each month. Post-dated checks will not be accepted. Tuition payments are considered late after the 10<sup>th</sup> day of the month, and a \$25.00 late fee will be assessed.

Billing shall be provided electronically. Bills will be sent home upon request. Payments shall be brought into the school office by the parent, and a receipt will be issued.

Delinquent payments of 40 days or more will result in the student's removal from class, until all payments and late fees are paid in full. Report cards, progress reports, SAT scores, etc. will be held, until all accounts are current. **Non-payment of accounts will result in collections if necessary.**

Returned checks will not be re-deposited. Parents will be notified of the returned item and required to bring a cash replacement to the Academy within 48 hours. Accounts will be billed a \$25.00 returned check charge and late fees may apply.

Extended School (EXS) and Camp Eagle are additional services that are to be paid separately from tuition and in advance of use.

### **Student Withdrawal**

If a parent wishes to withdraw a student from Abundant Life Christian Academy, a withdrawal form must be filled out in the school office. Withdrawal procedures will be initiated but will not be completed until all books and other school-owned property have been returned and all financial obligations satisfied. Tuition must be paid through the end of the current semester.

Transcripts will only be released when all obligations have been satisfied.

### **Student Records**

All student records are maintained in the school office. Materials in these files are strictly confidential and are available for viewing by parents when requested in writing to the administration at least ten days in advance. Records may be inspected when requested 10 days in advance in the presence of administration, so that any questions may be answered accurately. Parents wanting personal copies of school records will be assessed a per-page copy fee. Transfers, SAT scores, report cards, cumulative folders, and other pertinent information will only be released, when a student has completed the withdrawal process and records have been requested by the receiving school.

### **AFFILIATIONS**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Abundant Life Christian Academy is accredited by the Association of Christian Teachers and Schools (ACTS) and Florida League of Christian Schools (FLOCS) which is the Florida association for ACTS. Through these organizations we hold membership in the National Council for Private Schools Accreditation (NCPSA), the Commission on International & Trans Regional Accreditation (CITA) and The Florida Association of Academic Nonpublic Schools (FAANS). We are also members of Broward County Nonpublic School Association.

Additionally, ALCA Preschool is ACTS and FLOCS certified and accredited and is recognized as a Florida Gold Seal Preschool.

The above organizations promote continuous spiritual development, academic credibility, and the education of the whole student under God's authority.

### **ATTENDANCE**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at ALCA is expected and required. Irregular attendance is a major cause for poor academic work and continued tardiness is disruptive to the normal flow of school activities.

Abundant Life Christian Academy requires that students be in attendance at least 90% of a semester to receive credit for the semester. ALCA will not extend credit unless state instructional hour standards have been met. Students not meeting the annual attendance standards may be required to repeat their current grade. Students are expected to participate fully in classroom activities. No student will be excused from class activities without a written note from a parent or physician. Students too sick or sleepy to participate will be sent home.

### **Absences**

Due to the importance of class participation, students are strongly discouraged from class absences except for the following reasons:

- Legitimate student illness
- Medical appointments; appointments should be scheduled after school hours whenever possible.
- Family illness
- Emergency or death in the family

When students are absent, parents must notify the school office on the day of the absence. Upon return to school students must bring a note signed by their parent or guardian stating the date and reason for the absence. If students are absent more than three consecutive days due to illness or injury, a note from a physician is required. In the event of lengthy

absences, parents may be required to provide tutoring to ensure that students make adequate yearly progress. Students who miss class to participate in school approved activities off-campus will not be counted absent.

### **Anticipated Absences**

When an absence is anticipated, parents are requested to inform the teacher in writing as far in advance as possible so that work may be requested from the teacher(s). While it may not be possible to produce all assignments in advance, it will be to a student's advantage to keep up with assignments while absent. All tests, quizzes, or projects that were assigned before the absence must be submitted prior to leaving. Students must be prepared to turn in all additional assignments upon return to school.

### **Excessive Absences**

Excessive absences will impact student grades. It is the teacher's responsibility to explain the following procedures to their students and parents:

Seven absences within one semester—teacher shall contact the parents and explain the 90% rule. This shall be documented via signed conference form.

Ten absences within one semester—parents and teacher shall meet and discuss the amount of additional instruction needed to meet state criteria via tutoring, summer school, or retention.

If there are legitimate reasons a student be absent from any class more than 18 days during the year, the parents must receive special approval from the administration. **Refusal to do so may result in retention.**

### **Tardiness**

Tardiness is disruptive to the learning environment and will have a negative impact on student achievement. Students are considered tardy, if they are not in their classroom when class is scheduled to begin. **When a student reaches five unexcused tardies, the student account will be charged a \$5.00 fine. Every five additional unexcused tardies will translate into an additional \$5.00 fine. Tardiness will be excused for legitimate illnesses, medical appointments, family emergencies, and other reasons at the discretion of administration. Parents must submit a valid written reason for their students' lateness to their teacher in order to meet the requirements of excused tardiness.**

### **Make-Up Work**

Students who have been absent must check for make-up work with the teacher immediately upon returning to school. Students are granted one make-up day for each missed day to turn in make-up work including missed tests and quizzes. Make-up work not completed within the allotted time will be recorded as a zero. Assignments given prior to a student's absence must be turned in upon return to school. Tests and quizzes scheduled before the absence must be taken the day the student returns to school. If the student was absent when the test, quiz, or assignment was issued, the teacher will reschedule the test, quiz, or assignment. It is the parents' and students' responsibility to secure all make-up work and deadlines and to adhere to them.

Parents are encouraged to request make-up work from the teacher, if the absence appears to be more than one day. When requested, make-up assignments will be available in the office after 3:30 pm on the day of the request. Students absent during SAT week for any reason other than illness may not be permitted to make up missed subtests.

## **CELL PHONES**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Due to the highly technological capabilities of cell phone, their internet access and ability to access information at inappropriate times, cell phones are not permitted on campus. Students found violating the cell phone policy will have the phone confiscated by administration. A confiscated cell phone will only be released to parents. Repeated violations shall result in further disciplinary actions.

## **CHAPEL**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Chapel is held weekly and is considered foundational in fulfilling our mission to help students reach their God-given potential. Therefore, it is imperative that parents assist us to make chapel a priority. Chapel uniforms must be worn on chapel days. Students not dressed properly for chapel shall be sent to the office with a uniform violation.

### **Chapel Days**

- Preschool Thursday -9:30 a.m. and 10:00 a.m.
- Elementary Thursday -10:15 a.m.
- Middle school Thursday -9:20 a.m.
- Honor Roll Tuesday/Thursday following report cards -10:00 a.m.  
(Thursday Chapel services are not held during Honor Roll Chapel week.)

## **COMPUTER/INTERNET USE**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Computers and laptops including all programs, files, and e-mail are Academy property. The Academy reserves the right to track network use and review all student files created or accessed on the Academy's computers. Computers may only be used with permission and for school purposes. Students using computers without permission or inappropriately may have their privileges revoked and/or be suspended or expelled by administration.

Inappropriate use of the computer system includes but is not limited to the following:

- Sending messages with inappropriate content, i.e. derogatory comments or threats to another individual, comments of promiscuous nature, questionable jokes, etc.
- Writing personal messages or creating personal documents
- Initiating or perpetuating gossip, harassment, or slander towards others
- Accessing the Internet without permission
- Accessing inappropriate or restricted web sites
- Any other use interpreted by administration as detrimental to students, faculty, staff, or the Academy

### **Internet Use Policy**

The Academy uses a filter to block inappropriate web sites. Students shall not access the Internet without permission and only under the direct supervision of faculty. The following types of web sites may not be accessed under any circumstances:

- MySpace.com and other social networking sites
- Personal e-mail or chat rooms
- Game sites
- Any site containing material offensive to the Lord and contrary to Scripture

If students inadvertently access an inappropriate web site, they should leave the site immediately and report the incident to the supervising teacher to avoid student consequence.

## **DISCIPLINE**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

### **Disciplinary Philosophy**

The primary goal of the disciplinary program at Abundant Life Christian Academy is to provide a safe and wholesome Christian environment where true learning can take place. Therefore, the Academy sets specific behavior standards to ensure that students are **obedient**, **respectful**, and **accountable** for their actions:

- The Word of God teaches that **obedience** to rules and guidelines is essential for intellectual and spiritual growth (Romans 13:1-2 NIV).
- **Respect** teaches the value of meaningful relationships (Romans 12:10 NIV).
- Holding students **accountable** for themselves instills Christ-like character (Romans 14:12 NIV).

We believe that by teaching obedience, respect, and accountability, students will develop righteous, Christ-like attitudes. The partnership of home, church, and school is instrumental in accomplishing these goals.

### **Honor Code**

Students at the Academy are expected to abide by the following Honor Code:

"I will...

1. conduct my life according to Biblical principles
2. be truthful
3. use proper language
4. be courteous and cooperative
5. do my work to the best of my ability
6. not cheat or plagiarize the work of others
7. not damage the school, church, or property of others
8. represent the policies and standards of the Academy on and off campus
9. abide by the disciplinary measures of school authorities, if I do not follow this code"

### **Disciplinary Consequences**

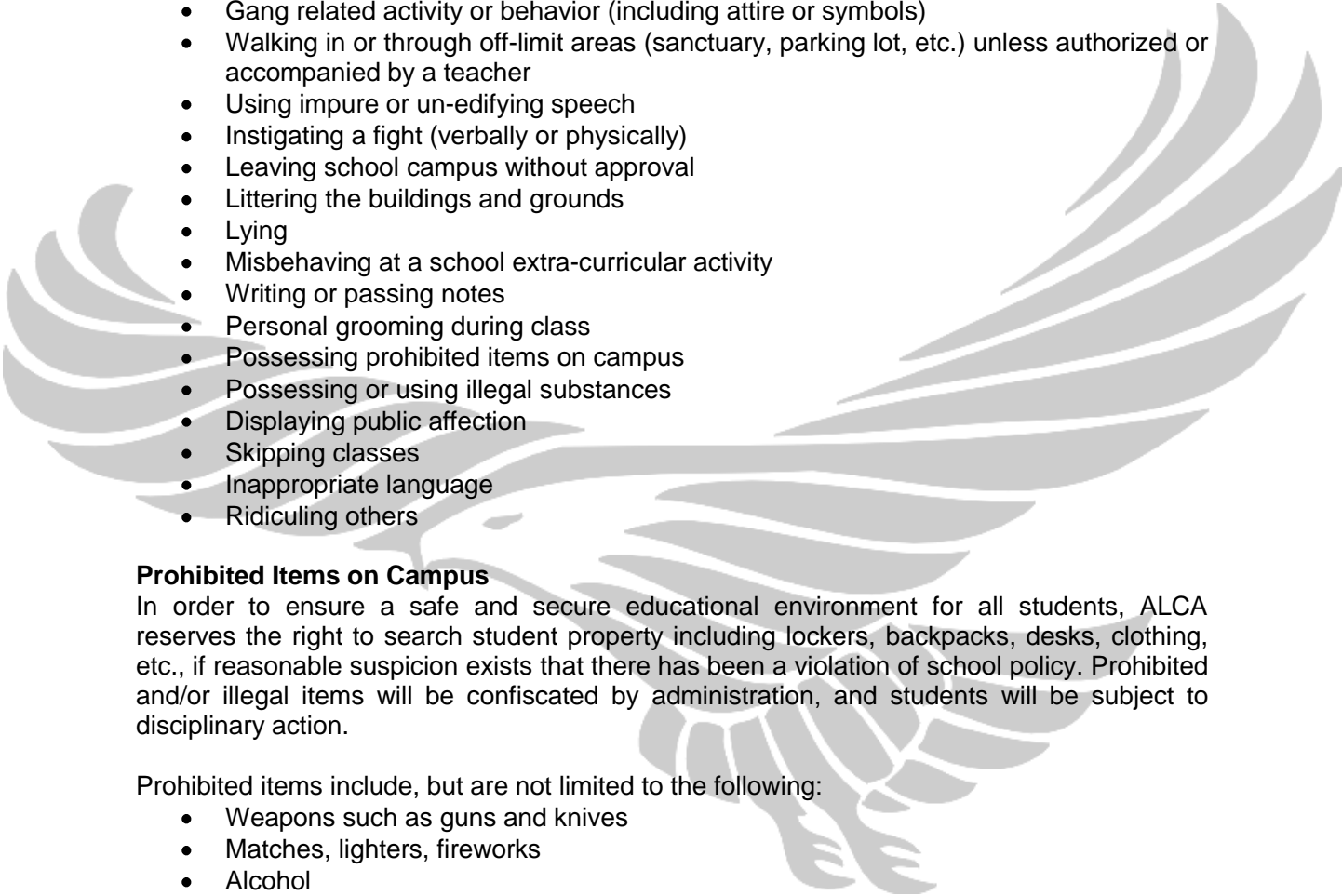
Students who deviate from obedience to school or classroom rules or fail to respect peers, adults, and/or property will be subject to disciplinary actions. Consequences will be determined by the severity of the infraction and frequency of the non-compliant behavior. Consequences may include time outs, writing assignments, office referrals, detentions, probation contracts, suspensions, even expulsions and possible legal intervention for severe offenses.

The following lists are intended to be fairly comprehensive, but may not be all-inclusive. Most rules fall into one of three categories:

- Rules based on Scripture
- Rules based on common decency and civility
- Rules deemed necessary by the school to ensure safe and smooth operation

The Academy will not tolerate students exhibiting the following behaviors. Disciplinary action will be taken:

- Arguing with a teacher and/or showing contempt for authority with body language, tone, or expression
- Talking in class without permission

- 
- Direct disobedience
  - Failing to obey specific classroom rules
  - Behaving improperly toward other students
  - Bullying others (including hazing and initiation)
  - Being unprepared for class (without paper, books, pencil, or homework)
  - Distracting other students in class
  - Causing harm to another's property
  - Cheating & stealing
  - Chewing gum without permission
  - Violating the dress code
  - Eating or drinking in the classroom or hallway without permission
  - Gang related activity or behavior (including attire or symbols)
  - Walking in or through off-limit areas (sanctuary, parking lot, etc.) unless authorized or accompanied by a teacher
  - Using impure or un-edifying speech
  - Instigating a fight (verbally or physically)
  - Leaving school campus without approval
  - Littering the buildings and grounds
  - Lying
  - Misbehaving at a school extra-curricular activity
  - Writing or passing notes
  - Personal grooming during class
  - Possessing prohibited items on campus
  - Possessing or using illegal substances
  - Displaying public affection
  - Skipping classes
  - Inappropriate language
  - Ridiculing others

### **Prohibited Items on Campus**

In order to ensure a safe and secure educational environment for all students, ALCA reserves the right to search student property including lockers, backpacks, desks, clothing, etc., if reasonable suspicion exists that there has been a violation of school policy. Prohibited and/or illegal items will be confiscated by administration, and students will be subject to disciplinary action.

Prohibited items include, but are not limited to the following:

- Weapons such as guns and knives
- Matches, lighters, fireworks
- Alcohol
- Drugs and drug paraphernalia
- **Cell phones, I-Pods**, radios, CD or DVD players, and electronic games (see section on electronic items below)
- Questionable books and magazines
- Items not related to instruction
- Any item that dishonors God

### **Electronic Items**

Cell phones, iPods, radios, CD or DVD players, electronic games, or any other hand held electronic items are prohibited on school property unless permission has been given by administration to bring them to class for a special event.

### **Cheating**

Cheating is a serious offense and a violation of the Honor Code. Cheating involves taking information from an outside source and presenting it as your own. It involves the components of stealing and lying. Cheating includes copying homework, handing in another's work, plagiarism in research papers or compositions, or unauthorized assistance on tests and quizzes.

If it has been determined that a student has cheated, the following actions shall be taken: A zero will be issued. Administration and parents will be notified by referral. Leadership positions held in a class, club, or athletic team will be in jeopardy. Additional infractions may lead to suspension or expulsion.

### **Stealing**

Stealing is a serious offense and a violation of the Honor Code. Students who are caught stealing will be sent to the school office with a referral. Administration will determine the consequences to be issued. Students will always be required to return or replace stolen items. Repeat offenses will result in suspension, expulsion, or prosecution (if necessary).

### **Drug Abuse**

Drug involvement is specifically defined and prohibited under Florida and Federal Criminal Law. ALCA reserves the right to drug test student athletes and all students on a random basis or where reasonable suspicion exists. As a matter of policy, ALCA will report to the authorities any incident suggesting drug involvement (i.e. consumption, procurement, provision, possession, or sale of) on the part of students, visitors, or volunteers. Confirmation of drug abuse, as defined above, will subject the involved individual(s) to immediate disciplinary action.

### **Illegal Conduct**

Students accused by proper authorities of illegal activity will be placed on homebound status, until they are exonerated. Student convicted will be dismissed from the Academy.

#### **Conduct on School Sponsored Trips/Activities**

Students attending school sponsored trips or activities are bound by the same standard of conduct required of students at school. Students are reminded that they are representatives of Christ and ALCA, and that their actions, attitudes, and behaviors should always reflect a Christ-like witness.

### **Detentions**

The purpose of a detention is to provide students with time to reflect on the behavior(s) that caused the detention to be issued. It is hoped that this time will be used in prayer and consideration of how students can retain their good standing as a member of the ALCA student body. **Upper elementary and middle school students may be issued a detention after receiving repeated corrections by a teacher or an office referral.** Detentions are also assigned to enforce homework and dress code policies. Detentions are held on specific days after school and will be scheduled by the school office. Detentions must be served within one week following the initial infraction. No exceptions will be made for sporting events.

Detention will start promptly at the specified time. Failure to be in an assigned seat by roll-call indicates the student has failed to meet the obligation to report on time. Students who fail to report on time will serve the original detention plus an additional detention for failure to be on time. Book bags, purses, and all other personal effects are to be left by the detention

room door. Students will not have access to these items during the detention period. There will be no talking during detention. Students are to remain seated and quiet during the entire detention period. Also, students must keep their hands in sight throughout the detention period. Failure to comply will result in additional detentions. Administration will be notified.

Inappropriate behavior during detention includes but is not limited to:

- Being tardy
- Getting out of seat
- All verbal or non-verbal communication
- Failing to immediately obey instructions from the detention monitor
- Failure to keep hands in the sight of the detention monitor
- Eating or drinking during detention (i.e. chewing gum, breath mints, cough drops, etc.)
- Any other action that the detention monitor feels should warrant an additional detention

## **DRESS CODE**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Abundant Life Christian Academy requires all students to wear uniforms. Uniforms must be purchased with a logo through **Sunshine Uniforms only**.

Uniforms must fit properly, be well maintained, and attractive in appearance. Boys must wear a belt every day. For the winter season navy blue sweaters are required and should be purchased from Sunshine Uniforms.

**Long-sleeved shirts may not be worn under school uniforms.** Uniform tops must be tucked in unless it is a shirt designed to wear out. Girl's skirts must not be shorter than the top of the knee in length. Capris and shorts must be loose-fitting. Additionally, shorts must be at least fingertip in length.

### **Socks and Shoes**

All students must wear white or navy socks with their shoes. Shoes should be comfortable and safe. No 'Heeleys', open toed shoes, clogs, or sandals are allowed.

### **Hair and Make-Up**

Students' hair must be clean and neatly groomed. Boys' hair must not touch their collar and not cover more than half of the ear. Middle school boys should be clean shaven. Extreme haircuts, colors, and styles (i.e. Mohawks, dreadlocks, cornrows etc.) are not permitted. Hats, caps, bandannas, and 'du-rags' are allowed only with special permission. Light lipstick and make up are allowed for middle school girls only.

### **Jewelry**

Boys may not wear earrings. For safety reasons girls are strongly cautioned regarding the size of hoop earrings. Jewelry that distracts from academic endeavors or may get caught on playground/school equipment is not allowed.

### **Uniform List**

Chapel uniforms are marked with an asterisk (\*) and must be worn on Chapel days only. Students in all grades may wear navy blue sweaters, sweatshirts, or uniform jackets. Any inappropriate logo or design (skulls etc.) may not be worn.

### **K – 2<sup>nd</sup> Grade Boys**

Navy Shorts (No Cuff)  
\*Navy Slacks  
Light Blue Polo  
\*Light Blue Oxford  
Navy or White Socks  
\*Navy/Silver/Yellow Tie  
Belt

### **3<sup>rd</sup> – 5<sup>th</sup> Grade Boys**

Navy or Khaki Shorts (No Cuff)  
Khaki Slacks  
\*Navy Slacks  
Red Polo  
\*Light Blue Oxford  
Navy or White Socks  
\*Navy/Silver/Yellow Tie  
Belt  
Navy or White Socks  
Royal Blue P.E. Shorts (4-5 Grade)  
Heather Grey P.E. T-shirt (4-5 Grade)

### **6<sup>th</sup> – 8<sup>th</sup> Grade Boys**

Navy or Khaki Shorts (No Cuff)  
\*Navy Slacks  
Khaki Slacks  
\*Navy/White Striped Oxford  
Red/Navy Polo (Short/Long Sleeve)  
\*Light Blue Island Shirt  
Navy or White Socks  
\*Navy Tie  
Belt  
Heather Grey P.E. T-shirt  
Royal Blue P.E. Shorts

### **K – 2<sup>nd</sup> Grade Girls**

Navy Shorts with Cuff  
Navy Polo A-Line Dress  
Light Blue Polo  
Light Blue Cap Sleeve Polo  
Navy Slacks  
\*Light Blue Blouse  
\*Plaid Jumper  
Navy or White Socks

### **3<sup>rd</sup> – 5<sup>th</sup> Grade Girls**

Navy or Khaki Shorts With Cuff  
Red Polo  
Red Cap Sleeve Polo  
Navy or Khaki Slacks  
Khaki Capris (4-5 Grade)  
\*Light Blue Oxford  
\*Plaid Skirt or Skort  
Navy or White Navy or White Socks  
Heather Grey P.E. T-shirt (4-5 Grade)  
Royal Blue P.E. Shorts (4-5 Grade)  
Plaid, Navy, or Red Sash

### **6<sup>th</sup> – 8<sup>th</sup> Grade Girls**

Navy or Khaki Shorts With Cuff  
Navy or Khaki Slacks  
Khaki Skirt  
\*Navy Skirt  
Khaki Capris  
\*Light Blue  $\frac{3}{4}$  Sleeve Blouse  
Red/Navy Striped  $\frac{3}{4}$  Sleeve Rugby  
Red or Navy Cap Sleeve Polo  
Navy or White Socks  
Heather Grey P.E. T-shirt  
Royal Blue P.E. Shorts  
Plaid, Navy, or Red Sash

### **Consequences for Uniform Violations**

Students violating the uniform policy will be sent to the office. Parents will be contacted to bring an acceptable uniform to school. Students will remain in the office until an acceptable uniform is received. If the parent cannot be reached, a detention may be assigned. Repeated violations may result in further disciplinary actions.

### **DROP OFF AND PICK UP PROCEDURES**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

### **Morning Arrival and Afternoon Dismissal**

Parents dropping off and picking up students before and after school may do so at the designated 'car line' locations and only during the specified times for each grade. The rear parking lot ("horseshoe") is for preschool carline. Middle school students shall not be dropped off in the rear parking lot. Students arriving before 8:00 a.m. must be accompanied by a parent and go directly to the designated Extended Care room. Students who arrive between 8:00 and 8:30 a.m. shall report to their classrooms. Students arriving after 8:30 a.m.

must be accompanied by a parent to the school office to sign in and receive a late pass before reporting to their classroom. For security purposes, students are not permitted in hallways or classrooms unattended. Parents must park in the back parking lot between the hours of 7:00 a.m. and 3:30 p.m.

### **Speed Limit**

The speed limit on school property is 10 miles per hour. Please follow the speed limit and arrows at all times. A few extra minutes will secure safety for you as well as others. As a safety precaution cell phone use is prohibited while driving on school property.

### **EXTENDED SCHOOL (EXS) AND CAMP EAGLE**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Students must be pre-registered for EXS and Camp Eagle. The registration fee is \$50 per student and includes both EXS and Camp Eagle. Extended School hours are from 7:00 – 8:00 a.m. and 3:00 – 6:00 p.m. daily. Hourly rates are not available. Attendance in EXS for any part of a day will be charged the daily rate. Parents who pick up students after 6:05 p.m. will be charged \$1.00 per minute per child due at the time of pick-up. **Students who are picked up after 6:30 p.m. repeatedly shall be released to the local authorities.**

Camp Eagle fees apply to Teacher Workdays, Teacher Conventions, Christmas Vacation, Easter Vacation, and Summer Vacation. **All fees must be paid in advance.**

EXS fees for full-time students are as follows:

Daily Rate	\$ 13
Weekly Rate	\$ 45
Monthly Rate	\$ 175
Early Release Rate (FT)	\$ 15
Early Release Rate (PT)	\$ 20

EXS late fees:

\$10 for weekly rate if not paid by Monday of each week  
\$25 for the monthly rate if paid after the 10<sup>th</sup> of each month

Camp Eagle fees:

Daily Rate	\$ 35
Daily Rate (Walk-In)	\$ 40
Weekly Rate	\$140

Camp Eagle late fees:

\$5 per day or \$25 per week

### **FIELD TRIPS**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

Field trips are an extension of the instructional process. Teachers are encouraged to take students on educational field trips throughout the school year. It is the teacher's responsibility to organize field trip experiences that are interesting and fun, but also associated with the curriculum or of educational, social, or spiritual value. Often class parents will volunteer to help with the planning. **Parents who wish to participate in field trips as school chaperones must be fingerprinted at their own expense. Please contact the school office.**

Elementary grades take at least 2-3 field trips per year. Secondary field trips are less frequent and should enhance course work. Field trip costs are the responsibility of the

parents. Student participation is subject to teacher and administrative approval. School rules are to be followed during field trips at all times.

## **HEALTH**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

In the event that students become ill or injured, they will be taken to the office for an assessment of the problem. Parents will be called with all serious concerns, and first-aid will be administered as needed. The school office must have current emergency contact information for all students.

### **Medication**

If a student is on medication (prescription or over-the-counter) and still able to attend school, a medical authorization form must be filled out by a physician and signed by the parent. The medicine, in its original container, must be submitted to the school office by the parent. Student's name, name of medication, and the dosage must be readable on the original label. We do not accept medication that is not in its original container or medication without an approved measuring spoon or cup. The school office personnel will administer medication as long as an Authorization for Medication/Treatment form is signed and on file.

### **Student Accident Insurance**

Students are covered by a school time insurance policy which is considered secondary to the parents' primary insurance. In the event of an accident during school hours, parents must report the injury and pick up a claim form from the school office within 48 hours of the incident. However, a claim should first be filed with the parents' primary insurance company. Parents are responsible to submit the remainder of the claim to the Academy's insurance company.

### **Communicable Diseases**

Abundant Life Christian Academy maintains a healthy school environment and has implemented controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness or communicable health hazard which arises as a result of contact of a susceptible host or infected person with other persons. An Abundant Life Christian Academy staff member who reasonably suspects that a student has a communicable disease shall immediately notify the administration. Students with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while contagious. Students with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Abundant Life Christian Academy may require an independent physician's examination of the student to verify the diagnosis of the communicable disease. Parents must submit a written physician release for students to be permitted to return to class. ALCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

A student must be on medication and symptom-free for 24 hours before returning to school from the following:

- Diarrhea** (frequent, watery and/or green-colored bowel movements)
- Fever** (child must be fever-free for 24 hours before returning to school)
- Respiratory difficulty** (wheezing cough with a whooping sound)
- Sore throat** (hard cough/heavy or green nasal discharge)
- Undiagnosed rash** (other than diaper rash)
- Vomiting** (continual throwing-up)

## **Diseases and Conditions Prohibiting Attendance**

At the school's discretion, a student may be requested to bring a written consent from a physician prior to returning to school after having the following disease or condition:

- **Chicken pox** (lesions are dry and crusted)
- **Head lice** (following medical treatment, nits must be removed)
- **Hepatitis** (physician's release required for student to be re-admitted)
- **Impetigo** (blisters covered with honey-colored crust)
- **Influenza** (any kind)
- **Measles** (seek medical attention immediately)
- **Mumps** (seek medical attention immediately)
- **Pink eye** (redness of eye with thick discharge)
- **Pinworms** (seek treatment right away)
- **Pneumonia** (seek medical attention immediately)
- **Ringworms** (seek treatment right away)
- **Scabies** (seek medical attention immediately)
- **Whooping cough** (seek medical attention immediately)

Please do not bring students to school when sick, ill, or with fever. Staying home helps to recuperate and protects classmates. Remember, students may return to school, if they have been symptom and fever-free for 24 hours.

## **LUNCH PROCEDURES**

BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME BUILDING A LEGACY OF CHRISTIAN EXCELLENCE ONE STUDENT AT A TIME

ALCA uses a catering service for hot lunches. Students may purchase hot lunches through ALCA or bring a bagged lunch. Students may not take food or drinks out of the lunch area. The exception is for those students who bring their lunch from home and wish to save what they did not eat.

### **Menus**

The monthly catering menu is available in the school office. Parents may also buy a-la-carte tickets to purchase a variety of cafeteria items.

### **Ordering**

Lunch order forms will be sent home each week in the Thursday packet. Order forms must be returned no later than Friday morning, 9:00 a.m., for the following week.

### **A-la-Carte Tickets**

A-la-carte tickets may be ordered on the weekly lunch form or may be purchased daily when students forget to bring their lunch. In an emergency, the office will allow the student to credit a ticket. A-la-carte tickets purchased on credit must be repaid within the following 2 school days or will be added to the student's tuition bill.

### **Late Lunch Orders**

Late lunch orders will not be accepted. Students who are absent on Friday must have their lunch order called into the office by 9:00 am on Friday morning for the following week.

### **Sharing Lunches and Lunch Supplies**

Sharing is not permitted. This applies to hot lunches as well as bagged lunches. Lunch supplies, utensils, cups, napkins, etc. are provided by the caterer and are for the exclusive use of students who purchase lunch from the school.

### **Lunch Conduct**

Students shall go to the lunchroom in a quiet and orderly fashion. It is expected that customary table manners and courtesy be observed during lunchtime. Quiet talking in conversational tones is allowed at each table. Students will be assigned to class tables and are to remain at their tables for the duration of the lunch period.

### **Lunch Rules:**

1. Show proper respect to all
2. Be silent in all lunch lines and keep your voices down at the tables
3. Stay seated until you are told to throw out your trash

### **OTHER INFORMATION**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

#### **Bible**

Every grade has a specific Bible curriculum and portions of scripture to memorize. Bible time begins at 8:30 a.m. and includes pledges, praise and worship, prayer, devotion, Bible curriculum and memory work. Memorization work is done from the NIV or KJV.

#### **Bicycles**

All students who ride bicycles to and from school must have written parent permission on file in the school office. Helmets must be worn and bicycles should be locked in the horseshoe. For safety reasons bicycle students must wait 15 minutes after dismissal before leaving the property.

#### **Books**

All books are Academy property and are issued for use by students. Since students only pay a book rental fee, they are expected to cover all textbooks with clear contact paper and keep them in good repair. Students who lose or mistreat books resulting in more than normal wear and tear (water damage, ripped covers, broken bindings, etc.) will be fined an appropriate replacement fee. Writing is permitted only in workbooks as assigned by teachers. Lost or damaged books must be paid for, before a replacement book is given. Replacement books may be purchased from the school office or teacher. At the end of the school year, lost and damaged books must be paid for before final report cards or transcripts are released.

#### **Bus Rules**

All students using Academy buses must adhere to the following general rules at all times:  
Sit in assigned seats and remain seated while the bus is in motion,  
No eating or drinking (except with special permission)  
Arms and heads must be kept in the bus at all times  
Seatbelts must be worn if available  
Teacher and bus driver must be obeyed at all times

#### **Calendars**

Abundant Life Christian Academy's annual calendar will coincide with the Broward County School District where possible. A calendar of activities is maintained online at [www.alcapro.com](http://www.alcapro.com) and can be accessed through the website or the school office.

#### **Gifts and Memorials**

Tuition is not tax deductible, but financial gifts or donations of new items that would benefit the school are. Parents or friends who would like to donate books, videos, classroom equipment etc. in memory of a loved one, or make a financial donation should speak to someone in administration prior to making the donation. A tax deductible receipt will be issued upon request.

### **Hallway Rules**

Students and adults in the hallways are expected to be mindful of classes in session. Hallways should be a quiet place during school time. Running and foolishness in hallways violate school policy and are never allowed. Middle school students changing classes will do so quietly.

### **Hours of Operation**

Abundant Life Christian Academy observes the following regular school hours:

- Kindergarten 8:30 a.m. – 2:45 p.m.
- 1<sup>st</sup> – 5<sup>th</sup> 8:30 a.m. – 3:00 p.m.
- 6<sup>th</sup> – 8<sup>th</sup> 8:30 a.m. – 3:15 p.m.

Extended School (EXS) opens at 7:00 a.m. Students who are dropped off between 7:00 and 8:00 a.m. must report to EXS. Students arriving late must sign in at the school office and are subject to tardy penalties. Students leaving early must sign out at the school office.

### **Library**

It is the Academy's desire that the library be a valuable resource. Kindergarten through fifth grade will have library class on a weekly basis. Older students may utilize the library to do research for special projects. Open library hours will be published during the school year.

All donations to the library are greatly appreciated. To become a member in our Birthday Book Club, please contact our librarian to make arrangements to purchase a book in honor of your child's birthday. A special birthday label will be posted inside the book showing your child's name and birthday.

### **Lockers**

Lockers are the sole possession of the Academy. Students are permitted to keep personal items in their lockers. Students should exhibit positive role modeling in the up-keep of their lockers. Lockers should be kept clean at all times. Any damage to lockers, locks, or adjacent lockers may result in fines. ALCA reserves the right to search student property including lockers, possessions, desks, clothing, etc., if reasonable suspicion is present that there has been a violation of school policy. Prohibited and/or illegal items that are found will be confiscated by administration and students will be subject to disciplinary/legal action.

### **Lost And Found**

Parents should label all student possessions with first and last name. Lost items that are labeled will be taken to the student's classroom. Unlabeled items will be held in the Lost and Found bin for two weeks. After two weeks unclaimed items will be donated.

### **Parent/Teacher Fellowship**

Parents are a vital part of our school family here at ALCA. We welcome all parent involvement in the Academy's activities. The Parent/Teacher Fellowship is designed for parental input and support of ALCA faculty and staff. PTF meetings will be held periodically. At least one parent is expected to attend.

Some of the projects that our PTF engages in are as follows:

- "Welcome Back" Teacher Breakfast
- Room Parents
- Career Day
- Thanksgiving Feast
- Teacher Appreciation
- Classroom Parties

- School Pictures
- Walk-a-Thon Fundraiser
- Grandparent's Day
- PTF Meetings

### **Personal Items**

Students should not bring personal items (toys, CD/MP3 players, I-Pods, hand-held games, printed materials, etc.) to school unless requested to do so by the classroom teacher. Items brought to school are the responsibility of the student while on school premises. ALCA is not responsible for lost or damaged items. Personal items brought without teacher permission will be confiscated.

### **Pledges**

The following pledges must be memorized by all students:

#### 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.

#### 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 to all who believe.

#### The Bible

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

### **Severe Weather**

Students will not be dismissed early during severe weather or storm warnings unless notified. Parents, guardians, or other designated adults may pick up students early. However, should school closure become necessary, teachers will contact parents as directed by administration.

### **Visitors**

Visitors must sign-in at the school office to obtain a visitor badge to wear while on campus. Visitors will not be permitted during test weeks or the last day prior to a holiday.

### **Parental Visits**

Parents are always welcome to visit our school. However, we do require everyone to sign in at the school office and obtain a visitor pass. If parents wish to sit in on a child's class, they will need prior approval. Please contact the principal. Please note that all conferences with administration or teachers require an appointment. Please contact the school office for arrangements.

### **Student Visitors**

Student visitors are welcome to visit Abundant Life Christian Academy. The visiting student must have written parent permission, administrative approval, and teacher permission prior

to the visit. The visitor must check in at the school office and obtain a visitor pass prior to going to class.

### **Volunteers**

Volunteers and Room Parents are a vital part of Abundant Life Christian Academy and very special to us. Volunteers and Room Parents are required to sign in at the school office and wear a volunteer badge while on campus.

### **SAFETY**

BUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIMEBUILDINGALEGACYOFCHRISTIANEXCELLENCEONESTUDENTATATIME

#### **Fire/Emergency Drills**

Fire drills are held each school month. When the alarm sounds students and staff evacuate the building quickly and quietly following the proper exit route to the designated area as posted in the classroom. During drills, as well as emergencies, all students must be accounted for. The principal will make an “all clear” announcement, when it is safe to return to the building.

#### **Security**

For everyone’s safety, ALCA houses a security department. Security officers regulate on-campus traffic in the mornings and afternoons. In addition, they monitor activities through a camera surveillance system and patrol the campus grounds. Please be aware that cameras do visual and audio recording. Security officers must be obeyed at all times. In case of an emergency, please contact the school office.

#### **Storms/Inclement Weather**

In the event that students are dismissed due to inclement weather, they will be released to go home when their parents arrive. Abundant Life Christian Academy generally follows the closing decision of the Broward County Public Schools. Parents should check local news stations for updates.

