



AMBASSADOR Christian Academy

Parent / Student Handbook 2016-2017

"Home of the Eagles"

175 Cone Rd. Merritt Island, FL 32952
Phone 321-305-6931 * Fax 321-301-4412

www.acami.org

Principal – Joyce Wichmann
Pastor – Matthew Wichmann
Dean of Students – Laurie Erskine
Lead Teacher - Marian Fox

The Administration reserves the right to amend the student handbook at any time to adjust to the changing needs of our students.

Parent - Student Agreement

As a parent, I have read the 2016 - 2017 Parent/Student Handbook in its entirety. I understand that I *support* all ACA policies through my actions and words, and I require that my child(ren) *comply* with all ACA policies with their actions and words. I agree to do so cheerfully and willingly in order to partner with ACA in the *training for life* of my child(ren).

We are in harmony with all ACA policies and hereby pledge our full cooperation. Additionally, we agree to support the school through 20 hours of volunteer service. In the event that extenuating circumstances limit our ability to perform such service, we agree to pay a \$200 Service Excusal Fee.

Signature of Father/Guardian Date

Signature of Mother/Guardian Date

Please make age-appropriate adjustments in order to read and discuss the Parent/Student Handbook with each ACA student in your household. Students who are in 4th and/or 5th grade should read the book in its entirety *with their parents* and sign the statement below. Students who are in 6th - 12th grade should be able to read the handbook in its entirety, *either independently or with their parent*, and then discuss it in order to be able to sign the below statement.

As a student, I have read the 2016 - 2017 Parent/Student Handbook in its entirety and/or reviewed it with my parents. I understand that I must comply with all ACA policies with my actions and words. I agree to do so cheerfully and willingly and pledge my full cooperation.

Student Name (Printed) Student Signature Date

Student Name (Printed) Student Signature Date

Student Name (Printed) Student Signature Date

Student Name (Printed) Student Signature Date

***This form is due back to the Dean by August 26th.**

Ambassador Christian Academy Student Commitment

I understand that attending Ambassador Christian Academy is a privilege with accompanying responsibilities and therefore, I agree:

1. To faithfully support Ambassador Christian Academy through a positive attitude and with prayer;
2. To uphold our unique Christian philosophy of education, and the mission and purpose of Ambassador Christian Academy;
3. To accept the disciplinary authority of teachers and administrators who discipline within the standards of conduct established by Ambassador Christian Academy;
4. To cooperate and support teachers and administrators in the enforcement of the policies of Ambassador Christian Academy;
5. To discuss school problems only with the people involved (student, parent, teachers, or administrator) and not with those who are not involved (Matthew 18:15).
6. To not participate in, or tolerate profanity, obscenity in word or action, nor dishonor God and His Word, nor disrespect any school personnel, parents or other students;
7. To complete class and homework assignments on time, to the best of my ability;
8. To pay assessments to cover damage to the school or property of others which I cause;
9. To uphold the academic integrity standards as outlined in the student handbook;
10. To follow the student handbook and abide by the stated guidelines.

Each student at Ambassador Christian Academy has read and signed the commitment form with the understanding that a student may forfeit the privilege of attending Ambassador Christian Academy should he/she fail to comply with the established regulations, discipline, and obligations of Ambassador Christian Academy.

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GENERAL INFORMATION

Some facts you should know

- Ambassador Christian Academy was founded in 2009 by Mrs. Joyce Wichmann and Mrs. Marian Fox.
- ACA Bible verse - 2 Corinthians 5:20 We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God.
- School mascot - "Eagles"
- School colors – Purple, Gold, and Black

Campus Hours

Class hours are 8:30 a.m. to 3:00 p.m. Students are not to be on campus prior to 8:00 a.m. Supervision is not available before 8:00 a.m. and after 3:15 p.m. Students who are not participating in tutoring or a supervised school sponsored event must be picked up by 3:15 p.m. If you would like to pick up your student during school hours, we would appreciate a phone call to the office at least 15 minutes in advance to allow for location of the student.

Hold Harmless Clause

Upon enrollment at ACA parents, legal guardians, or Organizations, agree that they shall defend, indemnify and hold harmless Ambassador Christian Academy (ACA) and its representatives from any and all claims, causes of action, demands, costs, damages including both direct and consequential damages, specifically including attorney's fees and costs, expert fees and cost and mediation and/or arbitration fees and costs incurred, arising in any way out of the actions of their student. They further agree at their own expense, to defend any suit or action brought against ACA founded upon the claim of such damage to persons or property. This indemnity agreement applies to both active and passive negligence on the part of ACA and its representatives to the fullest extent permissible under law. Choice of counsel remains solely that of ACA.

2016-2017 Tentative Calendar : (please check ALMA)

Monday	August 8	Teachers Return
Friday	August 12	Registration & Parent Meeting 6-8 p.m.
Monday	August 15	Students Return
Monday	September 5	Labor Day Holiday
Friday	September 9 (Tentative)	Chili Cook-off
Wednesday	September 14	Interim Ends
Tuesday	October 18	First Quarter Ends
Wednesday	November 9	Veteran's Day Pancake Breakfast
Friday	November 11	Veteran's Day Holiday

Friday	November 18	Interim Ends
Tuesday	November 22 (Tentative)	Thanksgiving Luncheon/Christmas Basket Auction/Early Release 12:30 p.m.
Wednesday-Friday	November 23-25	Thanksgiving Break
Saturday	December 3	Christmas Parade
Friday	December 16	1 st Semester Ends/Early Release day 12:30 p.m.
Monday-Friday	December 19-2016-January 6, 2017	Christmas Break
Monday	January 9	Students return/2 nd Semester begins
Monday	January 16	M.L. King Jr. Holiday
Friday	February 3	Interim Ends
Monday-Thursday	February 6-9	Candy Gram sales begin
Friday	February 10	Candy Gram deliveries
Saturday	February 11 (Tentative)	Sweetheart Dance
Monday	February 20	President's Day Holiday
Thursday	March 9	End of 3 rd Quarter
Friday	March 10	Art/Talent Show/Spaghetti Dinner
Monday-Monday	April 10-17	Spring Break
Tuesday	April 18	Interim
Saturday	April 22	Prom
Monday-Wednesday	May 22-24	Early Release Days
Wednesday	May 24	Awards 10:00 a.m. & Graduation 11:00 a.m.

*Please keep in mind that if we experience inclement weather our school will follow Brevard County Public School's closing decisions.

MASTER CALENDAR 08/05/15

SCHOOL POLICIES

Telephones

The school telephones in the Dean's office are available for student use with permission from a staff member. Cell phones and any other electronic communication devices by students must be turned **off** and are not permitted to be visible, heard, or used in any manner during school hours including lunch and passing periods except by approval of school authorities. If necessary, parents can contact their student by calling the office. Students and parents must sign the cell phone contract in order for the student to carry a phone at school.

Driving and Parking Regulations

Pick-up and Drop-off

Drop-off begins at 8:00a.m. until 8:30a.m. at the west door of the Fellowship Hall. Adult supervision is only available in the Fellowship Hall at this time and all students must be under supervision when on campus. We therefore request that students not be dropped off anywhere else on campus during this time. After 8:30a.m. your student may be dropped off at the main office where they will receive a Tardy slip and sent to class. **Pick-up** is also in the loop, west of the Fellowship Hall from 3:00p.m. until 3:15p.m. After 3:15p.m. students will be taken to the teacher assigned to aftercare to await their ride. Excessive lateness in picking up your student will result in a late fine of \$1/minute after 3:15p.m. To pick-up your student before 3:00p.m., please sign them out in the main office. *We respectfully request that parents never park on the west side of the office loop, in front of the classrooms, in deference to MIPC preschool parking.*

Student Drivers

Parking and driving on campus is a privilege, not a right. Our facilities are shared with several ministries. As such, enforcement of all parking regulations will be handled by ACA administration. Student Driving Permit applications are available in the office. Students are required to follow these parking regulations:

- During school hours, all student drivers must park on campus in the designated parking area.
- Vehicles without a permit will be given a citation. Permits can be obtained in the main office.
- Students are not permitted to return to their cars during school hours without permission from the Dean and must be escorted by a staff member. (The school parking lot is out of bounds during school hours.)
- **Vehicles are not to be moved during school hours.**

Violations of these regulations will result in a warning, fines (1st offense \$25, 2nd, \$50, 3rd \$100), towing and/or the loss of the campus parking privilege. ACA is not responsible for theft of items left in vehicles, nor damage to parked cars due to accidents.

Announcements/Advertisements/Signs/Banners

All posters, bulletins, signs, banners, or other items of information posted on our campus must be approved by a faculty advisor or administrator before posting. Advertisements about events not relating to our school are not allowed without administrative approval. Anything posted needs to have placement approval by ACA staff.

Illness or Emergencies

Students requiring care for illness or injury should come to the health room with a pass from their teacher. In case of illness parents will be notified and the student will be sent home.

SICK CHILD POLICY

Please follow the following guidelines when deciding to keep sick children at home:

Notify the Dean's office if you decide to keep your student home: 321-355-3791

If your child has been diagnosed with ANY communicable infections, please notify the school.

- A child with a fever of 100 degrees or above must stay at home. If a child develops a fever of 100 degrees or above during the day, she or he will be sent home.
- A child who has vomited within the last 24 hours must stay at home. A child who becomes sick and vomits during the day will be sent home.
- A child may return to school after they have been free from fever for 24 hours without the use of Tylenol or Motrin or any other antipyretics.
- A child with uncontrollable diarrhea, (3-4 stools per hour) needs to stay at home.
- A child diagnosed with Strep Throat must have been treated with antibiotics for 24 hours before returning to school.
- A child diagnosed with bacterial conjunctivitis (pink eye) must have medication for 24 hours before returning to school. Children with viral conjunctivitis must have a doctor's release/report before returning to school.
- In order for a child diagnosed with chickenpox to return to school, the lesions must be crusted over, fading and or disappearing 24 hours prior to return to school. The child must be free of fever for at least 24 hours without the use of medication.
- A child diagnosed with ringworm must be treated for 24 hours before returning to school and the affected area kept covered until healed.
- A child with impetigo must be free of weeping lesions. The lesions must be covered and medically treated for 24 hours before returning to school.
- A child with head lice must have been treated with a medicated shampoo and be seen by the administration before returning to school.
- A child must feel well enough to participate in school.

A sick child will remain in the Health Room until he or she is picked up by a parent or guardian when he or she has a condition that may be considered contagious and easily passed from child to child. Decision is left up to the discretion of the administration.

Medications: The use of medication by students must adhere to the following:

- Signed permission from doctor and parent to permit over the counter medication to be given at school. **We cannot give over the counter medication to students without written permission from both parties.** The note has to state what over the counter medication can be dispensed and how much to give.
- This applies to all continuing medication whether taken at home, school, or both.

- Signed permission from doctor and parent prescribing medication for students who need to carry metered dose inhalers, an epinephrine auto-injector, diabetic supplies, or a pancreatic enzyme supplement. Students bringing any medications to school must bring such medications in the original prescription container to the health room for distribution as required. **Any medication in the student's possession will be confiscated. It is the student's responsibility to go to the health room for needed medication.**

Homebound Policy

Students who are homebound due to illness will need a physician's excuse covering all missed schooling to continue their education at Ambassador Christian Academy. ACA staff is more than happy to cooperate with individuals with legitimate health issues. It is the student's responsibility to stay current with any school work missed. Any student who does not attend school regularly will be referred to Brevard County's Truancy Office, and may be administratively withdrawn from ACA.

Lunch

All food items should be consumed within the designated eating areas (during lunch) or under the supervision of a staff member. Lunches, drinks and snacks will be distributed/sold from room 14 during lunch period and morning break. In keeping with our healthy child policy, carbonated, caffeinated or highly concentrated sugary beverages and candy are not permitted on campus. We encourage the use of drinks like water, milk, and Gatorade(for sports) and 100% juice drinks. **Students are not allowed off campus during lunchtime.** Leaving campus during lunch will result in truancy and automatic Out of School Suspension.

If a student has forgotten to bring lunch and has no money to purchase it, ACA will provide the student with Ramen noodles (or oatmeal at breakfast/snacktime). \$0.25 will be added to the student's invoice for each item taken without payment.

Transportation

Transportation to school-sponsored activities:

1. The legal responsibility for the safety of each student being transported in a private vehicle rests with the registered owner of the vehicle.
2. No student is allowed to drive another student to a school-sponsored activity (e.g. sports, fieldtrips, etc.) without permission from both students' parents.
3. The vehicle owner/driver must complete the Field Trip Registration Form for drivers prior to activity or field trip which includes proof of liability insurance.
4. The vehicle owner/driver must follow the plan and prescribed route given by the teacher.
5. The number of students in a vehicle shall not exceed the number of seat belts available. Seats belts must be buckled.
6. The vehicle should be in good operating condition.

Electronic Devices/Personal Property

Cell phones and other electronic devices must be turned off and are not permitted to be visible, heard, or used in any manner during school hours except by approval of school authorities. Other electronic devices such as cameras, radios, CD players, MP3 players, iPods, recording devices, games, electronic translators, and laptop computers may not be used during school hours without prior permission from the Administration. Any violation and/or disruption of the learning process will result in the confiscation of the item. In some cases a confiscated device must be reclaimed by a parent. **The Administration reserves the right to review all text messages, photo**

images or electronic data on confiscated cell phones or other electronic devices. The school is not responsible for loss or theft of any items whether confiscated or in the student's possession. (See Demerit Policy)

Investigative Policy

ACA has established policies for the conduct of its students in conformity with its mission and its responsibilities. These policies apply to students while on campus and while off campus, at school events and events in the student's home or at non-school functions (sometimes referred to as "non-sanctioned activities"). These policies apply to students when school is not in session such as after school hours, on weekends and during school vacations. ACA has established standards regarding the investigation procedure and discipline that ACA may impose on a student found in violation of its policies.

Search Policy/Drug and Alcohol Testing

For the effective administration of its policies regarding the exclusion from use of non-prescription drugs, non-prescribed prescription drugs, weapons, alcohol, and other contraband at school-occupied facilities and at school-sponsored events, ACA has established the following search policy including the use of contraband detecting dogs to investigate and search for such contraband.

The administration of ACA and on behalf of the school to enforce its school standards reserves the right to conduct searches as follows:

- In random searches of school facilities for contraband;
- In specific searches of school facilities or at school-sponsored events for contraband where the administration has some indication of the existence of contraband or illegal activity at school facilities or school sponsored events;
- In search of individuals at the discretion of the administration taking into consideration to the extent possible depending on the circumstances that the search be conducted in a private place;
- In search of an individual's possessions, cars or other vehicles, backpacks, purses, bags, etc., at the discretion of the administration taking into consideration to the extent possible depending on the circumstances that the search be conducted in private;
- Upon entering a school facility or school sponsored event at the discretion of the administration where everyone entering is subject to such a search.
- **The Administration reserves the right to review all contents on confiscated cell phones or other electronic devices.**

Ambassador Christian Academy reserves the right to perform a breathalyzer test on any student who is suspected to be under the influence of alcohol, either on campus or at any school-sponsored event. Ambassador Christian Academy also reserves the right to require drug testing for any student who is suspected to be under the influence of illegal drugs while on campus or at any school-sponsored event.

Visitors

Classroom: Students interested in attending ACA are the only students allowed to visit classrooms. Approval must be given by the administration two (2) days prior to the requested visit date. Parents wanting to visit a classroom need approval from an administrator. All visitors must sign in at the office and must wear the visitor's badge issued. Classroom visits are not permitted during the first two and last two weeks of each semester. Visitors should behave and dress in an appropriate manner for our school.

Lunch time: ACA has a closed-campus policy regarding visitations; however, parents, youth pastors and ACA graduates are welcome to visit at lunch. All visitors must sign in at the office and wear a visitor's badge.

Volunteer Policy

Definition of 'Volunteer':

A volunteer is defined as an unpaid person assisting under the direction of a licensed teacher or administrator.

Volunteer program policy: Ambassador Christian Academy recognizes that volunteers provide valuable assistance to instructional programs, to school personnel and to students' educational enrichment opportunities.

Volunteer and Visitors: All volunteers and visitors on campus shall sign in at the school office and present their credentials/i.d.

Criminal records check: All volunteers who transport students and work one-on-one must complete a criminal history verification form (background check). Background checks are good for three years.

Helpful information: Volunteers who itemize income taxes may deduct some expenses. Deductions may include:

- Mileage to and from the site of volunteer services, or transportation expenses incurred during the volunteer activity
- Telephone bills for calls made in connection with volunteer work
- Non-cash contributions of property, such as clothing or household items
- Miscellaneous supplies and educational materials

Volunteers may not deduct expenses for dependent care, such as child care (even if they incur those expenses in order to volunteer) or the value of their time and service.

Withdrawals

To withdraw a student, a parent/guardian must complete a withdrawal form available in the office. At the time of withdrawal, all materials and textbooks, athletic uniforms and equipment, and financial obligations are due.

Financial obligations may include, but are not limited to, outstanding tuition and extra-curricular fees. Tuition is calculated by the quarter. Any unpaid tuition is due at the time of withdrawal. Within 48 hours (2 business days), if the above mentioned obligations have not been met, a letter will be sent home listing all outstanding items and stating specifically how restitution is to be made.

The responsible party has a period of two weeks (10 business days) to return all school property or notify the school as to how the situation is to be rectified. If no communication is received within two weeks, a letter will be sent home stating that ACA has the right to withhold all grades, transcripts and/or diplomas. In addition, if the student is transferring to another school, that school will also be asked to withhold all grades, transcripts and/or diplomas until notified in writing by ACA that full restitution has been made.

If this represents a financial hardship to the parent/guardian, ACA may arrange a payment plan whereby obligations will be met. This will be coordinated by the Business Office. All obligations MUST be met by the last day of the school year in which the debt was incurred.

Student Jobs

Students who are employed during the school year must arrange their work schedule around school and in accordance with federal regulations. Students are not allowed to schedule working hours during the school day from 8:30a.m. to 3:00p.m. without permission from the administration.

ATTENDANCE POLICIES

Absences

Regular school attendance is required by law and is necessary for academic achievement. There are three types of absences at ACA: Excused, Unexcused, and Truancy. If your student is/will be absent please notify the Dean's office: 321-355-3791.

1) **Excused Absences** include:

- Illness (Doctor's note required)
- Professional services connected with the students health and welfare ie: medical, dental, optical (Please bring a doctor's note to the office upon signing in after the appointment)
- Pre-Approved Absences with a two day advance notice in writing to the school office, ie: Vacation, church retreat, college or university visit, or an emergency (with approval from an administrator)
- DMV Appointments

****Pre-approved absence requests require attendance record reviews by administration for final approval.****

2) **Unexcused Absences** include:

All other absences. A student will not receive credit for work done on or due on the day of an unexcused absence.

3) **Truancy**

- An absence from a class period, partial or full day that is neither acceptable to the school nor approved by the parents.
- An absence where evidence shows facts that have been misrepresented regarding that absence.
- An absence that has not been verified in writing by the parent within 3 days.
- Arriving to any class more than 10 minutes late without a pass is considered truancy.
- A truancy will not be cleared after three (3) days.
- Students will not receive credit for any work due on days of truanies.

Truancies are tracked by the semester. After an absence, upon returning to school, if the parent has not already notified the office, the student is responsible to bring in a signed note from the parent/guardian before they return to class. (Please plan ahead to bring the note to the office early so that no tardy will be issued for being late to 1st period on the day the student returns back to school from an absence.)

NO ABSENCE WILL BE EXCUSED WITHOUT DOCUMENTATION FROM A LICENSED PROFESSIONAL'S OFFICE.

Athletic Attendance Reminder

Students who participate in sports, clubs, or performing arts groups, can miss no periods in that day in order to participate in the practice, game, or performance of that same day.

Excessive Absence Policy – Loss of Academic Credit

Students who are absent more than nine (9) unexcused days in a class per semester will not receive credit for that course. **ALL unexcused absences and truants count in the total absences.** The only exceptions to this are medical emergencies, field trips and absences where students officially represent ACA (i.e. Choir Performance, Ambassador outreaches, early release for athletic competition) do not count toward the total absences. **Students who exceed 9 absences in a semester will be required to attend Saturday School. One 4-hour Saturday School (\$25) is the equivalent to one absence. Parents are responsible for paying the fee and transporting their own student to and from Saturday School.** (See Saturday School for dates)

Leaving Campus During School Hours

Students may leave the campus during the school day with approval from the administration and their parent/guardian (in the form of a note or phone call to the main office). Leaving campus without administrative/parent approval or without signing out will be a truancy. If the student has left campus for the

purpose of doctor's visit, illness, or other emergency, the parents may request the truancy be changed to an unexcused absence. A truancy will not be cleared after three (3) days.

Tardiness

Students are required to be ready for class, as per teacher instruction, when the class begins. Tardies are accumulated per semester.

1. Excused: Traffic accidents and personal emergencies (approved by administration) with proof.
2. Unexcused: Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc.

The consequences for unexcused tardiness are defined in the Demerit Policy.

TEXTBOOKS

ACA - Textbook Information

Students are expected to take care of their textbooks. Texts are issued, one per student, in each class as needed. School books are loaned only to enrolled students and school faculty and staff. Lost texts must be paid for at the current replacement cost before another copy will be loaned. Fines for major wear and tear on texts will be assessed and collected prior to the last week of school. All texts are to be accounted for or paid for before the last day of school. Students who have not paid for damaged or lost texts by that time will be placed on a debt list. Students will not be allowed to receive report cards until all debts are cleared.

STUDENT AFFAIRS

Extracurricular Activity Policies

The following are general rules governing extracurricular activities which are applicable to all students, whether they are participants or spectators.

- All activities are under the supervision of the school. Students are expected to be responsible and cooperative.
- The school dress code applies when students represent ACA unless prior administrative approval has been given.

Ambassador Student Government

Student body officers are elected annually. Applications are submitted guided by the eligibility requirements in the Ambassador Student Constitution. Final approval to run for ASG is given by the administration. Evaluations include faculty and administrative review. ASG members are directly responsible to the ASG Director.

Student Ambassador

The highest honor a student can receive is Student Ambassador. Ambassadors are elected by teachers and staff at the end of the year and will be given privileges the following year such as being teacher's assistant and giving

tours. They will represent the school at out-of-school functions and outreaches. Ambassadors are characterized with excellence in and out of the classroom in work and attitude.

Clubs

Clubs will be announced as they are made available. Application and approval must be received through the administration. All off-campus club activities require permission slips.

Fund Raising

All proposed fund raising activities must be approved by the administration.

Interscholastic Opportunities

Our school annually participates in activities including drama, and music productions, yearbook, band, speech, choir, Christian outreach and athletics. Students are encouraged to become involved in areas of their interests.

Prom, Dances, Awards Banquet

There are many opportunities to enhance students' High School and Jr. High experience. Please see the calendar for exact dates. The newsletter will provide the details as each event approaches.

Outside visitors (non-current ACA students) will be required to complete a form and have administrative approval one week prior to attendance at the event. (For required dress see Dress Code section.)

ACADEMIC POLICIES

Graduation Requirements - High School

A student must accumulate a minimum of 24 units of credit. Half a credit is awarded upon successful completion of each course each semester. One year courses are awarded one credit. The minimum grade for passing classes is 70.0% or 2.00 GPA. Classes in which a student falls below the minimum GPA must be retaken for credit.

The Diploma options are as follows:

	College Prep Diploma Credits	Standard Diploma Credits	Career Prep Diploma Credits
English:	2 with substantial writing 4	2 with substantial writing 4	4
Mathematics:	Algebra 1 and Higher 4	Alg 1 and Geometry Req'd 4	3
Science:	2 with substantial Lab to incl. Biology and Chemistry 3	2 with Lab to include Biology 3	2 with Lab to include Biology 3
Social Studies:	World History US History US Government 3	World History US History US Government 3	World History US History US Government 3

	Econ w/ Personal Finance	Econ w/ Personal Finance	Economics
World Language:	2 Credits in the same lang. includes grammar 2	Not req'd but recommended 0	Not Required 0
PE:	0.5	0.5	0.5
Personal Fitness:	0.5	0.5	0.5
Fine/Performing Art:	1.0	1.0	1.0
Bible*:	2-4	2	2
Electives:	3-4	5-7	Vocational Training 7
Technology/Online Course:	at least 1	at least 1	0
Community Service Hours:	100min	75 min.	0
Total Credits:	24	24	24
Testing Req'd:			Any nationally normed test, a Grade Equivalent score of 8.9 or above in core courses or Reading, English & Math
ACT minimum	20	19	TABE Test:
SAT minimum	970	Reading 430 Math 430	Language 560 Reading 567 Math 557
GPA on a 4.0 scale:	3.0	2.0	2.0

*At least two years of Bible are required during High School at ACA.

Community Service 100 hours recommended (Freshmen – 25; Sophomores – 25; Juniors – 25; Seniors – 25)

Seniors can have no more than one semester of a course deficiency in order to walk at graduation. Students with any course deficiency will not receive a diploma.

Promotion Requirements – Junior High

7th Grade

English 7
Pre-Algebra Math 7 /Math Lab/ Adv. Pre-Algebra
United States History 7
Science 7
Bible 7

8th Grade

English 8/Advanced English 8
Math 8/ Math Lab/ Advanced Math 8/ Algebra 1-A/Algebra 1
United States History 8
Science 8
Bible 8

Physical Education
Electives/Art/Music

Physical Education
Electives or Spanish 1

Students may take Algebra 1 or Spanish 1 in 8th grade which will fulfill the High School requirement for that class.

Subject grades are averaged at the end of the school year. If the grade point average is a 2.00 (70%) or higher the student will pass on to the next grade level. If it is not at least a 2.00 (70%) the student will be retained in their current grade.

Promotion Requirements – Elementary School

90-100 = A worth 4 points

80-89 = B worth 3 points

70-79 = C worth 2 points

60-69 = D worth 1 point

0-59 = F worth 0 points

Subject grades are averaged at the end of the school year. If the grade point average is a 2.00 (70%) or higher the student will pass on to the next grade level. If it is not at least a 1.00 (60%) then the student's promotion will be under review.

Transfer Students

Courses currently listed on the incoming student's transcript will be approved/denied by the administration and Director of Counseling upon review of the student's transcript. Students will be notified of course approval/denial. Upon entry to ACA, the beginning GPA, calculated using all approved, incoming courses, will be noted on the student's record.

Credit for Classes Outside of ACA (Dual Enrollment at EFSC or Online at Florida Virtual School)

While enrolled full time at ACA, all classes required to graduate must be taken at ACA unless the following:

- Class allows a student to take an AP/Honors/college course not offered at ACA
- Class is necessary for remediation
- Class allows a student to strengthen their transcript by taking a class not offered at ACA

Approval for courses will be given by the School Counselor under the supervision of the Principal

For classes to be approved by the School Counselor, they must meet the following criteria:

Online:

- classes must be from Florida Virtual School (free)
- McKay students may take up to two FLVS classes per year (free).
- class must have verified 60 instructional hours per semester credit
- classes may be subject to approval of the Principal based on whether they align with ACA's mission statement

Dual Enrollment:

- student qualifies with 3.0 GPA, is in 10th grade or above, has passed all areas of the PERT, and is in good academic and conduct standing
- student pays all fees and tuition
- class must be approved by the School Counselor

Credit will be given after transcript is received from accredited institution

Class will be noted as taken outside of Ambassador Christian Academy on the transcript
 Credit will be granted to the student and included in the student's GPA.

Grade Scale

Letter Grade	Percentages	ACA GPA scale	ACA Honors and AP(+1)
A+	97-100	4.33	5.33
A	94-96	4.00	5.00
A-	90-93	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	1.33 not weighted
D	63-66	1.00	1.00 not weighted
D-	60-62	0.67	0.67 not weighted
F	Less than 60	0.00	0.00 not weighted

ACA does not accept grades lower than a C, 70%.

The **Valedictorian** is the student who, having attended ACA in 11th and 12th grades, has academically achieved the highest overall ranking according to the following criteria:

- Highest grade point average (at the end of the senior year)
- Number of semesters of high school credits earned
- Level of accomplishment in each academic area

Bible Grades

Enrollment in an ACA Bible course is required 4 semesters a student is enrolled in high school. A student who receives two semesters of F in Bible may be dismissed from school.

Final Exams/Project- High School

Finals or projects will be given at the end of each semester in all classes. While students may view a graded copy of their final exams or project, the exams themselves will not be returned to students for test security reasons. The weight of the exam or project is 20% of the semester grade in high school and 10% of the semester grade in junior high. There will be a charge of \$50 per final exam for rescheduling of an exam for reasons other than verified illness.

Make-up Work

Students will be allowed time to make up work missed because of an approved absence. The time will not exceed the number of days missed, plus one day. (e.g. 3 days absence may warrant 4 days to make up the work).

Academic Probation – Jr. and Senior High School

At the end of any semester, a student who has earned less than 2.25 GPA will be placed on academic probation. Students and parents are kept informed of grades through ALMA. After two successive semesters of less than 2.25 GPA a student may be dismissed from ACA. Also, students who finish the year with more than one “F” on their report card may be dismissed from ACA. Any junior high student who fails two or more core classes will not be promoted to the next grade.

Summer Reading

Summer reading is an integral part of the academic program at ACA. Each summer, students are given a Summer Reading List. The books on this list have been selected by our English department and are correlated to the curriculum in the grade the student is entering. During the first week of school, students’ knowledge of the book/s will be assessed. The Summer Reading List is available on the ACA website, beginning in mid-May each year.

Standards/Format for Writing Papers

The standard format for all papers is as follows:

1. Typed, double-spaced: TIMES NEW ROMAN, size 12 font. Including title
2. Heading: 4 lines

Student name	Joseph Smith
Teacher name	Teacher
Course name, period	English I, Period 3
Date	06 February 2015

3. All pages numbered: upper right corner, last name and page number; no punctuation, no “p.” or “pg.”
4. Title: centered, upper and lower case
5. One inch margins

Controversial Issues

ACA takes a strong stance on the essential issues of the Christian faith. Peripheral topics in controversial doctrine, on the other hand, are treated with care. Teachers are encouraged to explain both sides of any controversial issue, being careful not to put the other position down since we enroll students from a variety of denominations. We abide by the following statement: “In essentials, unity. In non-essentials, liberty. In all things, charity.”

Credit for Late Assignments

1. Credit for daily homework assignments which are turned in late is at the discretion of the individual teacher. The teacher’s classroom policy will be noted in his/her course syllabus, given to students at the beginning of the school year/semester.

2. Credit for major projects or essays which are late will be given according to the following scale. This is not the automatic grade for the assignment, but rather the maximum number of points that may be earned.

Project or essay turned in at the beginning of period on the due date (Day 1)	100%
Project or essay turned in from Day 1 through the next day/same class period (Day 2)	90%
Project or essay turned in from Day 2 through the next day/same class period (Day 3)	80%
Project or essay turned in from Day 3 through the next day/same class period (Day 4)	70%
If never turned in during the quarter/semester (up to teacher discretion)	0%

Extra Credit

Extra credit is designed to assist students who, though generally progressing, have had a small number of assignments with which they have struggled. Teachers, at their discretion, have the option of providing extra credit for students. The regulations for extra credit are as follows:

1. All students must be provided equal access to extra credit.
2. The teacher's policy on extra credit should be noted in his/her syllabus, given to students at the beginning of the school year/semester.
3. Extra credit assignments should be work, over and above the regular class assignments.
4. Extra credit assignments for core classes must be academic work.
5. Extra credit earned will not raise a student's semester grade more than 5%.

Definition of an Honors Class

An honors class is one in which the environment is further enhanced through additional material, more depth in learning, more labs, more opportunities for critical thinking, and a higher-level writing component, possibly culminating in an end-of-semester term paper. Placement in an honors or AP class is at the discretion of the administration.

Retesting Unless approved by the administration, at no time will individual students be allowed to retake tests they have been previously given. They will have the opportunity to make corrections. The final test grade will be an average of the first test attempt grade and the corrected test grade.

Category Percentages in Gradebook

A teacher's grading policy will be noted in his/her syllabus, which is given to students at the beginning of each school year/semester. While the bulk of categorical gradebook decisions are left to the discretion of the individual teacher, there are two categories which are regulated by policy.

1. In 7th and 8th grade, the grade book grade will count 90%, with the final exam counting the remaining 10%. In the High School, the grade book grade will count 80%, with the final exam or project counting the remaining 20%
2. At no time should the category containing homework grades account for more than 15% of a student's average.

Take-Home Tests

In the interest of preserving the integrity of the testing environment, take-home tests are not allowed. Students must take all tests in a setting which is closely monitored by the instructor or other qualified personnel.

COUNSELING AND GUIDANCE

Counselors are available to help students with academic, spiritual and personal counseling. Counselors meet individually with students to plan for high school courses (making sure graduation requirements are being met)

and to discuss post-high school options. Students may also fill out an appointment request in the office or make an appointment in the Counseling Center to meet with a Counselor.

Parents of students coming to ACA from a public school with an IEP as well as students coming from other private schools with a Service Plan must transfer their student through Brevard County to ACA in order to receive accommodations. Brevard County's coordinator for Private Schools is Felicia Aldridge. Her phone number is 321-633-1000 ext. 556.

Students with Documented Learning Accommodations

ACA works diligently to provide educational opportunities for some students with learning exceptionalities. According to the requirements of the student's Service Plan such as giving students extra time for testing, teaching under ACA guidelines for differentiated learning, and working with students with ADHD, ADD, gifted, and dyslexia.

Generally, ACA does not make academic accommodations outside of those listed on current documentation. Interpretation of the documentation and undocumented accommodations for students are at the discretion of the administration of ACA. Any exceptions to this regulation must have prior administrative approval. Parents wishing to seek administrative approval for an exception should submit their request in writing to the Principal no later than one week prior to the time approval is needed.

Discovery of a parent's, legal guardian's, or organization's failure to disclose a student's known behavioral or learning challenges, health issues, or other issues upon enrollment in ACA may constitute grounds for the student's immediate dismissal from the school.

Recommendations for College Applications

If a student needs a school report and/or a counselor's recommendation, the student must give the forms (paper or electronically) to the counselor at least two weeks before the recommendation needs to be sent.

If a student needs a teacher recommendation, the student must give the teacher the form and an addressed (to the college), stamped envelope **at least two weeks** before the recommendation needs to be mailed. The teacher will mail it.

Transcripts

Procedure for student or parent requesting a copy of a transcript: \$1 per official transcript

1. Current student or parent of current student must request the transcript at the main office.
2. If the transcript is for a college that does not provide the option to send transcripts electronically, the student must bring an addressed (to the college), stamped (2 stamps) envelope to the main office in order for the transcript to be mailed.

3. If the transcript needs to be “official” (signed and sealed for any other purpose (i.e. scholarship, coach, & etc.), but will be hand-carried by the student, the student must request it at the main office then the envelope will be sealed and will be returned to the student with the transcript inside.

Alumni needing a transcript can order one in either of the following ways:

1. Email the school with the college’s admissions contact information.
2. Fill out a Transcript Request Form (available in the main office). The form must be filled out completely with the appropriate information so that the Records Clerk knows whether to mail the transcript to the college or to return it to the student. If it is to be mailed an addressed, stamped envelope must accompany the transcript.

Records

ACA maintains the following types of student records:

Enrollment papers, attendance records, subjects taken, grades (report cards/transcripts) immunizations, health records, progress reports, special education tests, specified test results, (e.g. Stanford, SAT, PERT), discipline records, and school forms. Authorized personnel (teaching and administrative persons and the secretary/registrar responsible for placing information into student files) are allowed to view specific cumulative files.

Parents’ Procedure for gaining access to a student’s cumulative file:

The right of parents or guardians to view the school records of their children is emphasized by Federal legislation. The parent or guardian must call to make an appointment with the appropriate personnel to view the cumulative file. It is necessary to understand that the cumulative file is the property of ACA and may be viewed ONLY in the presence of a staff member. The cumulative file may NOT be taken out of the office for any reason nor may the parent or guardian keep anything from the cumulative file. The staff member will make copies of any document that the parent or guardian requests. Requests to view a cumulative file are handled by ACA in an expedient manner, usually within five business days.

Procedures to be used in the event of a challenge to a student record:

If a parent/guardian believes there is an error on a student record that challenge must be brought to the Principal in writing. This action must explain what record or document is considered inaccurate and whether or not the desire is that the record be modified or expunged. The principal or designee will arrange a meeting with the parent/guardian and the teacher/staff who recorded the information in question to see if there is any validity to the challenge. The principal shall then sustain or deny the allegations. Requests to modify a cumulative file are handled by ACA in an expedient manner, usually within 30 days. If the allegation is sustained, the principal shall order the correction or removal and destruction of the information.

If the principal denies the allegations, the parent/guardian may choose to write a letter of appeal to the board of directors within 30 days of the principal’s decision. The board shall review the challenge and make a decision whether or not to correct the record or remove and destroy the information. This decision is final. Requests to the board are handled by ACA in an expedient manner, usually within 30 days.

If the decision is unfavorable to the parent/guardian, they have the right to submit a written statement as to their position and any objections to the finding of the board. This statement shall remain in the student’s Cum File until the information objected to is corrected or removed.

Procedure for gaining access to a student’s cumulative file for individuals outside ACA:

If the individual is a professional testing agent for a particular school or school district he/she needs to call the Registrar to schedule a convenient time for both parties to meet. The agent MUST bring with them their credentials and a SIGNED release form from the parent/guardian authorizing the viewing of the Cum File. This signed authorization MUST state:

- 1) What records are to be reviewed and WHY
- 2) Who is to have access to the records, and
- 3) The duration of said access

If the authorization is in order, the Registrar or staff member will present the cumulative file and remain with the individual to explain any documents or answer any questions. The agent may NOT take anything out of the cumulative file but may request copies of desired items. A copy of the authorization form will be kept in the student's file permanently. A log will be attached to each child's record on which will be recorded the name, date, and reason for any person, other than school officials and employees, who inspect any part of that child's record.

ACA will NOT give out any information over the phone other than to verify date of graduation.

ATHLETICS

Philosophy

We believe that in athletics we are developing Christ-like characteristics in our players. With this as our goal, skill, training, sportsmanship, inter-team relationships, general attitudes and reactions should reflect Christian character qualities and growth.

Commitment

Each coach expects the athletes on his/her team to consider the time requirement to participate on that team for the entire season. Both the student and his/her parents are asked to sign a commitment form (a contract, in a sense) saying that he/she will attend and participate in all practices and games whenever physically able.

Athletic Opportunities

ACA offers an extensive athletic program for both boys and girls. Girls: Basketball, Cheer, Soccer, Volleyball, Bowling. Boys: Basketball, Football, Soccer, Volleyball, Bowling

Uniform Fees

Students receiving team uniforms will remit a deposit of \$50 which will be refunded at the end of the season when the uniform is returned in entirety and in good condition (able to be used again without repair).

Physical Exams/Sports Insurance

Before a student may even try out for a sport, he/she is required to have a physical examination. The Health Statement and Parent's Consent form is kept in the Athletic Office. One physical will suffice for one school year; a student does not need to have a second and third one if he/she is trying out for another sport in our school.

Eligibility

To participate in ACA athletics a student must maintain good grades and good conduct. Students who fall below the academic and conduct standards cannot participate.

Academic:

- A. Consistent with the ACA criteria, a student must maintain a 2.25 (72.5%) grade point average with no F grade.
- B. Eligibility will be determined each Tuesday by 1:00p.m. All make up work must be turned in on Monday. Make up work turned in on Tuesday will not be considered for eligibility.
- C. Students are responsible for maintaining a 2.25 (72.5%) GPA by watching their grades on ALMA and catching up on missed work over the weekend. (Student make-up work must be in by Monday at 9:00a.m.)

Citizenship (conduct):

- A. Eligibility will be determined each Tuesday.
- B. Any student who receives two U marks is ineligible for athletic participation for 30 days. (Two N's equal a U.)
- C. Any student who has had any referrals to the Dean is ineligible for athletic participation for 1 week.

Athletic Attendance Reminder

Students who participate in: Sports teams, clubs, performing arts groups, can miss no periods in that day in order to qualify to participate in the practice, game, or performance of that same day unless a doctor's note is provided.

STANDARDS OF CONDUCT

Philosophy of Discipline

The very last thing Jesus Christ did on the earth was to command His followers to make disciples of all people (Matt. 28:19). Inasmuch as the words "disciple" and "discipline" come from the same root word, it is clear that disciples are not made without discipline. It is, therefore, the policy of ACA to maintain loving, but firm disciplinary procedures. The key principles which provide the basis for ACA standards of conduct are RESPECT, RESPONSIBILITY, and INTEGRITY.

In order to be a school of the highest quality, Ambassador Christian Academy must continually establish policies, which enhance the Christian educational process. ACA cannot allow one student, either because of discipline or disability, to hinder the education of other students. For this reason, only those students whose academic, physical, and emotional needs can be met by ACA will be accepted. In a Christian environment, ACA promotes a high level of literacy and academic achievement for students. ACA also reserves the right to positively affect the climate and peer influence in each class by limiting admission to, or removing from class any student whose influence would be detrimental to the goals of the school.

Academic Integrity

Honest behavior is an expectation for all students at Ambassador Christian Academy. Our goal is to create and maintain an ethical academic atmosphere. Acts of academic dishonesty which will not be tolerated at Ambassador Christian Academy are listed below:

- Cheating on any classroom assignment, test, or quiz
- Plagiarism - copying or representing another's ideas, words, or work as one's own without properly citing the source. Plagiarism includes the misuse of published material, electronic material, and/or the work of other

students. The original writer who intentionally shares his/her work for another to copy, without the permission of the teacher, is also engaged in plagiarism.

- Fabrication (any falsification or invention of date, citation, or other authority in an assignment)
- Theft or alteration of materials
- Unauthorized collaboration
- Unauthorized use of electronic devices

Detentions

Detentions will be served Monday through Friday during lunch or after school for one-half hour. Missing an assigned detention without prior administrative approval will result in Saturday School; refer to the Demerit Policy.

Saturday School

Some infractions are more severe than others. For the following offenses (and others at the discretion of the administrator) students will be assigned to Saturday School for two to four hours on Saturday morning (8:00-12:00) depending on the severity of the offense.

The following are examples of offenses which may lead to Saturday School:

- Excessive absences (over 9 for the semester)
- Excessive tardiness
- Defiance or disrespect
- Missing assignments (whether or not credit is issued for make-up work)*
- Profanity and/or vulgarity
- Gambling
- Cheating/Lying/Forgery
- Cutting class; leaving campus without permission; truancy

Saturday School Dates in 2016-2017 (8:00a.m – 12:00p.m.):

January 14th, 21st, 28th and May 6th, 13th, 20th, 22nd, 23rd, 24th.

Only a school administrator may assign a student to Saturday School. Students who fail to attend Saturday School may be suspended.

Fee: Students will be charged \$15 for the two-hour Saturday session or \$25 for the four-hour session. Parents are responsible for transporting their student to and from Saturday School.

*If a student has 3 or more missing assignments in any one class, he/she may be required to attend a two-hour Saturday School, based on a referral from the teacher. Referrals from more than one teacher may result in a four-hour Saturday School.

Referral

Referral offenses are listed in the Behavioral Code and should be given by the teacher or staff person who witnesses the offense.

Behavioral Probation Contract

If a student repeatedly fails to respond to discipline he/she will be placed on behavioral probation. The Administration will make a decision regarding the student's future attendance at ACA based on a faculty evaluation of the student's behavior.

NOTE: The terms of probation are designed by the Administration and are agreed upon in written contract by the student, parents, and school.

Suspensions

Any student may be suspended up to 5 days for misconduct on or off campus. Following the suspension period, future participation in school activities will be determined after Administrative review. A student who has been suspended must keep up with classwork on their own at home and return with their work complete. Consideration will be made by the administration concerning major tests, projects and essays.

Classroom Suspension: No credit for work missed in the class from which they are suspended.

Full Day Suspension: May be either "in-school" or home suspension. Student may be ineligible to participate in sports or extracurricular activities for 1 – 2 weeks after the suspension.

Expulsions

Expulsion from school is serious and to be applied with prudence and restraint after careful investigation. Students expelled from school may not attend any school activity or school-sponsored event after the expulsion.

Citizenship Grades

ACA expects students to be **cooperative, respectful, diligent** and have a **positive attitude**.

S Denotes satisfactory citizenship for the student who exceeds, consistently, or usually meets expectations

N Denotes needs improvement for the student who sometimes meets expectations

U Denotes unsatisfactory citizenship for the student who rarely meets expectations

In addition to these citizenship criteria, merits and demerits earned in each classroom will also factor into the citizenship grade.

Low citizenship grades can affect athletic eligibility.

DRESS CODE POLICY

Ambassador Christian Academy desires to create an educational atmosphere that maximizes learning. Modesty, moderation, neatness, cleanliness and gender distinction are the overriding principles of the ACA uniform policy. Students are required to abide by the uniform policy at all times. The students' dress should reflect pride in their

school and respect for themselves. Enforcement of the uniform policy, like all other discipline matters, is based on cooperation among students, parents and the school. The school, however, is the final authority on the uniform policy and other discipline issues. If, in the opinion of the school, **a student's dress is inappropriate**, a parent will be called and required to bring a new, acceptable uniform to the school. For every offense thereafter, **the student's account will be charged \$5, and parent called to bring the appropriate clothing.**

It is a violation of the uniform policy to show underwear, midriff, lower back or cleavage at any time (including when leaning over or raising the arms). All skirts and shorts must be longer than fingertip length when arms are placed at sides (boys and girls). Clothing that is tight, baggy, dirty or sloppy is not allowed. Items that are torn or cut in any way are prohibited. Appropriateness of overall appearance will be left to the discretion of the administration.

It is recommended that students purchase an ACA approved uniform jacket or hoodie along with the uniform shirts. When the weather turns cold students must still be in uniform inside the classroom. All uniform clothes can be purchased in the main office. ***Please mark all uniform clothing with the student's name in the tag.***

Boys

SHIRTS

1. UNIFORM SHIRTS – Uniform shirts may be black or purple. Uniform shirts may be long or short sleeve. Only uniform shirts with ACA logo are acceptable.

- No modifications of uniform are permitted.
- Uniform shirts may be un-tucked, but may not be excessively long.
- In cold weather black long sleeve shirts may be worn *under* the uniform shirt.

PANTS

1. UNIFORM PANTS – Uniform pants must be khaki or black dress pants.

2. UNIFORM SHORTS – Uniform shorts must be khaki or black dress shorts.

- Pants that are excessively tight, baggy, dirty or sloppy are not allowed.
- Gym shorts are not allowed.
- Dress pants or shorts with any other color (striped, plaid, etc.) are not allowed.
- Boys may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No over-sized belt buckles or belts with logos are allowed.
- No undergarments are to be **visible at any time. Sagging is not allowed.**

Girls

SHIRTS

1. UNIFORM SHIRTS – Uniform shirts may be black or purple. Uniform shirts may be long or short sleeve. Only uniform shirts with ACA logo are acceptable.

- No undergarments are to be visible at any time. Sagging is not allowed.
- Girls' shirts are to be purchased in the appropriate size to ensure no midriff or lower back is visible.
- No modifications of uniform shirts are permitted. This includes pinning, rolling, knotting, or any other modifications.
- In cold weather black long sleeve shirts may be worn *under* the uniform shirt.

PANTS/SHORTS

1. UNIFORM PANTS-Uniform pants must be khaki or black dress pants.
2. UNIFORM SHORTS-Uniform shorts must be khaki or black dress shorts.
 - No legging, jeggings, or skinny jeans are allowed.
 - Pants that are excessively tight, baggy, dirty or sloppy are not allowed.
 - Shorts must be longer than fingertip length when arms are placed at sides.
 - Shorts should not be rolled or altered in any way.
 - Girls may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No over-sized belt buckles or belts with logos are allowed.

SKIRTS

Skirts must be khaki or black.

- Skirt length is to be longer than fingertip length when arms are placed at sides.
- No undergarments should be visible at any time.
- It is understood that the waistbands of skirts are capable of being rolled and unrolled during the school day. If, in a staff member's opinion, the skirt is shorter than fingertip length after the first warning, the student will be issued a **\$5 fine** for a dress code violation. **Throughout the duration of the school year, any girl who receives three demerits for skirt length will forfeit the privilege of wearing a skirt to school for 30 days.**

Outerwear

1. JACKETS- Only approved uniform jackets with ACA logo are acceptable. Students may also wear school-issued jackets.
2. SWEATERS-Only approved sweaters or hoodies with ACA logo are acceptable.
3. SWEATERVESTS- Only approved sweater vests with ACA logo are acceptable.
4. ACA LETTERMAN JACKETS-Upper school athletes may wear their own ACA letterman jackets in cold weather.
5. Blankets are not approved outerwear.
6. Sweatpants are not allowed to be worn under skirts/shorts.

Shoes and Socks

1. Students must wear securely-fitting closed shoes.
2. Socks must be solid white, black, khaki or brown with no designs.
3. Flip-flops, slippers, slides and other open-toed sandals are not acceptable footwear for school.
4. Shoes should be chosen with discretion and not be a distraction for others.
5. Cowboy boots or boots with heels are not allowed.

Hair

BOYS Guidelines:

1. Hair should be neat, clean, moderate and a natural hair color.
2. Boys should be clean-shaven. Sideburns must be neatly trimmed and are not to extend below the bottom of the earlobe.
3. Hairstyle should not be distracting to the individual or those around him.
4. No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

GIRLS Guidelines:

1. Hair should be neat, clean, moderate and a natural hair color.
2. Hairstyle should not be distracting to the individual or those around her.

3. No extreme hair accessories will be allowed.
4. No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

Accessories

1. No accessorizing is permitted. This is to achieve a uniform look, minimize distractions and support an educational atmosphere. (This includes pins, brooches, scarves, headbands, flowers, etc.)
2. The only belts permitted are plain brown or black leather with a maximum width of 2" and must be worn within belt loops. No studded belts of any style are allowed. No oversized belt buckles or belts with logos are allowed.
3. Socks must be solid with no patterns. (Vans, Nike and Nike Elite socks are ok.)
4. Girls may wear natural colored, white or black full-length tights or leggings under shorts or skirts.
5. "Fishnet" or patterned style socks, stockings or tights are not permitted.
6. The only approved hat wear is the ACA beanie for cold weather or ACA ball cap. All hats must be removed upon entering the building.
7. Any glasses that are not prescription may not be worn except out-of-doors.

Jewelry, Tattoos and Body Piercing

Students who choose to pierce their ears or noses during the year are not allowed to wear spacers while at school or at school sponsored events. Parents need to be proactive in preventing a potential problem by not allowing inappropriate, new, or piercings not in accordance with school guidelines.

JEWELRY Guidelines:

1. Girls may wear necklaces, but jewelry should be chosen with the discretion and not be distracting to others.
2. Chains protruding from pants pockets are not permitted.
3. Any other "body jewelry" is never appropriate and is not permitted. This includes, but is not limited to nose rings.

Tattoo and Body Piercing Guidelines:

1. Body piercing is unacceptable for ACA students and may not be visible at school or any school-related activities.
2. Tattoos are unacceptable for ACA students and may not be visible at school or any school-related activities.

Friday Dress Guidelines

To promote school spirit and raise funds for sports, **Friday is the day to pay \$1** and officially show support for ACA classes, clubs, teams and groups. Money will be collected in assembly before school. Students will be given a ticket to prove they have paid for the day. Follow the following guidelines:

1. Students may wear jeans (with no holes).
2. Students may wear shirts that do not portray guns, violence, drugs, sex, war or obscene words or gestures.
3. In season, athletic teams may wear team jerseys over a short or long sleeved T shirt.
4. All clothing must stay within school guidelines including but not limited to shorts, skirts, and dresses longer than fingertip length, no cleavage, and must include closed toed shoes. **Inappropriately dressed students will need to call their parents for a new outfit and will be fined \$5.**

Game Days

Players may dress up in the following manner on days of a game:

Boys: Dress shirt, dress pants, a belt and dress shoes. Tie is optional but advised. Shirt must be a button up shirt designed for a tie. No polo shirts unless worn under a suit coat. Jerseys may be worn over the uniform shirt and uniform pants.

Girls: Dress, dress blouse and dress pants or dress skirt, suit and dress shoes are acceptable.

All clothing must still follow ACA guidelines (length of dress/skirt and closed toed shoes). No denim allowed at any time.

Formal Dress

The formal dress guidelines must be followed by all students and guests. Students need to obtain administrative approval for any apparel which may not comply with the guidelines. Dances, Prom and Graduation are formal events and students should dress accordingly. **Only students who meet the dress guidelines will be allowed into the event.**

BOYS FORMAL DRESS GUIDELINES:

1. A suit or tie should be worn.
2. Hair must conform to uniform policy.
3. Jewelry and tattoo guidelines from the uniform policy must be followed.
4. Any extreme in fashion is not acceptable.

GIRLS FORMAL DRESS GUIDELINES (modesty is key):

1. Back of dress may not be lower than shoulder blades.
2. Dress may not be tight fitting.
3. Dress may not be low-cut in front.
4. Dress may not have slits higher than top of the knee cap.
5. The length of dress must be at the top of knee cap or longer.

Enforcement

Ambassador Christian Academy will discipline those students who violate the dress code. Repeated violations of this code will be interpreted as disrespect and defiance of authority and the standards of our school and will be treated as such. The site administrator or his/her designee will make final decisions regarding the implementation of this code. The consequences for dress code violations will be followed as per the behavior code.

Exceptions

Any exception to the above dress code must have prior administrative approval, including the wearing of team uniforms and class/spirit days. The Administration reserves the right to change the dress code at any time to adjust to appropriate/inappropriate fashion trends.

Physical Education Dress Code

All students will be in gym shorts, longer than fingertip length when arms are placed at sides, and a plain T-shirt. Students may not borrow uniforms from other students. Students may wear sweats during inclement weather at the direction of the PE teacher.

Message to Parents

God has given parents the ultimate responsibility for educating their children. Ambassador Christian Academy functions as an extension of the home to facilitate, but not to usurp its authority. The school can best fulfill its

mission when it works cooperatively with godly parents to give the student a consistently God-centered environment.

This handbook is a guideline and as such may be subject to change. Administration reserves the right to institute new policies as needed by our changing society. Parents and students sign a cooperation agreement each year which acknowledges that they are willing to abide by those changes and will hold harmless Ambassador Christian Academy should they disagree with those policies.

BEHAVIOR CODE

The principal or the principal's designee has the right to apply any disciplinary action, as they feel necessary, in order to maintain a proper Christian atmosphere at school.

Please note the following criteria for enforcement of the Behavior Code:

1. Any combination of offenses occurring in any one instance may result in more serious disciplinary action at the time (i.e. suspension/expulsion).
2. Any combination of offenses over a period of time may result in a more serious disciplinary action at the time.
3. All students receiving a suspension (except for tardiness) may be placed on a probation contract upon return to school for the minimum of one semester.

Demerit Policy:

Classroom infractions that will earn a demerit:

Tardy
Food in class
Disruption
Electronic devices
Not being prepared for class

Other infractions that will earn a demerit:

Dress code violation
Boundary violation
Chapel distraction/improper chapel seating
Hair violation
Electronic devices
Others

Consequences of a demerit:

3 demerits	30 minute detention or silent lunch & parent contact
6 demerits	30 minute detention or silent lunch & parent contact
9 demerits	30 minute detention or silent lunch & parent contact
10 demerits	4-hour Saturday School
12 demerits	Out-of-school suspension/Parent contact/Contract

After 3 demerits the student is required to serve a 30-minute detention. Missing any detention or silent lunch will automatically result in a 2-hour Saturday School (which comes with a fee of \$15).

Accumulation of demerits will begin each semester.

Merit Policy:

ACA also has a Merit Policy which recognizes and commends students for their good behavior. Merits achieved will be used along with staff recommendation to determine our school Ambassadors.

The following are examples of merits that can be issued by teachers, administration and staff:

- Always Prepared
- Displaying Integrity
- Extremely Helpful
- Following Directions
- Generosity
- Positive Attitude