



Student Handbook 2010-2011

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**Introduction to
Altus Christian Academy**

Welcome to Altus Christian Academy! It is my hope that you will feel at home from the first time you step through the doors. We purpose to treat every parent, every student, every staff member, and every visitor as we would treat Christ himself. We want to be friendly, kind, responsive, and knowledgeable. Our desire is to be a Christ-centered organization that teaches children both in grace and truth.

ACA has been blessed during the 2009-2010 school year. We've had so many wonderful students and parents who have helped make the school a joyful place. We've watched students grow spiritually, making good choices and learning to serve. We've been blessed materially as well. We received a technology grant from The Priddy Foundation which provided laptop computers, training for the teachers, and school management software. God has been very good, and we are grateful.

We added three new members to the board of directors: Amy Dodson, Tatum Gallagher and Bruce Wiese. They each bring an area of expertise to the board that will serve the school well, and we thank them for their willingness to serve.

2010-2011 will be ACA's fifth year of existence. Time has definitely flown, and we are anticipating what God has in store for the school during the next year. Please keep us in prayer that we might fulfill the mission God has given us. This school is not just an educational institution, it is a family and a ministry. It is about relationships and supporting families as they seek to raise up godly children who can fulfill God's purposes throughout their lives.

Thank you for your support of ACA. We look forward to a wonderful school year.

Dana Darby
Principal

Altus Christian Academy

Board of Directors

Kris Martin, President
Brad Leverett, Vice-President
Becky Hamilton, Secretary
Cheri Petzold, Member
Amy Dodson, Member
Tatum Gallagher, Member
Bruce Wiese, Member

Principal

Dana Darby, Ph.D.

Staff – (2009-2010 school year)

Shirley Booker, 3rd and 4th grade teacher
Jennifer Burrow, pre-k teacher
Jen Capper, music teacher
Andrea Carpenter, 2nd grade teacher
Kate Dodds, pre-k teacher
Kayla James, 1st grade teacher
Melinda King, kindergarten teacher
Sharla Moore, office manager
Kris Martin, p.e. teacher
Andrea Nichols, pre-k teaching assistant and extended care
Chris Riffle, technology teacher
Brenda Pettijohn, art teacher
Rochelle Robinson, pre-k teacher
Wanda Spencer, pre-k teaching assistant
Amala Waldon, 5th and 6th grade teacher
Sharmon Wood, pre-k teacher and extended care director

MISSION STATEMENT

To achieve excellence in education through Christ-centered principles.

VISION STATEMENT

To become a school where all children receive an exemplary education which prepares them to manifest God's purposes and plans in the world.

PHILOSOPHY

We believe that each child is to be valued as a unique creation of God, fearfully and wonderfully made (Psalm 139:13-16). Each child has particular traits, talents, and abilities and has a distinct learning profile of strengths and weaknesses. Children should be in an environment in which those differences are recognized and developed.

We believe that knowledge is like a structure, needing a firm foundation. That foundation is the Word of God (Luke 6:46-49). We believe that knowledge cannot be simply "deposited" into the student; rather, each student must "build" his or her knowledge and be developmentally ready to incorporate new knowledge into his or her existing framework. Christ reflected this belief as he met people where they were and used stories they could relate to in order to teach them higher truths.

We believe that learning is exciting and fulfilling, and if it is not, parents and teachers should make every effort to uncover the reason and address the problem. Students enjoy being productive, and there are many different kinds of productivity that demonstrate learning.

We believe that learning best takes place in an environment of love, acceptance, and respect. Knowledge means nothing without love (I Corinthians 13). Each child should see himself or herself as an integral part of the class and develop a network of friendships. It is within this context that students learn appropriate social skills.

We believe the Bible teaches the ultimate lessons of life (2 Timothy 3:16-17) and that no curriculum is complete that does not weave Biblical truths and values into the fabric of the classroom. This is taught explicitly through direct instruction. It is also taught implicitly through the daily lessons of repentance, forgiveness, sharing, unselfishness, and many others.

Lastly, we believe that God designs each of us with specific works in mind (Ephesians 2:10). The teachers at ACA have a passion for teaching and for students, and we believe this passion is God-given. We trust that He will equip us for the awesome responsibilities of educating young minds and living out a Christ-like example.

STATEMENT OF FAITH

The following statements reflect the core beliefs at Altus Christian Academy. Educational as well as operational decisions will be based on these fundamental ideas. Families are not required to agree with these statements; however, they will be expected to abide by school policies and procedures based on these statements.

We believe...

1. the Bible is the inspired, inerrant word of God and through knowledge of the Scriptures people can be equipped for a productive, Christ-honoring life (2 Timothy 3:16-17)
2. the one God exists in three forms: God the Father, God the Son, and God the Holy Spirit (Matthew 28:19; 2 Corinthians 13:14)
3. God created the heavens and the earth (Genesis 1:1) and created people in His image (Genesis 1:26-27)
4. in the deity of Jesus (John 10:30)
5. Jesus was born of a virgin (Matthew 1:23); lived a sinless life (Hebrews 4:15); died so that people, all of whom have sinned (Romans 3:23), could be reconciled to God (Colossians 1:21); was resurrected from the dead (Matthew 28:6); ascended to the Father and will return someday (Acts 1:9-11).
6. people are saved by God's grace through faith, not by deeds (Ephesians 2:8-9).
7. the saved will receive eternal reward and the lost will receive eternal punishment (Romans 6:23).
8. the Holy Spirit indwells each believer and spurs us on to holy living (1 Corinthians 3:16, Galatians 5:22-23)

Because ACA is an independent school (not affiliated with a particular group), it does not engage in teaching specific doctrines. Questions or issues that are denominational in nature will be referred to the parents for clarification within the family.

CORE VALUES

- **Christ-centered** – imitating Christ in all thought, word, and deed.
- **Christian Principles** – the traits, values, and belief system taken from the Bible and applied to everyday life.
- **Professionalism** – demanding honesty, integrity, and excellence from students, staff, and parents in all endeavors.
- **Nurturing Environment** – providing a spiritually, physically, and mentally safe, learning environment.
- **Excellence** – the highest qualities of learning that build a strong foundation for future success.

Policy and Procedure Information

ADMISSIONS POLICIES

Admission to Altus Christian Academy is open to any student who desires a Christian elementary school education and who demonstrates the potential for academic success. Families must agree to abide by the policies of ACA.

Altus Christian Academy does not discriminate on the basis of age, race, gender, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship or other school-administered programs.

Altus Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with ACA's administration and staff and to abide by its policies.

Admission Requirements

- Pre-kindergarten students should turn the appropriate age by September 1 of the upcoming academic year to enroll in a particular class. Three-year-olds must be toilet-trained to be admitted to the program. Kindergarteners should turn 5 by September 1. Entrance into grades higher than kindergarten will require successful completion of the previous grade. Early placement, though not encouraged, will be considered in special circumstances and will depend on board approval.
- Parents must sign an acknowledgement of ACA's statement of faith and an agreement to abide by ACA's policies and procedures.
- Entrance tests may be given to new students. A team consisting of the school administrator and two teachers will make this determination. Previous assessments will be considered. ACA faculty, administration, and the parents will work together to determine appropriate placement. The admissions team will make the final determination.
- Students must be up-to-date on immunizations and will be required to have a current immunization record on file. If exempt for medical or religious reasons, the student must have the appropriate form on file. Students not current on immunizations must be brought up-to-date as soon as possible and within the first 9 weeks of the school term. Students not in compliance may be asked to stay home from school until properly immunized. See page 26 for the Oklahoma Immunizations Requirements.
- Each student must have a copy of his or her birth certificate on file.
- Transfer students must provide a copy of his or her most recent report card and a student information form completed by the current or most recent classroom teacher. ACA's admissions committee may request all student records as part of the admissions process.
- Students must have a record of acceptable and appropriate behavior at previous schools.
- The admissions committee may request an interview with parents prior to admission.

Admissions Process

Pre-kindergarten:

Submit the following:

- Student application form.
- Photocopy of the student's immunization record
- Photocopy of the student's birth certificate

Kindergarten through Sixth grades:

Submit the following:

- Student application form
- Photocopy of the student's most recent report card
- Photocopy of the student's immunization record
- Photocopy of the student's birth certificate
- Student information form to be completed by the student's current or most recent teacher and returned to ACA by that teacher. This form will be supplied by ACA.

Enrollment and Acceptance Policy

Test scores, grades, and teacher information from a student's previous school will be among the variables that may be considered during the application process. For home schooled students, test scores, grades, and parent information will be considered. A committee consisting of the school administrator and two teachers will determine whether the student records demonstrate the potential for academic success. If any question remains, the committee may require further testing before a student is admitted. Once a student is admitted grades and test scores will be accepted from the sending school, or in the case of home schooled students, from the parent. Promotions from the sending school or the parent will be accepted pending the admissions committee recommendation on grade placement.

ACADEMIC POLICIES

Altus Christian Academy has high expectations for academic performance and our commitment is to go the extra mile to help students meet those expectations.

Grading

Academic grading scale:

A	92-100
B	83-91
C	74-82
D	65-73
F	64 and below

Reports to Parents

Report cards will be sent home on the first Wednesday following the end of a 9-weeks grading period. Parents should sign these and return them as soon as possible.

Progress reports will be sent home at mid-term of each 9 weeks grading period.

Parent-Teacher Conferences

Conferences will be held at the first 4½ weeks of the first semester and the first 4½ weeks of the second semester. An additional conference will be held at the end of the school year. Specific dates are listed in the school calendar. Parents and teachers are encouraged to schedule meetings anytime there is a concern.

Honor Roll

Students in first grade and up are eligible to be listed on the school honor roll. Students making all A's each nine weeks will be listed on the Honor Roll with Distinction. Students who have at least one B, but no grade lower than B, will be listed on the Honor Roll.

Promotion and Retention

Students with average to above average grades and developmentally appropriate classroom behavior will promote automatically to the next grade. Parents of students with below average academic performance may be asked to hold a conference with the teacher. When a student struggles in school, it is vitally important to find out why. See the information below regarding at-risk learners.

Educational research indicates that retention is rarely effective in the long run. Rather, it is in the best interest of the child to uncover the reasons for his or her difficulty as quickly as possible and then address those appropriately and consistently. Retention will be used when parents and teachers agree and have evidence that it is the best option. If school personnel

and/or parents determine that ACA is not the best program to address a student's needs, parents may be asked to consider other academic options for their child.

The ultimate goal is to do what is in the best interest of the student and what will enable his or her long-term success.

Identifying At-Risk Learners

If a student shows signs of a learning difficulty, teachers at ACA may recommend a number of options to parents including tutoring, assessments, and/or therapy, among others. Parents will be given information regarding private/insurance pay options such as developmental pediatricians, diagnosticians, speech therapy, etc. They will also be given information regarding services through the Altus Public School system. Because of No Child Left Behind, every public school must seek out students within its district who might qualify for special education services, regardless of whether they are in public or private school. This process is called "child find." The public school system provides testing at no cost as well as equitable services. This could include the provision of services or equipment or the training of ACA teachers to perform the needed interventions. If you have questions about the qualification process, please contact ACA's principal.

Testing

Standardized testing is simply testing where, as much as possible, students are given the same questions under the same conditions so a student can be reasonably compared to his or her peers. As such, it is only one piece of a very big puzzle. Teachers continuously monitor student progress through classroom assignments, classroom assessments, portfolios, and observation. Parent input is also important to know how students handle homework assignments.

Testing should not be about reward and punishment. It should be used to determine a student's strengths and weaknesses and to plan accordingly. Assessment is also valuable because it gives an external point of reference for the overall program. Is the curriculum overlooking any important knowledge or skill? As a group, are the students missing out on a particular objective as compared to their peers across the country? Is there an area in which the students are performing particularly well? These types of questions will help ACA maintain program accountability.

We will continue to use a kindergarten readiness assessment for children in the 4-year-old program. Currently this is the Developmental Tasks for Kindergarten Readiness II, and it is usually given at the end of March. We will assess students in kindergarten and up during the month of April using the Stanford 10 Achievement Test. It is broken into subtests and helps provide information about a student's learning profile.

Students transferring to another school should contact that system to discuss and schedule any entrance tests.

Maximum Student to Classroom Teacher Ratios:

3-year olds	10:1
4-year-olds	12:1
Kindergarten	12:1
1 st grade	12:1
2 nd – 6 th grades	14:1

Altus Christian Academy may add up to two additional students in Kindergarten – 6th grades, if needed to accommodate siblings or other unusual circumstance. Additions are to be approved by the board of directors.

ATTENDANCE

Regular attendance is vital to academic success.

Parents should notify the school for any and all absences. Make-up work should be completed as quickly as possible. The amount of time for make-up work is the number of days absent plus one.

Absences due to non-emergency matters are discouraged. Students who miss more than 10 days in one semester may be required to repeat the grade. Families with extenuating circumstances may petition the board for an exception to this policy.

The number of times a student is absent and/or tardy will be noted on the student's report card.

If necessitated by a move or other extreme circumstance, students may withdraw from school one week prior to the last day of the school year and receive a final grade for purposes of promotion. Students withdrawing earlier than one week before the last day of school for the year will receive transfer grades, but not final grades.

CLASSROOM INTERRUPTIONS

Altus Christian Academy recognizes the importance of maximizing time on task within the classroom to promote learning. To ensure uninterrupted class time, ACA establishes the following policy:

1. School staff, faculty, administrators, parents, and visitors to the school are requested to schedule appointments with classroom teachers so they may conference/communicate during after-school hours or during non-instructional times.
2. Parents are requested to schedule appointments for their children after school hours or on school holidays if at all possible. If it is necessary to pick their child up during school hours, parents should send notice to the teachers or school secretary as soon as possible and preferably at least 24 hours ahead of time.

3. Except for emergencies or very urgent matters, school personnel should deliver messages and communicate with classroom teachers during times the teacher has posted outside his/her door. These might be during snack time, recess, lunch, etc.
4. Salespersons, solicitors, and others shall not interrupt classroom teachers during the school day. Salespersons must report to the school secretary and or the school administrator.

DISCIPLINE

Jesus said “No student is above his teacher” (Luke 6:40). Jesus, the great teacher, also set the example of service by washing his students’ (the disciples’) feet (John 13:4-17). We seek this balance as we serve students and families and do so in an atmosphere of respect. Our goal is to love our students as Christ loves us and to treat students with dignity. We also expect our students to show respect for authority whether a classroom teacher or other staff member. We also expect our students to show respect for other students, for visitors at our school and for physical property.

Faculty and staff at ACA believe that discipline involves encouraging good behavior and not simply punishing negative behavior. Our first approach to behavior and character training is positive and seeks to instill knowledge of Christ-like traits. ACA utilizes the Honorable Character® classroom management program as a tool for teaching these traits. Students are “caught in the act” of doing good and recognized. Teachers keep a record of traits exhibited during the week and send home a form each week so parents can celebrate the good behavior.

Realistically, we know that misbehavior is to be expected and we note infractions by character trait on the same form. In this way parents are kept informed and involved in teaching Christ-honoring behavior to their children.

For severe behavior problems, the child will be sent to the principal. The principal will use his or her discretion and may use a variety of measures including student-administrator conference, parent-administrator conference, loss of play time, loss of class privileges, and in extreme cases, suspension or expulsion. Communication between the school and home is essential. If behavior problems escalate or become a pattern, parents will be notified promptly. Parents, teachers and appropriate professionals should work together to determine any underlying factors in the student’s continued misbehavior. ACA reserves the right to dismiss a student from the school if his or her behavior causes physical or emotional harm to another child or if the behavior detracts from the quality of education.

DRESS CODE

Students will be asked to adhere to a dress code. This dress code is designed to promote school spirit, positive discipline, and comfortable activity. Parents have requested that the dress code be simple and that the clothes be affordable and durable. Requirements are as follows:

Red, navy, light blue or white polo shirts, short- or long-sleeved, with the ACA logo
Any button-up, collared, dress shirt in any of the four approved colors (examples: Peter Pan style, Oxford style, etc.), with the ACA logo (Our staff may require a certain shirt be worn on field trip days).

Turtleneck tops may be worn in any of the four approved colors only under polo shirts or the jumpers for girls (Jumpers must have the ACA logo.)
ACA logo is not required on any bottom layer shirt worn where the logo wouldn't normally show.

Navy or khaki pants or shorts for the boys
Navy or khaki pants, shorts, jumpers, capri pants, and skirts/skorts for the girls
Pants may be casual designs such as cargo pants or khaki denim.

Tennis shoes are required for p.e. For simplicity's sake, we recommend students wear tennis shoes to school.

All students may wear jeans on Fridays with the regular school uniform shirt or an Altus Christian Academy school t-shirt. Three-year-old students who attend 2 days per week may wear jeans and uniform or school t-shirts on Thursdays.

Shorts should be worn under skirts.
Shorts and skirts/skorts should meet the "fingertip rule." That is the bottom of the shorts or skirt/skort should be at or below the fingertips when the child's arms are at the child's sides.

Outer layers worn for warmth in the classroom can be anything in the four approved colors, does not require the logo, and when worn, the collar of the logoed shirt must be visible at all times.

The ACA-PTF sponsors PAW PASSES which allows students to wear clothing of their choosing, according to PTF guidelines, on Fridays. Students may receive these passes for perfect monthly attendance, clean calendar (1st-6th) or parent attendance at the PTF meetings.

FINANCIAL POLICIES

Families may pay tuition in 3 different ways.

1. Payment may be made monthly over 10 months (from August through May).
2. Payment may be made monthly over 12 months (June through May) to lower monthly costs.
3. Payment may be made by semester with the first payment due August 1 and the second payment due the first class session in January.

Scholarship information may be obtained from the school principal or secretary.

Monthly payments are due at the first class session of each month with the exception June, July, and/or August in which payments are due by the first day of the month. Full tuition is due each month/semester regardless of student absences or holidays.

Payments more than 10 days past due will be subject to a \$20 late fee. For accounts not kept up to date, students may be suspended until accounts are caught up. They will not be allowed to enroll in subsequent school years unless all fees have been paid. Transcripts and permanent records will not be released until all accounts are in good standing.

Should it become necessary to withdraw your child from the school or extended care, you will need to give a one-month notice with payment due for that month. Any amount prepaid beyond that one-month period will be refunded to you.

Materials fees are required before your child will be added to a class. These fees are non-refundable.

Tuition and Material Fees

<u>Age or Grade</u>	<u>Class Days</u>	<u>Material Fees</u>	<u>Monthly tuition</u>	<u>Semester Tuition</u> (5% discount)
3-year-olds	Tues/Thurs	\$40	\$85	\$404
3-year-olds	Mon/Wed/Fri	\$50	\$115	\$546
3-year-olds	Mon thru Fri	\$90	\$190	\$903
4-year-olds	Mon/Wed/Fri	\$75	\$115	\$546
4-year-olds	Mon thru Fri	\$90	\$190	\$903
4's-full day	Mon thru Fri	\$125	\$365	\$1734
Kindergarten	Mon thru Fri	\$250	\$285	\$1354
K-full day	Mon thru Fri	\$285	\$365	\$1734
1 st -6thgrade	Mon thru Fri	\$285	\$365	\$1734

Multiple-Child Discount

If you have more than 1 child enrolled in the school, you will receive a discount of 10% off the tuition for each child after the oldest.

EXTENDED CARE

- Extended Care is offered for ACA students on the days they attend school. The Extended Care program is licensed by the Oklahoma Department of Human Services.
- Hours of operation: 11:15 am – 5:10 pm on days ACA is in session. Extended Care will not be offered on the last day of school, May 27th.
- Fees: \$2.25 per hour
- Parents are charged for the hours for which they have signed up their children. Fees are prepaid for the month and the full amount is due regardless of student absences. (No refunds are given for days missed).
- Payment is due the first session of each month and may be paid in the same check as tuition.
- Though a regular schedule is preferred, ACA Extended Care will also accept “drop-ins”. In this case payment is due at the end of the month.
- For “drop-in” care, 24 hours notice is required and availability will be determined.
- Both daily and drop-in care require that the student have a DHS Information Form on file.
- Pre-K students in Extended Care need to bring a lunch. You will be given a microwave tag. Please attach to the outside of your child's lunchbox if they have something to be heated. And include utensils if needed (these are not provided by ACA). Refer to lunch information on pg. 22.
- Pre-K and Kindergarten students in Extended Care will have a rest period each day. Parents should send a mat, blanket, or sleeping bag and a small pillow (optional). This will be kept at the school and sent home weekly to be laundered.
- Pre-K and up will have a snack around 3:15 pm daily. Parents should include an extra snack in the child’s lunch box if they will be in Extended Care at that time.
- Extended Care will close at 5:10 pm daily. Children must be picked up by this time. Parents will be charged a late fee of \$5 for every 5 minutes late.
- Any staff who has reason to believe that a child has been abused is required to promptly contact the county office of the Department of Human Services or the statewide toll-free Child Abuse Hot Line, 1-800-522-3511. Staff are required to cooperate fully in the investigation of any allegation.
- Notice to Extended Care parents: Our facility provides a compliance file in accordance with licensing requirements. It will be made available by the Extended Care director.

HEALTH AND SAFETY

Each child must have a medical release on file at the school. If a child sustains a serious injury or becomes seriously ill and we cannot reach the parents, we want to know we can quickly get them the help they need. Any concerns or special instructions should be noted on your child’s medical release form.

Please do not send your child to school if he or she has a fever over 100.4° (which means illness), is vomiting, has diarrhea, or shows any signs of a contagious disease (including

unidentified rashes). If your child begins to show signs of illness at school, we will make sure he or she is comfortable and call you as soon as possible. A child must be fever-free for 24 hours before returning to school. ACA reserves the right to request a doctor's note before allowing a student to return to school if they have a rash, pink eye or other contagious disease.

Anyone picking up a child in pre-k must have a placard issued by the school. For all grades, only authorized persons may pick up your child. If you need to make changes to your list of authorized persons, please do so in advance. In case of emergency, please call the school and give the secretary the name of the person picking up your child and their ID will be checked before releasing the student.

Snacks

It is the intention of ACA to support parents in their efforts to develop healthy eating habits of children in order to optimize scholastic potential as well as for overall good health. A nutritious diet reduces the incidence of obesity, diabetes, tooth decay, etc. and helps children focus their attention and retain information. Specifically, ACA will promote snack time as an opportunity for children to develop the habit of enjoying and preferring nutritious foods and to try new foods (especially fruits and vegetables). Sweets and other low nutrient foods should be reserved for special occasions. All snack foods should be ready to eat. This includes washing and prepping fruits and vegetables for easy consumption.

- Refrigeration is available.
- Before bringing nuts or nut products, parents should check with the teacher.
- Juices should be brought in a jug, not individual servings.
- Parents should avoid bringing items such as candy, chips, donuts, iced cookies, iced cupcakes, fruit drinks, gummy items, fruit rollups and the like for regular snacks.
- Parents should get approval for birthday items from his/her child's teacher.
- Please send small cups and napkins or other appropriate utensils with your snack.

Medication

Medications, including over-the-counter, may be administered at school only with a medication permission form on file for all medicines. Medicine must be relinquished to the teacher upon arrival at school. If it needs to be refrigerated, please note that on the medication form. All medicines must be in a child-proof container with original labeling from the pharmacy. Medication that is always left at the school such as Epi-pens and inhalers will be kept in a locked cabinet, in a location readily accessible to staff.

If you have given standing permission for staff to give your child acetaminophen or ibuprofen for minor complaints, you will receive a note or e-mail indicating the time and reason for which the medicine was given.

Fire, Severe Weather, and Crisis Action

ACA has a crisis action plan for severe weather, hostage/armed intruder, bomb threat, serious injury/illness, fire, and hazardous material/chemical spill. We will keep an inspection copy at the front desk or you may request your own copy.

In the event of an actual emergency, you will be contacted by phone as soon as it is safe to do so. If phones are not working, please listen to KWHW 1450 am radio station for information and instructions.

Asbestos Inspection

“Notice: Under AHERA 40 CFR Part 763, all K-12 Schools must have a management plan in place for potential asbestos containing materials. Altus Christian Academy’s management plan is available for review in the superintendent or administration office. No asbestos containing materials were discovered during the initial inspection. Inspection was conducted by accredited and state licensed AHERA inspectors under the supervision of an accredited and state licensed management planner.”

Reporting Child Abuse

Any staff member who has reason to believe that a child has been abused is required to promptly contact the county office of the Department of Human Services, 480-3400, or the statewide toll-free Child Abuse Hot Line, 1-800-522-3511. Staff members are required to cooperate fully in the investigation of any allegation. By law, a person making a report, in good faith, is immune from civil or criminal liability.

CONFLICT RESOLUTION

Even in the most agreeable of settings, inevitably there will be disagreements and different perspectives; therefore, we must be equipped to resolve issues in a Christ-like manner. Applying the model of Matthew 18:15-17 to the school setting results in the following steps:

1. Go directly to the person involved and with a humble heart and a desire for peace, discuss and pray about the matter.
2. If resolution is not reached, put the issue in writing and go to the next higher authority and meet with all parties involved. For example, if the matter involves a teacher, go to the teacher first, then to the principal.
3. If resolution is still not reached, put information and decisions in writing and go to the Board President. The Board President may choose to meet with all parties involved and try to resolve the issue.
4. If the issue is not resolved with the Board President, the matter may be appealed to the full Board of Directors. The situation will be presented in writing, including all previous recommendations and decisions. The Board may choose to meet with all parties involved. Any decision of the Board of Directors will be final.

CONFIDENTIALITY OF STUDENT RECORDS

ACA follows the Family Educational Rights and Privacy Act (FERPA) guidelines regarding confidentiality of student records. The provisions are as follows:

Parents of ACA students have the right to inspect and review the student's education records maintained by the school. Parents may schedule a time with the administrator to inspect their student's records. This appointment must be scheduled within 10 days of the parent's request. ACA may provide copies of the records when it is impossible (for reasons such as great distance) for the parent to be physically present to review the records. ACA may charge a fee for copies.

Parents have the right to request that ACA correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent then has the right to a hearing with the Board of Directors. After the hearing, if the Board of Directors still decides not to amend the record the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, ACA must have written permission from a student's parent in order to release any information from a student's education record. However, ACA may disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific state law.

General Information

TECHNOLOGY

ACA is blessed with a technology program designed to enhance student learning. In K - 6th, students have technology classes twice weekly to learn how to effectively utilize the school's laptop computers. Classroom teachers also frequently use the computers for projects and to encourage creativity in the classroom. The school is CIPA (Child Internet Protection Act) compliant.

FUNDRAISING

Tuition and fees should cover basic expenses such as salaries, rent, and utilities. Funding for expenditures such as equipment and library books should come from other sources. Typically, this is from fundraising activities. We will strive to choose our fundraising activities wisely and to keep parents and donors informed about how the money will be used. ACA's Parent Teacher Fellowship sponsors fundraisers during the school year. Selections will be subject to board approval.

RENWEB

ACA utilizes RenWeb school management software. This program is designed to enhance parent-school communication. Parents may access their student's grades, attendance, records, etc. online by going to renweb.com and selecting the Parents Web tab. There are directions for first time users to get a password. Parents must use the email address they provided to the school on their student's enrollment form. Teachers and administration also use this system to communicate with parents about school events. If a parent does not regularly use email, he or she should let the teacher know and request communication through notes, etc.

DATA NOTEBOOKS

Students in 1st - 6th grades will keep what is known as a data notebook. The purpose of this notebook is to record issues with responsibility and to track progress in math facts and various subject areas. Absences, tardies, missing homework, coming to class unprepared, etc. are all recorded on a calendar in the notebook. This provides valuable information that underlies a student's school performance. While its overall purpose is not as a reward system, students who end each month with a "clean calendar" are given a small incentive. Students also record progress toward goals regarding fluency with math facts, grades in specific subjects, and other data.

PARENT INVOLVEMENT

Parents are always welcome at the school. Your involvement demonstrates to your child the importance of education. It also enhances the quality of your child's education because teachers and staff have more time and resources to devote to the classroom.

Opportunities include:

- Working in the classroom
- Helping with field trips
- Fundraising
- Reading with students
- Office help
- Organizing and helping with class parties
- Membership in Parent Teacher Fellowship
- Employing a specialized background to enhance areas such as technology, graphic design, etc.

Only teachers, staff employed by the school, and regular volunteers who have obtained a background check may escort students to the restroom or be alone with students. Parents or volunteers helping students, other than their own children, must be in the classroom or in a public area of the school.

PARENT TEACHER FELLOWSHIP

ACA's Parent Teacher Fellowship was established to support the mission and vision of Altus Christian Academy by fostering a godly fellowship between the organization's parents, faculty and staff. PTF provides a forum for communication and Christian fellowship and provides a channel for fundraising to help meet the needs of the school. Membership is open to any parent or grandparent of children currently enrolled in ACA as well as faculty and staff of the school. There is a \$5 annual membership fee. A few examples of PTF sponsored items and events are listed below.

- Family Fun Nights
- Fall Festival
- PAW PASS rewards

FIELDTRIPS

Field trips are great fun and a great learning experience. Pre-kindergarten 4-year-olds are allowed to take local field trips. Examples of past field trips for 4-year-olds include the Stephen Fite concert and a tour of the Altus Fire Department.

Kindergarten and up may take both local and out-of-town field trips. Students are expected to act responsibly and respectfully at all times. Good behavior on a field trip is each student's ticket to the next field trip.

Often, we ask teachers and parents to drive. Drivers on fieldtrips must have a copy of their driver's license and insurance verification on file at the school. A driver's vehicle must meet government safety standards. All vehicles should travel together. For trips out of town, each vehicle should have the teacher's cell phone numbers. It is expected that all traffic laws are followed, including the requirement that everyone use a seat belt. Oklahoma law states that all children under six are required to use a child safety seat. Parents may require their children over the age of six to use a safety seat.

Teachers will assign children to vehicles, and this assignment applies for both departing from and returning to the school. Children must be in the presence of a responsible adult at all times. Any difficulties should be reported to a teacher immediately. Our staff may require that a certain uniform shirt be worn on field trip days.

LUNCH

Students in extended care, full day pre-k and kindergarten and up bring their lunch each day. A microwave is available to heat items. We ask that you send items that need little or no preparation except to be heated. Wednesdays are Pizza Days. Please send a drink with \$2.00 for pre-k and \$2.25 for K and up if your child wants to eat pizza. Otherwise, send a lunch as usual.

SCHEDULE

Important dates are printed in the back of this booklet. Class times are as follows:

Age/Grade	Days	Time
3-year-olds 2 mornings/wk	Tuesday & Thursday	8:00 am – 11:00 am
3-year-olds 3 mornings/wk	Monday, Wednesday, Friday	8:00 am – 11:00 am
4-year-olds 3 mornings/wk	Monday, Wednesday, Friday	8:00 am – 11:00am
3 and 4-year-olds 5 mornings/wk	Monday – Friday	8:00 am – 11:00 am
4-year-olds and Kindergarten With Enrichment (full day)	Monday – Friday	8:00 am – 3:00 pm
Kindergarten	Monday – Friday	8:00 am – 12:30 pm
1 st – 6 th grades	Monday – Friday	8:00 am – 3:00 pm

DROP OFF/PICK UP PROCEDURE

Important--Please do not let your child out of your vehicle. A teacher will help your child out when you have reached the front of the line.

Drop off time is 7:45 – 8:00am for all students.

Pick up time is 11:00 am – 11:10 am for pre-k students who do not stay for extended care.

Pick up time is 12:30 – 12:40 pm for part day kindergarten students.

Pick up time is 3:00 – 3:10 pm for full day pre-k and kindergarten and 1st – 6th grades.

Simply pull to the appropriate door of the building and a teacher will bring your child to your vehicle. A drop off/pick up procedure map will be distributed at parent orientation.

Students should arrive after 7:45 am and be picked up at the end of class. It will be necessary to charge a fee of \$5 for each 5 minutes late. Parents/care givers are not considered late until the end of the pick-up time for the child's class. If you have extenuating circumstances, please call your child's teacher.

SCHOOL CONTACT INFORMATION

Main number: 580-477-2511
Website: www.altuschristian.org
Email: dana.darby@altuschristian.org
Street address: 1700 N. Main, Altus, OK 73521
Mailing address: P.O. Box 393, Altus, OK 73522

SCHOOL CLOSING

If the school must close because of bad weather conditions or other extreme circumstances, please listen KWHW (1450 am) radio station or call the school for closing announcements. If power is available, we will send an e-mail via Renweb and put an announcement on our web page, www.altuschristian.org.

IMPORTANT DATES

August

16th Parent Orientation, 6:30 pm

17th Meet the Teacher Day

18th First day of school

September

6th No school (Labor Day Holiday)

23rd –24th Parent–teacher conferences/Progress reports
(no school on the 24th)

October

20th End of 1st quarter

21st–22nd No school (Fall Break)

27th Report cards

November

11th Veterans Day activities (school in session)

22nd–26th No school (Thanksgiving Break)

December

17th Last day of semester; end of 2nd quarter

20th –31st No school (Christmas Break)

January

3rd 1st day of second semester

5th Report cards

17th No school (Martin Luther King, Jr. Holiday)

February

17th – 18th Parent-teacher conferences/Progress Reports
(no school on the 18th)

21st No school (Presidents' Day)

March

11th End of 3rd Quarter

14th – 18th No school (Spring Break)

23rd Report cards

April

21st No School (Bad Weather Day)

22nd No School (Easter Break/Bad Weather Day)

25th No School (Easter Break/Bad Weather Day)

May

26th Last day of school for T/Th 3-year-olds

27th Last day of school
Awards Assembly Kindergarten and Up
Report cards/parent conferences for K and Up

27th Kindergarten graduation

