



PARENT/STUDENT HANDBOOK

of the

Answer Center Christian Academy

for the

2019-2020 School Year

A Ministry of Answer Center Church of God

Dear Parents and Students: Greetings in the name of the Lord Jesus Christ!

The day school Ministry of the Answer Center Church of God was birthed out of love for children and the desire to see them trained for Christian leadership. America's future depends upon a new generation of well-trained Christian leaders.

The philosophy of our Educational Ministry is based upon a biblical principle which states, "...a threefold cord is not easily broken." **Ecclesiastes 4:12**. We envision the threefold cord as the Home, the Church and the School, all of which play a vital role in molding and shaping a child's life and character. It is our desire that this school complement the Godly atmosphere maintained in your home as well as the consistent teaching your child(ren) receive in regular weekly church attendance. May these three voices always speak as one. Should any of these three areas be ignored or neglected, God's threefold cord may well be broken and His purposes in a child's life be defeated forever.

The purpose and goal of a Christian school is to afford an opportunity for children to obtain a quality education and be exposed to sound Biblical Christian training at the same time. In an age when youth are bombarded on every side with alcohol, drugs and rebellion, God has the answer: A Christian School for Christian Youth!

Academic excellence is imperative in our high-tech society; yet, experience has proven all too well that academic excellence without Christian character spells chaos. Our goal is to offer children the best program currently available for obtaining personal academic excellence. Our curriculum is Bible Centered and character building. It presents the scientific and academic facts of a very real world in the light of the Bible, as God sees it. With this balance between the spiritual and the natural, plus the absolutes of the Bible to measure by, the student's own life takes on new meaning and purpose.

We believe God has opened a window of hope to America through Christian Schools; therefore, we welcome you to the Answer Center Church of God and its Day School Ministry.

Yours to Serve,

The Academy Board and Staff

CELL PHONES:

Students are not permitted to use cell phones for any purpose. Any student found using a cell phone will have their device confiscated. The student's cell phone will be released to a Parent after school hours.

IPODS/IPADS/ELECTRONIC DEVICES:

Students are not permitted to have an iPod/iPad or any other electronic devices out of his/her book bag without Supervisor's permission. Any student found to be in possession of an iPod/iPad or other electronic device without Supervisor permission will have their device confiscated. The iPod/iPad or electronic device will be released to a Parent after school hours.

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Thank you for the opportunity
to invest in the education and life of your child.

STATEMENT OF FAITH

Christian parents are vitally interested in the beliefs of those who teach their children. They know that what a teacher is and believes will have an effect upon the students they may teach. The following statement represents the beliefs by which all our staff members are expected to live and teach:

WE BELIEVE AND TEACH:

1. Divine inspiration of all parts of the Bible, which is Truth without any mixture of error.
2. In One God, eternally existent as Father, Who decides, as Son (the Word Who speaks), and, as the Holy Spirit, Who performs what the Word has spoken. That He (God) initially created man, and recreates him today by a direct, immediate act of His will, according to James 1:18.
3. The preexistence, incarnate Virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and second coming of the Lord Jesus Christ.
4. Man's fallen nature and need of regeneration by the Holy Spirit because of the substitutionary reconciliation of Jesus Christ on the Cross of Calvary. That receiving Jesus Christ personally as Lord of one's life and ways is his only hope of salvation.
5. The Resurrection of all, whether to the everlasting damnation of a literal hell, or to the everlasting joys of a literal heaven.
6. The Holy Spirit, the third Person in the Triune Godhead, Who unites us with Christ and all other believers. That He is to be received in all His fullness. That it is only by His inward dwelling, power, fruit and gifts that we can successfully and effectively serve Christ.
7. That fellowshiping with other believers in regular worship assembly is essential for spiritual growth and development. And that where there is no submission and oneness, there is no spiritual life or growth.
8. We teach that training for life must also include training for eternity.

NONDISCRIMINATION STATEMENT

The Answer Center Christian Academy has a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin.

ACCELERATED CHRISTIAN EDUCATION

Accelerated Christian Education, located in Lewisville, Texas, provides a complete consumable Christian curriculum with a scope and sequence beginning at Grade One and continuing through Grade Twelve. This makes it possible for a child to advance in each subject at their own pace throughout their total school experience without ever missing a thing. The rapidly advancing child never suffers boredom or neglect. Neither does the slower, or ill prepared, child feel discouraged or left behind.

In the Accelerated Christian Education program, each child has their own private office, where they work quietly on their own prescribed curriculum. With available counsel and encouragement from their supervisor, they set and complete their goals on a daily basis. When the student needs help with a subject, they put up a small flag and go on working on other subjects until the supervisor comes to help them. Since learning in the Accelerated Christian Education program is primarily the responsibility of the student, they are taught to work independently -- thus developing self-confidence.

The Accelerated Christian Education curriculum, under the qualified direction of experienced personnel, gives the teaching staff more time to deal with students on a one-on-one basis. We feel confident that the Accelerated Christian Education curriculum, in the hands of qualified staff, is possibly the best educational approach available for the learning needs of Christian children today. We believe that the Accelerated Christian Education program best suits our goals for developing positive Christian character in young people.

God has instructed, even commanded us to "train up our children in the way they should go, and when they are old they will not depart from it." (Proverbs 22:6) Our goal at the Answer Center Church of God is to obey God's command. We believe that Accelerated Christian Education is supplying us with the best curriculum available for our mission.

ACCREDITATION

Accreditation by a state government agency is an administrative mechanism designed as an attempt to attain uniform classroom standards for all children in public, government schools. "Free education for all children in public schools" is not an idea born in the mind of some noble American leader, minister, Congressman or Senator. It is the 10th Measure of Karl Marx's *Communist Manifesto* for socializing the nations of the world.

Accreditation was established as a governmental tool for causing local public school boards to bow to what state and federal government educational agencies decided were minimum academic and facility standards for all schools. Yet in the face of all the high-sounding academic and facility requirements and the billions of dollars spent, the product of the system is a colossal failure.

Accreditation of a private school is not necessary for a high school graduate to enroll in a College or University. Registrars of such institutions are far more interested in the substance and scholastic merits of the individual student, rather than the name of their school of graduation. Each applicant is evaluated through nationally standardized academic and aptitude tests. This Academy does not seek accreditation by any outside educational institution or organization. We do endeavor, however, to prepare each student to excel when they sit at the testing tables of the Colleges and Universities of their choice.

ADMISSIONS

POLICY

The Answer Center Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available. It does not discriminate on the basis of race, color or national origin in administration of its educational and admissions policies, scholarships (if available), athletics or other school-administered programs.

It is not the policy of the Academy to admit students with a history of behavioral and disciplinary problems. The Board of the Academy reserves the right to accept or reject students for admission with such histories.

PROCEDURE

Admission procedures for a student's entry into The Answer Center Christian Academy are as follows:

1. We reserve the right to accept or decline any student applying for enrollment.
2. A Parent or Guardian will visit the school.
3. The family's Pastor will complete their recommendation form and mail it to the Administrator (this must be done before application can be considered). All students and families must maintain faithful church attendance (a minimum of two services per month). Failure to comply will result in an Academy conference and may result in student dismissal.
4. Submit Application with all forms signed and the nonrefundable application fee paid.
5. The Academy will conduct an interview with Parents or Guardian and child(ren), to establish agreement and harmony for purposes of a successful relationship. If any conflicts or obstacles are identified, the Academy reserves the right to reject admission based upon the nature of the obstacle(s).
6. A Parent or Guardian must attend the orientation.
7. A Parent or Guardian and student(s) involved will read this Handbook thoroughly, sign the attached form and return the form to the Academy.

ADMISSIONS PROCEDURE COMPLIANCE FORM MUST BE SIGNED AND RETURNED TO OFFICE!

PARENT ORIENTATION

Parent Orientation, Parent/Teacher Fellowships and conferences promote a good understanding between Parents, Guardians and the faculty and administration of the Academy. We require all Parents to participate in these informative and helpful programs.

The first such meeting will be held shortly before the opening of school. Beyond this Parent Orientation at the beginning of the school year, Supervisors or Parents as is deemed necessary may schedule private conferences. These conferences will be scheduled through the Academy office.

On special occasions Parents will be called upon to help in preparing for Learning Center activities and special events. The more our Parents become involved, the better our school will be. If you have special skills or talents that would benefit the Academy in any way, please become involved. It will be highly appreciated.

PARENT COOPERATION

We reserve the right to direct our classrooms and their activities according to the guidelines contained in this Handbook and set by the Academy Board.

Fine buildings and good teachers can go a long way toward a child's education, but no one on earth can contribute more than godly, caring Parents!

We will not carry out punishment that is decided at home when it conflicts with the established flow of the Learning Center.

We also reserve the right to allow each Supervisor to exercise discretion in directing their learning center, under the approval of the Administrator.

All conferences (including phone conferences) will need to be scheduled.

SCHOOL SUPPLIES

GENERAL (All Students)

Personal Bible (King James Version **Only** – a must for all students)

Pencils (two required always)

Mechanical pencils (optional) for 4th Grade and up

Large eraser

Standard notebook paper (for reports, compositions and notes. Must be a covered folder less than 2" thick)

Large Kleenex (per child)

Comb

Lunch boxes

Compass and protractor (7th Grade and up)

12" ruler

Black or Blue ballpoint pen

Graph paper (for Math – 5th Grade and up)

6x9" Spiral, side bound notebook for homework assignments

Scissors

Glue

Crayons or colored pencils

Highlighters (a must for all students)

1 Ream (500 sheets) of printer/copier paper (a must for all students)

Box/Cup/Can to hold pencils

Magazine holder (to hold PACES in office)

Calculator for 7th **Grade and up** (Texas Instruments TI-30X IIS or better.)

NO NON-CHRISTLIKE OR INAPPROPRIATE SLOGANS OR LOGOS ARE ALLOWED AS DETERMINED BY ACADEMY ADMINISTRATOR.

CHRISTIAN LEADERSHIP TRAINING

BIBLE CLASSES

All students will participate in the Learning Center Bible Classes. These classes are in addition to any Bible PACEs a student may be taking. Supervisors or other authorized person(s) will be conducting these classes and making assignments. All assignments will be graded and placed on report cards and permanent records. (Please encourage your child to complete all required work.

Weekly chapel sessions are held, during which time the student hopefully identifies their education with the Ministry of the church. Local pastors and Staff members preach and teach in these services. Parents, Guardians and other family members are invited to attend.

Students, grades 1-12 must bring Bibles to all devotional and chapel meetings.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate to preserve freedom. We unashamedly teach the Bible doctrines of self-discipline, respect for those in authority, obedience to law; and love for flag and country.

PLEDGES OF ALLEGIANCE

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 for 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 words in my heart that I might not sin against God.

DISCIPLINE

GENERAL STATEMENTS

The ACCA is dedicated to the training of children in a program of study, activity, and living that is Christ centered. Therefore, we believe that " . . . all things should be done decently and in order," and that our students should be taught to accept responsibility for "walking honorably before all men." Because of their unique opportunity to witness for Christ, our students are daily encouraged to adhere to the teachings of the Bible; teachings that build up character and develop the Christ Life in a believer. The discipline maintained here is firm, consistent, fair and tempered with love. The Academy Staff is required to maintain high standards of behavior tempered with love and a genuine regard for each student.

When disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. We are honored that you are allowing us to help in the training of your child(ren) for future Christian service and leadership. The Accelerated Christian Education program is designed to challenge the spiritual and academic qualities of each child to their maximum potential.

When a Parent or child is at odds with the Staff or other students and their overall spirit is not in keeping with the Academy's established policies and principles; principles with which they agreed to comply at the child's admission, something is obviously wrong. The circumstances may require calling in both Parents (if possible) for a conference. After the conference the child may be placed on Department Probation, thus allowing them time and opportunity for adjustment and adaptation. If however, the Administration feels the situation has not changed satisfactorily within an allotted time, Parents may be advised to withdraw the child, or the child may be expelled.

We reserve the right to search each student's desk, book bag, and any personal effects on Academy property, when we believe it is in the best interest of the Academy.

ADMISSIONS PROBATION

All students are admitted on probation for the first six (6) weeks.

All records must be received by this time or the child may be dismissed.

The Academy is not a correctional institution, nor does it intend to become such. Consequently, we require that a child not be enrolled with the idea, or the hope, that we will rehabilitate or reform them. Our goal is to complement and enhance a family's previously established home and church life. We have no intention of taking on the task of trying to undo a lifestyle built into a child over their years by irresponsible Parents.

We will not carry out punishment that is decided at home when it conflicts with the established flow of the Learning Center.

MURMURING, GRIPING, LYING, GOSSIPING

The student will conduct themselves at all times in a Christ-like manner. With many families, murmuring, griping and wrangling are a way of life. Such behavior **WILL NOT** be tolerated in the Academy! If your child should have a legitimate complaint about a matter, school policy or disciplinary procedure, we urge you to please follow this simple procedure:

1. Give the Staff the benefit of the doubt - they are human.
2. Realize that a child's reporting is usually biased in their favor and seldom includes all the facts.
3. Realize that the Academy has reasons for all rules, and that they are enforced without partiality.
4. Call the Administrator for clarification or set up a conference to discuss the situation.

DISCIPLINARY ACTION

Discipline is an important part of a student's training at the Answer Center Christian Academy. Through proper discipline, a student learns self-control and grows into a confident, well-mannered ambassador of the Lord Jesus Christ.

The paramount rule is, "**DO RIGHT.**" Disciplinary Actions are used to help students learn self-control. This is a *reminder* to help you realize when your conduct is not what it should be. We trust that when the right way is shown to you, you will want to change your behavior accordingly.

Disciplinary Action will be given for disturbances or broken rules. The following is a list of categories and actions used by Academy Staff to determine when discipline is warranted:

| | |
|--------------------------|--|
| UNNECESSARY NOISE | Consists of noise that is disturbing or distracting to the class, such as: Tapping of a pencil/pen, kicking your chair, screaming, etc. |
| OUT OF ORDER | Anything that the other rules do not include, such as: Leaving the room without permission, tipping back the chair you are sitting in, out of uniform, etc. |
| WORK LACKING | Assignments not in on time, homework not complete, not working at the appointed times, leaving PACES or books at home, daydreaming during academic periods, etc. |
| INTENTIONAL DISOBEDIENCE | Open defiance or absolute refusal to obey a direct command. It also applies to any happening of a serious nature, such as: Cheating, lying, fighting, etc. |
| ATTITUDE LACKING | This is an extremely important matter. The children of Israel were kept out of the Promised Land because of their grumbling, murmuring, and complaining spirit. This includes facial expression, which shows defiance, an uncooperative attitude, slamming doors in disgust, worldly conversation, insolence, negativism, etc. |
| COURTESY LACKING | Acting discourteously or disrespectfully towards any Staff member or other adult as well as to any fellow student - rudeness, name calling, teasing that purposely offends, and other expressions which do not exhibit loving Christian character. |
| TALKING | Any talking without permission from the time class commences until the class is adjourned. Conversations may be carried on at break times, recreation periods, and lunchtime; however, NOT during academic times. At times, the Supervisor may give blanket permission to talk such as: During drill times, etc. If repetitive disciplinary action is given for talking, the result will be loss of free time for the day. Three corrections for talking may result in the offending child's Parent being called to remove the child from the Academy for the day. |

Some examples of disciplinary action may be, but are not limited to, writing sentences, loss of free time, loss of privileges, chores, etc.

Note: Depending upon the type of violation, detention or other disciplinary measures may be taken after one violation.

Constant corrections are an indication that a student needs the development of character in their life. Conferences with the Supervisor and Parents may be necessary to assure this growth.

After a Parent receives three notifications of disciplinary problems, Staff and the student will sign a letter of behavioral agreement. If the agreement is broken, the child's Parent will be asked to spend the day with their child "shadowing" the child.

If the student violates behavioral expectations, one or all of the following steps will be taken:

Probation Letter

Suspension Letter

Parent Conference (documented and retained in child's permanent record)

Expulsion

SCORING VIOLATIONS

The scoring of a PACE involves going to the scoring table, scoring all the answers on a given page and correcting any that are wrong. The student then circles the page number indicating that all answers on that page are correct. It is from these pages that a student studies before being administered a PACE test. After the students are quite familiar with the scoring procedures in the learning center and fail to score properly, they are hurting themselves. Because not only does it show that procedures are not being followed, it also indicates that a student is misrepresenting the truth to state that they have indeed corrected all answers when, in fact, they have not. Also, if the answers on the page are not correct, the student is unable to study properly for tests. It has been proven that scoring violations result in test failure and low grades. Scoring violations, therefore, are serious offenses and will be dealt with through disciplinary procedures.

In addition, the student will repeat the PACE at an additional cost of \$10.00 per PACE to their Parent or Guardian.

Parents, please urge your children to abide by the instructions involving scoring procedures of a PACE.

SCRIPTURES FOR USE IN COUNSELING WITH CHILDREN

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life. His Word says:

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

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

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

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

"Children, obey your parents in the Lord; for this is right. Honor thy father and mother; which is the first commandment with promise; that it may be well with thee, and thou mayest live long on the earth." (Ephesians 6:1-3)

UNRESOLVED ISSUES

Unresolved issues will require intervention by the Academy Board. If a Supervisor deems that a situation requires Board intervention, they may request a meeting. Parents, Staff, and visitors to our campus should also keep behavioral expectations of ACCA students.

Please schedule all conferences through the office. Interruptions of class time, after school (dismissal time), or during the lunch period is an interruption of the Academy workflow. Please schedule appointments so that adequate attention can be given to each matter.

Please approach our Staff respectfully, as you would like to be approached.

WORDS OF WISDOM

BEHAVIOR

Students are expected to display a Christian attitude consistent with their respective age and maturity. This attitude is to be reflected both in their general lifestyle as well as their specific behavior. The student's lifestyle should exemplify such positive values as:

Christian Courtesy - **Philippians 2:4**

Respect for Authority - **Hebrews 13:17**

Diligence in Work Habits - **Colossians 3:13**

Honesty - **2 Corinthians 8:21**

Tolerance of Differences - **Romans 14:13**

Unselfish Cooperation - **Psalms 133:1**

Sharing with Others - **Acts 20:35**

Respect for the Property of Others - **Matthew 7:12**

Modesty in Dress and Appearance - **I Thessalonians 5:22**

Encouraging Others to have Christian Attitudes and Values - **Colossians 3:2**

Wisdom - **James 1:5**

Students who attend the Academy are expected to maintain good deportment **BOTH ON AND OFF CAMPUS**. Participation in any of these or other activities listed in this Handbook will subject a student to severe discipline or possible dismissal:

Use of Narcotics

Use of Foul Language

Use of Tobacco

Vulgar Actions

Use of Alcohol

Vandalism

Violence

Telephone gossip

Malicious talking about others

RESPECT FOR ELDERS

Respect for elders and those in authority is a most desirable trait in young people, especially Christian young people. Paul wrote to his young friend Timothy saying, "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation (your lifestyle), in charity, in spirit, in faith, in purity." (I Timothy 4:12)

When addressing adults, our students learn early to say "Ma'am" and "Sir," which is one of the graces of a thoughtful Christian life. This will be strictly enforced.

Arguing with Staff members will result in an immediate two day suspension.

CHEWING GUM

Chewing gum is not allowed at any time in the learning centers or during school hours.

DAMAGING PERSONAL OR SCHOOL PROPERTY

Marked on, defaced, damaged, broken or destroyed property will be replaced at the expense of the offending child's Parent(s) or Guardian(s), including the labor involved. The student may be required to perform the labor.

All students are to respect other students' property and the privacy of their individual office. Violation of this rule will result in severe disciplinary action.

TOUCHING OTHER STUDENTS

Students will not touch another student inappropriately (**as defined by the Supervisors or Administrator**) at any time; this includes brothers and sisters. Any violation of this rule will subject the offending student to discipline, suspension or dismissal. Examples: kicking, hitting, slapping, pushing, throwing objects at others, etc.

Name-calling is a "bully" way to deal with others. Name-calling will not be tolerated. This action will be considered "Zero Tolerance." This will subject the offending student to discipline, suspension or dismissal. All children have the right to feel safe.

PROHIBITED ON ACADEMY GROUNDS

Students are prohibited from having guns, matches, cigarettes, lighters, drugs, alcohol, knives, radios, tape players, cell phones, pagers, and non-academic cassettes, lewd literature of any sort on Academy grounds. Lewd literature shall be destroyed. All other items will be kept at the school until the end of the year unless a child desires to bring \$10.00 to redeem the item. The second such offense will result in the item being kept by the school, with no chance of redemption, until the end of the year.

TELEPHONE

The Academy or Church telephone is reserved for official business only. If, however, an emergency telephone call must be made, a supervisor will approve it. A Staff member will place the call for the student as the telephone is available. This rule applies to after school hours as well.

NOTE: No personal phone calls, except in an emergency, will be made.

OFF LIMITS

The Church, Academy and Pastor's offices are off limits to students always (unless they have a pass). Students are never to be in the Church, Gym or Academy offices alone! Musical instruments are always off limits, except with a pass for practice.

INTERNET AND NETWORK ACCEPTABLE USE POLICY

ACCA will deploy a local-area network that will allow Staff and students to communicate with each other and throughout the world. Additionally, this network will provide the Staff and students with access to a multitude of administrative and instructional resources from both local and remote repositories of electronically stored information. Staff and students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing community standards and is inappropriate for classroom use, and that access of such resources will not be permitted. ACCA will provide a computer interface to Internet services that students should use in accessing instructional and reference material on the Internet. This interface will be designed so that objectionable materials are not easily available; however, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Students and Parents must be informed that inappropriate materials could be encountered during students' research required to achieve valid instructional objectives, and that if such inappropriate material is inadvertently encountered, it shall be disengaged from immediately. Students and teachers must be instructed in the necessary procedures of evaluation in information and resources as part of their ongoing education for life in modern society.

The following practices using ACCA network shall be prohibited:

- a. any use for political or commercial purposes;
- b. the use of electronic mail in any manner that is contrary to ACCA policy;
- c. the use of profanity or inappropriate language in electronic mail;
- d. any use that disrupts the educational and administrative goals of ACCA;
- e. any use of an ACCA account by anyone but the authorized owner of the account;
- f. any reproduction of copyrighted material without explicit permission;
- g. access of material that has been deemed inappropriate for school use.

Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain integrity system-wide and insure that students are using the system responsibly.

Storage capacity - Users are expected to remain within allocated disk space and delete E-mail or other material that takes up excessive storage space. **Illegal copying** - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator; nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language - No profane, abusive or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Should students encounter such material by accident, they should report it to their teacher immediately.

ACADEMIC CONFERENCE

Our Supervisors notify each Parent daily/weekly of their child's progress. Please take the time to know how your child is progressing. Please sign and return all notes to the Supervisor.

A Parent Conference will be called if:

Minimal work required per quarter is three (3) PACES in five (5) subjects, totaling fifteen (15) PACES per quarter. If a child fails to complete three (3) PACES in each subject, a grade of Zero (0) will be added for the incomplete work, resulting in a failing grade for the quarter in that subject. The child will also be placed on Academic probation and all privileges will be suspended until the probation period has ended.

INTERSCHOLASTIC SPORTS (When Available)

All students taking part in interscholastic sports and any athletic practice for such, must pass one and one-half (1.5) PACEs per five (5) school days. No student can be on academic or behavioral probation and participate in interscholastic sports.

PLEASE NOTE: Athletic ability is important. It is our goal to afford opportunities for development of such abilities. Our primary concern, however, is Christian Character and Academic Excellence. The Bible says:

"My son, do not forget my teachings, but let your heart keep my commandments, for length of days and years of life, and peace they will add to you." (Proverbs 3:1-2)

"How blessed is the man who finds wisdom, and the man who gains understanding. For its profit is better than the profit of silver, and its gain than fine gold." (Proverbs 3:13-14)

ACADEMIC ELIGIBILITY

All students must be performing on grade level to receive an academic reward (Honor Roll or achievement awards will be granted to students on grade level). All students are eligible for Honorable Mention if achieving a 90 or greater average.

All students are eligible for sports and extracurricular activities for their first four (4) weeks of school. After that time, eligibility requirements must be met. Athletic ability, as impressive as it may be, will buy no special privileges.

PHYSICAL EDUCATION

It is the policy of the Academy that **no student** taking P.E. for credit is exempt from Physical Education without a doctor's written excuse. Students not dressing out for Physical Education because they do not have proper P.E. uniforms will write sentences for not having the proper clothing and will be penalized for each period. **Habitual non-participation (no P.E. clothes) will result in 1) Parent conference or 2) Loss of privilege.** The Supervisor at their discretion will give this penalty, and/or a failing grade.

Physical Education is required by the State of Georgia with a passing grade for graduation.

The athletic program of the Academy is a coordinated effort; therefore students are requested not to bring personal athletic equipment from home (except as instructed to do so

by the Academy Staff). **Students will not use Academy sports equipment, or their own, except during planned and/or authorized activities.**

JUNIOR AND SENIOR HIGH SCHOOL ELIGIBILITY AND PRIVILEGES

RESPONSIBILITIES

Three (3) stars in each of the four (4) major subjects: Math, English, Social Studies and Science each quarter. If all four (4) of these subjects are being taken, the Supervisor will specify requirements. Students must also display acceptable achievement in Physical Education, Christian Dynamics and electives.

ABSENTEEISM

Absenteeism, like a malignant disease, eats away a student's hours and days, robbing them of the opportunity to learn. It wastes money and prohibits the Academy from fulfilling its mission. A child cannot receive training when they are not present. Absenteeism not only hinders the learning process, but also creates an array of unhealthy problems.

POLICIES

1. A written excuse, signed by a Parent or Guardian must be presented to the student's Supervisor upon returning to school after an absence or the student's Parent or Guardian will be called.
2. If an absence is foreseeable, a note should be sent in advance.
3. Doctor, dental, and other appointments should be scheduled after school hours, if possible.
4. The only absences that are excusable are:
 - Sickness with a note from Parent or Doctor.
 - Death in the immediate family.
5. Excessive absences always inhibit a student's progress and may seriously jeopardize their education. Therefore if, in the opinion of the Administration, excessive absences (more than seven (7) per school quarter) are unwarranted, a conference with Parents and Supervisor will be called. The outcome of this conference could be the revocation of the student's privileges, or their dismissal from the Academy.
6. 21 Day Rule: Any student who is absent a total of twenty-one (21) days during a quarter without a written excuse from their Doctor will be dismissed for the duration of the school year.

SICK CHILDREN

DO NOT bring your child to school if they have a temperature over 100 degrees, Strep, Pink Eye, if they are vomiting, have diarrhea or any communicable disease.

Parents/Guardians will be called for sick children who exhibit the above conditions, and are required to have the child(ren) picked up within one (1) hour of the call.

If you see or think that your child has lice, KEEP THEM HOME! Otherwise, child must be picked up immediately. Parents must wash child's hair with Lice shampoo.

OPEN CAMPUS

All students are required to complete four and one-half hours of academics each day to be counted in attendance. Your child's failure to complete this amount of **ACADEMIC TIME**

each day will result in the child being counted absent for the day. On arrival in class the ACADEMIC TIME begins. School begins at 8:30 AM. If your child arrives late, their ACADEMIC TIME begins upon arrival. If your child is not present for the full ACADEMIC TIME, they will be marked absent.

Example: A child arrives at 9:00 AM. Their ACADEMIC TIME runs from 9:00 AM until 1:30 PM.

Example: A child arrives after 10:00 AM. This results in one Absence. This is due to the lack of four and one half hours of academics not being met.

High school students may leave campus after their ACADEMIC TIME has been fulfilled. All Math and English goals must be complete, and all daily tutoring must be complete. High school students must be academically balanced and have no “past due” work to catch up. Supervisors must approve all dismissals, and all rides home must be arranged prior to the school day beginning.

Failure to complete homework assignments will result in this privilege being revoked. Failure to maintain academic balance will also result in the loss of this privilege.

All students must sign in and out daily. Failure to do so will result in being marked absent. Failure to complete the ACADEMIC TIME will also result in being marked absent.

The High School student will schedule tutoring with the Supervisors. If additional tutoring is required, it is up to the student to schedule this time. Missed appointments will be rescheduled in the order in which they are received.

Open Campus is a privilege. Privileges can be revoked if abused by students. Parental consent will be obtained for all students wanting to exercise this privilege.

INCENTIVES

FIELD TRIPS

Although off-campus trips are a real enjoyment for the students, they are designed primarily to enrich their total learning experience. Supervisors may ask students to take notes and complete tests upon returning to the Academy from a field trip.

A natural outgrowth of such trips, conducted under the supervision of adults, is that students are disciplined in the art of self-control and gracious deportment in various social situations.

Students not participating in field trips will not be brought to the Academy on the day of the field trip. Staff is required to attend field trips and will not be available to supervise non-participants. (If the entire class makes Honor Roll, then the above requirements apply).

A non-participant will be counted absent.

LUNCHES WITH STAFF AT SCHOOL'S EXPENSE

FREE TIME

INTERNATIONAL HONORS CERTIFICATE

An International Honors Certificate is available to students who qualify by meeting the following requirements:

1. Average score of 12.9 or higher on national achievement test at the end of the senior year.
2. Complete School of Tomorrow college preparatory curriculum with a minimum of twenty-five (25) units and with a PACE average above 94%.

HONOR ROLL TRIP

On a designated day of each quarter, students whose average (for the previous quarter) was 90% (Honorable Mention, with all requirements met) or 93 (Honor Roll) are taken on a special outing. The cost of the outing for the Honor Roll students is absorbed by the Academy as a reward for high academic achievement.

INTERNATIONAL STUDENT LEADERSHIP CONFERENCE

An exciting and rewarding event for students is the annual Accelerated Christian Education state convention. Students thirteen (13) years of age and older by December 31, are encouraged to prepare for competition in any one of more than ninety (90) events, including: Athletics, Music, Arts/Crafts, and Platform Arts. Winners are eligible for the international Convention held each Spring. Contestant Guidelines are available to help students in preparing for competition. Preparation begins in the Fall under Supervisor control.

MISCELLANEOUS

VISITORS

Parents, Pastors, other relatives or friends may visit the Academy. All visitors must check in through the Administrator/Supervisor before seeing any student or entering any part of the Academy.

Parents and visitors who come to the Academy must abide by the Academy's Clothing Standards (neat and modest, no short shorts, tank tops or revealing clothing of any kind).

EARLY CHECKOUT

Any student who needs to be checked out of school early must bring a note to their Supervisor from their Parent(s) or Guardian(s) on the morning of the early check out.

HOMEWORK

The responsibility for scholastic achievement is placed upon the student. Under normal circumstances, no student should need to take academic work home. However, should the student fail to meet reasonable goals on a given day, they will be required to complete the work at home. Should the student fail to complete their goals, they will not be allowed to participate in that day's free-time and will be given disciplinary action. Should the student continuously fail to complete their goals, a Parent/Supervisor conference will be called.

Incomplete homework will result in your child receiving one disciplinary action sheet on their permanent record per three incomplete assignments. Failure to complete assignments is a direct result of poor work habits and lack of respect for authority.

Hebrews 13:17
Colossians 3:13

All privileges will be suspended until the Supervisor sees a correction in the child's behavior.

HIGH SCHOOL JOBS

High School students must maintain the following requirements to be excused from school early for outside work:

1. Attendance in the Academy from 8:30 AM until 1:00 PM until graduation. If the student arrives later than 8:30 AM, they must remain at the Academy until four and a half hours of ACADEMIC TIME has been completed.
2. Note from prospective employer indicating acceptance of the student to work during agreed hours.
3. Conference must be conducted with student, Parents and Academy Administration for approval.

FRUIT BREAK

The midmorning break will be a "15 minute break." Only fruit, raw vegetables, nuts, juices or breakfast items will be consumed. Please send these items "Ready to eat," so no cutting will be necessary. **NO CANDY, CAKES, CHIPS OR SUGAR SWEETENED COLAS** will be allowed. Packaged yogurt will be allowed only if it is 100% natural with no sugar added. Peanut butter crackers and popcorn are allowed.

LEARNING CENTER RULES

GENERAL

A student is not allowed to communicate from, or be out of their office without permission. They may not turn sideways or around in their office, or tip their chair back. Activities not related to prescribed academic material are not to be conducted in an office unless privileges have been earned.

The American flag should be raised for Supervisor guidance in academic difficulties, for monitor assistance in non-academic activities (i.e. checking out reference books, tape players, to use restroom, sharpen pencils, etc.). Questions concerning personal matters should be asked at break time.

STUDENT OFFICES

Student offices are assigned and changed only by the Supervisor, and must be cared for by the student.

Anything to be placed in a student's office must be approved by the Supervisor.

To avoid damage, students are not to sit on offices or lean on the dividers. Electrical outlets are for approved school equipment only.

The Goal Chart is to be kept up-to-date. Students will use a pen in setting goals. The Goal Chart is to be placed five (5) inches from upper right-hand corner of bulletin board.

The Progress Card is to be placed five (5) inches from the upper left-hand corner of bulletin board. No marks are to be made on it (replacement Progress Cards carry a \$1.00 charge per replacement).

PACES

PACEs are private property and are not to be shared among students. After a PACE is completed, the student will wait until the next morning before receiving their PACE test. Work in PACEs is done in pencil.

CALCULATOR

Students may not use calculators without the Supervisor's permission.

GOAL CHART

The student will keep their Goal Chart posted on their bulletin board. They will set the exact page numbers of their work for that day. They will cross off daily goals when they have been scored and corrected and will enter the goals for the next day.

CONGRATULATION SLIPS

Congratulation Slips are to be taken home to a Parent or Guardian the day they are received. Keep these for your records.

SCORING STATION

1. Score keys are to be handled carefully.
2. Mark a red "X" beside each wrong answer. This shows the Supervisor that you need help.
3. Use only a red pen supplied at the scoring table (never at the office).
4. Score key's answers are for scoring work only.
5. Correct wrong answers with pencil at your office.
6. Re-score, and then circle each red "X" in red at the scoring table when the answer is correct.
7. Circle PACE page number when all answers are correct on that page.
8. Return red pen to its holder on the scoring table and return Score key to its proper place.

TRAIL OF A PACE

1. SUPERVISOR pulls PACE from PACE inventory. The TEST is removed and placed in the student's Learning Center file.
2. ADMINISTRATOR and SUPERVISOR enter the PACE number on the Supervisor's Progress card to indicate the PACE has been issued to the student.
3. STUDENT completes PACE at office, asking permission periodically to score the PACE at the Scoring Station for accuracy (Student is to use red pen provided at the Scoring Station).
4. SUPERVISOR checks the Self-Test to determine if the student is ready to test; reviews problem areas with the student, and "holds" the PACE until the next day in the "TO TEST" tray.
5. SUPERVISOR pulls TEST from file and places it in the "TO TEST" tray.

6. STUDENT is called to the TESTING TABLE where they complete the TEST.
7. SUPERVISOR scores the completed TEST after school (Score on completed test is not discussed with student until the following day.).
8. SUPERVISOR draws new PACE from inventory. (Test is removed and placed in student's Learning Center file.) New and old PACEs are placed in "CONFERENCE" TRAY where they remain until completed test is discussed with student. The student's test score is recorded on the Supervisor's Progress Card.
9. SUPERVISOR discusses the TEST result with the student and then places TEST and PACE in "FILE" TRAY for filing. A star and a new PACE are given to the student. If a Parent wants child to take PACE or Test over due to grade, the two grades will be added as policy on "OOPSED" (see item 10 below) test for final grade.
10. If a PACE is "OOPSED" (a grade of 80 or less), the student will re-study all Checkups and Self-Test.

The first and second grades will be averaged together for a new grade.

Example: 1st grade: 65

2nd grade: 93

New grade: 79 This is a failing grade

Example: 1st grade: 70

2nd grade: 94

New grade: 82 This is a passing grade

If the student fails to pass, the PACE will be repeated at the student's expense (\$10.00 per PACE). ALL Paces must have an 80 or above grade (before the end of the school year) for the student to pass to the next grade level.

11. SUPERVISOR gives out CONGRATULATION SLIPS at opening exercises.
12. SUPERVISORS may waive Supervisor initials for responsible students who have demonstrated their ability to maintain accuracy.

GRADUATION REQUIREMENTS

A minimum of twenty-four (24) units of credit is required for graduation. A prescribed course of study will be determined through a conference among the Staff, Parents and student.

SUBJECTS

REQUIRED UNITS

| | |
|---|-----------|
| English I, II, III, IV | 4 |
| Math (Algebra 1, Geometry)..... | 4 |
| World History | 1 |
| American History | 1 |
| Civics | ½ |
| Economics | ½ |
| Science (Biology, Chemistry, Physical Science, Physics)..... | 3 |
| Bible (New Testament, Life of Christ)..... | 1 |
| Foreign Language (Required for some colleges) - French, Spanish or Greek..... | 2 |
| Etymology | 1 |
| Required Elective - Computer Literacy, Typing, Physical Education | 1 |
| Electives | 4 |
| Health | ½ |
| Physical Education | ½ |
| Total:..... | <u>24</u> |

Dual enrollment for all high school students is required through the A.C.E. Academy. This provides SACS accreditation for all high school students.

NOTE: A College Preparatory diploma may require additional credits.

NOTE: The Answer Center Christian Academy does not guarantee the admission of your child into any facility or institution of "learning." Each facility has standards of admission.

PERSONAL APPEARANCE

STATEMENT

1. Roy L. Smith said, "Appearances do not make the man, but it will pay any man to make the best appearance possible."
2. A teachable attitude about appearance is considered of great importance in the developing years of a student's life.
3. **NO ARTICLE OF CLOTHING, EITHER DRESS UNIFORM OR P.E. UNIFORM SHALL HAVE ANY NON-CHRISTLIKE OR INAPPROPRIATE SLOGANS, LOGOS, ETC., EXCEPT THOSE SPECIFIED BY THE ACADEMY ADMINISTRATOR.**
4. No skin or face markings should be visible on students during school hours.

GIRLS

1. **Make-up:** If make-up is used, it should be sparingly and modestly.
2. **Jewelry:** Jewelry may be worn in a tasteful manner. Due to developing trends, however, no heavy or ornate neck chains or bead necklaces will be worn by our girls. No heavy, flamboyant and ornate earrings hanging below the earlobe will be permissible. Neither will heavy belt buckles more than 1½ inches wide or that sag below the waistline be worn. Clothing should fit comfortably so that a modest appearance is maintained at all times.
3. **Hairstyles:** Girls' hairstyles shall be in good taste. No fad or bizarre hairstyles will be permissible. (Any questionable hairstyles will be accepted **only** at the discretion of the Administrator). No unnatural highlight hair colors will be allowed (such as bright red, blue, pink, etc.)

BOYS

1. A neat appearance is desirable at all times.
2. No facial hair is allowed on students.
3. **Shirrtails must be tucked in at all times!** Pants must be worn on the waist.
4. Boys are not to wear earrings or heavy or ornate neck chains.
5. **HAIRCUTS:** The specifics of the Academy's haircut code for boys are as follows:
 - a) No bizarre hairstyles will be permitted. It is the responsibility of the Parents and students to keep a boy's hair up to ACCA standards. Please do not wait for a notice from the Academy before you correct hair length. A boy's hair should not touch his collar when it is buttoned and the head held in a normal, upright position. (Any questionable hairstyles will be accepted **only** at the discretion of the Administrator).
 - b) Although a boy's hair may be long enough to blend and wing back over the top of his ears, it will not cover any portion of the ear.
 - c) Sideburns will not extend below the ear opening.

- d) When a student is not in compliance with the above requirements, the Parents will receive a written notice, and will be given three (3) days to correct the matter. If, after three (3) days, the student is still in violation, he will be suspended until such time as the situation has been corrected.
- e) No unnatural highlight hair colors will be allowed (such as bright red, blue, pink, etc.)

CLOTHING REQUIREMENTS

Statement: All new students are given two (2) weeks to be in proper uniform. However, once a student is in uniform, they are not to be out of it again. Students are required to wear Attractive Prescribed Uniform Clothing for a number of reasons:

1. Uniforms have a positive effect upon the student, giving them immediate identity with their classmates, while helping to build Esprit de Corps (school spirit) at the same time.
2. Uniforms result in better discipline and higher academic achievement.
3. Clean, well-pressed uniforms improve a student's self-image.
4. Uniforms give identification for building school appreciation in the community.
5. Quality uniforms reduce yearly clothing costs.
6. Uniforms eliminate daily indecision as to what a student will wear.
7. Uniforms eliminate competition between potential social climbers, who would turn a "Learning Center" into a "Fashion Center."

ALL CLOTHING SHOULD BE CLEAN, IN GOOD REPAIR, WELL PRESSED AND FIT APPROPRIATELY AT ALL TIMES!

If a child soils their clothing, a written permission slip is required stating that Staff are allowed to change their clothing. Otherwise, Parent will be called to come clean them.

ATTIRE FOR BOYS IN THE LEARNING CENTER (1 - 12)

1. **Shirt** - Plain, solid color polo style shirts (must be tucked in).
2. **Trousers** - Khaki or Navy Blue pants. **No novelty designs or colored trim.** Pants must not be torn, but in good repair and of sufficient length to touch the top of the students shoes. Pants **MUST** be worn at waist level at all times while on Academy property, or while participating in any Academy function.
3. **Shoes** - Clean well-kept tennis shoes.
4. **Socks** - Clean. Must be worn every day.
5. **Belt** - Black, brown or navy (simple silver or brass buckle) at all times, if pants have belt loops.

ATTIRE FOR GIRLS IN THE LEARNING CENTER (1 - 12)

1. **Blouse** - Plain, solid color polo style shirts (must be tucked in).
2. **Skirt, Overalls or Jumper** - Khaki or Navy Blue color or with no slits. No tight fitting skirts will be allowed.
3. **Skirt length** - Hem must touch the floor when kneeling in an upright position!
4. **Capris or shorts** to knees - Khaki or Navy Blue color.
5. **Belt** - No wide (over 1½ inches), ornate or gaudy belts will be allowed.
6. **Hose** - Or socks.

7. **Shoes** - Conservative dress shoes (Heels not to exceed two (2) inches) or **plain** white tennis shoes (example: Keds). No open toed or backless shoes allowed.
8. **Slips** - To be worn by all girls with skirts or dresses.

PHYSICAL EDUCATION UNIFORM FOR ALL STUDENTS

1. **Shirt and Pants** – Navy or gray pants, navy or gray shirt, navy or gray T-shirt and navy or gray shorts (to the knees) and worn during P.E. time only. (Note: Leggings are unacceptable substitutes for pants.) No logos, no stripes, no shirts worn inside out.
2. **Shoes** - Low or high top tennis or all-purpose athletic shoes.
3. **Socks** - Plain and clean.

(P.E. uniforms will be worn twice each week for the entire day of activity)

NOTE: All uniforms must conform to Academy standards outlined in this Handbook.

A STUDENT NOT IN PROPER UNIFORM WILL BE PERMITTED IN THE LEARNING CENTER but a note will be sent home. After two notes, Parent will be called to pick up child and correct uniform.

It is the responsibility of Parents to make sure their child(ren) arrive(s) at the Academy in appropriate uniform each school day.

We ask you to please avoid embarrassing yourself and generating undue burden for us by dropping your child off at school out of uniform. Staff time is precious, and so is yours!

BUST THE UNIFORM

Girls – No strapless, spaghetti strap, or low cut tops that show midriff/belly button. All pants **MUST** be worn at the waist. Shorts must touch the top of the knee. Skirts and dresses must reach the knee.

TRANSPORTATION

It is the responsibility of the Parents to see that their children are at school on time. Many of our Parents have found car-pooling to be a real advantage. The Academy will do everything possible to get Parents together for car-pooling.

If car-pooling arrangements are made between Parents, and someone other than the Parents are going to be bringing or picking up the children - regardless of the child's age - the Academy office must be notified. This notification must be made in advance, giving the names, addresses and telephone numbers of those who have been given permission to transport their children to and from the Academy. If any emergency should arise, parents should call the Academy office, informing the Academy of any alternate riding arrangements.

Due to congested parking areas, drivers will load and unload their passengers in those areas designated for them by the Academy office.

Any student who has homework needs to be at the Academy by 8:00 am to score their work before classes start.

It is expected of all Parents that their children be picked up promptly at 3:00 p.m. each day. Staff members will be in place to dismiss children to their Parents. Parents of children remaining at the Academy after 3:30 p.m. will be charged for each fifteen-minute interval their child is on school property.

A list of **ALL** persons who may pick up students shall be furnished to the Academy office before classes start. Only those persons on the list will be allowed to pick up students. Names may be added or removed by the Parents by notifying the Academy office in writing at any time prior to the affected person(s) picking up student.

DRIVING STUDENTS

Students who are deemed competent to handle a car on campus and in the presence of other young people will be allowed to park in a prescribed area, remove items needed for the day, lock their automobile and leave it until the end of the school day.

Any driving student whose car is not in its place by the time classes begin at 8:30 a.m. will not be allowed to leave the Academy before 3:00 p.m. without being counted absent for the school day. No students will be allowed to ride with a driving student unless all Parents involved have notified the Academy in writing of their permission, and absolving the Academy of any and all responsibility for any injuries that may occur. Any reports of speeding, reckless or dangerous driving of a student, even off campus, will be treated with the same regard as smoking, drinking, etc. and will subject the driving student to immediate dismissal.

Under no circumstances is a student to be in or loitering around the parked car. Driving and non-driving students will respect the property of others; thus they will not sit on or lean against any car on campus.

With proper cooperation, our transportation procedures can be executed smoothly and safely.

GRADUATION AND AWARDS

Each school year is climaxed by a joyful gathering of all students, Parents and friends. The purpose of this happy occasion is to celebrate with our graduating seniors, whose diligence has exemplified the goals of the Answer Center Christian Academy. Certificates of Merit are presented for attributes such as cooperation, diligence and respect.

In addition to Certificates of Merit, other awards are given in various categories.

The Answer Center Christian Academy Board reserves the right to amend any and all rules and regulations, as it deems necessary.

The Answer Center Christian Academy reserves the right to request immediate drug and alcohol testing of any student at any time if it is suspected that a student may be under the influence of any illegal substance. The results of any drug or alcohol testing will be placed in the student's permanent file and appropriate disciplinary action will be taken.

At the beginning of each school year, all students my provide a signed Transportation Consent Form detailing with whom they are allowed to ride, and to and from where each student is allowed to accompany any individual. No student will be allowed to leave campus with any person not listed on their Transportation Consent Form. This includes Parents, Guardians or family members.

Student offices may be decorated with Christian literature, family or pet photos and any other pre-approved materials. No secular sayings, pictures, celebrities or Internet photos will be allowed.

NEWS RELEASE

Local Private School Receives International Recognition

The educational challenge of the twenty-first century has motivated The Answer Center Christian Academy, a Ministry of The Answer Center Church of God, to uphold their standard of excellence which has earned them Quality status.

Using the individualized Bible-based curriculum of Accelerated Christian Education (A.C.E.), this school focuses on Christian character training and outstanding academic accomplishments by its students, and also demonstrates a continuing commitment to state-of-the-art, computer-enhanced education.

This year the average student's grade in all subject areas was 93%. Many students completed well over one year's standard academic expectations.

The Answer Center Christian Academy believes that their school's achievement is attributed in part to community commitment to maintain an atmosphere where a school such as The Answer Center Christian Academy can effectively educate our youth today for tomorrow's achievements.

TELEPHONE NUMBERS

| | |
|----------------------|---------------------|
| Church/School | 770.449.9484 |
|----------------------|---------------------|

| | |
|--------------------------------|---------------------|
| Marsha Davis, Principal | 404.435.6692 |
|--------------------------------|---------------------|

| | |
|-------------------------------------|---------------------|
| Sheila Anglin, Administrator | 770.309.3930 |
|-------------------------------------|---------------------|

| | |
|-------------------------------------|---------------------|
| Brandy Alsobrook, Supervisor | 770.639.2180 |
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|-------------------------------------|---------------------|
| Micaiah Williams, Supervisor | 770.235.9920 |
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THE ANSWER CENTER CHRISTIAN ACADEMY ADMISSIONS PROCEDURE COMPLIANCE FORM

Family

Name: _____

We, the Undersigned, have thoroughly read this HANDBOOK in accordance with the Admissions Procedures, page 3, of the PARENT/STUDENT HANDBOOK OF THE ANSWER CENTER CHRISTIAN ACADEMY and agree to comply with the guidelines contained in said HANDBOOK.

Father's/Guardian's Signature

Date: ____ / ____ / ____

Mother's/Guardian's Signature

Date: ____ / ____ / ____

Student's Signature

Date: ____ / ____ / ____

Student's Signature

Date: ____ / ____ / ____

Student's Signature

Date: ____ / ____ / ____

Student's Signature

Date: ____ / ____ / ____

Student's Signature

Date: ____ / ____ / ____

Student's Signature

Date: ____ / ____ / ____

ANNUAL FIELD TRIP / CAMPUS ACTIVITY / PHOTO RELEASE / EMERGENCY MEDICAL RELEASE FORM

The Answer Center Christian Academy
P O Box 2817
Norcross, Georgia 30091-2817

School Year

I give my permission for _____ to participate in all sports, campus activities and school sponsored field trips throughout the current school year. Students will be accompanied by a teacher and under adequate supervision. I agree to absolve The Answer Center Christian Academy of any and all responsibility and liability for injuries and/or losses that could potentially be incurred.

Although the school desires to provide a safe and enjoyable time for all students, accidents can still happen. I/we understand that there are risks/dangers involved with participation in off-campus trips and their associated activities. In consideration of my child being allowed to participate in this event, I/we agree to assume responsibility for those ordinary and reasonable risks associated with the travel and activities. I/we agree to hold harmless The Answer Center Christian Academy, its affiliated organizations, employees, agent and representatives, including volunteer and other drivers, from any and all claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees or volunteers. If such circumstances are proved in a court of law, I/we acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.

In case of accident, illness or other emergency, I/we request that the school contact me. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to call paramedics immediately and then contact me/us as soon as possible thereafter.

I/we authorize and consent to any X-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care that, in the best judgment of a licensed physician or dentist, is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we agree to be financially responsible for emergency medical transportation.

I/we give my consent to allowing photographs to be taken of my child(ren) to be used for school purposes, including but not limited to the school website, brochures, or the school's Facebook page.

Father/Guardian's Signature and Date

Name Printed: _____

Mother/Guardian's Signature and Date

Name Printed: _____

If the child lives with both parents, the release must be signed by both parents/guardians.

Witnessed by: _____

Date: _____

Physician: _____

Phone: () _____

Dentist: _____

Phone: () _____

Health insurance carrier: _____

Policy #: _____

Under the name of: _____

Relationship: _____

Allergies (including reactions to medication): _____

Medication being taken: _____

Preferred hospital: _____ Date of last tetanus shot: _____

Are there any physical or medical conditions we should know about not already stated? _____

Student's home phone: () _____ Student's home address: _____

Father's work phone: () _____ Father's cell phone: () _____ Father's pager: () _____

Mother's work phone: () _____ Mother's cell phone: () _____ Mother's pager: () _____

In case of emergency, who is your nearest relative or neighbor we should contact if we are unable to contact you at home or work?

Name: _____ Relationship: _____ Phone: () _____