



## FAMILY HANDBOOK 2023-2024

Auburn Classical Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions and other school-administered programs.

This handbook does not contractually bind Auburn Classical Academy in any way.

This handbook is subject to change without notice by our governing body and is available on our website.

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Dear Families,

Welcome to Auburn Classical Academy. We are so glad you have joined the ACA community. The following handbook will provide details regarding school life at ACA. It is a wonderful resource of information.

As part of your contractual obligation, please read it thoroughly. We encourage you to consult it as needed throughout the year. In turn, the students, we hope, will gain a clear sense of what is expected of them. The environment we desire to create is one conducive to study and charitable interactions between students, parents, and teachers.

Furthermore, because we are not using our “own” space, we hope to be as courteous to our hosts at Life Savers Ministries (LSM) as they have been generous to us. We hope that “creating a few fences” and establishing protocol from the beginning will allow us to focus on the essentials of teaching your children.

Considering these goals, we ask that you kindly review these policies with your children, and then sign and initial the acknowledgement in the Enrollment and Financial Contract.

We look forward to a wonderful year!

Thank you,

ACA Board of Governors

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# Purpose and Philosophy

## Mission Statement

Guided by the Gospel, we aspire to provide a traditional, classical education in partnership with parents.

## Vision

Our vision is to educate to a higher standard so that the whole person may grow in knowledge, wisdom, and virtue, centered on the love of Christ and His holy Church. We seek to provide young men and women a distinctively Christ-centered and classical education whereby students learn to know, love and practice what is true, worthy, and excellent.

## Distinctives

### TRUTH – Veritas

As Christ is the Truth, all education rightly leads to knowledge of Him. So, more than a tacked-on Bible class at the end of a school day, ACA is committed to exalting Christ as the One by Whom, through Whom, and for Whom all creation exists. Therefore, we seek to take “every thought captive” by teaching every subject as part of an integrated whole. We teach students to think biblically, discovering His hand at work in all things, and we encourage each student to grow in faith through a personal relationship with Jesus Christ and Christ-centered relationships.

### FAMILY – Familia

We believe the family is a cherished institution, graciously given to us by God. We offer a shortened school week, helping to slow down the hectic pace of modern life and leaving time for quality family life. We believe it is the parents’ privilege to train their children at home, to teach them Christian values and beliefs, and to assist them academically. Our responsibility as a school is to partner with parents in support of these objectives.

### SCHOLARSHIP – Schola

An ACA education aims at far more than practical benefits. Based on the time-tested philosophy of the classical tradition - the method for educating the scholars of the ancient times, as well as America’s founding fathers – ACA works through a child’s natural developmental stages, teaching them first the fundamentals of learning (Grammar Stage), followed by the art of thinking logically (Logic Stage), which prepares them for the art of effectively communicating (Rhetoric Stage). We offer a challenging curriculum, where we teach students not *what* to think, but rather *how* to think. We work diligently to encourage students to develop a strong academic work ethic, as well as a life-long love of learning. Such instruction is provided by teachers with a wide array of experiences. *An ACA education is a true partnership between parents and school.*

## Statement of Faith

As a Christ-centered school, the faith of our teachers is paramount to everything we do. All classes are taught from a Biblical worldview, as one of our goals is to integrate faith and learning. Teachers should set a Christ-like example for students, both in the classroom and while off-campus. We are partnering with parents in the especially important task of training children in the way they should go.

As such, all teachers have expressed faith in Christ and a daily walk with Him. This faith is broadly expressed through the Apostles' Creed. We hold the following scriptural doctrines that have been historically recognized as orthodox Christianity:

### *The Apostles' Creed*

*I believe in God, the Father Almighty,  
maker of heaven and earth. And in Jesus Christ, His only Son, our Lord;  
Who was conceived by the Holy Ghost;  
born of the Virgin Mary;  
suffered under Pontius Pilate;  
was crucified, dead and buried;  
The third day He arose from the dead; He ascended into heaven,  
and sitteth at the right hand of God the Father Almighty;  
from thence He shall come to judge the quick and the dead.  
I believe in the Holy Ghost; the holy catholic church;  
the communion of saints; the forgiveness of sins;  
the resurrection of the body; and the life everlasting.  
Amen.*

## School Philosophy

We believe in the principles of traditional pedagogy because they are consistent with human nature and are most effective for student learning. The classical, Christian education model strives for continuity of curriculum and mastery learning.

## Traditional Education

In the traditional classroom, a knowledgeable, enthusiastic teacher carefully leads students into an understanding of each subject. Classrooms are quiet, orderly, and disciplined. Lessons are incremental, content is age-appropriate, and students learn the important skill of quality written work completed in a timely manner. Homework is moderate and is for the purpose of practicing or preparing for a lesson. The traditional classroom is consistent with human nature and the experience of many decades has demonstrated its superiority over the modern child-centered classroom.



## CLASSICAL

An ACA education aims at far more than practical benefits. We are classical, meaning that we employ the time-tested method of the Trivium, providing students the tools for life-long learning. This philosophy of education is the tradition passed down to us from the ancient scholars of Greece and Rome, to the monasteries of the Middle Ages, to the American schools that shaped the thinking of our founding fathers.

The Trivium works through a child's natural stages of development. It consists of the first three of the seven great Liberal Arts - Grammar, Logic, and Rhetoric.

During the Grammar Stage, children study the fundamentals (or grammar) of subjects to build a foundation of knowledge on which all future subjects can be further built. In the Logic Stage the fundamentals learned during the Grammar Stage years are brought into relationships. We begin to answer not just what, but why. The goal is to equip students with the thinking skills necessary to recognize sound ideas and detect false ones. Toward the end of this stage, the formal study of Logic begins. When students mature to the Rhetoric stage, they can then be trained to effectively use oral and written language to express thoughts eloquently and persuasively. The primary goal of the Trivium is not to train students in *what* to think, but *how* to think, logically, deeply, and wisely.

Classical education can be distinguished from modern education in that it does not neglect the important first step of giving students the classical tools for both intellectual development and for understanding their classical, Christian heritage.

## CHRISTIAN

We view all subjects as seen through the prism of Christ. ACA upholds traditional Christian virtues and the Holy Scriptures as the divinely inspired word of God. We also teach according to a Christian worldview. God, the Creator of heaven and earth, cannot rightly be separated from history, literature, mathematics, science, or any other academic discipline. We view every subject in light of God and His Word. This may be more apparent as we study Bible and history, but it is just as true as we study math and science. In these subjects we discern the order and structure of the world that point decisively to the God of the Bible as our Creator.

Our commitment to Christ-centered teaching does not mean, however, that we will only study Christian material, thereby narrowly presenting the world as only the way we see it. On the contrary, our tools of learning and our faith in Jesus Christ help us to confidently affirm truth wherever it is found, for we know that all truth ultimately comes to us from God. Therefore, we wholeheartedly seek a complete liberal arts education.

## CLASSICAL LANGUAGES

The study of Latin and Greek has practical, cultural, and formative benefits. *Practically*, it provides a foundation for English and all other modern languages and helps increase standardized test scores due to its strong vocabulary and grammar emphasis. Latin is a highly organized language, and its intensive study develops the minds of students unlike any other subject. Students who have discovered how to learn with Latin become better-equipped to study all other subjects. *Culturally*, the study of classical languages increases cultural literacy and develops knowledge of our own historical heritage which becomes increasingly significant in this age of relativism. *Formatively*, the study of Latin imparts exceptional academic discipline, moral insight and aesthetic judgment. Considering western civilization, education and classical education have always been synonymous.

# Governance, Administration and Faculty

## **Board of Governors**

ACA is governed by a Board of Governors who facilitates the broad vision and philosophy of the school. The board meets quarterly, and as needed, to review the objectives of the school and to assess its progress according to the vision and philosophy of Auburn Classical Academy.

## **Members**

Mrs. Stephanie Roarke, Chair

Mr. Adam Long, Vice-Chair

Mrs. Paula Deist, Secretary

Ms. Lee Alice Johnson, Treasurer

Mr. Jermile Brooks

Mr. Ashely Miller

*Mrs. Kelly Davidson, Ex Officio*

## **Head of School**

Mr. Micah Moore

## **Faculty**

### Teachers

Mrs. Jill Roberts

Mrs. Maureen Fain

Mrs. Melodie Wood

Mrs. Carrie Cunningham

Mrs. Diane Bryson

Miss Laura Lee Logan

Mrs. Alexis Andrew

Mr. Todd Hendrix

Mrs. Lesley Thornell

Mrs. Haley Brooks

Mrs. Robin Durbin

Mrs. Brittany Kelly

### School Aides

Mrs. Teska Schindler

Mrs. Brittany Kelly

Mrs. Haley Brooks

# School Information and Calendar

## Auburn Classical Academy

1901 Waverly Parkway

Opelika, AL 36801

(334) 821-7081

Email: [info@auburnclassicalacademy.com](mailto:info@auburnclassicalacademy.com)

Web: <https://www.auburnclassicalacademy.com/>

Auburn Classical Academy is organized as a private school. We are housed at but are a separate entity from Life Savers Ministry. While the teaching perspective of Auburn Classical Academy is thoroughly Christian, Life Savers Ministry has not specifically approved the content of the classes, and the teaching does not necessarily reflect that of Life Savers.

## 2023-24 Key Dates

		Fall Semester	
August	1-3	Teacher Workdays	Tuesday - Thursday
	3	Student Orientation	Thursday
	7	Fall Term Begins	Monday
	22	Curriculum Night	Tuesday
September	4	Labor Day	Monday
	8	Friday School Day	Friday
October	9-13	Fall Break	Monday - Friday
November	20-24	Thanksgiving Break	Monday - Friday
December	14	Last Day of Fall Semester (noon dismissal)	Thursday
	14	Advent & Christmas Program (evening)	Thursday
	15-Jan. 2	Christmas Break	
		Spring Semester	
January	3	Classes Resume	Wednesday
	15	MLK Day	Monday
	19	Friday School Day	Friday
February	1	State of the School (evening)	Thursday
March	4-8	Spring Break	Monday - Friday
April	1	Easter Monday	Monday
	5	Friday School Day	Friday
	25	Spring Showcase	Thursday
May	9	Last Day of Spring Semester (noon dismissal)	Thursday

# Behavioral, Social and Cultural Policies

## The Joy of Discovery

We desire that our students would love learning. Education is an Atmosphere, a Discipline, a Life. We aspire to create an atmosphere and discipline among our students that creates a love of learning, and it is our expectation that parents will partner with us to do the same through their lives at home.

## School Pillars

- Have reverence for God and obey His commandments. (Ecclesiastes 12:13)
- Honor others above yourself. (Romans 12:10)
- Do your work as unto the Lord. (Colossians 3:23-24)
- Do everything without complaining or grumbling. (Philippians 2:14-15)
- Encourage one another and build each other up. (1 Thessalonians 5:11)

## Student Code of Conduct

ACA assists parents primarily in the academic education of their children. Parents are principally responsible for their children's conduct; they are God's agents of discipline. Basic manners, morality and social graces must be taught at home. Teachers and staff will seek to reinforce these but will not be responsible for teaching them. Likewise, discipline is properly executed by parents, although staff may exercise minor correction and discipline when necessary, during school hours. Standards of behavior used throughout the school are scripturally based and made with reference to the example of Christ.

Student behavior, attitude, and physical disposition should contribute positively to the classroom environment and ACA' culture of excellence in character. To that end students are expected to uphold the *ACA Student Code of Conduct*:

- We cheerfully and promptly obey the authority under which we are placed.
- We may appeal respectfully and courteously. We do not argue or negotiate.
- We love and honor one another.
- We give encouragement to each other.
- We do not point out the shortcomings of others in order to build ourselves up.
- We tell the truth.
- We do not disrespect the classroom and teacher by passing notes or otherwise interrupting.
- We do not spread rumors or gossip.

- We will not make excuses for our wrong actions but will admit them.
- We avoid cliques, clubs, or games that exclude others.
- When others are sorry, we forgive them.
- When others are sad, we comfort them.
- When we have work to do, we do it without complaining.
- If we make a mess, we clean it up.
- We treat one another with respect and patience.

The teacher should seek to apply the spirit, and not simply the letter, of the rules of the school. An orderly working atmosphere should be the norm. Within reason, the teacher is expected to deal with discipline problems within the classroom and maintain consistent communication with parents.

Additionally, students are expected to:

- Maintain an absolute standard of honesty and integrity, academically and otherwise.
- Exhibit modesty in work, appearance, words, and deeds.
- Act appropriately on school grounds – follow rules for building use and restrictions, exhibit self-control, and work diligently.
- Abstain from any intimate sexual conduct.

ACA reserves the right to discipline or ask a student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including suspension or expulsion.

## **Discipline**

### **Discipline Policy**

Students should be aware of the class and school rules and be encouraged to exercise self-discipline.

Teachers are expected to correct and discipline students within the classroom. If a situation arises in which a student does not correct his/her behavior when directed to do so by the teacher, the student may be asked to sit in the hallway and silently work, to sit in the office, or to eat lunch at the “Silent Lunch Table”. There may be occasions when students are required to write a particular school pillar (rule) multiple times when appropriate. If a situation warrants, parents will be called to the school. Further disciplinary issues will be handled quickly between the Head of School and parent(s). Corporal punishment is never used at ACA.

### **Cliques and School Culture**

Protecting our culture requires the support of both families and faculty. Cliques among students are relationships which include only a small number of students and often define themselves by whom they include or exclude. While close friendships are a part of adolescence, exclusive friendships are detrimental to school culture, and when they occur, ACA may request a degree of separation during school hours.

## **Conflict Between Students**

Conflicts between students that occur during school time, when observed by teachers, will be corrected within the code of conduct and discipline procedure. However, since parents are considered the primary trainer of students, we ask that any conflicts between students that students bring up at home be addressed from parent to parent. Teachers should be made aware of ongoing issues so that they can watch for them and assist in correction and protection of students, but we encourage families to be proactive in trying to resolve these issues between children in a Godly manner.

Student behavior, attitude, and physical disposition should positively contribute to the classroom environment and the ACA culture of excellence in character. Disrespectful attitudes or body language (slouching in chair, head on desk, etc.) is not allowed. Students should be inclusive, encouraging, and friendly to all classmates.

Students that consistently fail to maintain proper classroom etiquette will be sent to the office. The Head of School determines all punitive consequences for misbehavior. Parents will be notified of any behaviors negatively impacting the classroom.

The Head of School will be informed and document immediately if a student:

1. uses profanity or vulgarity.
2. is physically or verbally abusive to a fellow classmate.
3. cheats or plagiarizes.
4. demonstrates routine or blatant defiance.

## **Uniform Code**

ACA maintains a uniform code to underscore ACA's seriousness of purpose by encouraging students to think of their attire as an aspect of their work and to promote a sense of unity with the school and with the students as a group. Coming dressed in clothes associated with diligent work elevates a student's mindset toward doing their best and frees the environment from distraction.

Please find the uniform guide in its entirety on our website.

The approved uniform choices may be found at:

- [LandsEnd.com](http://LandsEnd.com); Preferred School Number: **900157835**
- [DennisUniform.com](http://DennisUniform.com); ACA's school code is: **BABNC**
- Refer to the [Dress Code](#) page on the website for more information.

We see an exceptionally high achievement and good behavior when students adhere to the uniform standards that we require at ACA. To the contrary, when compliance of uniform standards relax, unfortunately so do academic seriousness and behavior.

The Head of School and faculty reserve the right to require students to modify any elements of dress or appearance that are inconsistent with the culture of the school.

- K-8th boys will always wear **khaki** pants or shorts, and girls will always wear **plaid** jumpers or skirts/skorts.
- K-8th students will wear navy collared shirts except on chapel day where white chapel shirts/blouses, and on ACA T-shirts days (usually Thursdays).
- Crested navy collared shirts are required from grades 4-8.
- Shoe Policy: **ACA requires only two pair of shoes in grades 3-8\***
  - Athletic shoes for wear on M, T, and Th, and leather dress shoes for wear on chapel days.
  - Grades K-2 may wear athletic shoes every day, including chapel days.
  - Refer to the Dress Code page on the website for more information regarding approved colors and for picture examples of approved shoes.
  - We make exceptions for medical needs.

*\*Note: approved canvas shoes may be worn instead of athletic shoes on Monday, Tuesday, and Thursday, but are not required nor expected.*

- Field Trips: attire will be the regular (non-chapel) uniform unless the field trip necessitates other attire. Parent chaperones' attire should similarly reflect that of our students' demonstrating modest, event appropriate attire whenever representing ACA during school outings.
- Inside the school, students may only wear uniform code garments and accessories; cooler classrooms may require students to wear an ACA fleece jacket, ACA sweater, or ACA sweatshirt.
- Coats and other outerwear shall be tasteful and may be that of a student's choice but may **not** be worn indoors.
- Sweatshirts may **not** be worn on chapel day.

### **Consequences of Non-Compliance to Uniform Code**

We ask all parents to be familiar with the uniform code and check their child/ren's attire before leaving for school.

When students arrive at school, the morning greeter welcoming them in the drop-off carline will conduct a quick inspection to assure students are following the uniform policies.

- For minor infractions (e.g. no belt/tie, brightly colored socks, bright hair bow, unnecessary jewelry, untucked shirts, etc.), students will be able to make needed adjustments before going to their classroom (e.g. borrow a school belt/tie that will be returned at the end of the day, or remove the bright bow, socks, or non-compliant jewelry, etc.).
- For major non-compliance (e.g. repeatedly forgetting Chapel attire, proper shoes, etc.), students will wait in the ACA office until a parent or caregiver returns with the appropriate item. Students are responsible for any work missed during the time waiting for dress code items.
- Habitual uniform infractions will result in additional consequences to be determined by the Head of School.

## Student Electronics and Social Media

Unless otherwise directed by lead teachers for specific classroom needs (i.e. algebra calculators), students may not bring electronic devices of any kind to the school. Particularly, there will never be a reason for students to have cell phones, smartphones, tablets, laptops, or personal devices with a camera function or which can access the internet. Students may not wear smartwatches, fit bits, or other activity trackers. All such devices are strictly prohibited.

**From 7:30AM until 5:00PM students may not have cell phones, cameras, or other personal electronic devices in ACA buildings, nor on field trips.** A drop box for all phones and other personal devices will be maintained in the school office. Electronic items seen or heard during the school day will be confiscated and turned in to the office drop box or held by the teacher if on a field trip, until dismissal. Repeat instances will be handled at the discretion of the Head of School.

Teachers may not lend communication devices (e.g. phones, tablets, computers) to students unless in an emergency. If communication must be had between a student and parent, the ACA office phone shall be used.

### Internet, Printer and Copier Usage

- Students may not have access to the school Wi-Fi password.
- Copiers are for faculty and staff use only. Students may not use the copiers.
- Students may not come to the office before class to print work.

### Social Media

ACA students are strictly forbidden to communicate with ACA faculty or staff via social networking sites.



# School Policies

## Attendance

School attendance is imperative for the students' academic success. Frequent student tardiness and absences disrupt class and affect individual academic progress. Students are not successful at ACA, academically or socially, if they routinely arrive late or miss class. Each time a student is tardy or absent, it becomes part of the permanent school record. **For all grades, a student must be present four (4) hours to be considered present for the school day.**

### Tardiness

Because assembly begins promptly at 8:00, the main entrance doors will be closed *promptly at 7:55 a.m.* Students who arrive after 7:55 must sign in at the office indicating the time of arrival and receive a tardy slip to take to their teacher.

Excessive tardies in a grading period could result in course failure, lowered course grade, or could affect a student's reenrollment for the following year. In addition, four (4) tardies will be counted as a single unexcused absence. Each subsequent tardy will count as an additional unexcused absence.

Late check-in due to doctor appointments or the like may be excused with prior notification and at the discretion of the Head of School. We strongly encourage doctor's visits to be scheduled outside of normal school hours.

### Early Check-out

Leaving school early is an exception for select situations only. Parents should inform the teacher and school office as early as possible indicating the time and reason for early dismissal.

- Students in grades K-6 wait in their classrooms until being retrieved by a staff member.
- Students in grades 7 and above may proceed to the office to sign out and wait for their ride.

### Absences

Excused and unexcused absences will be included on the student's report card. When absences exceed the limits below, parents will be required to meet with the teacher and Head of School to determine a plan for appropriate academic progress.

**Scheduled absence requests must be made to the office at [info@auburnclassicalacademy.com](mailto:info@auburnclassicalacademy.com)**

**Please do not email a teacher asking for work prior to a scheduled absence.** See details under *Make-up Work*

### **Excused Absences**

- Students are allowed four (4) excused absences per semester.
- Parents should notify the school office **before class begins by phone or email**.
- Excused absences include illnesses and other circumstances beyond a students' and/or parents' control.
- Scheduled excused absences include religious observations, weddings, death in the family, or certain educational opportunities.

### **Unexcused Absences**

- Students are allowed **four (4) unexcused absences per semester**.
- For planned unexcused absences, students and parents should notify the teacher well ahead of missed days.
- Vacations and the days immediately before or after scheduled school breaks are not excused except in unusual circumstances.
- Teachers will not provide work or lesson plans prior to unexcused absences.
- Teachers may give zeros for missed work.

### **Attendance Records**

Teachers will keep their own daily attendance records for each class and enter daily attendance records into *Thinkwave*.

- A student must be present at school most of the day (at least 4 hours), or they will be considered absent.
- Five or more tardies in a grading period could result in lowered course grade, course failure, or could affect a student's re-enrollment for the following year.
- Unexcused absences in excess of four (4) per semester could result in expulsion.

# Make-up Work

## Excused Absence Make-ups

It is within each teacher's discretion how make-up work and/or tests will be handled. Teachers set the schedule for when make-up work must be completed and may modify missed assignments at their discretion.

- In cases of illness, teachers will gather books and complete a missing assignment sheet, ideally by 2:30PM
- In cases of scheduled absence, it is the parents' and students' responsibility to get the missed assignments or classwork. This should be done by first contacting another student in the class, or, if necessary, parents/students should contact the teacher prior to the next class day to receive missed assignments.
- It is the parents' responsibility to assure completion of missed assignments.
- Except in unusual circumstances, students should have no more than one week to complete their work. Assignments that cannot reasonably be completed in that time should be modified. As much as is possible, make-up work should not distract students from their current work.
- In extenuating circumstances, such as extended illness or hardship, other arrangements for completing assignments may be discussed between teacher and parents.

## Unexcused Absence Make-ups

Make-up tests and quizzes are allowed for up to four (4) unexcused absence days per semester. The fifth or greater unexcused absence will not have the privilege of make-up tests/quizzes.

- Students are responsible for the information covered during their absence since it will most likely be included on comprehensive assessments.
- Students/parents are responsible for gathering missed assignments from classmates, not from teachers, and for completing them by the assigned due dates as if the student were in attendance.
- Teachers will not provide work or lesson plans prior to unexcused absences and may give zeros for missed work.
- Teachers have the prerogative to accept, not accept, accept with penalty, or amend any assignments turned in late following an unexcused absence.
- Tests and quizzes rescheduled at the teachers' convenience.
- Prior arrangements may be made for assignments due during the unexcused absence, at the teachers' discretion.

# Illness and Medical

## Illness Policy

In consideration of students' wellness in addition to preventing the spread of illness to classmates and teachers, **students shall be free from the following symptoms a full 24 hours before returning to school:**

- Fever – Temperature of 100.5° or above WITHOUT use of fever reducing medication (acetaminophen or ibuprofen)
- Vomiting
- Diarrhea
- Rash
- Persistent cough

If a student becomes ill during class, the school office will contact a parent directly.

## Medication and Treatment Authorization

- ACA does not have a school nurse, and ACA is not prepared to administer medical care or treatment.
- Should students need to be given prescription or homeopathic medicine while at school, parents must complete an *Authorization Form*. Forms will be provided to parents for completion at the beginning of the school year. Any medications needed to be dispensed during school hours should be brought to the office. They may be dispensed only from the school office by office staff.
- ACA does maintain a well-equipped first aid kit in the office. Minor scrapes, bruises, bumps, etc. will be attended by a staff member.
- So that minor issues may be treated, parents must complete an *Authorization Form*. More serious injuries or concerns will be addressed by contacting a parent. Additionally, any injury requiring significant attention from a staff member will be noted on an *Injury Report* and placed in the student's file.
- When a student has a condition that requires exemption from some school activity, parents should send a written excuse to the Head of School to be disseminated to all appropriate teachers.

## Immunization Policy

According to the Alabama Department of Public Health, each child enrolled in daycare, Head Start, and public or private school in Alabama must have either proof of Immunization (Blue Card) or a county issued certificate of exemption on file at the facility that they attend.

More information may be found at [AlabamaPublicHealth.gov](http://AlabamaPublicHealth.gov).

## Student Safety

- All doors to ACA are locked during the school day.
- A doorbell is located outside the main hallway entrance and shall be used by all visitors who wish to enter the building.
- All parents, guests, and visitors will need to check in at the office and receive a "visitor" badge. From there, a staff member will accompany parents as they visit the building.
- During school hours, visitors may not visit classrooms nor the school building without a staff escort.
- Before leaving ACA, guests should report to the front office to sign out.
- Any parental concerns for their children's safety should be addressed with the Head of School.

### Prohibited Items

If prohibited items are brought onto the grounds by any student, the items will be confiscated immediately and depending on the severity of the offense the parent may be called to pick up the student, and a parent conference will be scheduled before the student may return to class. Prohibited items include but are not limited to: weapons or knives of any kind; drugs, alcohol, cigarettes, and inappropriate printed or digital material of any kind.

## Communication

### Teacher Communication

Most of our teachers have consecutive classes and cannot stop for parent conversations in between classes or in the car line. Teachers are responsible for transitioning students from class to class, as well as cleaning up and preparing for class; please do not use this time to ask questions or tell them about absences, etc.

Teachers will provide parents with contact information at the start of the year with the best time and method of contacting them. Be sure to use these means to communicate with them or arrange a conference.

### Addressing Concerns

- If you have questions about the day-to-day workings of a particular classroom (grading, discipline, homework load, etc.) contact the teacher first in person or via phone call and if necessary, follow up with an e-mail message.
- Parents shall copy the Head of School when emailing teachers with concerns to keep the administration informed of classroom circumstances. Teachers are required to do the same when emailing parents. Please refrain from texting with teachers in these instances.
- If you have a concern about curriculum content, school policy or philosophy, ask to speak with the Head of School.
- In the rare instances that a parent and teacher cannot come to an agreement you may take the issue directly to the Head of School.
- **At no time should an individual student's problem be addressed to non-involved parties.** In the great majority of cases if you have worked patiently and in good faith with the teacher or Head of School you will find a satisfactory resolution.

## **Parent Volunteers**

ACA depends on parents who volunteer their time, skills, and resources to make our school successful. Each year parents can sign up for events they would like to help with and list skills they would be willing to share. ACA values the talented hands and willing hearts of our parents and seeks to use them efficiently. We hope to have many volunteer options for parents this year!

Our first opportunities are helping observe lunch and P.E. periods for all grades. Please request more details for how to sign up for a time to volunteer for:

- Lunch Monitor
- P.E. Monitor

## **Custodial Parent Policy**

When applicable, ACA will communicate with the custodial parent(s) or guardian(s). It is the responsibility of the custodial parent or guardian to communicate with the non-custodial parent or guardian. Custodial parent or guardian shall provide legal custodial documentation to the school.

## **Weekly Newsletter**

A primary means of communication for is the weekly *ACA Column*. This is a brief newsletter emailed to parents and available weekly on the ACA website. It informs parents of important dates, events, or updates to our regular policies and procedures. We also include fundraising information, and other important documents as attachments to the *ACA Column*. Please read it carefully each and every week!

## **Student/New Parent Orientation Day (all students and at least one parent)**

Mandatory Drop-in event which is held the Thursday prior to the first day of school, from 10:00AM to 12:00PM. Students and at least one parent shall come and meet their teacher while dropping off school supplies.

Parking will be extremely tight. Use the designated parking areas and follow any other designated directions.

ACA's academic calendar and all other required paperwork will be provided. Any forms that need to be completed and signed by a parent shall be returned to the school office on the first Monday of the school year.

Upper school students (grades 7-8) are expected to review the *Family Handbook* and sign a written agreement statement affirming that they have read, are in agreement with, and are willing to abide by the established standards of the school as outlined in it.

## **Curriculum Review Night for Parents (Mandatory)**

A mandatory curriculum review night will be held for all parents in **August**, in three 45-minute sessions. At least one parent per family is required to attend this event. It is designed for parents to view the curriculum and ask questions as to implementation and expectations of students, parents, and teachers.

# General

## **Non-Discrimination Policy**

Auburn Classical Academy admits students of any race, color, national and ethnic origin 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 and ethnic origin in administration of its educational policies, admissions and other school-administered programs.

## **Sexual Conduct, Orientation, and Identity**

ACA considers the marital union to be between one man and one woman (Genesis 2:24).

- Abstinence from all intimate sexual conduct outside the marital union of one man and one woman shall be strictly observed.
- ACA considers a child's sex to be that which is God-given; male or female, and that which he or she is biologically categorized at birth.
- Males and females will use separate restrooms designated by their biological sex unless an emergency requires otherwise.
- Biological males will follow the ACA Boys' Dress Code; biological females will follow the ACA Girls' Dress Code.

# Academic Policies

ACA offers a classical, Christian education. The goal of a classical education is to develop the mind of the student through Latin and mathematics, and to develop wisdom and virtue through a careful reading of the classics. In all our programs we strive for continuity and mastery learning. Classical education also focuses on teaching age-appropriate material through age-appropriate methods. We follow the classical trivium which emphasizes memorization and accumulation of facts in the grammar school; evaluation, analysis, and integration of information in the logic stage or middle grades; and the articulate expression of ideas through the spoken and written word in the rhetoric stage of the upper school.

## Academics

At ACA, we designate K-6 as Lower School, and 7-8 as Upper School. ***Academic expectations and workloads increase significantly at each grade transition.*** While all students are subject to reevaluation at the end of every school year, particular scrutiny is given to students at the transition years between Lower and Upper Schools. The school makes every effort to identify early those students who are struggling and then communicate concerns and recommendations to the parents.

### Academic Integrity

ACA expects the highest standards of academic integrity from all students. Students should conduct themselves with a character befitting the classical, Christian ideals which define our school. Academic dishonesty consists of, but is not limited to, cheating, plagiarism, or assisting another to engage in such activities. Students who demonstrate a lack of academic integrity in any way are subject to disciplinary action or expulsion as determined by the Head of School.

### Academic Probation

A student whose academic performance falls below the acceptable standard as dictated by the classroom teacher and ACA Head of School is placed on academic probation. Typically, a student with a GPA below 2.00 (C-) or having a significantly declining GPA will be placed on probation. A student on probation is given an additional semester to improve his/her grades to an acceptable level as determined by the classroom teachers, parents, and Head of School. Failing to meet the requirements of probation may result in dismissal from ACA or jeopardize future enrollment.

### Standardized Testing

ACA administers the Iowa Test of Basic Skills (ITBS) to test every student. The ITBS is one of the longest running, most respected, standardized tests in the country. It has been administered for years with little change, providing a consistent comparison of our students against others across the country.

### Penmanship

Beyond third grade, work should be completed using cursive both in class and out of class.



## Accommodation and Tutoring

All ACA students are required to participate in every subject designated for the student's grade level. Any tutoring by a non-ACA entity shall take place apart from designated school hours.

### ACA Teacher Tutoring

- Teachers must obtain approval from the Head of School before tutoring for free or for pay.
- Teachers may not instruct nor tutor students off ACA's campus.
- During on campus tutoring, the door must be left open.
- Only schedule tutoring during normal hours when Head of School is on campus.

## Homework

It is within each teacher's purview to set and maintain a homework policy, including measures to be taken if the student fails to complete his/her homework. Please know that ACA does not adhere to a "No Zero Policy"; that is, zeros may be given by a teacher for the failure to complete and/or timely turn in assigned homework.

### Planners & Take-Home Folders

- KINDERGARTEN through 1<sup>st</sup> GRADE: Primary, daily communication from teachers to parents will be made via the students' daily Take-Home folder. This folder will contain student papers, any homework and comments or notes from the teacher. The Take-Home Folder shall be checked by parents, and returned to school with your child/ren daily.
- 2<sup>nd</sup> to 6<sup>th</sup> GRADES: Each student will be issued an ACA Planner, by which the student will record all homework, project dates, quizzes/tests and other important dates. The Planner may also be used by the teacher to make written comments/notes to students and parents. The Planner shall be checked by parents daily.
- Each Planner will also contain a pocket insert in which students and teachers will place all paperwork that is to go home for the week. The pocketed insert will indicate papers that are to be brought home and any requiring parent signature and to return to school. Although this portion of the Planner may contain papers each day, most papers will generally be placed in the folder at the end of the week.
- 7<sup>th</sup> to 8<sup>th</sup> GRADE students will be expected to keep up with their own school assignments and important dates. Student supply lists include the need for a simple and tasteful academic-year planner of choice to be purchased by the student.

Both the Take-Home Folder and the 2<sup>nd</sup> to 6<sup>th</sup> grade Planner will serve as the **KEY** communication method from the school, including graded papers and frequent updates.

Any return communication or administrative papers from parents to teachers should be placed in the Planner for the student's return to class.

# Textbooks

Textbooks are the property of ACA. An inventory list will be given to teachers at the beginning of the school year listing textbooks, books, curriculum resources, and other materials borrowed and assigned to students. Teachers will keep track of all items used by their students. The condition of each book given to students will be recorded by the teacher at the beginning of the year so that the current student will not be held responsible for damage done by previous users. These textbooks will be collected at the end of the year.

Fines will be levied on those students who have damaged a book beyond normal wear and tear. If the book is damaged beyond repair, the parents must pay the cost of its replacement. Information about textbook damage should be given to the office at least one week before the end of school.

Regarding study guides, workbooks, or other consumable materials that are distributed to students, should they be misplaced or damaged beyond usability, parents will be billed for replacement.

# Grades

## Grading Philosophy and Scales

Grades are merely a communication tool for the teacher to the student. It is not the only tool, and grades should never be a surprise. At ACA we fully understand the importance of grades in 9-12th grade, however, as a classical school we are less focused on grades and standardized testing and more focused on the joy of learning and the mastery of knowledge. For further information, please read the *Top Reasons Not to Enroll in ACA* on our website.

### Kindergarten and 1<sup>st</sup> Grade.

E (90-100) = Excellent

VG (80-89) = Very Good

S (70-79) = Satisfactory

N (63-69) = Needs Improvement

U (under 63) = Unsatisfactory

### 2<sup>nd</sup>-8<sup>th</sup> Grade Grading Scale

97-100%	A+	73-76%	C
93-96%	A	70-72%	C-
90-92%	A-	67-69%	D+
87-89%	B+	63-66%	D
83-86%	B	60-62%	D-
80-82%	B-	59% and below	F
77-79%	C+		

## **Conduct Grades**

Conduct grades include teacher evaluations of the following work traits and behavior: prepared for class with all materials, follows directions, demonstrates self-control, respectful to teachers, completes assigned work, uses time wisely, neat worker, mindful of personal space, respectful to classmates, excessive talking/talking out of turn, complies with uniform standards.

Students will receive conduct grades on mid-semester progress reports and on end of semester report cards which are rated as follows:

VG – Very Good

G – Good

N – Needs Improvement

## **Online Grades**

All student grades are available online. Instructions on how to access the grades will be emailed to parents at the beginning of the school year.

Teachers will keep their course grades updated in *Thinkwave*. Grades should be updated by 5PM each Friday. Student progress reports will be printed directly from *Thinkwave*.

# **Promotion and Enrollment**

## **Promotion & Enrollment**

ACA reserves the right to assign a student to a grade level based on educational need, as determined by the faculty and administration. Completion of a grade does not guarantee promotion to the subsequent grade. Year-end report cards will indicate whether the student has been promoted to the subsequent grade or that the student is being retained in the current grade.

If the student is promoted but the teacher has indicated that the student may struggle to be successful upon promotion, parents will be required to meet with the Head of School to receive required supplemental summer assignments. Failure to complete the required assignments prior to the specified deadline may result in forfeiture of the student's enrollment.

Although priority is given to current families, ACA is not obligated to place a student in a particular class, does not guarantee reenrollment based on the completion of a prior year, nor guarantee automatic enrollment because of the successful enrollment or promotion of a sibling(s).

## **Field Trips**

Parents are encouraged to attend field trips, but sibling inclusion will be subject to the teacher's and Head of School's discretion based on the nature, destination, and purpose of the field trip. Students are not allowed to bring personal devices on field trips.

Any parent attending a field trip is considered a chaperone and thus possesses responsibility for holding students within their care to ACA standards of behavior. Chaperones must also dress in a modest and appropriate manner that is fitting for the field trip. Chaperones must read and sign a "Chaperone Information and Responsibilities" agreement form before participating in an ACA field trip.

- At least one chaperone (teacher or parent) must be present for every student event.
- Two or more chaperones shall attend other large school events.
- Student personal electronic devices are strictly forbidden on ACA field trips.

## **Cubbies**

Select students will be assigned cubbies to store their textbooks and other school-related materials. Cubbies are the property of ACA and should be used appropriately and with care. Students may store only school-related items in cubbies (e.g. books, binders, pencils, jackets, etc.) and items should not be stored on top of cubbies. ACA reserves the right to inspect cubbies at any time with no notice.

# Financial Policies

## Tuition

Auburn Classical Academy Parents are expected to fulfill financial obligations to the school. Enrollment is for the full academic year and no portion of the tuition paid or outstanding will be refunded or canceled due to absence, poor academic performance, local transfer, accident, regular sickness, withdrawal, or dismissal from school, unless by express written consent of the Board of Governors of the school. The only allowable exceptions to this are in the following four circumstances:

1. The student moves to a location 50 miles from the school and gives ACA 60 days written notice.
2. The student experiences a major extended illness or death and is unable to attend school.
3. The student's parents or caregivers experience a major extended illness or death.
4. The student's scheduled class does not make, and the student is forced to withdraw.

In any event of an exception being granted, ACA will refund tuition on a prorated basis.

The fact that the school allows tuition to be paid in installments does not create a fractional contract or in any way relieve the parents of the responsibility for the entire tuition. Timely payment of tuition and fees, due on the 15th day of each month, is to be made in accordance with terms of the **Enrollment and Financial Contract** signed by all families.

By turning in a signed **Enrollment and Financial Contract** to the school, the family has agreed to remain current in paying all tuition and fees for the entire school year.

- Late charges of \$25.00 will be added the 20th of each month for all past due tuition.
- If an account becomes one month delinquent, the child *may* be suspended from school until the balance is paid unless satisfactory arrangements for payment have been made with the administrator.
- Should a family elect to withdraw a child from Auburn Classical Academy, for any reason, it is that family's responsibility to inform the school in writing and to fulfill all financial obligations.
- Single payments should be made by check or draft on or before July 15<sup>th</sup>, 2023.
- Quarterly payments should be made by check or draft on or before July 15<sup>th</sup> and October 15<sup>th</sup>, 2023; January 15<sup>th</sup> and April 15<sup>th</sup>, 2024.
- Monthly payments incur a \$10 per month processing fee (\$120 for the calendar year). Monthly payments are due on or before the 15<sup>th</sup> of each month, July 2023 to June 2024.
- If the 15<sup>th</sup> of the month falls on a holiday or weekend, the draft will occur the next business day.

## 529 Qualified Tuition Plans

On December 22, 2017, the president signed new tax legislation into law. The legislation includes the following new provisions related specifically to 529 savings plans, beginning with the 2018 tax year:

- 529 account owners can use assets to pay for qualified K-12 expenses up to \$10,000 per year per student.
- Account owners can treat K-12 withdrawals as qualified expenses with respect to the federal tax benefit. The tax treatment of such withdrawals at the state level, determined by the account owner's state of residence is less clear, and states may ultimately determine the treatment of these withdrawals independently.
- Account owners should consult their tax advisors for further guidance.

# School Operations and Procedures

## Building and Property Use

Auburn Classical Academy is not affiliated with Life Savers Ministries (LSM); LSM is simply our very gracious host. Therefore, all students, teachers and families of ACA must strive to be gracious guests. It is LSM's property first and foremost and we need to actively minimize the wear and tear we might cause on the facilities.

Specific instructions as to building/grounds use are subject to revision throughout the school year. Therefore, we ask the following:

- Do not enter the brick building closest to Waverly Parkway.
- Do not call LSM office for any ACA business.
- Always leave facilities better than we found them – DO NOT borrow/use any supplies other than paper products in the bathrooms. All black/white boards should be thoroughly cleaned at the end of each class. Be neat and clean in the bathroom, lunch, and outdoor areas.
- FOOD or DRINK may only be consumed in the lunchroom or designated classrooms. Otherwise, students may only have water in study hall or classrooms.
- Students may not enter any rooms that we are not using for class, including supply/janitor closets and storage areas without permission.
- Return chairs and tables to the state they were in originally by the end of class on Thursday.

## Parking

- Besides regular pickup or drop off times, when individuals are coming to get a child or visit the school, park in the parking lot, and walk to the front door.
- ALWAYS park in the gravel parking lot on the right of the ACA driveway. You may have to double park behind another vehicle.
- ALWAYS pull as far forward as possible and close to other vehicles in the parking lot to allow for as many spaces as possible.
- NEVER leave vehicles unattended in the drive-thru loop at any time, even after school hours. After morning drop off, cones will be in placed on the blacktop to indicate the no parking zone.
- NEVER pull onto grassy areas as they contain sprinkler heads which can be broken by vehicles. ACA is liable for damages and will pass along any repairs costs to families in violation of this policy.
- ALWAYS keep the entire drive loop clear as buses and/or garbage trucks need wide clearance to get around the entire drive (except for after school pick up).
- NEVER park in the front of the sidewalk area or around the side by the greenhouse and storage buildings.
- NEVER park in the grass or in the roundabout in front of LSM (front) Building.
- NEVER park behind or in front of the LSM school buses. Stay clear of the area where they are parked. They are moved daily for general upkeep.

# Carline

**Please refrain from extended conversations with staff during pick up and drop off.**

## **Morning Drop-off Procedure**

Enter the parking lot from the west driving entrance (right side of the property when facing LSM). Proceed around the property to the building in the rear to drop off your student (from the right side of your vehicle).

Children will be greeted by an adult at the drop off point. They should then proceed to their classroom to unpack and follow the teacher's start of day instructions. Students will proceed to Assembly as a class. If you arrive earlier, please wait in the car line in your vehicle with your child. If you are late, please follow procedures for late check-in.

Due to reduced space in the car-line area students may only be dropped off and may NOT be walked into school by a parent/caretaker at the beginning of the school day. Exceptions to the drop-off policy are:

- For kindergarteners only during the first week of school. Parents of those children may park in a designated area and walk their child to the classroom.
- For extenuating circumstance for older students who must be walked into school, park in a designated area not blocking the drop-off traffic.

Parking space is extremely limited, and we appreciate your cooperation in accommodating all our families.

## **Morning Drop-off**

- Students may be dropped off between **7:40 and 7:55 a.m.**

## **Afternoon Pick-up**

Please use the same path and procedure as the morning drop-off and wait for your child to be escorted to your vehicle. You must post the ACA provided surname sign in the front window of your vehicle.

Students may not go to their rides until directed by staff to a specific cone to wait accordingly:

- There will be numbered cones (1, 2, 3) set up each afternoon for dismissal. A teacher will be stationed at each cone to assist students into vehicles.
- Students must get into vehicles from the passenger side only. For safety reasons, we will not load students from the driver side.
- Cars closest to the school building (Lane A) will load first, followed by those on the garden side (Lane B). As soon as all vehicles in both lanes and at each of the cones are loaded, drivers will then be directed to pull out of the driveway.
- When directed by the Traffic Guide, subsequent cars will then pull forward to the Front Traffic guide and stop directly in front of the closest cone. **If you see your child/ren at another cone, please pull as far forward as space allows.** We will redirect students to a different cone as needed.
- Always remain in the lane in which you have been placed throughout the dismissal process.
- If you drive an extra-large vehicle, Lane A is preferred.



## Dismissal Times

- Lower School (K-6) ends at 2:30PM Mon-Th (**exceptions:** ½ day Kindergarten (noon); 6<sup>th</sup> grade (2:45 with Upper School)).
- Upper School (7-8) ends at 2:45PM Mon-Th.

## Outdoor Space and Parking Lot Use

The outdoor area of the LSM property may only be used under adult supervision, regardless of the age of the students or siblings. Once your child is finished with class for the day, they must be checked out and ACA is no longer responsible for them. If parents and siblings use the property after school hours, they must maintain reasonable safety precautions and noise levels, clean up after yourselves and respect the facility and property.

## Lunch Break

- Lunches may be brought from home or purchased from ACA approved catering vendors.
- Meal delivery services such as DoorDash, Uber Eats, etc. are strictly forbidden.
- Soft drinks are not to be brought to school.

## Catered Lunches

Select local restaurants cater lunches at ACA each day, on a rotating basis.

Catered lunches may be purchased through [MyMealOrder.com](http://MyMealOrder.com). Details will be provided once school year has begun; orders typically start in September. It is each family's responsibility to keep up with their lunch schedule.

## Packed Lunches

Brought from home lunches shall not require refrigeration or heating. Be sure to include eating utensils, napkins, etc.

## Lunchroom Procedures

- Lunch will begin after all students have arrived and stand together to recite *The Doxology (Table Blessing)*, first in Latin, then in English.
- The Student Code of Conduct is enforced during lunch period, and we expect our students to use this time to encourage friendships and build each other up.
- We desire the development of good manners and Christ-like conversation.
- Students will eat and visit until given the direction from the monitor to clean up. Upon finishing lunch, students will clean their immediate area and line up for dismissal.
- Parents are welcome and are encouraged to come to eat with their child/ren during scheduled lunchtime. No advance notice is required, however please be sure to first check-in at the office.

# Birthdays and Celebrations

## Birthdays

Children with birthdays may be sung *Happy Birthday* during morning assembly to children with birthdays that day or the upcoming weekend unless child/parent opt out. Those with summer birthdays shall be recognized in May. At the Teachers' discretion, parents may send small treats to be enjoyed by the student and classmates during a break or after lunch.

## Classroom Parties

All classroom parties must be teacher directed and approved by the Head of School.

- Teacher may request that parents send in decorations, treat-bags, or party favors.
- Invitations to parties may NOT be distributed at school unless the entire class (or all boys or all girls) are invited.
- Parents wishing to have smaller, more specific parties should use the ACA directory to mail invitations.
- Remind your child/ren that they should not talk about small parties, sleepovers, etc. unless all students from the class were invited. The same expectations apply to thank you notes.

## Special Holidays

The way a holiday is celebrated shall be determined by the teacher in accordance with the school's philosophy. It is the position of the school that holiday celebrations should focus on the Christian or patriotic significance of the holiday, and on our sense of community and family.

# Inclement Weather

**ACA makes all decisions for school closing, delayed start, and early dismissal.**

We will typically follow the plan taken by Auburn City Schools. If school closes, delays, or dismisses early due to inclement weather, an email will be sent to families as soon as possible. If there is no announcement, then school is open and operating on a normal schedule.

## Emergency and Evacuation

In case of tornado warnings, tornado safe rooms are the bathroom area. The ACA Office receives tornado warnings by phone and email, allowing us to keep teachers up to date when severe weather happens. In case of a fire alarm, teachers will lead students calmly out of the building exit (as directed) to the parking lot. In case of other potentially dangerous emergencies, teachers will direct students to follow procedures recommended by local law enforcement.

### **Tornado Warnings**

If a tornado siren sounds or a warning is received for the area, students will line up at the door quietly and leave all their belongings in class. Teachers will lead their classes down the hallway to designated spaces. Students will then sit quietly in these locations and wait until given permission to return to their classrooms.

### **Fire Evacuation**

If an alarm sounds for drill or a real fire, students will line up in their classroom with the teacher or monitor. They will not take any belongings with them. The classes will then proceed out the nearest safe door in a quiet manner where they will line up with their teacher until given further directions.

*Information in the **Family Handbook** is subject to change without notice by the school's governing body, and is available on the Auburn Classical Academy website: [www.auburnclassicalacademy.com](http://www.auburnclassicalacademy.com)*