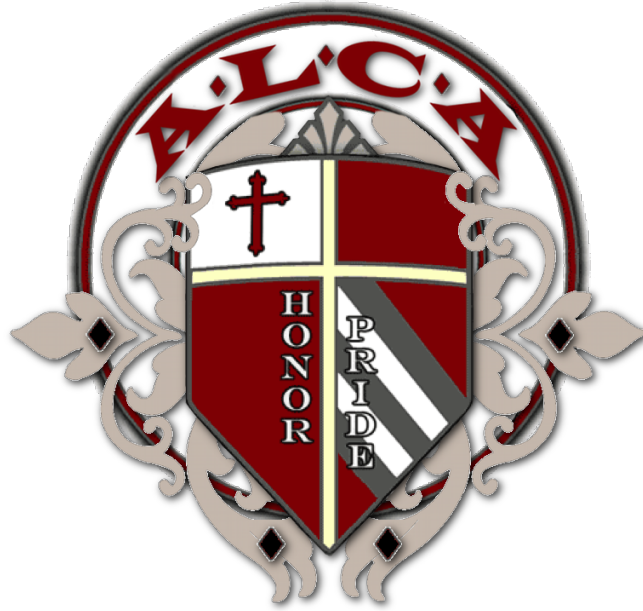


# **Abundant Life**



# **Christian Academy**

## **Student Handbook**

2013 – 2014

## **History**

Abundant Life Christian Academy is a private, non-profit Christian School founded in 2013 as a ministry of Abundant Life the House of Mercy Church. The curriculum provides a traditional Christian education founded on the principles of the Scripture. The school implements the teachings of the family and the local church, helping to rear children in the nurture and admonition of the Lord.

## **Statement of Faith**

1. We believe the Bible to be the inspired, infallible and authoritative Word of God.
2. We believe that there is one God.
3. We believe in the deity of the Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious death through shed blood, His ascension and in His personal return to power and glory.
4. We believe in repentance, water baptism in the name of Jesus Christ for the remission of sins and in the infilling of the Holy Spirit with the evidence of speaking in other tongues.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **Mission**

Our mission is to assist parents in the training of their children to conform to the image of Jesus Christ.

## **Statement of Philosophy/Purpose**

The primary purpose of Abundant Life Christian Academy is to provide a thoroughly Christ-centered, Bible-believing, educational program to prepare the student spiritually, academically, physically, and socially for service to God, fellowman, and country. Even though knowledge is factually the same for the believer and unbeliever, no subject can be taught in its truth if its originator is ignored. In a practical way our school seeks to develop in young people self-disciplined Christian lives to help meet the need for righteous leadership in our homes, churches, communities, and country. The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. It is the school's responsibility to instruct students to think correctly, behave uprightly, and to discern truth from error in the light of the principles of God's Word. We endeavor to give each child the education God expects in keeping with His instruction in Proverbs 22:6, "Train up a child in the way he should go: and when he is old, he will not depart from it." Our entire school program is designed to help parents fulfill this command of God.

### **Statement of Nondiscrimination**

Abundant Life Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics or other school-administered programs.

### **Admissions Policy**

- Students are admitted on the basis of educational records, character, suitable personality, behavioral criteria, and stated objectives.
- A written application for enrollment must be submitted with appropriate fees. New students and their parents are required to meet with the administrator or dean of students prior to admission.
- All parents and students are required to sign a statement of cooperation.
- If enrollment is for K5 or new students, the following items are required: copy of birth certificate, shot record, and a physical form.
- Students entering K5 must be 5 years old by September 1st.
- The academy reserves the right to reject students whose conduct or behavior is out of harmony with the school.

### **Enrollment Procedures**

- Complete and sign registration forms, and pay registration fee.
- New students (K5-12th) may be required to pass an entrance test. Both students and parents then meet with the administrator or dean.
- A records' request is sent to the previous school.

### **Re-Enrollment Procedures**

- The month of February is designated for returning students to reenroll. Appropriate registration forms and fees will be due at that time. After February 28, enrollment will be on a first-come, first-served basis.
- Transfer Students
- Transfer students from public, private, and home school follow the same Enrollment Procedures

### **Financial Information**

Abundant Life Christian Academy endeavors to keep tuition rates reasonable.

### **Tuition/Fees**

Tuition for the school year has been divided into 10 equal payments. Each payment covers one tenth of the total number of school days. Tuition is paid regardless of days your child attends each month. All holidays, etc., were taken into account when the tuition rates were set.

### **Financial Policies**

- The first tuition payment is due August 1. All tuition payments are due on the first of each month beginning Sept. 1. Payments not received within ten days after the due date are late. A late charge of

\$25.00 is added to each account after the tenth of each month when the account shows a balance of \$50 or more.

- Students whose accounts are not paid by the first business day of the following month will not be permitted to attend classes until all tuition and fees are paid in full.
- Accounts may be paid by mail; however, we ask that you mail payments in plenty of time. Mail to the following address: Abundant Life Christian Academy, 1003 West Lincoln St, Danville IN 46122

### **Returned Check Policy**

There is a \$25.00 fee each time a check is returned. At your request, we can run the check back through once. Upon a second returned check, you will be required to pay on a "cash only" basis.

### **Withdrawals**

After enrollment, arrangements for withdrawal must be made through the school office. All tuition and fees must be paid before a student's withdrawal is complete and scholastic records are released.

### **Tuition/Registration Refund Policy**

It is the school's policy not to refund or transfer registration fees. If the student is not accepted for admission by the school, then 1/2 of the registration fee will be refunded. In the event of student transfer or withdrawal, unused tuition may be refunded.

### **General Information**

Abundant Life Christian Academy retains the right to make changes, amendments, and corrections of the rules and policies of the school at anytime, with or without prior notice. On rare occasions exceptions to a policy may be made when circumstance(s) warrant in view of the administration. An exception made for one on any policy is not an exception made for any other on that policy or any other policy. All decisions regarding policies are made by the administration and are final. The academy reserves the right to dismiss at any time students whose conduct or behavior is out of harmony with the school.

### **Clinic and Medication**

For the welfare of your child and others in the school, all children who are sick should be kept at home and fever free for 24 hours. If a child becomes ill at school, the parents will be required to check him/her out of school. Parents will be called if the student is running a fever or vomiting.

### **Medications**

If a student is to take any medication while at school, he or she must have on file in the office an Authorization for Administration of Medication form. This form is available at the office. The medication to be dispensed will be kept in the office and dispensed by the school office according to the doctor's instructions. Medicine must be in the proper container and be properly labeled. Under no circumstances are students allowed to possess, store in their personal areas, or administer any type of prescription or non-prescription drugs. Exception: Student may keep their person asthma inhalers.

**Hours of Operation**

Academy Hours - Monday through Friday

School Day 8:00a.m. -3:00p.m.

Office 7:30a.m. - 3:30p.m.

**Bad Weather Conditions**

If Hendricks, or surrounding area school district closes because of snow or storm conditions, Abundant Christian Academy will close at the same time. School closing announcements will be made over local radio, television station WISH TV, and Church website.

**Visitors**

When parents or visitors come to the school for any reason, please come to the office first. DO NOT go directly to the classroom. Forgotten lunches, homework, etc., may be left in the office for the students. If visitors desire to talk to ALCA staff or faculty members, they should schedule an appointment at a mutually convenient time.

**Health/Medical Insurance**

ALCA does not provide routine health or medical insurance coverage for its students. Parents are responsible for any routine health/medical care expenses incurred by their children.

**Student Accident/Injury Insurance**

Protecting the welfare of students is a challenge our teachers and staff face daily. Our desire is to maintain a safe school campus by implementing and following proper safety measures in all phases of our school program. Student accident coverage is provided and is payable only for expenses or portions thereof which are not recoverable under any other insurance plan providing medical expense benefits. Coverage exists for all eligible students while (1) school is in session, (2) during the normal school operating hours, and (3) for injury occurring on school property. When a covered accident occurs, the school will verify the circumstances surrounding the accident and the claim form will be submitted by the parent or service provider.

**Restrictions on Child Pick Up**

If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment.

**Lunch Program**

Students must bring a packed lunch. Microwaves are available to heat lunch items from home. Lunch items requiring one minute or less to heat are recommended.

**Cell Phones**

All students who have cellular phones must have them turned off and turned in during the academic day from 8:00 a.m. - 3:00 p.m. If they are found with a cell phone on their person or turned on during school hours, it will be confiscated. If they use the phone during school hours, a detention will be issued.

Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school officials and administrative discretion. Any contraband content or content deemed to be inappropriate is the sole discretion of the administration and may be grounds for further discipline. Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the administration.

### **Search/Seizure Policy**

Property belonging to students or visitors, such as book-bags, knapsacks, lunch boxes, laptop computers, PDA's, cell phones, bicycles, motorcycles, and automobiles may be subject to search according to the general regulations. Should such a search be likely to result in damage to a student's or visitor's property (e.g. where the individual refuses to comply with the request or cannot be located), the police shall be called for assistance and advice.

### **Computer / Internet Policy**

Computer technology at Abundant Life Christian Academy is designed to enhance student learning. To help protect computer equipment and ensure computer security, students may not use diskettes from home on school equipment. Students may not use school computer equipment to play games, e-mail, chat room communication, and personal Web sites. An Internet firewall security system is in place to block student access to derogatory information. Students are discouraged from attempting to access questionable sites. Violation of the above policy could result in disciplinary action. Whether it is at school or home, any type of pictures or information posted on a personal website such as "facebook.com" not in harmony with ALCA will result in disciplinary action or dismissal.

### **Punctuality**

The greatest ability is dependability. Being on time is important. Classes begin promptly each morning at 8:00 a.m. The student must be in the classroom when the bell rings to be on time. Parents will be informed by letter when tardies become excessive.