

**School Handbook**

**2019-2020**

2

Table of Contents

Avilla Christian Academy Personnel

2

Bullying

12

Our Mission Statement

3

Sexual Harassment

13

Our Philosophy

3

Vehicles

13

Non-Discrimination Policy

4

Visitors

13

Custodial Policy

4

Lunch & Snacks

13

Accreditation

4

Academics

13

Registration Procedures

5

Student Records

17

Attendance Policies

6

Withdrawal Procedures

17

Before Care & After Care

10

Parent/Guardian Service Hour Program

17

School Closings

11

Student Service Hour Program

18

Discipline

11

Health & Safety

18

Dress Code

11

Conflict Resolution

19

Cell Phones

12

Preschool Philosophy and Purpose

21

1

**Zion Church Staff**

Mike Schleider

Janice Reeves

*Pastor*

*Chairperson*

**School Board**

Kyle Hathcote

Mike Schleider

Jewell “Pete” Rapier

Kyle Hathcote

Margie James

Hope Jones

Verla Hoppe

*Preschool Director; Music; HS Math*

*Preschool*

*Preschool*

*Preschool*

*Preschool*

*Kindergarten*

*1st Grade*

*2nd-3rd Grade*

*4th-5th Grade*

*6th-8th Grade; HS History*

*Science 6-12; PE*

*Elem Art; Reading Specialist*

*English 9-12*

*Religion 9-12*

*Aftercare*

**Teaching Staff**

Rachel Powell George Forsyth Amy Brown

Rachel Brown

Shae Landon

Anne Barnard Frances Bacic Jennifer Greenwell

Shannon Riley Lesley Kelly

Alesha White

Joy Simmons

Richard Meyers Mike Schleider

Marci Bierman

**Cleaning Staff**

Ronnie & George Forsyth

**Avilla Christian Academy Personnel**

**Administration**

Richard Meyers Amber Shell

*Principal Administrative Asst.*

2











ensuring all teachers are academically qualified, state licensed, committed to continuous professional growth, care sincerely about their students, and model a Christ-like life

loving and valuing each student as one whom God created in his image and for whom Jesus sacrificed his life

cultivating joy and security in each student through a Christ-centered learning environment

using loving discipline and encouragement to bring about growth in all students’ character and social skills

affirming and developing the God-given talents and abilities of each student to his or her full, God-given potential

fostering a dedication to continuous, life-long learning that is intrinsically motivated within each child

employing instructional strategies, curriculum, and materials that are engaging and bring about authentic learning

focusing on perpetual student effort, progress, and growth

integrating Christian beliefs and values into all classes and subjects

worship and glorify the Triune God as traditionally confessed by the one, holy, Christian and Apostolic Church

recognize our need for God’s holy law, and our inadequacy to meet its demands

encourage all to experience the Gospel of God’s grace imparted to us through the Scripture, baptism, and the Lord’s Supper

encourage all to regularly attend worship at a Bible-believing church that elevates Christ as Lord and Savior, and welcome those lacking a church home to Zion Evangelical Lutheran Church of Avilla

practice the dynamics of confession, repentance, and forgiveness

impact the world with the values of God’s kingdom, beginning with our school, our church, and the local community















As a Christian school of the Lutheran heritage we seek to do the following things:



**OUR PHILOSOPHY**

Avilla Christian Academy is committed to the following educational priorities:





**OUR MISSION STATEMENT**

The mission of Avilla Christian Academy is to make disciples of Jesus Christ who will be equipped spiritually, socially, and academically to further God’s kingdom in this world.

3

Avilla Christian Academy’s mission is to make disciples of Jesus Christ who can further the advancement of God’s kingdom and God’s values in the present world. We believe that being disciples of Jesus Christ involves the whole person. Therefore, we seek to equip our students by cultivating their spiritual lives and encouraging them to walk in a close relationship to God. We also believe that in order to make an impact on this world, students must have strong relational skills, being well able to get along with all kinds of people in all kinds of situations. So we seek to build the social skills of students by teaching habits of kindness and consideration, patience and understanding, putting the needs of others first, and seeking always to do good. Finally, in today’s world, it is essential that disciples of Jesus Christ be well-educated to the fullest extent of their God-given potential. Those who intend to make a significant impact in this world need to have a broad base of general knowledge in all academic areas including reading, writing, language, mathematics, science, history, geography, physical education, and the fine arts. We want our students to be well-rounded and have a healthy balance in the traditional academic disciplines. This is important so students might discover their gifts, talents, and areas of interest, while also experiencing the rewarding fulfillment that comes from perseverance and effort put forth even in areas students find academically challenging. Since we recognize that God has made all individuals unique, we do not expect all students to be at the same academic levels in all subjects. Rather, we emphasize the importance of continuous growth. We insist that all students, regardless of their proficiency levels, keep advancing in their knowledge and skills. At Avilla Christian Academy, we are never finished learning.

**CUSTODIAL POLICY**

It is the policy of Avilla Christian Academy to afford custodial and non-custodial parents the same access to their children and the same rights and responsibilities toward their children as long as it does not violate any court approved decree. Non-custodial parents are given access to any and all information with regard to their children's attendance and participation in Avilla Christian Academy as long as it does not violate any court approved decree. It is also the school’s policy to allow the non-custodial parents free access to their children during the school day for activities, lunch, and transportation to and from school as long as it does not violate any court approved decree. Any exceptions to this policy need to be provided to the office, in writing, with either a court order or an agreement signed between the parents.

**NON-DISCRIMINATION POLICY**

Avilla Christian Academy does not discriminate on the basis age, race, color, national origin, ancestry, gender, or handicap in administration of its educational policies, extra-curricular, and other school-administered programs.

**ACCREDITATION**

Avilla Christian Academy is accredited by ANSAA (Arkansas Nonpublic School Accrediting Association), and with NLSA (National Lutheran School Accreditation).

4

In January of each year, materials for re-enrollment are distributed to each currently enrolled Avilla Christian Academy family to enable the school to determine the number of students who will attend the next school year. Registration fees are to be submitted with the re-enrollment form in order to reserve a place for the returning student(s). Returning students will have first priority for enrollment upon payment of the registration fee. Registration fees are non-refundable. After January 31st, enrollment will be open to the public.

**REGISTRATION PROCEDURES**

Avilla Christian Academy is happy to consider having any families who wish to provide a Christian education for their children. To be considered for admission to Avilla Christian Academy’s kindergarten, a child must have reached the age of five by no later than August 1st of the year of entrance. A birth certificate is required to be on file for all students. All entering kindergarten students, including those who have attended our preschool, must take a readiness assessment and be recommended for kindergarten by the kindergarten teacher and/or authorized personnel from our early childhood development center. First graders must show they have completed kindergarten or are likely to graduate if the year is not yet over. A report card or letter from the school on official letterhead will suffice.

All new students entering grades one and above shall be required to take an academic assessment or provide recent standardized test scores from their previous school(s). Parents or guardians of new students must sign a release form allowing Avilla Christian Academy to request all past academic and related records from the most recent school(s) attended. Parents or guardians must provide shot records demonstrating their child has received all required vaccinations. An interview with the principal is required for new families.

Payment Options

The following options are available for paying tuition:

1. We can set up an automatic draft from your bank account. If you choose this option, we will need you to provide us with a voided check for your bank account. This option allows you to pay the annual tuition over either a ten month or a twelve month time period.

a.

We can draft the full amount of your monthly bill on either the 3rd or the 18th of each month according to your preference.

b.

We can draft half of the amount of your monthly bill on the 3rd of each month and the remainder of your monthly bill on the 18th of each month.

2. You may pay tuition using cash or a check on a quarterly basis. This option would require payment on or before the first day of each academic quarter (Aug. 12, Oct. 15, Jan. 6, and Mar. 12).

5

\*payments made June1-May1

$383.33

$375.00

$341.67

$283.33

$233.33

Monthly tuition (12months)

$600.00

$500.00

$450.00

$450.00

$450.00

Registration Fee

\*payments made Aug1-May1

$460.00

$450.00

$410.00

$340.00

$280.00

Monthly tuition (10months)

3. You may pay the full annual tuition by August 18th and receive a 5% discount for the year.

Tuition bank drafts and payments not received by the due date will incur a $25 penalty fee. Payments that exceed two weeks late will incur an additional 5% late fee on the amount owed. Payments not received within one month of the due date will result in a letter being sent to the family and copied to the school board. The school board will determine an appropriate course of action in such cases.

**ATTENDANCE POLICIES**

Regular and punctual school attendance is expected and is important for a student’s success in school. Punctuality assists the classroom teacher in maintaining a daily routine. It is also a necessary lifetime habit of responsibility and courtesy.

6

**Discounts and Credits**

Multi-Child Discount 20% off 2nd child

30% off 3rd and additional children

*Families with legitimate financial need may apply for a financial need scholarship through a FAST application on the school website (www.avillachristian.org).*

Registration Fee Discount 10% per child for

current families who register in January

Referral Credit $75 one-time credit for

referring a new student who enrolls

**Rates and Fees**

Part time PreK 3s

Part time PreK 4s

Full time PreK 3s & 4s

Elementary K-6

Jr/Sr High 7-12

Any other documentation that substantiates the reason for the absence must also be turned in to the office. This would include things like doctor notes, or in the case of a death in the family, a funeral program, etc.

7

Upon the student’s return, the student or parent/guardian must provide to the office a signed, written parental explanation of the date(s) or times, and the reason for the absence.

3.

2.

1.

Parents/guardians are to call or email the school’s administrative assistant as soon as it is known the child will not be present at school.

Absenteeism Procedures

We do not categorize absences as “excused” or “unexcused” since any kind of absence, regardless of its cause, results in the same loss of classroom instruction time and takes a toll on the student’s learning. We understand that there are times absences are unavoidable. In such cases we require the following procedures:

Being Tardy

Classes run from 8:15 am to 3:30 pm. Students who are not in their proper classroom and seated in their assigned seats by 8:15 will be counted as tardy.

*For Grades 7-12:*

Students who change classes during the day must be in their proper classrooms and assigned seats at the start of class according to the published schedule (unless otherwise announced).

If a student is detained by a staff person and expects to be tardy to the next class as a result, the student is to request a written note from the detaining staff person excusing the tardiness.

A bell schedule for changing classes is provided for convenience. However, if the bell system is not operational, it is still the student’s responsibility to follow the published schedule.

Students who come to class during the passing time, but subsequently leave the classroom and do not return to their assigned seat by the start of class are still tardy.

Every five occasions of being tardy will count as one absence. Any single occasion of being tardy to a specific class twenty minutes or more will count as a complete absence.

Individual teachers may make exceptions for students who are tardy if there is reasonable cause according to the teacher’s discretion.

* If a 9th-12th grade student accumulates more than ten absences in a semester, credit will be denied for all subjects in which more than ten absences have accrued. This policy will be strictly enforced. If there are extenuating circumstances regarding the excessive absenteeism, the parents or guardians may request a special
* If a student accumulates nine to ten absences in a semester, a conference will be conducted with the parents/guardians, the student, and school personnel to remind the family about the seriousness of the student’s attendance status and the school’s attendance policy. A plan will be outlined to prevent future absenteeism with the understanding that excessive absenteeism without reasonable cause will require the school to contact a truancy officer.
* If a student accumulates six to seven absences in a semester, the school will mail a formal letter to the parents/guardians to remind them of their child’s attendance status and the school’s attendance policy.

Absenteeism Consequences

Absenteeism carries with it a costly natural consequence: a loss of learning. The statistics speak for themselves: students who are absent from school very often end up missing important instruction, putting them at a disadvantage. Not only do absent students miss what learning occurred during their absence; they continue to learn less even upon their return. They are often not able to comprehend the new instruction as well since they missed the learning that provided a basis for the new instruction. Please make every effort to protect your child’s education and future by taking responsibility for his or her regular school attendance. Schedule appointments so that they encroach as little as possible on school days and hours. Please refrain from keeping a student home for an entire day, when a partial day would suffice for the circumstances. Vacations should be scheduled for weeks when school is not in session.

4.

The student bears responsibility to obtain from his or her teachers assignments, tests, information, etc. that were missed during the absence. Except for extenuating circumstances, any assignments that were due, or tests that were to be taken during the student’s absence will be due upon his or her first day of return, assuming such dates were made known prior to the student’s absence. Tests or assignments that were announced during the time that the student was absent (i.e. tests and assignments the student was uninformed about due to an absence) will be communicated on the first day of the student’s return. (Again, it is the student’s responsibility to obtain this information from the teacher, and at a time the teacher is able to provide it). The student will then be given the same number of days as his or her peers were given to complete the assignment or prepare for the test. Please note, this only applies to tests and assignments that the student was not notified about prior to his or her absence.

8

9

conference with the principal. Any evidence regarding the extenuating circumstances should be brought to the conference. Following this conference, the decision reached by the principal will be binding.

Leaving School Grounds during School Hours

Avilla Christian Academy is a closed campus. Students are not permitted to leave the campus prior to dismissal time without written permission from a parent, guardian, or a designated person on the *Authorized to Pick-Up* list. If it is known ahead of time that a student needs to depart campus prior to 3:30 pm, the parent/guardian may send a signed note explaining the time and reason for the early dismissal. If no note is provided ahead of time, students will only be released to the care of the parent, guardian, or authorized person when the authorized person comes into the office and signs the early check-out list. Except for emergency situations, a phone call is not sufficient to release a student from campus prior to dismissal time. Written documentation is required for early dismissals and leaving campus both for the safety of the student and to protect the school from liability. Please ensure that the office has the names of persons whom you authorize to pick up your child in case you are not able to do so. We must have your signature accompanying this authorization. Also, please update with the office any changes you need to make at any time with regard to persons authorized to pick up your child. We will also need your signature for such changes. We take your child’s safety with the utmost seriousness.

* Re-enrollment for the following year may be denied if it is determined by the administration that there is a spirit of non-cooperation regarding the school’s attendance policy.
* A student must be present at least six (6) hours of instructional time to be counted present all day. A student must be present at least three (3) hours of instructional time to be counted present one-half day. K-6 students will be counted tardy if checked in after 8:15 am, but within the first hour of the instructional day or checked out within the last hour of the instructional day. A student arriving more than one (1) hour late or checking out more than one (1) hour early will be counted present one-half day.
* When extenuating circumstances regarding a period of absenteeism are known ahead of time, the parents or guardians may consult with the principal. The principal may make allowance in such cases as long as arrangements are made ahead of time to ensure the student will have a way of making up for lost instruction time. This exception can only be made in cases in which sufficient notice is provided, there is reasonable cause for the absence in the opinion of the principal, and the student actually takes all necessary steps to compensate for the lost instructional time.

3:30-6:00 pm

$2.00 per half hour

For example, when a child is picked up at 4:30, the charge would be $4.00. When a child is picked up at 4:31, the charge would be $6.00.

**Before/After Care Rates**

School dismisses at 3:30 pm (preschool at 3:15 pm) at which time authorized adults should be on campus to pick up their children. Please exercise extreme caution driving in the parking lot at this time since many small children are present. A fifteen minute grace period is provided for children to be picked up from school. Students who have not been picked up from school by 3:45 pm (3:30 pm for preschool) will be taken to the After Care program. After Care is designed to assist working parents. It is not to be used for play-dates with other children.

Activities

The Before Care program will be a time for students to read, complete homework, or enjoy a quiet activity prepared by the instructor. The After Care program will be a time for students to begin homework, have a healthy snack, and enjoy a structured physical activity facilitated by the instructor. (Older students in building one will have access to the computer lab).

Drop Off and Pick Up Procedures

A parent/guardian signature is required during drop off at Before Care and at pick up for After Care. Parents are required to enter the school building in order to provide their signature. Students may not simply be “dropped off” or “picked up” at the school entrance without signing for Before Care or After Care.

Each minute past 6:00 pm will be billed at the rate of $1.00 per minute.

***PLEASE NOTE:***

After School Care

7:00-8:00 am

$3.00

Before School Care

**BEFORE CARE & AFTER CARE**

School begins at 8:15 am. Students may come to school as early as 7:00 am for our Before Care program which is in building two (grades PreK-1). Building one (grades 2-12) opens at 8:00 am.

10

**DISCIPLINE**

Consistent discipline is essential for an orderly and productive educational environment, and it is the shared responsibility of parents, teachers, and students. It is essential that students abide by all school and individual classroom rules. We do not wish to exasperate our students, so we do not employ rules which serve no beneficial purpose. At the same time, we expect students and parents to demonstrate respect for the rules we do employ since they are designed to benefit the students and the school community as a whole. Students or parents and guardians who do not feel a given rule or procedure is fair, or that a particular disciplinary procedure was handled inappropriately are asked to speak in a respectful manner and at a reasonable time to the relevant teacher about their concerns. The discipline program at Avilla Christian Academy is designed to help students build character, develop social skills, properly handle emotions, and learn to act in loving ways toward other people. We see discipline situations as an educational opportunity, and our motive is always that of repentance, forgiveness, and restoration.

**DRESS CODE**

Christians should present themselves in ways that bring honor to Christ (1 Timothy 2:9-10). Appropriate clothing creates a wholesome atmosphere, and encourages responsible behavior.

Avilla Christian Academy teachers establish rules and procedures for their own classrooms and may employ reasonable consequences and rewards to support their classroom policies so that a quality learning environment is maintained. In addition, there are building-wide and school-wide rules and procedures along with consequences and awards. Both classroom and school policies will be provided to students and parents. Avilla Christian Academy does not employ corporal punishment. Parents and guardians are expected to support the rules, policies, and procedures of the school and classrooms so that a wholesome learning environment is promoted, and the mission of spiritual, social, and academic growth for each student is fulfilled.

**SCHOOL CLOSINGS**

In case of school closing due to inclement weather, we will follow the Bryant School District’s recommendations. If they are closed, we are closed also. Listen to local radio and television stations for school closings. Parents should consult the school calendar for particulars. Avilla Christian Academy will run closure notices on local news networks, and a voice recording will be left on the school answering machine. School closures will also be listed on our website (www.avillachristian.org) and our Facebook page.

Early Dismissal, School Closings, Holidays

There will be no After Care program held on early dismissal or school closure days. Please refer to the school calendar for a complete list of early dismissals, school closings, and holidays.

11

**BULLYING**

Bullying is defined as unwarranted aggressive behavior toward another which takes place in a repeated manner over time. It may be manifested physically, verbally, in writing, and/or in other

ways which are intended to harass, intimidate, or control another person against his or her will. At Avilla Christian Academy, there is no tolerance for bullying, and severe consequences will be meted out to students who are found to have engaged in any type of bullying.

12

**CELL PHONES**

Cell phones, if brought to school, must be turned into the office at the start of the day. They may be retrieved at the time of dismissal. When parents and children have a need to make contact, it is to be done through the office. Parents, please do not attempt to text your child during school hours. Simply call the office if contact with your child is needed. Teachers who wish to make educational use of cell phone technology will arrange with the office for students to have access to their cell phones during the particular class period they are needed.

At no time, whether on or off campus, are Avilla Christian Academy students allowed to use cell phone technology in an adversarial manner against other Avilla Christian Academy students. This would include such things as texting words intended to hurt another, taking photos or videos of another without the other’s permission, or using photos or videos taken of another student so as to cause harm to another student. Any such actions, or any cyber-bullying of one Avilla Christian Academy student by another, regardless of time and location will incur consequences at school. Such behavior has a significant effect on the school climate and jeopardizes the secure and wholesome learning environment we seek to create.

Wise parents/guardians will keep their children well within the requirements of the dress regulations so that there will be no questions or embarrassment for the student. If there is any doubt when you are shopping as to whether or not a particular article of clothing complies with our regulations, we recommend you avoid it for school. If a student comes to school dressed inappropriately, his/her parent/guardian may be called to bring a suitable change of clothes.

Shoes

For safety reasons open-toed shoes are not recommended (jellies, sandals or slip-on shoes). If open-toed shoes are worn and an injury occurs, the student will not be permitted to wear such shoes again.

Clothing

Clothing should be modest and appropriate for the season. Students are not permitted to wear the following items: tank tops (by themselves), tops with spaghetti straps, tops that leave the midriff exposed tops that are low-cut, shorts or skirts that fail to reach the finger-tips when standing with fully extended arms, clothing that a reasonable person would consider to be sexually provocative, clothing that displays off-color or inappropriate words, slogans, advertising, or images. Jeans may not have holes in them that are higher than the finger-tips when standing with fully extended arms. Caps and sunglasses are not to be worn indoors, and hair styles are not to obstruct the vision or prevent a teacher from making eye contact with the student.

**VEHICLES**

Those driving motor vehicles on the campus of Avilla Christian Academy when school is in session or children are present are required to exercise extreme caution and remain alert so as to avoid striking a pedestrian. There is to be no sudden acceleration or “peeling out,” and speeds must be kept slow enough to demonstrate that serious caution is being exercised. When dropping off or picking up students, at the beginning or end of the school day, please park your vehicle in a parking space if more than a minute is necessary to load or unload. Otherwise traffic becomes backed up and creates difficulty for others, especially during rainy weather. Vehicles picking up 7-12th graders should proceed to the far end of the parking lot. These students will exit the door on the north end of the building in order to ease traffic congestion.

**VISITORS**

All visitors to the school must report to the school office before visiting any class or teacher.

**SEXUAL HARRASSMENT**

Sexual harassment involves unwanted treatment toward another individual that is associated with the other person’s gender. It can be manifested in various forms including, but not limited to bodily contact, spoken or written words, gestures, etc. Sexual harassment is to be reported to an adult authority with whom the person offended feels comfortable discussing the matter.

Accusations of sexual harassment will be taken seriously and a thorough investigation will ensue. Such investigations will be carried out with as much confidentiality as is possible to protect all parties involved.

**LUNCH AND SNACKS**

Students may bring a snack which may only be consumed at a designated snack time or at lunch. Parents/guardians are responsible to ensure their children bring a healthy and adequate lunch to school each day. We highly recommend a nutritious snack and lunch (as well as a wholesome breakfast) be provided for students. Children’s eating habits have a significant effect on their capacity to concentrate and to learn. On most Fridays, students can order lunch from one of our vendors (Arby’s, Chick-Fil-A, Sonic, etc.).

**ACADEMICS**

Curriculum

Avilla Christian Academy’s educational standards fulfill all requirements of the state of Arkansas, as well as the accreditation requirements of the Arkansas Non-public School Accreditation Association (ANSAA) and National Lutheran School Accreditation (NLSA). Educational standards and curriculum are reviewed on a regular basis, and changes are made periodically in accordance with our commitment to continuous school improvement.

13

*\*not to be confused with the Common Core State Standards*

*Core Knowledge Sequence*

In grades K-6, Avilla Christian Academy uses the *Core Knowledge Sequence\** standards which are based on reliable scientific research in the area of cognitive psychology and in how children learn effectively. This set of educational standards emphasizes a rigorous and balanced acquisition of knowledge in all of the traditional subject areas: language arts, mathematics, science, history and geography, art, and music. This breadth of exposure to essential information lays a foundation for strong reading comprehension and for the higher level, critical thinking that is needed in high school, in college, and in order to function intelligently in the twenty-first century world. The *Core Knowledge Sequence*\* also espouses a well-researched approach to reading instruction which takes into consideration the importance of vocabulary development and of oral communication (speaking and listening) as an essential foundation for written communication (reading and writing).

*Christian Integration*

Avilla Christian Academy educates its students such that the beliefs and values of God’s Word, the Bible, are integrated into the learning. Children attending our school receive daily religious instruction as part of the curriculum. Weekly chapel services are also held. Chapel is conducted under the supervision of the school’s principal and/or the pastor of Zion Lutheran Church.

Report Cards

Report cards are issued quarterly for K-12 students. Report cards for the first, second, and third quarters are sent home and/or emailed. Parents should sign and return these reports to indicate that they have reviewed the child’s report card. The fourth quarter report cards are given to parents the last day of school, once it is determined that the family’s accounts are paid up to date.

Grading Scales

The following scale will be used for Kindergarten subjects

M – Mastered S – Satisfactory

U - Unsatisfactory N – Not Evaluated

The following scale will be used for some elementary grade subjects:

E – Excellent G – Good

S – Satisfactory

N – Needs Improvement U – Unsatisfactory

I – Incomplete

14

Standardized Testing

Each spring, schools across the country administer to students a series of standardized tests in order to assess the knowledge and skill levels of students in the core subject areas. Avilla Christian Academy uses the *Iowa Assessments* annually and the *Measurement of Academic Progress (MAP)* testing three times per year. The scores and results of these assessments are distributed to the parents. In order to ensure that the assessments provide an accurate measure of your child’s ability, it is important that your child gets a solid night’s rest on nights prior to the assessments, and that he or she has a full and nutritious breakfast the mornings of the assessments. Avilla Christian Academy uses the data from

The following scale will be used for 1st through 12th grades:

A B C D F

90%-100%

80%-89%

70%-79%

60%-69%

59% and below

Parent-Teacher Communication

It is a fact that frequent parent-teacher communication has a significant impact on student success. We have several avenues for you to keep abreast of what is going on in your child’s academic life. We encourage you to take advantage of these. It is always best to deal with any issues of concern with your child’s academics earlier rather than later.

*Conferences*

All parents/guardians will be scheduled for a parent-teacher conference with their child’s teacher during the first and third quarters. Parents/guardians may always request additional conferences with their child’s teacher as needed. Please plan to attend these important conferences.

*Gradelink*

Avilla Christian Academy uses the Gradelink student information system. You are able to go online at any time and see your child’s posted grades and upcoming assignment and test dates that have been posted. If you have not received your username and password for your Gradelink account, please contact the office to obtain these. We encourage parents/guardians to check their child’s academic progress on Gradelink on at least a weekly basis.

*Website and Email*

The website for Avilla Christian Academy is [www.avillachristian.org.](http://www.avillachristian.org/) Each teacher has an individual page on this website. There you can find information about your child’s teacher(s). You can also email the teacher(s) from this page.

15

(1)

(1)

(1)

(1)

(1)

(1)

(1)

(0.5)

(0.5)

(0.5)

(0.5)

Social Studies Elective

Biology

Physical Science Chemistry

Science Elective

Foreign Language 1

Foreign Language 2

Oral Communications

Fine Arts

Physical Education Health

these assessments to help inform our teaching decisions and areas of needed focus, so please do enable your child to perform at his or her optimum level. Please be aware that although standardized tests serve a valuable purpose, at Avilla Christian Academy we conduct various types of assessments frequently through the year so that we have reliable data to inform us how we need to adjust our teaching to the needs of each child on a regular basis. Our philosophy of assessment is one of seeking continual growth and improvement for each child as opposed to heavy dependence on a system of competing with other student populations on norm-referenced tests, or categorizing and labeling students based on arbitrary levels of proficiency or “cut-scores” on criterion-referenced tests.

Retention and Promotion

Students will advance to the next grade level at the end of the school year after satisfactorily completing the course of studies required in their present grade. Students who do not demonstrate competence at their grade level could be retained in the same grade for another year in order to enable them to catch up and succeed. Retention would occur only in consultation with the parents and when the evidence is clear that this is what is in the best interests of the student. Retention is never our first option. We seek to remediate students within their current grade-level. Retention is not a frequent occurrence, but at the lower levels of elementary school, it can be an option that best meets the student’s academic and/or social needs.

In grades 7-8, students must attain an annual average of 60% or higher in English, Mathematics, Science, and Social Studies, or they will be required to successfully complete remediation work during the summer in order to advance to the next grade.

In grades 9-12, students must successfully complete the following courses and credits in order to graduate from Avilla Christian Academy. (Students transferring in to Avilla Christian Academy after their 9th grade year will only need to meet the Religion requirement during their years at Avilla Christian Academy. A minimum of twenty-four credits within grades 9-12 is necessary to graduate even in cases in which students transfer in from another school.

English 9, 10, 11, 12

Algebra 1

Algebra 2 Geometry

TCM or a higher math Religion 9, 10, 11, 12 World History American History Civics

Economics

(4)

(1)

(1)

(1)

(1)

(4)

(1)

(1)

(0.5)

(0.5)

16

**STUDENT RECORDS**

Parents or legal guardians have the right to inspect their child’s permanent record file. Please schedule an appointment with the school office if you wish to do this.

Concurrent College Credit

Students in grades 11-12 who meet certain academic criteria and have approval from the principal may opt to take classes through College of the Ouachitas’ (COTO) online concurrent credit courses. Concurrent credit courses are taught at the collegiate level by actual college professors. Students who successfully complete a three-hour college course (taught in one semester) will receive 0.5 high school credits while simultaneously receiving three hours of college credit with College of the Ouachitas. Avilla Christian Academy pays the tuition for one course per semester, and College of the Ouachitas offers an optional second course during the same semester at no additional cost by means of a two-for-one deal. Further COTO courses would be at the expense of the family who may also receive the two-for-one deal from COTO. Students are responsible to purchase or gain access to their own textbooks.

2.

3.

**WITHDRAWAL PROCEDURES**

If a student withdraws or is dismissed from school, the following requirements must be met in order for his or her report card and/or transcript to be released:

1.

All school texts, library books, and any school property is returned in acceptable condition.

The office is notified of details pertaining to the withdrawal. All fees and tuition are paid up to the time of withdrawal.

Official transcripts will be forwarded upon completion of all financial business.

**PARENT/GUARDIAN SERVICE HOUR PROGRAM**

Avilla Christian Academy depends on the time and talents of its parents to assist in keeping the school and its property operating smoothly, and to keep tuition costs from rising unnecessarily. Avilla Christian Academy parents or guardians are asked to complete works of service that benefit the school. Works of service may include such things as participating in building improvement (painting, cleaning, repairing), escorting students on a field trip, helping with fundraising, helping in the library, serving on a committee, coordinating an event, etc.

The parent/guardian service hour requirements are as follows:

20 hours per school year 10 hours per school year

Kindergarten – Twelfth Preschool

17

Families may complete the service hours through one or more parents/guardians. For families who have more than one student attending Avilla Christian Academy, it is only necessary to fulfill the number of hours that would be associated with the oldest child (preschool or K-12).

Service hours enable parents to be more involved with the school. Students whose parents are involved in their school are more likely to succeed in school. Service hours also set a great example to our students whom we also ask to serve as part of growing their Christian character. And service hours enable Avilla Christian Academy to control costs which benefits us all. If, for some reason, a family is unable to complete the appropriate number of service hours during the year, the option exists of paying fifteen dollars per hour in lieu of completing the service hours. Please be sure to check in with the office prior to doing your service hours, and have your service hours documented in the office each day you contribute service to Avilla Christian Academy. At the end of the school year, any outstanding service hours that have not been completed will be converted to a twelve dollar charge per hour and will be added to the family’s account. We thank you for supporting your child’s school with both your time and your finances.

**STUDENT SERVICE HOUR PROGRAM**

Students enrolled in grades three and above will be encouraged to complete works of service that will benefit their community. This is part of the character education, and these opportunities benefit our school and community as well.

**HEALTH AND SAFETY**

Health Requirements

Each child must have all required immunizations before the start of the school year. Contact your family doctor or the local public health department for details.

Health Screenings

Various student health screenings are conducted during the year and current health records are kept for each child. Such screenings include hearing, vision, and scoliosis checks.

Illness Policy

In order to prevent the spread of any illness, do not send a child to school under any of these circumstances: The child . . .

has had a fever in the last 24 hours has vomited in the last 24 hours

has a rash (other than allergy-related) has a red or sore throat

has red, running, or swollen eyes (other than allergy-related)

18

has an illness requiring antibiotics, and has not yet been taking them for 24 hours

has diarrhea

has an untreated condition of head lice

Accidents

In the event your child requires medical attention other than normal first aid, you will be notified immediately. For this reason, please keep the Emergency Medical Form in the office up to date at all times.

Medications

Medication to be administered to a child must be given to the office by the parents. All medicine must be administered by the school staff and will be stored in the office. The medication must be in an appropriately labeled container from the physician or pharmacy. A written notice must accompany the medication detailing the name of the drug, the proper dosage, and the time interval and/or circumstances in which the medication should be administered.

In order for a student to be excused from physical education or recess, a written notice from a parent or guardian is needed. After three days of being excused from physical education or recess, a note from a physician or authorized medical person must be provided for the child to continue being excused from physical activity.

Head Lice Policy

Periodic head lice checks will be conducted. Any child infected with lice will be sent home. All children present in school on the date the lice are discovered will be checked for the presence of lice in their hair. Written notification will be sent home to all families of the school informing them that lice have been discovered. The parent of the child found to be infected will be notified to treat the condition immediately. Assurance that the proper medication has been administered, and that there are no remaining nits present in the child’s hair, will be required before the child is allowed back into school.

**CONFLICT RESOLUTION**

At Avilla Christian Academy, we are all about relationships. We take seriously the two greatest commandments as Jesus stated them: we are to love God, and we are to love each other (Matthew 22:36-40). All that God asks of us comes down to this: our need to love and to be loved. This is not surprising since the Bible teaches us that God, himself, is love (1 John 4:8).

Love only happens in relationships. But we also recognize that all authentic relationships encounter conflict. As human beings we all come at life from different angles with different points of view. This often results in conflict. We do not consider conflict, in and of itself, to be a bad thing. Conflict can be handled well or it can be handled poorly. At Avilla Christian

19

Refrain from gossip and hearsay (James 4:11; Ephesians 4:29). Do not assume everything you are told is an accurate representation of the truth, and do not repeat to others things that you do not know for certain are accurate.

Remember there are two or more sides to every story. If your child, for example, tells you about something that happened at school, and it sounds upsetting, do not assume that your child has presented everything accurately. This does not mean your child is lying; it simply means that he or she is telling the story from his or her own perspective. Check with the relevant person(s) at the school before you assume the worst.

Assume the best about people’s motives. We all have experienced being misunderstood and misinterpreted. It is no fun to have your reputation diminished or tarnished among other people due to miscommunication, misinformation, or wrong assumptions.

Be willing to authentically listen to the other person. We cannot understand why another person is the way he or she is if we refuse to hear the other person’s concerns.

Be willing to confess, to repent, to forgive, and to love. These are the ethics of Jesus, and we are disciples of Jesus. We want to set the proper examples for our kids in how to resolve conflict.

Before going to someone else about a conflict you have with a teacher or other school staff member or other parents or students, first go to the person with whom you have the conflict (Matthew 18:15). If your effort to resolve the conflict does not prove satisfactory, you may bring the issue to the school administrator. If you have an unresolvable conflict with the administrator, you may seek out a school board member and/or the pastor. The school board as a whole will not address any conflict in which the previous steps have not been followed in a good-faith effort to find resolution. The school board will not entertain complaints about specific school personnel at regularly scheduled, monthly school board meetings.

Remember that we are all on the same side. We are all lovers of Jesus Christ, saved by his grace (Ephesians 2:8-9). We all want what is best for our kids. By adhering to these principles of conflict resolution, God will bless our community and do great things in the lives of our children.

20

6.

7.

5.

1.

3.

4.

2.

Academy, we want to handle conflict well by handling it biblically. This involves employing the following principles:

**PRESCHOOL PHILOSOPHY AND PURPOSE**

Avilla Christian Academy’s Preschool Programs are dedicated to living and teaching the good news of God’s love and forgiveness through Jesus Christ. Preschool begins the transition of learning from example to learning by programs. Previously, the child learned mostly by watching; now hearing becomes more important.

In a Christian atmosphere, the preschool provides experiences through which each child learns at his or her own rate and develops emotionally, intellectually, physically, and socially. We want each child to develop a growing awareness of the world which God has created, and of himself or herself as a person of immense worth – a child of God. We also want each child to learn respect for our country and our world and to grow in Christian responsibility in using and caring for our environment.

Each child is considered an INDIVIDUAL. We do not expect all children to fit into one pattern. Children, like adults, have different interests. Along with directed experiences, there is a self- selection time with teacher guidance. There is a variety of inside and outside activities. The children have opportunities to play and work alone and as part of a group. Preschool provides opportunity for creativity and experiences for developing thinking and reasoning skills – learning how to learn.

Among the school experiences in which your child may participate are the following:





Dramatic Play in the Family Learning Center and in other settings

Language Development – talking with peers and teachers; teacher-directed conversations about things of interest to young children; interpreting pictures; helping tell stories Manipulative play with blocks, puzzles, and lacing cards

Literature – looking at books; listening to stories and poems Music – singing, rhythmic interpretation, listing to music

Creative Arts and Crafts – painting, coloring, cutting, pasting, using play dough

Science – observation and investigation of natural science materials; use of a magnifying glass, thermometer, etc.

Nutrition and Foods – learning about and tasting a variety of foods, simple foods preparation,

Reading Readiness– enjoying many books, seeing likenesses and differences in pictures, becoming aware of and identifying sounds around us, talking about and identifying beginning sounds of our names and other words, letter recognition

Math Readiness – through concrete experiences with blocks and other objects, counting, number recognition

Outside Play – climbing, running, jumping, playing with balls

Chapel Time – learning about worship through songs, Bible reading, stories, and puppets





















21

Snack Time

A small morning snack is served. Each month you will receive a calendar indicating your child’s week to provide the classroom snacks. You will receive a list of appropriate food items that meet dietary needs required by our licensure – use this the list when shopping for snacks. The Health Department recommends that we not serve homemade treats.

Toilet Training

When entering preschool, a child must be toilet trained. If this is a problem, please speak with your child’s teacher.

Clothing

Please dress your child in play clothes for school. Proper clothing such as long pants, sweaters, coats and mittens will be needed for outside play on colder days. For safety reasons, no slip on, sandals, or open toed shoes should be worn. Shoes should have tie or Velcro straps.

Conferences

Conferences may be held as needed during the school year. Anytime you would like a conference, please contact us. If you have questions or helpful suggestions about your child, please let us know.

22

Parent / Guardian Signature

**SIGNATURE PAGE – Please sign and return to school**

I acknowledge that I have received a copy of the Avilla Christian Academy Handbook. I understand it is my responsibility to read and abide by it.

Student Name

\_ Date

\_ Date

Student Signature for 7th-12th grades

23

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRESCHOOL ONLY SIGNATURES – Please sign and return to school**

**Notice**

Children may be subject to interviews by licensing staff, child maltreatment investigators, and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes.

I acknowledge that I have read the preceding statement and am aware of the potential for such interviews.

Parent Signature Date

**Kindergarten Readiness Indicator Checklist**

A copy of the Kindergarten Readiness Indicator Checklist is provided to each preschool family.

I acknowledge that I have received a copy of the Kindergarten Readiness Indicators Checklist developed by the ADE.

Parent Signature Date

**Kindergarten Readiness Calendar**

A copy of the Kindergarten Readiness Calendar is provided to each preschool family.

I acknowledge that I have received a copy of the Kindergarten Readiness Calendar developed by the ADE.

Parent Signature Date

**Discipline Policy**

Avilla Christian Academy uses the following methods of discipline:

1.

2.

3.

4.

Redirect activities

Talk through the problem

Use of “time out” (one minute per year of child’s age not to exceed five minutes) Reinforce good behavior with praise and encouragement

I have read and understand the discipline policy of the child care facility. I give my permission for the use of all methods set out above.

Parent Signature Date

If the parent/guardian disagrees with any disciplinary method above, please list the method(s) preferred and sign beneath.

I have read and understand the discipline policy of the child care facility. I give my permission for the use of the methods listed below. (Write which ones of the four discipline methods listed above your prefer to be used with your child).

Date

PLEASE NOTE: Physical punishment shall not be administered to children. (Minimum Licensing Requirements for Child Care Centers 500.2, Pg. 23)

(Minimum Licensing Requirements for Day Care Family Homes 501.1, Pg. 17) CFS-CCLS 588 (7-94) TA

24