

## **Medication**

- All medication must be checked in through the front office with an adult.

## **Flex Fridays**

- Fridays are flexible for students in good academic standing to attend.

## **Late Pickup Policy- Student**

- Pickup is between 2:45-3:00
  - A call to a parent will be made at 3pm
  - *After school care will be charged at a rate \$15/hour beginning at 3:15. The hour will be rounded up.*

## **Behavior Meeting**

- If a classroom problem is brought up by a parent or teacher who requests a conference then a conference (phone, zoom, or in person) must occur within 72 hours of the request or the child will not be able to attend school until the conference is scheduled.

## **Sweets and Treats**

- Students may bring a sweet for birthday celebrations
- Sweets will be restricted in the classroom outside of special celebrations
- Soda and/or candy bars are not allowed for snack

## **Screen Consumption**

- A primary goal of ACA is to remove screens from the classroom. Students will not consume from technology. There will be times that students will build projects or practice typing. However, students will not complete lessons online or spend more than 10% of their day on a computer.

## **Joining in the Middle of the Year**

- Students will have a trial period of 1-3 days
- Applications must be submitted before student officially begins

## **Property**

- Any property brought to school (outside of a water bottle, clothing, and lunchbox) is community property and is at risk of not being returned if lost or stolen. ACA provides all supplies and recess equipment.

## **Semester Awards**

- Perfect Conduct
- All A's
- All A's and B's
- Character Awards

## **Morning Procedure**

- 7:45-8:00 Greeter to open car doors for kids
- 8:00-8:30 The door will be propped open as we begin breakfast, study hall, prayer, and the pledge in the library. Teachers will greet your kiddo as they enter the library. Students will hang his/her backpack on a hook in the hallway. A staff member will be seated facing the door and the hallway.
- 8:30 The door is closed and locked. We have the Ring doorbell setup and will come and open the door for your child. Please do not pull away until your child is in the building.

## **Birthdays**

- Invitations may not be passed out at school. Parents/Kids may pass out invitations before or after school.
- Parents may post birthday invitations in the groupme
- Birthdays will be celebrated the first Friday of the month between 2:15 - 2:45 on the ACA Campus.
  - Parents may use the family directory to organize a celebration together.
  - The recommendation is a salty snack and a sweet snack.
- One of our favorite traditions at ACA is celebrating a student on his/her birthday by singing to the child and allowing the child to sit in the birthday throne as we all take turns speaking to all of the great things that the birthday child brings to our lives.

## **Grades**

Parent may track grades on the Track CC app

- Literacy
- Memory Verse
- Conduct
- Math Computation
- Project Based Learning

## **Addressing Adults**

- All students are expected to address adults by their title and last name ex) Mr. Jackson unless the adult directs the child to use his/her first name. At that point the child must continue to use the adult's title ex) Mr. Mike. Please help to cultivate an atmosphere of respect by softly reminding children when they forget. Sir and Ma'am should be expected as well.

## **Parent Teacher Conferences**

- Parent Teacher Conferences will be scheduled on an individual needed basis and may be called by the parent or teacher at any time to review social/emotional needs, academics, or any other concerns.

## **Emergency Procedure**

- All parents will be notified of necessary emergencies via Track CC and provided with updates as available. Weather will be closely monitored by our local expert weather coordinator.

## **Drug and Medication Policy**

- All medication is required to be given hand to hand to a staff member from a parent/guardian in its original bottle with a label. Inhalers, over the counter, and prescription medications may not be in students' backpacks. Any illegal substances and/or alcohol is prohibited. The misuse or abuse of legal and any illegal substances ( including vaping) will lead to the academy's student disciplinary process.

## **Inclement Weather**

- When there is inclement weather and we are closed we will post on our facebook page and groupme. Closings will be made by 6 am the day of based on the needs of ACA students and their families. We will make up for inclement weather days missed after 4 days.

## **Cell Phones, Smart Watches, Airpods, Vapes**

- Cell phones, air pods, and smart watches are permitted under special circumstances with permission granted via email through The program director and must be kept in the office during the school day.
- Vapes are not allowed on campus and will result in a round table discussion with parents, staff members, and the program director to discuss disciplinary actions.