

# Alliance Christian Academy

*The best of both worlds*



Combining the best of homeschool &  
traditional classroom Christian education

**duas partes alicuius totius**  
*Latin for "two parts of a whole"*

### **Contact Information**

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## **The Alliance Christian Academy Difference – (Our Mission & Vision)**

ACA is a tuition-based, part-time Christian school created to work in tandem with homeschooling families. ACA's mission is to combine the best of both worlds...the worlds of homeschooling and traditional, Christian classroom education. Our combination of home study and classroom study creates an educational model that allows parents responsibility for their children's education through partnership with skilled instructors. In creating a living partnership between a homeschooling parent and a teacher, ACA realizes its vision to (a) make homeschooling more appealing and accessible to a greater number of families; (b) empower and enable families who wish to homeschool; (c) see students excelling academically; (d) lay a strong Biblical foundation in the lives of our students; (e) glorify God and strengthen families.

### **Defining Characteristics:**

#### **Division of Instruction, Traditional Classroom Setting, & Academic Focus**

The goal of ACA is to provide students with a strong academic base, in a traditional classroom setting, to complement their home instruction. This design allows parents to focus on the subject areas that require the most individualization and/or are 5-day subjects. Working in tandem with parents, ACA instructors handle those courses that naturally lean toward a group setting, or to professional instruction, and can be taught one day each week.

#### **Biblically-based Curriculum**

ACA represents different churches and denominations, but we agree on the essentials of the historic Christian faith and the supremacy of Jesus Christ. We believe that education cannot be separated from our Christian faith and seek to incorporate a Biblical world-view into our subjects. Students are taught to evaluate their experiences and learning in light of Scripture. Staff also strives to reflect a Biblical worldview by providing a clear model of Christian life and love in their relationships with students.

#### **Multisensory Learning**

ACA believes that learning should be interesting and engaging. Our instructors craft lessons that include a variety of learning tools, in order to engage students with different learning styles. Although we operate within the traditional classroom setting, we put a high emphasis on hands-on, interactive experiences to reinforce our lessons the kinesthetic, the visual and the auditory learner.

#### **Community**

Each of the families at ACA has made a commitment to building and preserving a strong family unit. We understand and appreciate that and believe that community plays a vital role in this. In that regard, ACA provides a forum for community through interactions, activities and support of our homeschooling families.

#### **Balance**

We understand the time and energy ACA families put into the education of their children. It is our goal to provide both students and parents with the option of quality time apart to complement their time together. ACA students are provided time to continue their education with professional teachers while ACA parents get valuable time to direct towards other areas, interests or employment. ACA opens up the option of homeschooling to more families by lessening the demand of instructional time upon the parents.

## **ACA STATEMENT OF FAITH**

We believe the Bible alone to be the only inspired, infallible, authoritative Word of God.

We believe in the literal interpretation of Scripture, as well as 'young earth' creationism.

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of sinful men.

We believe that salvation is by grace alone through faith.

We believe that faith without works is dead. Each person has a God-given purpose to further His Kingdom.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; the saved to the resurrection of life, and the lost to the resurrection of damnation.

## **ACA COLORS & MASCOT & FOUNDATIONAL SCRIPTURE**

Our school colors are hunter green (representing growth & youth), blue (classic leadership & strength) and white (faith). Our school mascot is a mason.

Our foundational scripture is Jeremiah 30:18-20, 22:

*I will restore the fortunes of Jacob's tents and have compassion on his dwellings; the city will be rebuilt on her ruins, and the palace will stand in its proper place. From them will come songs of thanksgiving and the sound of rejoicing. I will add to their numbers, and they will not be decreased; I will bring them honor and they will not be disdained. Their children will be as in the days of old, and their community will be established before me...So you will be my people, and I will be your God."*



## ACA Dress Code

The Academy believes that you must ‘dress for success’; therefore we do employ the use of uniforms. It is our belief that the use of uniforms **(a)** prepares students for the academic experience; **(b)** provides a wholesome and non-distracting environment; and **(c)** further builds a sense of community. Students are to arrive at school in uniform and remain in uniform until the end of the day.

We have crafted the uniform policy to make it as easy as possible for our families by not requiring a specific uniform brand. (i.e. French Toast, Educational Outfitters, Lands End, School Closet, and Izod.)

### Girls may wear:

#### **Bottoms**

**Skirts/Skorts/Jumpers:** Solid colored, knee-length uniform skirts, skorts or jumpers in **navy, grey or khaki only**. Solid colored uniform pants or knee-length uniform shorts with a belt: **navy, grey or khaki only**.

#### **Tops**

**Polos:** Tucked in, solid colored uniform polos (long or short sleeve): **navy, white, hunter green, light blue, or grey only**.

**Blouses & Turtlenecks:** Solid colored uniform peter pan collar or oxford blouses (long or short sleeve): **white or light blue only**, and solid colored turtlenecks in **navy, white, hunter green, light blue, or grey only**.

### Boys may wear:

#### **Bottoms**

Solid colored uniform pants or knee-length uniform shorts with a belt: **navy, grey or khaki only**. No cargo pants/shorts.

#### **Tops**

**Polos:** Tucked in, solid colored uniform polos (long or short sleeve): **navy, white, hunter green, light blue, or grey only**.

**Shirts:** Solid colored uniform oxford shirts (long or short sleeve): **white or light blue only**, and solid colored turtlenecks in **navy, white, hunter green, light blue, or grey only**.

#### **Sweaters:**

Solid colored uniform cardigan sweaters: **navy, green, grey or white only**.

#### **Accessories:**

Enclosed toe shoes. Solid colored knee or bobby socks, tights or leggings: **navy, white, or grey only**. No tattoos or body piercings, except non-dangling earrings. Any jewelry must be inoffensive to the Christian faith, and must not be excessive. Hair accessories must be appropriate for school attire.

#### **Supplemental Uniform Requirements:**

Proper undergarments must be worn at all times and not visible. Visible undershirts must be white. Please wear gym shorts or other covering under skirts when not wearing leggings.

#### **Sweaters:**

Solid colored uniform cardigan, pull-over-V-neck, or sweater vests: **navy, green, grey or white only**.

#### **Accessories:**

Enclosed toe shoes. Solid colored socks: **navy, white, or grey only**. No tattoos or body piercings. Hair must be clean, well-groomed, and cut and styled so that hair does not fall below the eye brows nor below the bottom of the collar length in the back. Boys must be clean-shaven at all times.

#### **Supplemental Uniform Requirements:**

\*Proper undergarments must be worn at all times and not visible. Visible undershirts must be white.

## **ACA PERSONNEL**

ACA is governed by a Board of Directors. Their expert oversight and prayerful leadership set and solidify the course of ACA's development and management. ACA's staff includes those instructors and administrators with a heart and passion for Jesus, the training of children, and the commitment to family. They are committed Christian role models and are professionally qualified. Academy teachers are carefully selected on the basis of Christian faith and character, experience, gifting by God in teaching, degrees and certifications.

## **School Year Information and Class Locations**

ACA school year is 30 weeks and runs August-April.

Academic classes meet once a week, on Wednesdays, 10am-4pm. Teachers are ready to receive students at 9:45 am. **Parents are to drop off their children between 9:45-9:55 am.**

ACA meets at The Gate Church, 3835 Carothers Pkwy., Franklin, TN 37067

### **Cancellations and Emergency School Closings**

ACA class and event cancellations will be announced via text or email by 6:00 am the morning of the class or event. ACA's weather related policy follows Williamson County's emergency system, as well as conditions in and around the area. *ACA will not make-up missed class days due to weather-related cancellations.*

## **Academic Information**

ACA divides subjects between home and class. However, we understand that the responsibility for the education of their children ultimately rests with the parents. Our classes are designed to assist the parent in homeschooling, with the bulk of the course work done in the classroom.

Our class size is limited to enable our instructors to provide a quality learning environment.

*Once a Class is filled, we will place any subsequent registrants on a waiting list. If a Class becomes significantly oversubscribed, we will try to offer an additional classroom for that course. ACA reserves the right to combine grade levels as will best serve its enrolled students.*

NOTE: ACA is not currently equipped to modify instructional or evaluation practices in response to a student's learning disability or other special challenges (ie. ADD, Aspergers, Autism etc). Students attending ACA must be able to function in a traditional classroom setting and perform work according to common standards.

### **ACA Grading Scale**

<u>Letter</u>	<u>Definition</u>
A+	96-100
A	93-100
B+	88-92
B	85-92
C+	80-84
C	75-84
D	70-74
F	0-69

### **Academic Contracts and/or Probation**

The ACA administration in consultation with ACA teachers may place a student on academic probation and/or on academic contract. If the conditions are not met, a student may be asked to leave and/or not be permitted to return the following year.

**Homework**

Homework serves as an opportunity to reinforce and master skills taught at school. The amount of time dedicated to homework for our academic subjects is contingent upon each student, but in general should be approximately 30 minutes/day on average. The amount of homework for our elective subjects will be minimal to none. All students should come to ACA with a personal planner/organizer to record homework assignments. All assignments will be posted on the Academy website no later than 9:00 a.m. on Thursday. Students who miss class due to an excused absence will be given the opportunity to complete all assignments and tests as directed by the instructor. When homework is not completed, and the reason is unexcused, the student will be given a zero for the assignment. If a student receives two zero's, she/he will have a scheduled interview with their parent and Director to discuss an appropriate action plan. If a student is found to have plagiarized or cheated, the homework will be given a zero.

**Grade Reporting**

Grades will be reported by each instructor four times a year. The reports indicate academic progress, as well strengths, and weaknesses in the areas of attitude and effort.

**Attendance**

When a student is tardy, the learning environment is disrupted. Parents must call the school when their children will be late for class. Excessive tardiness will be cause for disciplinary action.

## **STUDENT CODE OF CONDUCT & DISCIPLINE POLICY**

ACA's classroom will be a place of learning where the teacher is able to teach and the student is able to learn. Behavior, which disrupts this learning environment, will not be allowed at ACA.

### ***The following are expected standards of conduct for all ACA students:***

- ❖ Courtesy and respect are expected from all students at all times
- ❖ Students will display respect for those in authority over them by responding to directions with cheerful, willing, and prompt obedience and will address teachers and staff members appropriately.
- ❖ Students will treat fellow classmates with respect, both in word and action refraining from gossip or criticism of others.
- ❖ Students will be respectful of our host facility guidelines and property, and will assist in clean up at end of the school day
- ❖ Students will be responsible for the timely completion of assignments
- ❖ Students will maintain a consistent Christian testimony in their interactions with school policies and regulations
- ❖ Students will maintain cleanliness in person and property and will follow ACA's dress code
- ❖ At no time should students be wandering through any other part of the church or the church grounds.
- ❖ Tobacco, nicotine, alcohol, drugs or weapons of any kind are prohibited while at ACA / ACA activities. Any threats of violence will not be tolerated.
- ❖ Public displays of romantic expression are prohibited by students while at ACA / ACA activities.
- ❖ Electronic devices used for social purposes, including cell phones, will not be permitted during the ACA class day. Any viewing or sharing of music, images or videos with graphic/explicit language or sexually suggestive material will not be tolerated at any time.
- ❖ Students agree to abide by all policies as set forth in the ACA Handbook

### **Goals of Discipline**

It is at the heart of ACA to partner with parents in shepherding and disciplining the students of the school. When a student deviates in these areas, it is the responsibility of the home and school to provide correction and guidance. Discipline is only effective when the school and home are parallel in their approach. Attendance at Alliance Christian Academy is a privilege. Any student whose conduct or attitude presents a consistent problem will be asked to withdraw.

Our discipline goals are to:

1. Ensure safety of staff and students.
2. Create an environment conducive to learning.
3. Promote character training and self-discipline.
4. Shepherd the heart to follow Christ. (We believe that the core of discipline is to address heart issues.)



**Offenses—This list is representative of undesired behaviors and attitudes. It includes but is not limited to:**

- Repeated disruptions in class
- Disregard for or refusal to submit to the established dress code for ACA
- Destroying, damaging, defacing or tampering with our host facilities.
- Disobedience
- Dishonesty
- Disrespect of authority and/or a rebellious spirit.
- Continued negative attitude and/or bad influence upon other students
- Using profanity or obscenities - verbally or with gestures.
- Cheating, plagiarizing, or copying.
- Repeated, unexcused tardiness.
- Bullying – intimidation or strength used to force another student to do what one wants.
- Verbal or physical harassment and/or verbal threats.

### **Discipline Procedures**

We believe students need an environment of stability and consistency and that a working partnership with parents is important in helping students develop Christ-like character. When a student exhibits one or more of the attitudes or behaviors listed above, the following steps will be utilized. At each stage of discipline decisions, ACA staff will communicate with the student's parents.

- 1<sup>st</sup> Offense: Verbal warning.
- 2<sup>nd</sup> Offense: Conference (via email or phone) with parents and teacher.
- 3<sup>rd</sup> Offense: Conference with parent, student and Director and implementation of *Behavioral Contract*. Parent observation in class will be scheduled for the next class day.
- 4<sup>th</sup> Offense: Out-of-school suspension for 1 ACA class day. This constitutes *Disciplinary Probation*, which may be served for attitude or behavior.
- 5<sup>th</sup> Offense: Expulsion from school.

ACA takes a ZERO TOLERANCE stand on the following offenses. Any student exhibiting such will be immediately expelled, and will not be considered for re-enrollment.

- Causing intentional physical harm to another person.
- Possession or use of a weapon, illegal drugs, tobacco, or alcohol.
- Immoral behavior.
- Stealing.
- Discussion of killing, bombs, or any other threat to school property, teachers or students.
- Violation of any state or federal law.

*ACA reserves the right to **immediately** revoke admission to anyone who is hindering or damaging the atmosphere, learning, operation, or reputation of ACA, or who is threatening any individual involved in ACA in any way. Tuition monies paid are nonrefundable.*

## **Tuition and Registration Information**

### **Registration Information**

Registration for the upcoming academic year begins in March for Re-enrollment, and April for Open-enrollment. **Please see below for tuition/fee payment schedule.**

### **Application and Registration Process for Prospective Families**

**Step 1:** Visit ACA or attend an Open House. The best way to see if ACA is the right fit for a prospective family is to see ACA in action. Open Houses are scheduled in the Spring, but guests may contact ACA's director to schedule a personal visit as well.

**Step 2:** Schedule an Interview with ACA's Director. This interview allows for greater discussion on a family's educational objectives and will determine the compatibility of ACA with each family's educational goals and style. We understand that ACA's style is not for everyone, and this interview will enable prospective families and ACA's director to ensure a successful partnership relationship.

**Step 3:** Fill out the registration form and submit it, along with the **nonrefundable registration fee**. *(Please make checks payable to Alliance Christian Academy).*

**Step 4:** New families will need to submit 2 Student Recommendation forms along with their application.

### **Admissions Policy**

- Students are admitted to ACA based on
  - a) completed forms
  - b) submitted tuition and fees
  - c) compatibility determined by the Interview Session.
- We require that one parent be a born-again follower of Christ.
- No child will be refused admission based on race, color or national origin.

### **Tuition**

The 2017-2018 school **year standard tuition is \$1,500/child**, divided into 5 payments.

#### **TUITION PAYMENT SCHEDULE**

ACA tuition is \$1,500/ year paid on the following schedule:

- ❖ Payment I of \$300 is due with this application on or by April 30
- ❖ Payment II of \$300 is due on or by May 15
- ❖ Payment III of \$300 is due on or by June 15
- ❖ Payment IV of \$300 is due on or by July 15
- ❖ Payment V of \$300 is due on or by August 15

**The 2017-2018 school year standard tuition for 4 classes is \$330/course hour or \$1,320/student**, divided into 4 equal payments of \$300 per the schedule above, with the final payment (Payment V) due of \$120. Tuition includes all operational, instructional and administrative fees. A commitment for the entire tuition is signed and submitted by families at registration. Tuition is nonrefundable.

**The 2017-2018 school year standard tuition for 3 classes is \$375/course hour or \$1,125/student**, divided into 3 equal payments of \$300 per the schedule above, with the final payment (Payment IV) due of \$225. Tuition includes all operational, instructional and administrative fees. A commitment for the entire tuition is signed and submitted by families at registration. Tuition is nonrefundable.

**Please Note:** *ACA strongly emphasizes community; therefore class selections must include the lunch (noon) hour.*

**Please Note:** *Your child's space is not guaranteed in ACA until tuition is paid according to the pay schedule.*

### **Reenrollment Policy**

Students are admitted to ACA based on completed forms, submitted tuition and fees, and compatibility

Students presently enrolled in Alliance Christian Academy are not automatically re-enrolled for the following school year. Re-enrollment forms and fees must be submitted each year. Re-enrollment for current students begins March 1st. ACA will not guarantee a place for the following year until re-enrollment forms and fees are submitted. Re-enrollment is not complete until the financial contract is signed and fees are paid. Open enrollment will begin March 15<sup>th</sup>.

### **Safety Information**

**Medications:** Any and all medications brought to ACA by a student must be dispensed by the student's parent.

**Safety Procedures:** Fire, Tornado and Stranger drills will be conducted.

**Allergies:** ACA is not an allergen-free facility. Due to the fact that ACA meets in a facility, which is also used as church classrooms when ACA is not in session, ACA cannot control the condition of the building, chairs, tables etc. with regard to contact allergies. In addition, all students eat lunch together in the same room. There is not space for a separate, allergen-free eating area. Therefore, for safety reasons, ACA is not able to admit students with life-threatening or severe allergies affected by contact with our facility or lunchroom. If your student has an allergy not affected by the facility, see ACA's Director to determine if ACA is the right fit for the health of your student.

### **Health Information**

When a student becomes ill or injured at school, the parent or guardian will be notified. Students must have an Emergency Forms on file with the school by the first day of class.

**Students should NOT come to class if any one of the following is present:**

- **He/she has a fever**

- He/she is complaining of feeling ill
- He/she has had a fever or vomited within the last 24 hours

All students must be fever-free for 24 hours (without the aid of any medication) before returning to school.

## **ACA Parent Participation**

ACA does not require volunteer time from the parent on a regular basis, as one of our main objectives is to provide homeschooling parents and students the balance of time apart. In our attempt to keep costs reasonable, however, we do rely on volunteers to assist with the needs of running the school. To participate in ACA, therefore, families are required to volunteer in one of the following capacities:

Christmas Party Committee	Field Trip Chaperones
EO Year Family Picnic Committee	Hospitality Committee
Teacher Appreciation Committee	Easter Party Committee

## **ACA Parent Code**

1. Parents commit to pray for ACA and the students.
2. Parents are expected to conduct themselves in a Christ-like manner at all times. *ACA will not tolerate behavior that causes division, including disrespect in conduct or conversation toward ACA's scope and vision, staff, teachers, other ACA parents or students.*
3. Parents and ACA teachers serve as co-educators for the courses we offer. ACA's teacher organize coursework, provide assignments, and strive to complete the bulk of the coursework in class, however the parent is responsible for completing weekly instruction at home.
4. Parents will pay all financial obligations to ACA on or before the due date.
5. Parents have read and agree to follow the ACA dress code.
6. Parents have read and agree to follow the ACA discipline policy.
7. Parents have read and agree to the ACA statement of faith.
8. Parents have read the ACA Handbook and submit to ACA's policies as outlined therein.