



**AUGUSTINE**  
CLASSICAL ACADEMY

# HANDBOOK

**for parents and students**

2023-24

AUGUSTINE CLASSICAL ACADEMY  
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## TABLE OF CONTENTS

<b>I. AUGUSTINE CLASSICAL ACADEMY</b>	<b>4</b>
MISSION	4
VISION	4
PHILOSOPHY OF EDUCATION	5
PORTRAIT OF A GRADUATE	7
STATEMENT OF FAITH	7
STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY	8
CATECHISM	8
BIBLE TRANSLATION	9
SCHOOL GOVERNANCE	9
ACCREDITATION	9
<b>II. ADMISSIONS INFORMATION</b>	<b>9</b>
NON DISCRIMINATION IN ENROLLMENT AND ACTIVITIES	9
ADMISSION STANDARDS	9
ADMISSIONS CALENDAR	10
APPLICATION AND ADMISSIONS PROCEDURES	10
GRADE PLACEMENT	11
ADMISSION OF TRANSFER STUDENTS	11
STUDENTS WITH LEARNING DIFFERENCES AND SPECIAL NEEDS	11
MEDICAL FORMS AND AUTHORIZATION	12
CLASSROOM VISITS BY PARENTS	12
OBSERVATIONS	12
<b>III. SCHOOL PROGRAMS</b>	<b>12</b>
PROGRAM OVERVIEW	12
Four Schools	12
Trimester Model and Block Schedule	13
PROGRAM HOURS	13
TUITION AND FEES	13
Annual Enrollment Fee	15
Tuition Payment Options	15
Prorated Payments	15
TUITION ASSISTANCE	16
ENROLLMENT AGREEMENT	16
TUITION ASSISTANCE	16
WITHDRAWAL	16
RE-ENROLLMENT	16
USE OF STUDENTS IMAGE AND LIKENESS	17
HOMESCHOOL COOPERATIVE PROGRAM	17
AFTER-SCHOOL CARE	17
<b>IV. ACADEMICS</b>	<b>17</b>
THE HONOR CODE OF AUGUSTINE CLASSICAL ACADEMY	17
Honor Code Overview	17
Avoiding Plagiarism and Cheating	18
Artificial Intelligence (AI) Policy	19
Other Examples of Inappropriate Conduct	20
Student Pledge to the Honor Code	20
Honor Council	21
CONFIDENTIALITY AND RELEASE OF RECORDS AND INFORMATION	21
GRADING STANDARDS	21
GRADUATION REQUIREMENTS	22
PROMOTION AND RETENTION	23
Grades K-5 Promotion	23
Grades 6-12 Promotion	23
ADD / DROP POLICY (6-12)	24
TRANSFER CREDITS	24

HONOR ROLLS (6-12)	24
ACADEMIC PROBATION (6-12)	24
ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES	25
TESTING	25
Standardized Testing	25
Classroom Testing	25
HOMEWORK POLICY	25
Homework Time Guidelines	26
Homework Best Practices	26
LATE WORK	27
FRIDAY WORK	27
ATTENDANCE POLICY	27
Definitions	28
Excused Absences	28
Unexcused Absences	28
Absence Procedures	29
Marking of Absences	29
Disciplinary Action for Unexcused and Excessive Absences	29
Absences and After-School Activities	30
Early Release and Medical Appointments	30
Departures from School	30
Off-Campus Driving Privileges	30
Tardiness	31
Definition of Tardies	31
Tardy Procedures	31
Vacation/Planned Absence	32
Missed School Work Due to Absences	32
CONTROVERSIAL SUBJECTS POLICY	33
ASSEMBLY	33
CHAPEL	33
EXORDIUM AND RECITATION	33
FIELD TRIPS	33
<b>V. DISCIPLINE</b>	<b>34</b>
DISCIPLINARY POLICY	34
PARENT SUPPORT FOR DISCIPLINE	34
DISCIPLINARY PROCEDURE	35
Negative Consequences: Preschool – 2nd Grade	35
General Negative Consequences	35
Office Visits: K – 12th Grade	35
Serious Misconduct	36
School Culture	36
<b>VI. SCHOOL CULTURE</b>	<b>37</b>
SCHOOL RULES	37
HOUSE SYSTEM	38
STUDENT ETIQUETTE	38
SMART PHONES, CELL PHONES, OR OTHER ELECTRONIC DEVICES	39
SOCIAL MEDIA POLICY	39
CONCENTRATION TOOLS	40
ROMANTIC RELATIONSHIPS	40
DAMAGED PROPERTY AND LOST BOOKS	40
NON-ACA STUDENT VISITS	40
UNIFORM POLICY	41
UNIFORM VIOLATIONS & POLICY ENFORCEMENT	47
UNIFORM FAQs	48
CONFLICT RESOLUTION	50
PARENT COOPERATION	50
SCHOOLWIDE CONFLICT RESOLUTION	51

<b>VII. SAFETY AND HEALTH</b>	<b>51</b>
SAFETY	51
BACKGROUND CHECKS	51
PREVENTING CHILD ABUSE	51
Definition of Child Abuse or Neglect	51
Role of Augustine Classical Academy in the Prevention of Child Abuse	51
TOUCH POLICY	53
CHILD ABUSE REPORTING	54
EMERGENCY PROCEDURES	54
THREATS OF VIOLENCE AND BRINGING WEAPONS TO SCHOOL	55
HEALTH & ILLNESS	55
MEDICATION AT SCHOOL	56
SERIOUS DISEASES	56
ILLNESS AND ACCIDENTS AT SCHOOL	57
ACCIDENT REPORTS	57
FOOD RESTRICTIONS	57
<b>VIII. GENERAL INFORMATION</b>	<b>57</b>
DROP-OFF AND PICK-UP PROCEDURES	57
LATE PICK-UP	58
AUTHORIZING ANOTHER ADULT TO PICK UP YOUR CHILD	58
GYM USE BY PARENTS AND THEIR CHILDREN	58
REMOTE MEETINGS	58
SCHOOL CLOSURES	59
School Closing	59
Inclement Weather	60
MAKE-UP SCHOOL DAYS	60
LUNCH AND SNACKS	60
MODIFICATION OF POLICIES	60

# I. AUGUSTINE CLASSICAL ACADEMY

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## **MISSION**

Augustine Classical Academy (ACA) exists to partner with families in providing an education that is both classical and Christian, equipping students to know, love, and practice that which is true, virtuous, and beautiful, and which challenges them to strive for excellence as they live for the glory of God and the good of all people.

## **VISION**

***Christian School.*** Augustine Classical Academy is first a Christian School. We teach and uphold our statement of faith and traditional Christian morality. We believe the Holy Scriptures are the divinely inspired word of God.

ACA warmly welcomes families of other faiths but asks that all families respect its distinctive Christian identity. In all instruction we are respectful of other faiths while humbly maintaining the truths of our Christian faith.

***Classical School.*** Augustine Classical Academy is a Classical School. One of the most valuable developments of western civilization, classical education utilizes traditional liberal arts as a means of instilling wisdom and virtue in our students. Our liberal arts curriculum is delivered by way of the “Trivium,” a word that describes three modes of learning: grammar, logic, and rhetoric. Grammar is concerned with the basic facts, rules and required skills of any given subject. Logic involves learning to think and reason in the language of various subjects. Rhetoric requires students to express their thoughts in a compelling and persuasive manner.

Classical education is fundamentally about the cultivation of wisdom and virtue. It employs a time-tested approach to provide students with the tools for a lifetime of learning. High academic standards allow students to rise to their God-given potential. Our vision reaches beyond teaching children what to think; we also teach them how to think. In the tradition of western civilization, education and classical education have always been synonymous.

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

***Traditional School.*** Augustine Classical Academy is a traditional school. Although schools have tried many experimental innovations, few have been able to duplicate the success of the traditional classroom.

In a 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 and preparing for a lesson. The traditional classroom is consistent with human nature, and the experience of many centuries has demonstrated its superior quality to the modern child-centered classroom.

## **PHILOSOPHY OF EDUCATION**

Augustine Classical Academy exists to partner with families in providing an education that is both classical and Christian, equipping students to know, love, and practice that which is true, virtuous, and beautiful, and which challenges them to strive for excellence as they live for the glory of God and the good of all people.

*Faith, reason, and life* when integrated lead to a proper view of both God and man. Therefore, Augustine Classical Academy teaches—

- a worldview based on the Bible and its central truths;
- a classical curriculum based upon the vast scope of Western Civilization’s history and the development of its ideas; and
- the tools of learning and habits of behavior that support the pursuit of truth, beauty, virtue and the development of wisdom and excellent character.

**Faith.** Augustine Classical Academy holds firmly to the essential Biblical doctrines, detailed in the Statement of Faith, historically held in agreement among Christians. These furnish the intellectual tools to support student faith which is primarily developed in the home and church. Specifically, we hold that—

- the Bible, both in the Old and New Testaments, is the final authority for faith and life; and that
- varying philosophical and religious ideas are examined through respectful inquiry and reasoned discussion, and always in light of divine revelation.

**Reason.** All students study the same books-based curriculum devoid of extraneous topics: history, the Bible, English, great works of literature, mathematics, logic, science, Latin, rhetoric, and the arts. Student academic achievement is supported through the use of the following ideas and practices—

- Subjects are taught chronologically and sequentially, with a gradual increase in complexity and requirements.
- Students receive instruction as a class and are evaluated based upon uniform criteria. Student knowledge is evaluated by written and oral work, as well as regular testing that includes essays at the upper levels.
- Memorization and judicious repetition of facts help students retain foundational concepts, the analysis of facts and ideas builds reasoning, and the practice of Socratic dialogue refines understanding.
- Purposeful homework is required.

Augustine Classical Academy utilizes the natural stages of intellectual growth, organizing the entire K-12 curricula around the following four stages—

Early Childhood (3-4 years old)—prepares students for the classical model of education, emphasizing memorization in an enjoyable way and engaging with rich literature and stories, emphasizing God’s story.

Grammar Stage (K-5)—emphasizes the foundational skills of reading and arithmetic and the collection of basic information; the “what” of learning.

Logic Stage (6-8)—the acquisition of knowledge along with analytical and abstract thinking about the relationships among and between subjects; the “why” of learning.

Rhetoric Stage (9-12)—the increased understanding and interpretation of new and old ideas; the development of original thoughts; the “What if?” and “Why not?” of learning.

A note on nicknames and groupings:

- The Early Childhood school is sometimes referred to as **“ACP”** (Augustine Classical Preschool).
- Grades K-2 are sometimes referred to as **“the primary grades.”**
- The Logic and Rhetoric schools combined are sometimes referred to as **“the upper school.”**

Augustine Classical Academy also uses the classical model of teaching the “tools of learning.” These tools sharpen and equip the mind, not only in the present but also in the future, forming a practical plan for acquiring any new subject.

The Tool of Grammar facilitates the acquisition of facts and skills not only for the English language but also for the basic “language” of any subject.

The Tool of Logic facilitates the application of logical and abstract reasoning, tying facts and ideas together.

The Tool of Rhetoric facilitates effective communication, synthesizing facts, skills, ideas, and reasoning into original thoughts and expressions.

**Life.** School atmosphere, critical to student success, begins with a staff that is committed to classical teaching and learning, scripture, and service to others. Students are encouraged to examine the best thinking in alignment with God’s values and not merely depend on their own thinking as they develop views of themselves, others, and the world. At Augustine Classical Academy—

- Behavioral expectations are designed to foster the development of good habits and character, with consistent enforcement approached as a teaching opportunity.
- We uphold expectations of perseverance and accountability within an ordered, pleasant atmosphere.
- Diligence is expected. Actual required study time and academic results are unique to each student since students vary in their abilities and interests.
- School uniforms and a closed campus enable all to concentrate on the central business of teaching and learning.
- The school day is devoted to academic pursuits.
- Augustine Classical Academy recognizes the behavioral and learning differences between girls and boys.
- A variety of thoughtfully selected, interesting enrichment opportunities that complement the purpose of the school will be provided beyond the academic day as the school grows.

**Active Parents.** Parents and the Augustine Classical Academy staff work as a team toward student success. Parents are responsible for the entire scope of rearing and educating their child. By choosing Augustine Classical Academy for their child’s education, they are delegating this area to the school. As such—

- There should be frequent communication between home and school.
- Parents should appropriately facilitate their child’s learning, especially if their child is struggling.

- Parents should provide their talents, time, and resources to ensure and support the success of the school, accomplish school goals, and encourage student achievement.

### **PORTRAIT OF A GRADUATE**

An ACA graduate is a life-long learner by choice. Almost everything interests her, and while she has her own vocation and area of expertise, she is always eager to learn more, and widely.

An ACA graduate comes from a diverse social and cultural background relative to his peers. His ethnicity, gifts, interests, and goals may be unique.

An ACA graduate has a unified moral outlook relative to her peers. She sees the authority of scripture as the foundation for ultimate truth and as sufficient for faith and practice in life.

An ACA graduate is diligent in everything. He understands that duty and hard work are commanded by God, and he sees what good gifts they are.

An ACA graduate is committed to excellence. She takes full responsibility for getting the job done, and she does it joyfully with all her heart.

An ACA graduate is at peace with his failings. He knows that he is always a child of God who is deeply loved by his Father.

An ACA graduate takes action in life. She knows that knowledge is worthless if it isn't applied, and so she has missional habits for the sake of her personal development, her family, her job, and her broader community.

An ACA graduate serves. He stoops and gets his hands dirty. He understands that fulfillment and blessing in life come through faithfulness in trials and faithfulness in mundane routines.

An ACA graduate seeks leadership in high places. She understands that all honest jobs are honorable, but that God has also called his people to high things. She seeks influence for God's glory and for the good of all people.

An ACA graduate impacts culture. He knows that action and innovation are needed in families, churches, cities, and foreign countries. He knows that he is a unique instrument designed for a greater cultural purpose.

An ACA graduate is thankful. She sees the gift and the magic of life, despite its hardships, and she strives to pass on the blessings she has received to her own children, and to her children's children.

### **STATEMENT OF FAITH**

The Godhead eternally exists in three Persons: Father, Son, and Holy Spirit; and these three Persons are one God, having the same nature, attributes, and perfections.

God the Father is the Creator and Preserver of all things; is omnipotent, omniscient, omnipresent, and necessarily exists; takes the initiative in revelation and salvation; is the One worthy of worship; and exercises providence, ownership, and Kingship over all creation.



The Lord Jesus Christ was incarnate and born of a virgin; exercised infallible teaching authority and miracle-working power; died on the cross as the substitutionary atonement for sin; was literally and bodily resurrected from the dead; and presently intercedes in heaven on behalf of believers.

The Holy Spirit convicts people of sin and regenerates, baptizes, indwells, seals, and sets apart believers unto a holy life; keeps and empowers believers day by day; is the Teacher of the Word of God and the Guide for daily living; and is the Comforter, the One who manifests God's presence in the life of believers.

The Scripture is the verbally inspired Word of God, wholly true; and both the Old and New Testaments as originally given are infallible in their teachings and are the supreme, sufficient, and final authority for faith and life.

Humankind was created innocent and pure, in Adam fell through the sin of disobedience, and being confirmed in sin is justly under condemnation and in need of redemption.

Salvation is by grace alone, not based upon good works; and is through faith alone in the person and work of Christ alone.

The Future includes the personal, visible, bodily return of Jesus Christ to earth as the Judge of all humankind; the bodily resurrection of the just to eternal happiness in the presence of God; and the bodily resurrection of the unjust to everlasting punishment, banished from the presence of God.

Augustine Classical Academy also uses the Gospel Coalition statement of faith for further guidance in curriculum and hiring decisions. A copy of this is available in the office or on the Gospel Coalition website.

### **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

Augustine Classical Academy (ACA) believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of Augustine Classical Academy.

ACA believes that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

ACA believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Ge. 2:18-25). ACA believes that God commands sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4).

ACA believes that any form of sexual immorality is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

ACA believes that in order to preserve the function and integrity of Augustine Classical Academy as the local Body of Christ, and to provide a biblical role model to ACA students, parents, and the community, it is imperative that all persons enrolled at ACA agree to respect this Statement on Marriage, Gender, and Sexuality, and that all those employed by ACA agree to abide by this Statement (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

ACA believes that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11; 1 John 1:9).

### **CATECHISM**

ACA teaches and assesses students using the [New City Catechism](#) in its Bible classes. The New City Catechism can be found on ACA's website under Resources.

### **BIBLE TRANSLATION**

The English Standard Version of the Bible (ESV) is the translation used for study and memory work. Each student must have access to a copy.

### **SCHOOL GOVERNANCE**

Augustine Classical Academy is governed by a Board of Directors. The Board is responsible for maintaining and clarifying the school vision, making policies, approving the budget and curricula, and is the final authority. The principal and other administrators work with the Board to implement policy and manage the daily operation of the school.

Please contact the school office for a list of current Board members. If you would like to know Board member qualifications and the process for being considered for membership, please contact a current Board member.

### **ACCREDITATION**

Augustine Classical Academy is a member of the Association of Classical Christian Schools (ACCS). The state of Colorado does not offer accreditation for private schools; however Augustine Classical Academy records are available to the state to ensure the school maintains state appointed guidelines for subjects taught and school attendance.

## **II. ADMISSIONS INFORMATION**

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### **NON DISCRIMINATION IN ENROLLMENT AND ACTIVITIES**

Augustine Classical Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Augustine Classical Academy.

### **ADMISSION STANDARDS**

For parents—

- Parents will be committed to the mission, vision and philosophy of ACA.
- Parents will support the core presence of the school's statement of faith.
- Parents will agree to support the policies outlined in this handbook.
- Parents will support their child's academic and behavioral progress.
- Parents will uphold the conditions of enrollment, including their financial obligations and manner of settling disputes.

For students—

- Students will be able to respect and work well with other students, faculty, and staff as evidenced by letters of recommendation and Augustine Classical Academy assessments.
- Students' academic achievement will be at the average or above average level as evidenced by grades, standardized test scores, and Augustine Classical Academy assessments.

### **ADMISSIONS CALENDAR**

Prospective Students—

- Application available— December 2023
- Tuition assistance application available—January 4, 2024
- First round enrollment application deadline— February 15, 2024
- Tuition assistance application deadline—March 8, 2023 (taxes must be filed promptly after the first of the year in order to complete the application)
- Enrollment Confirmation emails are sent no later than February 22, 2024 or within 2 weeks of application if applying after first round enrollment
- Notification of tuition assistance awards e-mailed—week of April 1, 2024.

Re-enrolling Students—

- Tuition assistance application available—January 4, 2024
- Re-enrollment contracts available on the Parent Portal—week of January 15, 2024
- Re-enrollment contracts due—February 15, 2024 (contracts are due at this time to ensure a space for your student prior to enrolling new students)
- Tuition assistance application deadline—March 8, 2024
- Notification of tuition assistance awards—week of April 1, 2024.

### **APPLICATION AND ADMISSIONS PROCEDURES**

Parents wishing to enroll students at Augustine Classical Academy should contact the school to set up a tour. Families wishing to tour Augustine Classical Preschool (ACP) should schedule a tour with the preschool director.

Parents must also complete an application. After an application is received, the school will schedule an assessment and family interview. The family interview seeks to assess the match between ACA's offering and the parents' desire for their child's schooling. Parents are asked to read through the website and admissions materials and attend a tour to learn more about the school's philosophy, mission, vision, and values, before the family interview. The assessment seeks to determine the student's fit with the school—academically, behaviorally, and culturally.

An admissions decision is made by the admissions committee based on parental understanding of, and agreement with, ACA's mission and policies, the child's ability to successfully benefit from our educational program, and the availability of a spot in the class. The return of a signed enrollment contract and enrollment fees confirms enrollment.

Parents seeking to enroll their child after the beginning of the school year should be aware that there is a minimum of one week for the completion of the admissions process. A child may not attend classes until the admission process is complete.

Although every parent or student is not required to be a professing Christian, each parent must have a clear understanding of the doctrine, philosophy, and methodology that ACA employs. The key elements of classical and Protestant Christianity, as expressed in our statement of faith, will be unapologetically taught through all grade levels and across all subject disciplines. Parents who choose ACA for their children are expected to cooperate willingly and gladly with the philosophy, policies, and curriculum of the school.

The school reserves the right, in its sole and absolute discretion, to refuse admission or discontinue enrollment when it is determined that the lifestyle of a student (or of the parents/guardians of the student) rises to such a level of conflict with the school's moral principles (as articulated in the statement of faith) that it would compromise the school's ability to effectively partner with the parent/guardian in educating the child. The school reserves the right to deny any applicant where it is determined that enrollment would not be in the best interest of the school, the family, or the child. ACA does not discriminate in its admission policy based on race, national or ethnic origin, or sex. Families who are delinquent in payment of tuition to ACA or who have outstanding balances at another private school are not eligible for enrollment or re-enrollment at ACA.

### **GRADE PLACEMENT**

Augustine Classical Academy reserves the right to place students in the appropriate instructional level as determined by the school in its sole discretion. Such determinations will typically, but not necessarily, be based upon test data, developmental maturity, teacher discretion, and ability of the student to handle academic or classroom requirements.

Children must be 5 years of age by October 1 to be eligible for kindergarten.

### **ADMISSION OF TRANSFER STUDENTS**

As a general rule, transfer students are encouraged at ACA. Transfer students must provide current and past year academic records and may be given placement tests. ACA reserves the right to place the student above or below expected grade level. Any students who have been expelled, disciplined severely, or are leaving their present or most recent school under conditions which violate ACA policies for continued enrollment, will be interviewed, along with the parents, by ACA staff and are not guaranteed enrollment. If such students are accepted, they are subject to progress evaluations at the discretion of ACA administration. Proposed evaluations will be scheduled in advance of enrollment and may result in dismissal.

### **STUDENTS WITH LEARNING DIFFERENCES AND SPECIAL NEEDS**

Our ultimate goal is to meet the learning needs of students so that they can experience academic success and personal growth. Therefore, each student with learning differences or other special needs will be evaluated on an individual basis to determine our ability to meet those needs. A student whose physical, mental, emotional, or academic needs do not exceed our staffing capabilities will be given consideration for admission.

A severe learning disability, or a severe behavioral challenge, is any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents—for example, Down's syndrome, deaf, blind, etc.

A learning difference or special need is any condition in a potential student or student which does not require a separate classroom, program, and staff in order to provide the educational services desired by the parents—for example, hyperactivity, Attention Deficit Disorder, dyslexia, etc. For purposes of this policy, it is

not important whether or not the condition was accurately diagnosed and is a genuine learning difference or special need.

- Children with a severe learning disability will not be admitted due to the lack of adequate staff, funding, and facilities.
- Children who have been diagnosed as having a learning difference or special need will be required to meet the same academic standards as all the other children in their grade level.
- Children who have been diagnosed as having a learning difference or special need will be given as much individual instruction and encouragement as their classmates.
- As a private school, Augustine Classical Academy is not required to abide by IDEA regulations or to alter its program to accommodate students.

### **MEDICAL FORMS AND AUTHORIZATION**

All students entering, attending, or transferring to public, private or parochial schools must provide current immunization records or submit the medical or nonmedical exemption form for the student's school records. We highly recommend a physical examination by a healthcare provider prior to entering kindergarten at a minimum of two year intervals.

Parents must assume responsibility for providing all medical and health information that is required for their child(ren) prior to admittance to classes (e.g. birth certificate, immunization records, emergency medical information, etc.). The health issues of ACA students are primarily the parents' responsibilities, although the school office will be available for assistance. *Students without current health forms will not be allowed to attend classes until all of the appropriate forms are submitted to the school.*

### **CLASSROOM VISITS BY PARENTS**

Since home and school must cooperate if the child is to progress satisfactorily, parents may visit school so they may see their child in an every-day school situation. Out of respect for the teacher and for planning purposes, we ask that visits are scheduled at least one day in advance. Please remember classroom visits are not the time for a conference with the teacher as the teacher is responsible for all students in the class. However, a child's classroom is not off-limits to the parents. Spur-of-the-moment visits are acceptable, though parents must remain respectful of the teacher's agenda for the day, not be disruptive to the progress of the students, and understand that such visits may not be as profitable as scheduled visits. All visitors must sign in at the office before going to the classroom.

### **OBSERVATIONS**

For families who have not yet enrolled their students in an ACA class or program, extended observation (in excess of one hour or over multiple days) may be approved by the appropriate school director for observations extending from 8:15 – 3:30. Preschool observations may be scheduled with the Preschool Director between 8:15 – 12:30. If approved and a child is present in the classroom for more than one hour or over multiple days, then a parent must accompany the child, and a fee of \$20 per day will be incurred.

## **III. SCHOOL PROGRAMS**

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### **PROGRAM OVERVIEW**

ACA offers academic programs in preschool, pre-kindergarten, and K-12 grades. Preschool and pre-k are morning programs with the option of afternoon extensions. Kindergarten is a full-day program but includes an

option for two full days and two half days. All programs meet Monday-Thursday each week. ACA's academic programs are divided into two basic schools:

### LOWER SCHOOL

1. **Augustine Classical Preschool (ACP):** preschool and pre-kindergarten programs for ages 3-4
2. **The Grammar School:** grades K-5

### UPPER SCHOOL

3. **The Logic School:** grades 6-8
4. **The Rhetoric School:** grades 9-12

### Trimester Model and Block Schedule

ACA follows a trimester model and block schedule. Two principles of classical pedagogy are behind this: *festina lente* ("make haste slowly"), which encourages slow learning for the sake of mastery, and *multum non multa* ("much not many"), which insists on depth as a means to breadth. With a trimester model, teachers and students alike can manage fewer subjects at a time. With block scheduling, we can go deeper in our studies. The net effect is "leisure for learning," which is the true meaning of "school," originating from the Latin word *schola*.

After our school's namesake, St. Augustine of Hippo, we will use the following names for our trimester model, which are all significant places in the life of the fourth-century church father:

- **1st trimester: Carthage** (the place of St. Augustine's rhetorical education and teaching career in present-day Tunisia)
- **2nd trimester: Milan** (the place of St. Augustine's career as a professor of rhetoric and his conversion to Christianity in present-day Italy)
- **3rd trimester: Hippo** (the place of St. Augustine's vocation as a priest and bishop in present-day Algeria)

### PROGRAM HOURS

Event	Days	Time
ACP Morning Drop-Off	MTWR	7:45 AM - 8:00 AM
ACP Preschool / Pre-K Hours	MTWR	8:00 AM - 12:30 PM
ACP Preschool / Pre-K Pick-Up	MTWR	12:30 PM
ACP Afternoon Enrichment Hours	MTWR	12:30 PM - 3:30 PM
ACP Afternoon Pick-Up	MTWR	3:30 PM
K-12 Morning Drop-Off	MTWR	7:45 AM - 8:00 AM
Kinder - Half Days Hours	M / W	8:00 AM - 12:30 PM
	T / R	8:00 AM - 3:30 PM

Kinder - Full Days Hours	MTWR	8:00 AM - 3:30 PM
Grades 1-12 Hours	MTWR	8:00 AM - 3:30 PM
K-12 Afternoon Pick-Up	MTWR	3:30 PM

### **TUITION AND FEES**

Sibling discounts: 3rd child, 10% / 4th child, 15% / 5th+ child, 20%.

<b>Preschool &amp; Pre-Kindergarten Tuition</b>				
Schedule:	1-day	2-day	3-day	4-day
Morning	Not offered	\$3,590	\$4,786	\$5,812
Afternoon	\$950	\$1826	\$2670	\$3436
\$200 enrollment fee* per student / non-refundable, separate from tuition				

<b>Grammar School</b>		<b>Logic School</b>	<b>Rhetoric School</b>	
Kindergarten		Grades 1-5	Grades 6-8	Grades 9-12
2 full / 2 half days	Full-time Enrollment (Mon. - Thurs.)	Full-time Enrollment (Mon. - Thurs.)	Full-time Enrollment (Mon. - Thurs.)	Full-time Enrollment (Mon. - Thurs.)
\$7,820	\$9,200	\$9,200	\$9,300	\$9,700
\$300 enrollment fee* per student / non-refundable, separate from tuition		\$450 enrollment fee* per student / non-refundable, separate from tuition		

<b>Homeschool Co-op Program</b>		
Succession of children in the family *	Enrollment fee	Program for: Grades K-5 (2 days per week)

1st child or 2nd child	\$200	\$4,300
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Augustine Classical Academy plans its budget and expenditures annually based upon enrollment of students. The majority of expenses incurred by the school are annual commitments and cannot be adjusted or reduced following the start of the school year or upon removal of a student. Furthermore, the school may deny enrollment to other families based upon the commitment of parents/guardians to enroll their children. *As a result, the school requires that*

- *all families sign an enrollment / tuition plan agreement;*
- *all tuition and fees for the entire school year be paid and are not refundable after the deadlines specified in the enrollment agreement, regardless of the reason for removal.*

If payment due has not been received 20 days after the due date, all children of the non-paying family will not be allowed to attend school until accounts are current.

For the sake of the child's education, the family's peace of mind, and the financial stability of the school, we encourage parents to contact the administration as soon as possible when they are experiencing economic difficulties in order to work out a suitable arrangement in an attempt to avoid a record of delinquency.

### **Annual Enrollment Fee**

*In order to hold your child's place for the upcoming school year, a non-refundable enrollment fee is due at the time of enrollment or reenrollment.* This enrollment fee is separate from tuition. Enrollment fees for the 2023-24 school year are:

- Preschool / Pre-K                      \$200 per student
- Kindergarten – 5th Grade            \$300 per student
- 6th – 12th Grade                        \$450 per student
- Homeschool co-op                        \$200 per student

Family Fee Maximums for Annual Enrollment Fees—

- Maximum \$1000 enrollment fee charge per family.

### **Tuition Payment Options**

Annual Payment (one total payment): One payment of the entire tuition collected in July 2023 by EFT. Includes 2.5% discount.

Semi-Annual Payments (two total payments): Two equal payments will be collected in July 2023 and in January 2024 by EFT.

Monthly Payments #1: 10 equal monthly payments beginning July 2023 through May 2024 (excluding February 2024) totaling the tuition due by electronic fund transfer (EFT).



Monthly Payments #2: 12 equal monthly payments beginning July 2023 through June 2024 totaling the tuition due by electronic fund transfer (EFT).

### ***Prorated Payments***

if a student enrolls after the beginning of the academic year, tuition deductions will be prorated on a weekly basis, regardless of when single-day holidays occur. If a student wishes to audit classes before enrollment, up to two days of classes may be audited before charges begin.

All payments must be made through our online tuition payment service, FACTS, for which you must sign up online. Access to FACTS is available through our website under the Tuition tab. Payment plans that require more than one payment will be charged a one-time \$10 fee for semi-annual payments or a one-time \$43 fee for quarterly or monthly plans.

### **TUITION ASSISTANCE**

Tuition assistance is available for all students. Need is evaluated by FACTS, a third party tuition assistance firm.

The general process for applying for financial aid is outlined below—

1. Log on to the school's website at [www.augustineclassical.org](http://www.augustineclassical.org).
2. Click on the Admission button on the top menu bar of the homepage.
3. From the Admission tab, click on the Tuition Assistance button.
4. At the bottom of the Tuition Assistance section, click on the FACTS logo.
5. A one-time \$43 fee (see above) per family is collected at the time the application is completed and can be paid by credit card.
6. You will be required to submit a federal tax return and W-2s to FACTS.

### **ENROLLMENT AGREEMENT**

The ACA [Enrollment Agreement](#) must be signed by all enrolled families. This enrollment agreement specifies payment deadlines and refund policies in full. Where any discrepancy exists between the Enrollment Agreement and this parent handbook, the policies in the Enrollment Agreement take precedence as the sole applicable document.

All enrollment, book or registration fees must be paid by the family (payment plans available) and are refundable if a family finds that their share of tuition is out of reach on or before June 30, 2023. After June 30, no portion of the 2023-2024 tuition paid for the first trimester, or any outstanding balance, will be refunded in the event of absence, withdrawal or dismissal from the School; and that after October 16, 2023 no portion of the 2023-2024 tuition paid for the second trimester or any outstanding balance, will be refunded in the event of absence, withdrawal or dismissal from the School; and that after January 22, 2024, no portion of the 2023-24 tuition paid for the third trimester, or any outstanding balance, will be refunded in the event of absence, withdrawal or dismissal from the School.

### **TUITION ASSISTANCE**

Tuition assistance is available for all academic programs. All tuition assistance awards are based on family income and demonstrated need at the discretion of the ACA Tuition Assistance Committee on the basis of FACTS recommendations, a third-party grant and aid management system. All tuition assistance applicants must apply via FACTS for consideration.

If there are significant material changes in financial status from the most recent tax year return (loss of job, securing a new job, etc.), parents should notify the administration in writing and include details of current financial status.

### **WITHDRAWAL**

Parents wishing to withdraw their student(s) must submit the need in writing to the administration. Student records will not be made available until the family account is paid in full.

### **RE-ENROLLMENT**

Re-enrollment at ACA is not automatic. Rather, students are expected to earn their place in the school each year. Qualified returning students and their siblings, if any and if eligible, will be given priority in enrollment. The school reserves the right to deny admission or re-enrollment to any applicant where it is determined by the school, at its sole discretion, that enrollment would not be in the best interest of the school, the family, or the child. Some reasons for which the school may choose to deny admission, re-enrollment or continued enrollment include, but are not limited to, academic, disciplinary, behavioral problems, violation of expected conduct standards, academic dishonesty, tuition delinquency, conduct by the student or his/her family that the school deems to be detrimental to its mission and culture or which demonstrates an inability to cooperate with and support the classical and Christian educational philosophy of the school.

Re-enrollment agreements and tuition notices for returning students are mailed in January. For planning purposes, ACA requires re-enrollment contracts to be returned in February.

### **USE OF STUDENTS IMAGE AND LIKENESS**

On the admissions application, parents/guardians give consent for photographs, audio, video, or electronic or digital images or likenesses of their student(s), to be used by ACA for exhibition, public display, publication, publicity, etc.

### **HOMESCHOOL COOPERATIVE PROGRAM**

Augustine Classical Academy offers a Homeschool Cooperative Program. Our goal is to partner with homeschooling parents of students in two grade categories: a program for grades K-2, and a program for grades 3-5. Current information about the program can be found on our website [here](#).

### **AFTER-SCHOOL CARE**

The ACA after-school care program is offered on an interest basis with a minimum required number of families. Program information is available upon inquiry.

## **IV. ACADEMICS**

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### **THE HONOR CODE OF AUGUSTINE CLASSICAL ACADEMY**

### ***Honor Code Overview***

Students are expected to turn in work that is their own and not in any way derived from, or copied directly from, another student, text, or work of a parent or other adult. Matters of academic dishonesty are taken seriously and addressed with the student and parents immediately. The discipline chosen is at the ACA Honor Council, which consists of the relevant school director, academic director, and principal, and may result in a failing grade for the assignment.

ACA students are honor-bound to refrain from plagiarism, which includes stealing, lying, and cheating on academic work. Plagiarism is the representation of another's ideas as one's own; stealing the intentional taking of any property without right or permission; lying the intentional misrepresentation of any form; and cheating the giving or receiving of any illegitimate assistance, or any practice, method, or assistance, whether explicitly forbidden or unmentioned, that involves any degree of dishonesty, fraud, or deceit. Additional guidelines for each class may be determined by its teacher; each ACA student is responsible for knowing and adhering to them. Each student is responsible for learning and observing appropriate documentation of another's work. Each student must immediately report all violations of the Honor Code of which the student has first-hand knowledge; failure to do so is itself a violation of the Honor Code. All students, faculty, and other employees of ACA are responsible for familiarity with, and support of, the Honor Code. Any student, faculty member, administrative officer, employee, or guest of ACA may charge a student with a violation of the Honor Code. Charges are presented to the Honor Council which determines whether further proceedings are warranted by the Honor Council.

### ***Avoiding Plagiarism and Cheating***

ACA includes under the narrower term "plagiarism" most, if not all, academic misbehavior usually designated by the word "cheating" -- that is, the giving or receiving of illegitimate assistance.

Plagiarism (which includes all forms of cheating) is inconsistent with good scholarship and is a moral matter that affects the learning community and dishonors Christ. ACA seeks to nurture students' moral character in issues surrounding academic honesty.

- Plagiarism is deception -- of the instructor, but no less of the student writer. Cheating prevents individuals from achieving what they really can do, or what they can be.
- Plagiarism is theft -- of the materials themselves, but no less of the right of the cheater's fellow students to equal consideration; for in effect, the plagiarized paper throws all other papers in competition with work that likely has already been judged superior.
- Plagiarism breeds a moral atmosphere that denies all students the dignity and freedom due them as human beings. Inevitably, one cheater throws the taint of suspicion upon all, the entire climate is poisoned, and mutual respect is endangered.
- Plagiarism stymies humane education when the instructor is forced to give extraordinary attention to the integrity of the grade and can no longer assume the integrity of the student.
- Plagiarism is a sin, a violation of the Eighth Commandment.

Expanded definition of plagiarism: Plagiarism in student papers and assignments involves quoting, paraphrasing, or in other ways using sources without proper acknowledgement, or in giving or receiving illegitimate assistance on an assignment. "Proper acknowledgement" includes identifying the author and

source of a quoted or paraphrased passage or other medium, and indicating clearly (by the appropriate use or omission of quotation marks) whether the passage is a quotation or merely a paraphrase.

Students plagiarize if they submit as their own work, without appropriate documentation or quotation marks:

- part or all of a written or spoken assignment copied from another person's manuscript;
- part or all of an assignment copied or paraphrased from a source, such as books, magazines, websites, pamphlets, charts, maps, graphs, music scores, computer programs, or AI software or resources;
- the sequence of ideas, arrangement of material, and pattern of thought of someone else, even though they express them in their own words.

Students plagiarize (specifically cheat) if they give or receive illegitimate assistance on any assignment, which includes when:

- students collaborate on an assignment intended to be completed individually;
- a student gives ("feeds") another student answers to an assignment, or to homework problems, even if collaboration is otherwise permitted on the assignment;
- students discuss an exam in any way after it has begun and before it is complete or due.
- students use artificial intelligence (AI) during any part of an assignment

Students are accomplices in plagiarism and are equally guilty if:

- they allow their paper or assignment, in finished or unfinished form, to be copied and submitted as the work of another;
- they prepare a written assignment for another student and allow him/her to submit it as his/her work;
- they keep or contribute to a file of papers or speeches with the intent that these papers or speeches be copied and submitted as the work of someone other than the author.

To avoid plagiarism:

- Any quotation must be enclosed in quotation marks or, if lengthy, indented. Acknowledgement must be given to the correct author and source.
- In any paraphrase, the wording must be distinctly different from the original source. If the writer of the paper maintains any word order, distinctive phrasing and/or grammatical structure original with the author of the source, the student will have plagiarized unless he/she uses quotation marks. Also, acknowledgement must be given to the correct author and source when paraphrasing.
- No illegitimate assistance should be given or received on any assignment.

Penalties for Plagiarism (including cheating)

ACA assumes the honor and integrity of its students. If this confidence is abused, the school is prepared to act as follows:

- Any plagiarism (or cheating) determined by the Honor Council will result in a zero grade on the assignment.
- Teachers who find proof of plagiarism will first of all discuss with the student the facts of the case and its moral implications.
- Teachers will report the facts and their recommendation for any additional consequences to the appropriate principal.
- Plagiarism will result in a mark of zero for the plagiarized work. Because plagiarism is an offense against classmates (as discussed above), offenders may need to confess and apologize to the other students in that class before they may be considered fully restored within the learning community.

Teachers may assign additional academic consequences, such as re-doing the assignment involved, on a case-by-case basis.

- In all but clearly inadvertent cases of plagiarism, a disciplinary consequence will be imposed. The specific consequences will be decided by the administration on a case-by-case basis.
- The academic and disciplinary consequences will be communicated to the student and parents. Any party involved may request a meeting. A meeting must be scheduled in cases of repeated plagiarism.
- Students or parents have the right to appeal their case before the Head of School who may also choose not to hear the appeal.

### ***Artificial Intelligence (AI) Policy***

Any student use of artificial intelligence (AI) is prohibited at Augustine Classical Academy and is considered a violation of its Honor Code. Prohibited AI software or resources include, but are not limited to, ChatGPT, Bard, Chatsonic, OpenAI Playground, Jasper Chat, LaMDA, NeevaAI, and CoPilot. Additionally, AI is not a valid research source and may not be used during any part of a writing assignment. All student work, including papers, lab reports, math assignments, or speeches must entirely consist of the original work of the student. Any assignment revealed to involve AI, whether in the research process or in its content, will receive a grade of zero.

### ***Other Examples of Inappropriate Conduct***

A student's actions must always conform to the ACA Honor Code, even in scenarios that may not be explicitly plagiarism (which includes cheating). Carefully following all teacher instructions, and being above reproach in all actions, are paramount, and inappropriate conduct may also result in a grade of zero. Examples of inappropriate conduct include, but are not limited to the following scenarios:

1. A student talks during an exam of any kind. Talking is never permitted during exam periods as it is distracting for other students and provides opportunity for academic dishonesty. If a student has a question for the teacher during an exam, he should raise his hand, approach the teacher, and quietly ask the question.
2. Student A does not write down his homework in class and asks Student B for the assignment information later in the day while in another class. Student A was present when the assignment was given and simply chose not to write it down.
3. Student A does not take notes in class and later asks Student B to copy his notes. (Student B should decline this request. Sharing notes is permitted if Student A is absent but not if Student A simply chooses not to take notes.)
4. Student A does not finish homework for his next class. Student A asks Student B (or whoever is in earshot) for the answer (effectively, to "feed" him the answer).

Source: These definitions and policies were adapted in part (with some changes in names and processes) from the policies of Covenant College and Veritas School (Richmond). Covenant College gave the following attribution: "The previous definition and discussion are based in part on the 'English Department Policy on Plagiarism' in the 1963 edition of the *Memorandum to the Instructors in Freshman English* published by the Department of English at the University of Minnesota."

### **Student Pledge to the Honor Code**

Upper school students and teachers will regularly recite the following pledge to uphold the Honor Code:

*This we believe: that personal honor in word and deed, personal Integrity in thought and action, honesty in every facet of life, respect for others and their rights, and the honor and glory of Christ's kingdom are the essence of a student of Augustine Classical Academy. We hold that a student's word is his bond; that a student respects the integrity of personal property; that a student has respect for academic honesty; that a student's conduct is always that of a gentleman or lady; and that righteousness and truth are the foundation for all we do. On our honor we will neither give nor receive unauthorized information regarding our work.*

At the top of every assignment, paper, or exam, upper school students shall hand-write "IURAMENTUM," accompanied by their signature. "Iuramentum" is a Latin phrase which effectively indicates that "On my honor I have neither given nor received unauthorized information regarding this work, I have followed and will continue to observe all regulations regarding it, and I am unaware of any violation of the Honor Code by others." If such statement cannot be written in good conscience, then it should be withheld, and that student should immediately discuss the matter fully and truthfully with his or her teacher.

### **Honor Council**

The ACA honor council consists of the relevant school directors, the academic director, and the principal, which shall investigate and decide all cases involving the ACA Honor Code. The Honor Council will speak in person with any students accused of plagiarism (which includes cheating) and may request information from any other person who may have knowledge of the alleged offense. The Honor Council, and specifically the principal, will make a decision after sufficient examination of the facts and persons involved, but it may choose to receive the input, advice, or direction of the Board of Directors.

### **CONFIDENTIALITY AND RELEASE OF RECORDS AND INFORMATION**

The ACA confidentiality policy holds the following—

1. All student records are considered confidential.
2. Information regarding admission, academic progress, test scores, health records, attendance, or discharge of a student are confidential and restricted to limited staff.
3. Parents may have access to their child's permanent record at any time.
4. Student academic and health records will be released upon payment of applicable tuition and fees that have accrued on the student's account.

### **GRADING STANDARDS**

Augustine Classical Academy has created a reporting system designed to give parents as much information as possible regarding their child's academic and character growth. Student progress is tracked and transmitted primarily through percentage grades. For grades K – 12, letter grade scores can be derived from the following chart.

<b>Academic Classes</b>		
Percent (%)	Grade	Weighted GPA

100 - 97	A+	5.0
96 - 94	A	4.9
93 - 90	A-	4.7
89 - 87	B+	4.3
86 - 84	B	4.0
83 - 80	B-	3.7
79 - 77	C+	3.3
76 - 74	C	3.0
73 - 70	C-	2.7
69 - 0	F	0.0
<b>Pass/Fail Classes</b>		
Percent (%)	Mark	Meaning
100 - 70	P	Pass
69 - 0	F	Fail
<b>Homeschool Co-op Classes</b>		
Percent (%)	Mark	Meaning
100 - 90	E	Excels
89 - 75	M	Meets Standards
74 - 0	I	Needs Improvement

### **GRADUATION REQUIREMENTS**

ACA offers three diploma types: Associate diploma, standard diploma, and honors diploma. To graduate:

1. A student must earn the requisite number of credits for a given diploma.
2. Seniors must be enrolled in a minimum of 6 credits of approved coursework each trimester.
  - a. Required classes: See below.
  - b. Additional credits may come from electives, internships, or college classes. Internships and college classes must be submitted to the Upper School Director and approved by both the Director and the Principal by 9/28/23 set prior to the start of the trimester.
3. Students must take the SAT, ACT, or CLT during either their junior or senior year.

DOMAIN	SUBJECT	COURSE DESCRIPTION	STANDARD DIPLOMA	TOTAL DOMAIN CREDITS
Humane	History	Students have four years of history as a part of their	4	13

<b>Letters</b>		Humane Letters coursework.		
	<b>Bible &amp; Theology</b>	Students have four years of Bible & theology as a part of their Humane Letters coursework.	4	
	<b>Literature</b>	Students have four years of literature as a part of their Humane Letters coursework.	4	
	<b>Government &amp; Economics</b>	Students must take a course of government and a course of economics.	1	
<b>Rhetoric</b>	<b>Composition</b>	Students must take Composition 3.	1	5
	<b>Rhetoric</b>	Students must take Rhetoric 1, Rhetoric 2, and Senior Thesis.	3	
	<b>Theology &amp; Apologetics</b>	Students must take one course in Theology & Apologetics.	1	
<b>Mathematics</b>	<b>Mathematics</b>	Students must earn 4.0 credits of math. Algebra 1 may be earned as 1.0 high school credits in 8th grade.	4	4
<b>Science</b>	<b>Science</b>	Students must earn 3.0 credits of science. High School credits may not be earned in Logic School grades.	3	3 or 4
<b>Language</b>	<b>Language</b>	Students must earn two credits of foreign language, and one credit must be Latin 3 or higher. Four years of a foreign language may be taken for an honors diploma.	2	2, 3, or 4
<b>Fine Arts</b>	<b>Music</b>	Students must earn 2.0 credits of music. Music must be taken each semester of Rhetoric School.	2	2
	<b>Art</b>	Students must earn 2.0 credits of art. Art must be taken each semester of Rhetoric School.	2	2
<b>Electives</b>	<b>Various</b>	Electives are available but not required. Examples of possible electives are calculus, PE, or science courses during senior year.	0	0
TOTAL			31	31-34

### **PROMOTION AND RETENTION**

Students are promoted on the basis of academic achievement. If a child is not achieving at a passing level, the teacher, who is usually the most qualified to determine the future academic success of the child, may begin a process leading to retention. A parent may initiate the process with the teacher if there are concerns. Factors considered in retention include age, emotional maturity, academic progress, and attendance. The teacher uses the following academic criteria to consider whether a child should be considered for retention—

- Having a yearly grade average of 76% (C grade) or below in reading, writing, or math, the two foundational skills.
- Having a yearly grade average at or below 76% (C grade) in multiple subjects, with specific emphasis on reading, writing, or math.

### ***Grades K-5 Promotion***

Students in grades K-5 must meet the following basic criteria for promotion to the next grade:



- Achieve at least a 70% yearly grade average performance in *reading, writing, and math* (K - 2nd grades).
- Achieve at least a 70% yearly grade average performance in *reading, writing, math, history* (geography), *bible*, and *science* (3rd - 5th grades).
- Failure to pass at least two (2) trimesters each of *Latin* will necessitate some make-up work in the summer, at the recommendation of the teacher and principal (3rd - 5th grades).
- In addition, when considering promotion of students currently enrolled, additional emphasis should be given to the following skills/subjects in the grades noted:
  - *Preschool to kindergarten*: Academic readiness (literacy and math), behavioral maturity, independence, and fine motor development. Promotion is at the discretion of the Preschool Director.
  - *Kindergarten to First Grade*: Academic readiness (literacy and math), behavioral maturity, independence, and fine motor development. Promotion is at the discretion of the Grammar School Director.

### **Grades 6-12 Promotion**

Students in grades 6-12 must meet the following basic criteria for promotion to the next grade.

- Achieve at least a 70% yearly grade average in core curriculum courses.

If a core course is failed, the course must be retaken. In the instance of one failed course, the course may be retaken rather than retaining a student in the current grade level. Multiple failed core courses may result in retention in the current grade.

### **ADD / DROP POLICY (6-12)**

All courses in grades 6-12 must be added or dropped by the middle of the first trimester in which the course meets. Courses which begin meeting in the first trimester must be dropped by 9/28/23, courses which begin meeting in the second trimester must be dropped by 1/18/24, and courses which begin meeting in the third trimester must be dropped by 4/18/24. Dropping a course after the deadline will result in a "Withdrawal F." The "Withdrawal F" will remain on the student's transcript even if the course is repeated during a future year.

Electives, such as physical education and fine arts, that are not needed for graduation may be dropped only by the middle of the first trimester, or 9/28/23. Electives may be added during the first trimester, and the deadline for adding electives is also the middle of the first trimester, or 9/28/23.

A core course may be dropped by the middle of the first trimester, or 9/28/23, only if the student's grade is a C- or below *and* the class can be retaken at ACA before the student's scheduled graduation.

A "DROP/ADD Form" must be signed by the teacher of the class and submitted for approval to the Logic & Rhetoric School Director no later than the middle of the first trimester, or 9/28/23, by 3:50 PM. The "DROP/ADD Form" must also be signed by at least one parent/guardian.

### **TRANSFER CREDITS**

ACA does not accept credits from other educational institutions which are taken by a student while currently enrolled at ACA unless the credits are for a class and subject not offered at ACA. This includes any AP

classes not offered at ACA, and college credit. If a student wishes to take a class not offered at ACA, it must be approved by the Logic & Rhetoric School Principal prior to fall matriculation. Sufficient time should be allowed for approval, which is not guaranteed.

### **HONOR ROLLS (6-12)**

Students who have earned placement on an honor roll at the end of an academic year will receive an award certificate at the year-end awards ceremony.

- *Summa Cum Laude* requires a GPA of 5.0.
- *Magna Cum Laude* requires a GPA of 4.99 to 4.70.
- *Cum Laude* requires a GPA of 4.69 to 4.50.

### **ACADEMIC PROBATION (6-12)**

This policy is intended to provide motivation to students whose academic achievements do not reflect their capability. Students in grades 6-12 are required to maintain at least a 3.3 (weighted) GPA at the end of any trimester. Exceptions will be made for students who have a grade point average of less than 3.3 but have not failed any courses during the trimester in question.

1. If a student's weighted GPA is below 3.3 (a "C+" average), he will be placed on academic probation during the following trimester, until his GPA rises to at least a 3.3. His parents will be informed in writing of the details of the probation.
2. If at the end of the next trimester the student's trimester weighted GPA has not risen to at least a 3.3, there will be reevaluation of the suitability of the student's placement at ACA, and expulsion may occur. The academic administration will meet with the teacher and parents to determine a final course of action.

### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

All ACA students participating in extra-curricular activities must maintain a weighted GPA of 3.3 or above. Students on academic probation will not be eligible for extracurricular activities. For grammar school, at the beginning of an extracurricular activity, a student must have passing grades in all subjects. For the good of the rest of the participants in any activity, students who are ineligible for the beginning of an activity remain ineligible for participation during the entirety of that activity, regardless of changes to their grade point average. Notification of ineligibility will be made at the beginning of each trimester, or at the beginning of an extracurricular activity. If students are eligible to begin an activity, they remain eligible until the end of that activity.

### **TESTING**

#### ***Standardized Testing***

Nationally-normed standardized tests will be administered every year to students in grades 3 – 12. All grades complete the appropriate level of the Classic Learning Test, or CLT, as shown in the chart below.

STANDARDIZED TESTS	
Grade Level	Test

3rd - 6th	CLT3-6
7th - 8th	CLT8
9th - 10th	CLT10
11th - 12th	CLT

### ***Classroom Testing***

Students will take tests in all subjects and skills areas. Tests which are missed due to absence must be made up within 3 days of returning to school.

### **HOMEWORK POLICY**

Augustine Classical Academy understands that the responsibility of educating a child falls primarily on the parents and, in this case, is delegated to ACA. For this reason we consider it appropriate for some work to be taken home to do under the parents' supervision at all stages of a child's education. Homework also allows a child to practice skills learned in the classroom. Therefore, the assignment and time needed to complete it may vary depending on the child.

In the grammar years (K-5), work is sent home with the intention that a parent is actively engaged in overseeing the child's work, therefore demonstrating to the child the parent's connection to what is happening at school. It does not mean that the parent does the work instead of the child.

Homework is given as little as possible and as much as is necessary for mastery. ACA avoids giving homework for the sake of homework, which is busywork. However, homework time increases with each successive grade level (see "Homework Time Guidelines" below).

Fridays are designated for extra homework. As a rule on Thursdays, teachers will send home two nights' worth of homework to be completed over the three-day weekend, but which are designed to be completed on Friday alone.

Homework should not typically be given on the night of a school event including Exordium, Recitation, and the school play.

### ***Homework Time Guidelines***

Below are approximate guidelines for a reasonable amount of time that many students devote to homework per night.

<b>Homework Time Guidelines</b>	
Grade	Approximate Homework (average per night)
Preschool / Pre-K	5-10 minutes (Pre-K attending less than 3 days/week)

Kindergarten	10 - 15 minutes
1st Grade	15 - 20 minutes
2nd Grade	20 - 30 minutes
3rd - 5th Grades	40 - 60 minutes
6th - 8th Grades	60 - 75 minutes
Grade	Approximate Homework (average per night)
9th - 12th Grades	A minimum of 3 hours

These guidelines should be understood carefully and wisely. They are not absolute standards. Teachers will do their best to assign material within these ranges, and parents will understand that each student has different academic gifts and work speeds and must first consistently practice the wise homework habits below.

### ***Homework Best Practices***

Students should be sure to follow wise homework practices to give themselves the best chance of achieving the nightly time goals above.

1. Study at a table or a desk. Studying on a bed, or even in a comfortable chair, will often generate sleepiness and promote mind-wandering.
2. Turn smartphones off and put them far away. There is no reason to check phones during homework time.
3. Study without music or earbuds. If there must be background noise, try soft baroque or classical. It's generally a mistaken idea that students study best with their favorite music on.
4. Turn the TV off. If someone else in the family is watching TV, try studying in a different room.
5. Focus. Keep eyes on the page.
6. Begin and finish homework as early as possible after school or in the evening. Take one or two breaks to quickly recharge, but stay focused and get it done.
7. Be orderly and neat. If notebooks and planners are a mess, report cards will probably be, too.
8. Work quickly, and don't be a perfectionist. There's no time for perfectionism. Practice careful work, and practice checking work, but do it all fast. Students should train themselves to keep moving on, and to do better tomorrow.
9. If at all possible, take more time with literature. Enjoy the readings!

### **LATE WORK**

ACA teachers seek to train students in the discipline of completing their work carefully, thoughtfully, and thoroughly; therefore, daily assignments that are not turned in when they are due will not receive credit as a daily grade. Grades on major assignments will be reduced by 10% per day for every day an assignment is late. For example, a research paper three days late will receive a maximum grade of 70%. Assignments still eligible for credit that are not turned in on the original due date will be marked as Incomplete. Incompletes are calculated as zeroes in the course average to indicate what the student's grade will be if these assignments are never turned in. The Incomplete will be replaced by the grade on the assignment once the

student has turned it in. The purpose of these academic standards is to encourage students to develop good habits of scholarship and responsibility.

Students and parents are not permitted to request that an ACA employee print an assignment of any kind for a student. Likewise, ACA employees are prohibited from printing assignments of any kind for students. There are no exceptions to this policy.

See the “Vacation/Planned Absences” (p. 30) and “Missed School Work Due to Absence” (p. 31) sections for information regarding missed work and grading.

### **FRIDAY WORK**

Beginning in kindergarten, students are given Friday School work on Thursdays to be done under supervision of the parent. This work may consist of extra practice, review, or preparation for the next week. Parents are responsible for ensuring their child completes their Friday School work each week.

### **ATTENDANCE POLICY**

Students enrolled at ACA are expected to attend all classes in which they have been enrolled and are expected to be present at school every day school is in session. The actual number of days school is in session is indicated in the annual School Calendar. Unnecessary absences are highly discouraged as they have adverse consequences on student learning.

In order to obtain the best possible education, it is important that students attend class on a daily basis and arrive on time. Regular classroom participation is necessary to achieve the best possible learning situation for every student. This policy statement has been developed to encourage good attendance and to discourage tardiness. Our goal is to maximize every student’s opportunity to learn.

### ***Definitions***

Full-day absence—The student is absent from school for 3.5 hours or more.

Half-day absence—The student is absent from school between 1 and 3.5 hours.

Present-Absent—Absences due to field trips, college visits, athletic events, or other school activities are marked PA (present-absent) and do not count against a student’s absence total for the trimester.

### ***Excused Absences***

- **Illness:** When a student needs to stay home because of sickness, an email from the parent is required for your student's attendance file. Students absent more than three days due to illness will need to provide the school with a note from a doctor.
- **House System:** Logic & Rhetoric School students are required to attend weekly Basecamps (meetings) and monthly Expeditions (competitions). Students are not permitted to leave school early to avoid Basecamps or Expeditions, and students must attend Basecamps and Expeditions in the event of a conflict with outside sports or extracurricular commitment.
- **Educational Travel:** Students who participate in school-sponsored educational travel opportunities are granted excused absences with no make-up homework.

- **Medical appointments or treatments:** A parent needs to email ([attendance@augustineclassical.org](mailto:attendance@augustineclassical.org)) the school ahead of time to let ACA know the student will be missing class for an appointment or treatment.
- **Religious holidays:** An email from a parent is required for the student's attendance file
- **Death:** An email from a parent is required for the student's attendance file.
- **Personal or family emergency:** An email from the parent is required for the student's attendance file.
- **Planned Absences:** Planned absences must be submitted to the school at least four school days in advance and should not exceed four days per trimester or a total of nine days per year. Planned absences will not be excused if they are within one week of a scheduled school break and / or if they are taken the last week of the trimester.
- **Offsite Sports Practice:** Logic & Rhetoric students may be dismissed for offsite sports practice at 2:50 PM each day as long as an Upper School Early Dismissal Form for Outside Extracurricular Participation is submitted by the student to the school for each individual sports program requested, and that approval is given by the ACA Logic & Rhetoric School Director and Athletic Director. Directors will give permission as long as no conflicting ACA program exists. Approval is not guaranteed and should not be assumed. Students may *not* practice sports offsite on Thursdays when they have house expeditions because attendance is required for all students. Rhetoric students may be dismissed as early as 2:10 PM on Tuesdays during PE class; all other days, they may be dismissed at 2:50 PM for sports participation.

### ***Unexcused Absences***

The school administration will determine if an absence is excused or unexcused. The following are unexcused absences:

- Planned absences that are not submitted at least four school days in advance
- Planned absences that are more than 4 days per trimester or a total of 9 days per year
- Non-Medical appointments.
- Absence for any other reason that does not meet the criteria of an excused absence.
- A student who is absent from school without notice.
- Planned absences that are within one week of a scheduled school break and/or taken the last week of the trimester, regardless of the amount of notice given.

### ***Absence Procedures***

Attendance is the responsibility of parents and students, and it is the parent's responsibility to report each and every absence. Please call the school office before 8:00 AM and provide the student's name and grade level. Regardless of the reason for an absence, parents must call (720) 446-6286 and notify the school office by 8:00 AM. Your call will be recorded on the answering machine (24 hours a day) or handled directly by office personnel.

### ***Marking of Absences***

Absences are marked excused (AE) if a note/email from a parent or doctor is sent to the front office immediately following the absence. Absences are left unexcused (AU) if a note is not sent to school the following school day.

A record of attendance for each student will be kept for each class period each day. Absences are tracked and reported by period, and this information is included in students' grade reports.

### ***Disciplinary Action for Unexcused and Excessive Absences***

Missing class without parental permission results in an office visit.

A student who is absent unexcused from school more than 4 days per trimester or a total of 9 days per year, and whose absence has materially affected academic progress, may receive a lower grade or be retained at the discretion of the school administration. All classwork, assignments, tests, and projects missed after unexcused absences greater than 4 days per trimester or a total of 9 days per year will not be made up and will be recorded as a zero. Students who are absent unexcused will not receive participation points and must receive a zero for any homework collected on the day of the unexcused absence and any work completed in class.

Upper School (6<sup>th</sup> Grade and up): In the event that the total number of absences (excused and unexcused combined) in a course is equal to or exceeds seven (7) days for the trimester, the student *will not receive credit* for that course that trimester and will need to repeat the course or make up the credit through summer school.

Exceptions to this policy may be made by the principal in collaboration with the directors for serious illnesses or special circumstances but will not be made for excessive or avoidable appointments. In determining whether an exception is warranted, the administrator will take into account the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

In the event the total number of absences, whether excused, unexcused, or the result of excessive tardies, exceeds twenty days during the school year, the student will not advance to the next grade level.

If a student is excessively absent, the school reserves the right to remove the student from school. In such cases, the parents of the student remain obligated to fulfill all financial commitments to the school.

### ***Absences and After-School Activities***

It is important that students be healthy in order to participate in co-curricular activities and competitions. Therefore, students absent from school for more than three (3) periods in a day due to illness will not be eligible to participate in co-curricular activities that day.

### ***Early Release and Medical Appointments***

Parents should attempt to schedule all doctor and dental appointments on the days when classes are not in session or after school hours, whenever possible.

Parents are requested to schedule appointments after 3:30 p.m. to avoid the need for an early dismissal. If it becomes necessary for the student to be released from school for a doctor/dental appointment or other unavoidable emergencies, the following procedure should be followed:

- Parent/Guardian must send an email or handwritten note to [office@augustineclassical.org](mailto:office@augustineclassical.org) that states the student's first and last name, date and time of release, and the reason for the early dismissal. The email should be sent prior to the beginning of school.
- All students must be signed out by a parent/guardian (or someone designated by the parent/guardian on the emergency card) in the office before leaving the building.

### ***Departures from School***

Student safety is of utmost importance, and keeping students on campus during the school day helps to ensure their safety. Unless a student is qualified for off-campus driving privileges (see below), parents must notify the school office either by calling or sending a note before the student's departure in each instance. If the student receives this parental permission, the student will be given permission to leave and the absence from classes will be noted in the school attendance record. Parents may *not* give students permission to leave campus for lunch, snacks, or other non-essential reasons. Students who leave school for any reason during the day must sign out and check in with the office before leaving and upon returning to school. A student who leaves campus without permission will be considered truant and will be required to meet with the relevant school director.

### ***Off-Campus Driving Privileges***

Qualified students in grades 11 and 12 may *only* go off campus during their lunch period.

- Student drivers and their parents must complete a [Student Driver Permit](#) (page 1). A copy of a valid driver's license, proof of insurance, and vehicle registration must be provided and kept on file in the main office. It is the responsibility of the parent to provide updated information to the main office when these documents are renewed.
- To qualify for off-campus driving privileges, students must maintain a cumulative GPA of 3.3 (C+ average) or higher on a 5.0 grading scale, which is consistent with the policies on academic probation and eligibility for extracurricular activities. Qualification will depend on the GPA of the previous trimester.
- Students must sign-out for departures and sign-in for arrivals at the front office.
- Driving privileges will be revoked without warning if grades drop below the aforementioned criteria, if there is an excess of 3 tardies in classes after lunch each trimester, if the sign-in/sign-out procedure is not followed, and if vehicles are used irresponsibly and unsafely.
- Students may not ride with student drivers *unless* their parents and the parents of the student drivers have granted written permission on the [Student Driver Permit](#) (page 2).

### ***Tardiness***

Students at Augustine Classical Academy are forming character traits today that will carry them through the rest of their lives and affect their future in powerful ways. Being on time is a life skill important to each student's future, and ACA shares the responsibility to teach the importance of this skill. Tardiness has an inescapable effect on a student's progress and on developing a disciplined life. Therefore, parents are expected to model responsibility by making sure their child arrives at school on time and prepared for the day.



Students are expected to be prompt in their arrival to school and to subsequent classes throughout the day. Upper school students arriving after the start of class will be considered tardy, and the tardy will be recorded unless the student is excused by a note from another teacher or by the school office staff.

Repeated tardiness is not acceptable. School begins at 8:00 AM, and students arriving after 8:00 AM will be considered tardy. Excessive tardiness is a reasonable cause for parent/teacher or parent/administrator conference and will result in the accumulation of unexcused absences. Three unexcused tardies equal one unexcused absence.

### ***Definition of Tardies***

Grades 6-12: The student is not seated in the Homeroom class or Chapel at 8:00 AM, or not standing silently at his desk at the beginning of published class times.

Grades K-5: The student is not seated for Assembly or Chapel at 8:00 AM.

### ***Tardy Procedures***

Grades 6-12: Whenever a student is late to the beginning of a class, he must check into the office to receive an admit slip. At that time, the lateness will be considered either unexcused (i.e., if the tardy is due to negligence or otherwise poor planning), or excused (doctor or dental visit, school district snow day, etc.). All tardies are recorded and are reported on the trimester report card.

- Three unexcused tardies equal one excused absence.
- Students who earn four (4) unexcused tardies within one trimester will receive an office visit.
- For every four (4) additional unexcused tardies in one trimester, students will receive an office visit, at which time the student may be suspended at the discretion of the administration.
- See “Discipline Action for Unexcused and Excessive Absences” for the consequences of numerous absences.

Grades K-5: All tardies in K-5 are recorded and reported on the trimester report card. Three unexcused tardies equal one unexcused absence. If a family demonstrates a consistent tendency to arrive in a tardy manner, a meeting with the relevant director will be required to address this disruptive problem. See “Discipline Action for Unexcused and Excessive Absences” for the consequences of numerous absences.

### ***Vacation/Planned Absence***

Planned absences or vacations when school is in session are highly discouraged. Any planned absence must be submitted to the school at least *four school days* in advance. If the planned absence is not submitted at least *four school days* in advance, the absences will be marked as unexcused. Without notification at least *four school days* prior to vacation, homework will not be given and will not be able to be made up. ***If a student misses more than 4 days per trimester or a total of 9 days per year for a planned absence, the assignments missed during that time will not be allowed to be made up.*** If a student is excessively absent, the school reserves the right to remove the student from school. In such cases, the parents of the student remain obligated to fulfill all financial commitments to the school. Please refer to “Discipline Action for Unexcused and Excessive Absences.”

When families choose to take vacations while classes are in session, it is the parent's responsibility to notify the teachers by completing the Vacation Notification form on ACA's parent tab on the school website at least four school days prior to the start of vacation. More time is encouraged to allow teachers and students to plan for missed work. Once notified by the parents, the ACA offices will notify the teacher(s) regarding the student's absence.

### ***Missed School Work Due to Absences***

If a child is absent for two (2) consecutive days (excused absences), parents are requested to pick up missed assignments from the teacher in order to keep the child on track with the class. All assignments requested during an absence will be ready for pick-up in the office at 3:45 PM on the second day (Teachers are not always able to prepare these assignments during the regular school day.).

Logic & Rhetoric School students who participate in ACA's educational travel opportunities will not be given homework, and therefore they are not expected to make it up.

The student is expected to make up all reports, assignments, tests, etc. missed during an excused absence for an illness. The student will have one day for each day missed in order to make up assignments. Except in unusual circumstances, all makeup work will need to be completed within five school days after returning to school, regardless of the length of absence. Makeup work not completed in the scheduled time will result in failing grades on those assignments.

For missed work due to a planned absence or vacation, all schoolwork is expected to be completed and turned in upon the first day the student returns to school. All missed tests will also typically be given the first day back, but must be given within three days of the absence, at the convenience of the teacher. Students are expected to keep up with the content covered while they are absent. Students are responsible for promptly rejoining class upon return from an absence for any reason. Missing school for a week (4 days) or more for a vacation is highly disruptive to the rest of the class and the teacher. If students miss more than 4 days per trimester or a total of 9 days per year for a planned absence, the missed work after the allowed number of days is counted as a zero. Class time for other students is lost when teachers have to spend class time catching up with the student who was absent. We recognize extenuating circumstances, including prolonged illness and unavoidable circumstances; however, it is imperative to be in school when school is in session.

### **CONTROVERSIAL SUBJECTS POLICY**

The purpose of this guideline is to help ACA respect the role of parents and their convictions in certain academic and sensitive subject areas while maintaining our commitment to teaching all subjects in light of a Christian worldview.

If in the course of teaching a teacher notices that a discussion is moving toward a sensitive topic that will not help him/her to achieve the goals set for the class, the teacher will bring the conversation to a close. If helpful, the teacher will explain to the students the reason for not continuing the discussion.

If a sensitive topic arises that will achieve the goals of the class, the teacher will continue the discussion, instructing the students on the importance of honoring the teaching they have received from their parents, and to be charitable in debate. Teachers are trained to encourage students to consult their parents and pastors as final human authorities on issues of secondary or controversial subjects.

**ASSEMBLY**

Assembly is held each Monday-Wednesday morning from 8:00-8:15 AM in the gym for K-5 students. The purpose of Assembly is to collectively orient each day toward Christ, and to teach choral singing via traditional hymns.

Assembly is required for all K-5 students, and all parents are welcome to join any Assembly.

**CHAPEL**

Chapel is held each Thursday morning from 8:00-8:30 AM in the gym for Grammar School students (K-5) and in the Belmar Church wing for Logic and Rhetoric School students (6-12). The purpose of Chapel is to collectively orient the day toward Christ, and to learn more about his gospel. Typically, chapels include prayer, a scripture reading, 2-3 hymns, a responsive reading such as ACA's school rules or catechism, and a short homily by the principal, directors, teachers, or guest speakers. All parents are welcome to join each weekly Chapel.

Chapel is required for all K-12 students, and all parents are welcome to join any Chapel.

**EXORDIUM AND RECITATION**

Exordium is a formal opportunity for our students to practice poise and confidence in public speaking while demonstrating mastery of the information they are studying. Humble confidence is built by achieving a challenging task, teaching the student that they can gain mastery of any subject matter they desire.

Augustine Classical Academy conducts Exordium in the fall trimester for all students, and Recitation for preschool-5th students in the spring. We invite parents, friends, family, and those interested in attending ACA to Exordium and Recitation, both to provide an audience and to share in the students' accomplishments.

Exordium and Recitation are required for all enrolled students.

**FIELD TRIPS**

Due to our shortened school week, field trips may take place on Fridays when school is not in session. However, field trips are occasionally taken during the regular school day when the particular event is not available on a Friday. Parents are encouraged to make arrangements for their children to attend Friday field trips if they are unable to take them personally. However, attendance on Friday field trips is not required. Field trip fees will be due in advance of the trip, and students who have not paid will not be permitted to attend.

**V. DISCIPLINE****DISCIPLINARY POLICY**

Included in the mission of the school is the goal of teaching respect and learning to live with the ultimate respect for God and His commandments. All discipline at ACA is done with the purpose of teaching young people to grow and mature in their attitudes toward God, others, and themselves.

Our behavioral standard is our [school rules](#)—

Respect God. *Obey His commandments.*

Respect authority. *Obey teachers promptly and cheerfully, and accept correction.*

Respect others. *Love your neighbor as yourself.*

Respect class time. *Listen. Follow instructions. Participate. Respect property. Take care of God's gifts to us.*

Respect yourself. *Do your best.*

A strong emphasis is placed on training for obedience and equipping students with clear expectations. Teachers will communicate regularly with parents regarding student conduct in the classroom.

Through words and action, each staff member models respect and appropriate behavior. All ACA staff members have authority in hallways and outside the building. The ACA teacher has the responsibility to teach, correct, and discipline students when necessary using the following methodology in teaching appropriate behavior —

- Identify and communicate behavioral expectations.
- Teach and model appropriate behavior.
- Provide positive feedback for positive behavior.
- Confront and correct inappropriate behavior in a manner that is not demeaning or humiliating to the person being corrected.
- Give students appropriate negative consequences for inappropriate behavior and refer to the lead teacher when necessary.
- Communicate with parents when necessary.

### **PARENT SUPPORT FOR DISCIPLINE**

Upon enrolling your child at Augustine Classical Academy, you agree that your child will be subject to all stated ACA discipline rules and regulations. Good communication between teacher, parents, and child will help to make discipline a beneficial experience.

In administering discipline, an attempt will be made to be as consistent and uniform as possible. Discipline policies are formulated and approved by the Board of Directors with recommendations from the administration and the teaching staff. Specific procedures are developed by the staff.

Parents will be notified of formal disciplinary action in a timely manner. Any parental concern about a teacher's attitude, discipline action, or other behavior affecting the student-teacher relationship, must be expressed to the teacher so resolution can take place. If the concern is not remedied, the teacher and/or parent may meet with the lead teacher and/or Grammar School Director or Logic & Rhetoric School Director for resolution (see Conflict Resolution).

Lack of parental support for school staff in discipline measures is reasonable cause for the Board of Directors to ask a family to remove their children from the school. It is our belief that if you cannot trust school personnel to discipline your children, then we cannot properly educate your child.

### **DISCIPLINARY PROCEDURE**

### **Negative Consequences: Preschool – 2nd Grade**

Teachers in ACP (ages 3-4) or the primary grades (K-2) may take away activity privileges such as center time or another class activity. Preschool and Primary school teachers will determine whether a phone call or note home is necessary. All students may be removed from the situation, providing a logical consequence for their actions. Students may be asked to write a forgiveness note or a note explaining correct behavior. Corporal punishment is never used.

If a child requires discipline during the school day, a note in their take-home folder or assignment calendar will reflect this and provide a place for the parent to write their initials and leave a note to the teacher if desired.

### **General Negative Consequences**

There are two categories of disobedience. The first is a child who in excitement forgets the standard and needs a gentle reminder. The second form of disobedience comes in the form of direct rebellion against the authority set over the child. In the case of direct disobedience, teachers will abide by the following process—

Address the problem directly and clearly, and require the student to restate the problem to be sure that both parties understand the expectation.

For the second offense in the same day, the student will lose a privilege in the classroom in line with the nature of the offense.

For the third offense in the same day, the student will leave the classroom and speak with the Grammar School Director or Logic & Rhetoric School Director. Parents will be contacted, and the accounting for Office Visits (below) will be followed.

### **Office Visits: K – 12th Grade**

There are five basic behaviors from students in K - 12th-grade that will automatically necessitate discipline from the Grammar School Director or Upper School Director and not from the teacher. Those behaviors are—

1. Disrespect shown to a teacher or staff member. The teacher or staff member is the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm another student.
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

As a result of an office visit, and being conscious of the student's age, the Grammar School Director or Upper School Director will determine the nature of the discipline for the infraction in question. The Grammar School Director or Upper School Director may require restitution, janitorial work, parental attendance during the school day with their child, or any other measures consistent with biblical guidelines which may be appropriate. Despite the office visit, the Grammar School Director or Upper School Director may choose not to discipline the child for certain ages or circumstances in his/her discretion.

If for any of the above or other reasons a student receives discipline from the Grammar School Director or Upper School Director, the following accounting will be observed within the school year—

1. The first two times a student is sent to the Grammar School Director or Upper School Director for discipline, the student's parents will be contacted afterward and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The third office visit will be followed by a meeting with the student's parents and Grammar School Director or Upper School Director.
3. Should the student require a fourth office visit, he will be suspended for two days.
4. If a fifth office visit is required, the student may be expelled from the school.

### ***Serious Misconduct***

If a student commits an act with such serious consequences that the Grammar School Director or Upper School Director deems it necessary, the office-visit process may be bypassed and suspension imposed immediately with the approval of the Principal.

Examples of such serious misconduct could include, but not be limited to: acts endangering the lives of other students or staff members, gross violence, vandalism, violations of civil law, or drug abuse. Students may also be subject to school discipline for serious misconduct, even if it occurs after school hours or off school property.

If the Principal desires to pursue expulsion, he will meet with the Board to inform them and receive their counsel before making a final decision.

### ***School Culture***

If, in the judgment of the Principal, a student's continued enrollment is a significant negative influence on the other students, he has the right to seek to expel the student for that reason, and apart from the process of office visits.

Examples of such behavior would include, but not be limited to, student romances, disobedience to parents, love of worldliness, a surly attitude, and any other ongoing attitudes reflecting a clear disregard of scriptural standards and ongoing lack of repentance.

If the Principal exercises this option, he will meet with the parents and Board. The Board and Head of School will make a final decision. The Principal will then meet with the student's parents to inform them of the decision. The parents will then have the option to withdraw their student to prevent expulsion.

## VI. SCHOOL CULTURE

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### **SCHOOL RULES**

ACA's school rules are an outworking of the gospel and the ten commandments, and they are the foundational principles for our school culture. The rules are:

Respect God. | *Obey His commandments.*

God is holy, full of justice, truth, love, and mercy. He is King of the universe and creator of all that is. Knowing and loving us fully, he therefore demands our allegiance and devotion.

Examples of violations include a lifestyle in effective disregard of God's good laws, an unloving attitude, irreverence during prayer, assemblies, or chapels, profanity (taking God's name in vain, and its variants), obscenity, or other idle swearing (including "dang," "dammit," and "crap"), etc.

Respect authority. | *Obey teachers promptly and cheerfully, and accept correction.*

Authority is a gift from God given to all people. Christ obeys the Father, the Church obeys Christ, and children obey parents and teachers, as 1 Peter 5:5 says: "You who are younger, be subject to the elders."

Examples of violations include rebellion, disobedience, delayed obedience, selective listening, talking back, being combative or unteachable, negotiating discipline with a teacher, complaining, talking over a teacher, failing to stand up when a teacher or adult enters the room, etc.

Respect others. | *Love your neighbor as yourself.*

One of the two greatest commandments is "Love your neighbor as yourself." Education means training students to put others ahead of themselves in all things.

Examples of violations include bullying, fighting, being exclusive or cliquish, using rude, racist, sexist, or other derogatory words, making negative comments about someone's appearance, habitual sarcasm, avoiding someone unnecessarily, etc. Additionally, chewing gum, electronic music devices, guns, knives, or other distracting toys/tools are not allowed on the school grounds or in school vehicles.

Respect class time. | *Listen. Follow instructions. Participate.*

Christians are required to be diligent. "Whatever you do, do it with all your heart" (Col. 3:23).

Examples of violations include talking out of turn, disrupting class, laziness, day-dreaming, slow obedience, not listening carefully, doodling, not studying during study halls, passing notes, etc.

Respect property. | *Take care of God's gifts to us.*

Tangible items are gifts from God, and misuse of property demonstrates discontent and thanklessness.

Examples of violations include stealing, damaging textbooks through careless use, writing on desks or walls, disposing of gum anywhere other than the trash, climbing on walls, breaking or weakening chairs and tables, etc.

Respect yourself. | *Do your best.*

We are made in the image of God, and our bodies are living sacrifices to Him.

Examples of violations include cheating, substance abuse, inappropriate physical affection or promiscuity, laziness, apathy, cutting corners, messy work, disorganization, etc.

## **HOUSE SYSTEM**

The House System originated in medieval British boarding schools, which later spread to the Commonwealth and United States. ACA carries this classical Christian legacy forward by dividing the student body (grades 6-12) into four houses for the sake of Christlikeness, camaraderie, competition, and culture. The four houses are Evans House, Grays House, Pikes House, and Torreys House.

The purpose of the [House System at ACA](#) is to form the Christ-life in community through an ethic of service and stewardship (Phil. 2:3-8; Col. 3:23-24; 1 Pet. 4:10). The House System benefits maturing students by giving them opportunities to fulfill the call of leadership, exercise responsibility, and practice virtues.

**Basecamp** (house meetings) will occur *weekly* on Thursday afternoons for a time of discipleship, culture-making, and planning of competitions and service. The House Prefect runs the meeting with support from House Advisors.

**Expeditions** (house competitions) will occur four times in the academic year on Thursday afternoons unless specified otherwise. Expeditions will end no later than 4:30 PM. A schedule of competitions will be available at the beginning of the academic year.

**House service** will involve houses serving the community of ACA or beyond.

**House points** are administered by staff in the Logic and Rhetoric Schools. House points are used as a motivational tool, where students earn or lose points through individual and collective actions.

**House cup:** Houses will engage in competition for the **Elbert Cup**, which is awarded each year to the house with the most points at **Summit**, an awards ceremony.. The Elbert Cup will be proudly displayed in the school with the annual house winner's name and year engraved to keep a record for posterity.

Upper School students (6th-12th) are required to attend all weekly Basecamps (meetings) and Expeditions (competitions), and may not leave school early to avoid Basecamps and Expeditions for any reason, including outside sports participation.



## **STUDENT ETIQUETTE**

Students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at ACA. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily culture at ACA.

We desire to train our young men to show consideration and respect for the ladies in the school. We desire to train our young ladies to accept the sacrifice of the young men with humility and thankfulness. As some applications of this truth, we want the young men to do the following:

*Young men should:*

- Open doors for all ladies, whether parents, teachers, or students. Always allow ladies to exit the room first. Further, if a young lady arrives at school with an armload of books, offer to open her locker door for her, or to help in a similar way.
- In the hallways, be courteous and defer to the ladies by giving them space, and avoid running into them.
- In all events where food is served, women are to be served and seated first.

*All students should show proper respect to their teachers and administrators:*

- Students in grades 6-12 are expected to stand and be silent at their desks at the beginning of each class.
- Students should address their teachers by Mr., Ms., or Mrs.
- Students should respond by saying “yes” or “no,” not “yeah” or “ugh.” “Sir and “Ma’am” are always welcome.
- Students should stand when any adult enters the room.

## **SMART PHONES, CELL PHONES, OR OTHER ELECTRONIC DEVICES**

All students (including Upper School students) are not permitted to use cell phones, smart phones, smart watches or similar electronic devices during the school day from 7:55 AM - 3:50 PM, which includes morning drop-off, breaks, study halls, and afternoon pick-up. Electronic devices must be turned off at all times during the school day and must be placed in students’ lockers or backpacks. Electronic devices may *not* be carried in pockets or purses.

Teachers will not excuse a student from class to make or receive phone calls except in an emergency. If a student needs to make an outgoing call, he/she may receive permission from the school office to use the school office phone. Parents who need to get messages to their children during the school day may call the office, and the office staff will relay the message to the student. In case of an emergency, the office staff may take the child out of class to speak directly to the parent.

If a student uses a device during these times, he will lose it for two days and visit the office. ACA reserves the right to review all electronic data maintained on the device to determine, among other things, whether the electronic device’s owner or other students were violating school rules.

## **SOCIAL MEDIA POLICY**

Social networking (online via computer or phone) is a popular means of social interaction in today's culture. Augustine Classical Academy advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so we assume you will be monitoring your own children's use of it.

Students are not permitted to be online while at school, unless under direct, adult supervision, and then only for purposes related to a class.

The Augustine Classical Academy administration is responsible to protect the school and to develop guidelines for the use of social networking by school employees, especially as it may pertain to students. We currently prohibit most faculty and student interaction on social media, though in older grades (9<sup>th</sup> – 12<sup>th</sup>), it can have many positive aspects. However, we have established guidelines for our staff regarding such interactions. They include the following—

Employees are not to initiate friend requests to students on any social media site, e.g. Facebook, Twitter, Instagram, etc.

Employees are not to accept social media friend requests from any currently enrolled students.

Employees are not to initiate or facilitate any private or isolated types of communication with students that might be interpreted as unprofessional, whether through email, texting, social media, or the like.

Again, parents are encouraged to maintain good communication with their children who regularly use social media.

## **CONCENTRATION TOOLS**

Thinking Putty and any similar concentration tools are discouraged overall, but are allowed in study halls only if the student remains clearly focused on his studies, and if they are not a distraction to other students. Thinking Putty and similar tools are never allowed during regular classes, and teachers may, at their discretion, require a student to put them away, or disallow them entirely as necessary, in a study hall. Exceptions may be made to this rule for students who have a demonstrated need validated by a medical professional and approved by the teacher and administration on a case-by-case basis. All tools intended to aid in concentration must be used as such and prove to be beneficial to the student, and not a distraction to others, in order to remain in use in the classroom.

## **ROMANTIC RELATIONSHIPS**

ACA is not the place in which romantic relationships between students should be cultivated or initiated, and therefore public displays of romantic affection are unacceptable.

## **DAMAGED PROPERTY AND LOST BOOKS**

For any non-consumable books that are not owned by students, a fee will be charged for lost books, or for substantial damage to books, not including damage accrued over time in the normal course of wear and tear. Substantial damage will be determined at the discretion of the school but effectively indicates a book that must be replaced.

Replacement costs, as a general rule, will be the current market price to replace the text in its original condition.

Students are held responsible for any other damage to school property including, but not limited to, furniture, supplies, and equipment. Normal wear and tear are expected; however, unreasonable amounts of wear or destruction of items belonging to the school will be billed to the student's account at the replacement cost of the item.

Individual report cards will be withheld until fees for lost or damaged items are submitted to the school.

### **NON-ACA STUDENT VISITS**

Students not enrolled at ACA are not allowed on campus without advanced approval from the relevant director, including for lunch, class visits, and most other special events on campus. Athletic competitions and drama/music productions are exceptions.

### **UNIFORM POLICY**

*NOTE: THE UNIFORM POLICY FOUND IN THIS PARENT HANDBOOK IS THE DEFAULT STANDARD FOR UNIFORMS. IF A DISCREPANCY IS FOUND ELSEWHERE, SUCH AS ON A VENDOR WEBSITE, THE ASSUMPTION MUST BE THAT THE VERSION OF THE DRESS CODE FOUND IN THIS PARENT HANDBOOK SHOULD BE FOLLOWED.*

**Rationale.** Our development of a uniform policy is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process based on the following principles:

1. Our goal is to honor God in all we do, acknowledging the Lordship of Jesus Christ in our choices.
2. All human actions, including outward manifestations such as clothing, reveal and communicate the disposition of the heart at some level. It is our desire to address these heart issues in one uniform policy rather than seeking to anticipate and curb the numerous manifestations of it that surface throughout the year with a looser dress code.
3. Clothing represents the vocational calling of a person, and inherent in the uniform policy is a desire to create an environment where undue attention is not drawn to specific students. The neat appearance created by a uniform enhances a ready-to-learn atmosphere.
4. Uniforms help engender a cohesive presentation of the students in our school. When our students are in uniform, it communicates, aesthetically, that they are part of the same team, working toward the same goals. The student is part of a group identity that strives for excellence, and the code establishes a tradition toward that end.
5. The uniform code should save parents money. The uniform code de-emphasizes the social impact of dress and helps focus the students on character and academic issues.
6. The uniform code addresses security. On field trips, students in uniform aid the teachers in keeping track of everyone. On the playground or in the school, teachers and staff can clearly identify students from outsiders.

Students are expected to be in uniform while on campus unless specified otherwise by the administration. The administration is responsible for the interpretation of the policy, and the enforcement of the policy is the responsibility of parents, administration, and staff.

All school uniform items may be purchased online [by starting on ACA's website here](#).

### **STANDARD DAILY UNIFORM**

<b>MEN - STANDARD DAILY - MON/TUES (grades K-5), MON/WED (grades 6-12)</b>			
	Grammar	Logic	Rhetoric
Pants	khaki pants	gray pants	gray pants
Shorts	khaki shorts	gray shorts	None
Shirts	navy polo embroidered with school Logo (French Toast or Lands' End)	navy polo embroidered with school logo (French Toast or Lands' End)	White or light blue Oxford collared button-down shirt
Ties	None		blue and gold striped tie
Sweaters / Blazers	None		navy blazer (optional)
Shoes	conservative and solid color (black, navy, or brown) athletic or dress		
Socks	conservative, matching clothing, must be visible		

<b>LADIES - STANDARD DAILY - MON/TUES (grades K-5), MON/WED (grades 6-12)</b>			
	Grammar	Logic	Rhetoric
Pants	khaki pants or shorts	gray pants, shorts (Lands' End)	gray pants (Lands' End)
Skirts/ Jumpers	khaki jumper or skirt	gray skirt or dress (Lands' End)	gray skirt or navy dress (Lands' End)
Shirts	navy polo embroidered with school Logo (French Toast or Lands' End)	navy polo embroidered with school logo (Lands' End)	white or light blue Oxford collared button-down shirt
Ties	None		plaid crossover tie
Sweaters	navy cardigan (optional)		
Shoes	conservative and solid color (black, navy, or brown) athletic or dress		
Socks	conservative, matching clothing, must be visible; tights must have feet and be navy, gray, or white		must be worn but may be "no-show" socks; conservative, matching clothing; tights must have feet and be navy, gray, or white

### **K-12 PHYSICAL EDUCATION (PE) DAY UNIFORM GUIDELINES**

The Physical Education Day (PE) uniform may be worn on the designated day of the week (announced at the beginning of each school year). Students in Grammar School (K-5) may choose not to wear this uniform and instead wear their Standard Daily Uniform. Students in Upper School (6th-12th) must wear the Physical

Education Day uniform for P.E. period, with an ACA Knights t-shirt as an option, but may choose to wear their Standard Daily Uniform for the remainder of the day.

### P.E. UNIFORM

<b>MEN &amp; LADIES K-12 - P.E. UNIFORM – TUES (grades 6-12), WED (grades K-5)</b>			
	Grammar	Logic	Rhetoric
Tops	A navy ACA T-shirt. Must be purchased from Lands’ End Uniforms under Augustine Classical Academy dress code. Or, choose to wear an ACA House System T-shirt, House System crew sweatshirt, or Knights T-shirt with PE uniform.		
Bottoms	Solid navy athletic pants (not leggings) or shorts available through Lands’ End Uniforms. Items must match the style and color of those found at Lands’ End. Purchase from a vendor of choice.		
Socks	Must be worn every day. White navy, black, or brown. May be purchased from a vendor of choice.		
Shoes	Tennis shoes suitable for playing outside. Tennis shoes should be brought to school for indoor P.E. if boots are worn. May be purchased from a vendor of choice.		
Jackets	A school embroidered fleece jacket may be purchased from either approved vendor. These are the only outerwear items allowed to be worn in the classroom. These are the only jackets allowed indoors during the school day. An additional jacket, vest, or coat is welcome for outdoor activities.		

### HOUSE APPAREL

Grades 6-12	House apparel (t-shirt, sweatshirt, quarter-zip pullover) can be worn on P.E. days or for Expeditions.
Grades K-5	Grades K-5: House apparel may be worn by Grammar School students on P.E. days only.

### DRESS UNIFORM

<b>MEN K-12 - DRESS UNIFORM - THURS</b>			
	Grammar	Logic	Rhetoric
Pants	khaki pants	gray pants	gray pants
Shorts	allowed in August, September, and May only		None
Shirts	white Oxford collared button-down shirt (short or long-sleeved)	white Oxford collared button-down shirt (short or long-sleeved)	white or light blue Oxford collared button-down shirt
Tie	ACA school tie	school plaid	blue and gold striped tie

Sweaters / Blazer	navy sweater vest only	navy sweater vest or navy blazer (but a blazer may not be worn with shorts)	navy blazer required with dress uniform
Shoes	conservative and solid color (black, navy, or brown) athletic or dress shoes	conservative and solid color (black, navy, or brown) dress shoes (no athletic shoes) with visible socks	
Socks	conservative, matching clothing, must be visible		

<b>LADIES K-12 - DRESS UNIFORM - THURS</b>			
	Grammar	Logic	Rhetoric
Skirts/ Jumpers	plaid jumper (French Toast)	plaid skirt (French Toast)	
Shirts	white Oxford collared button-down shirt	white Oxford collared button-down shirt tucked in	
Ties	None	plaid crossover tie (French Toast)	
Sweaters / Blazers	navy cardigan (optional)	navy cardigan or navy sweater vest required with dress uniform	navy blazer required with dress uniform
Shoes	conservative and solid color (black, navy, or brown) athletic or dress shoes	dress shoes with visible socks or navy, gray, or white footed-tights (no athletic shoes)	
Socks	visible socks or footed tights, navy, gray, or white		

**ACP UNIFORM**

<b>ACP / Preschool / Pre-K Uniform Guidelines</b>	
BOYS	
Item	Description
Tops	Navy ACA embroidered polo purchased from an approved vendor (Lands' End or French Toast).
Bottoms	Khaki-colored pants or shorts (corduroy and cargos are acceptable). Purchase from a vendor of choice.
Socks	Neutral socks. Required on Exordium or Recitation days.
Shoes	Closed toe and suitable for playing outdoors. Please bring indoor shoes when wearing snow boots. Purchase from a vendor of choice.

GIRLS	
Tops	Navy ACA embroidered polo purchased from an approved vendor (Lands' End or French Toast).
Bottoms	Khaki colored pants, shorts, skirt or uniform style jumper without embellishment. Purchase from a vendor of choice.
Socks / Tights	Solid, neutral tights/socks only. Required on Exordium and Recitation days.
Shoes	Closed toe and suitable for playing outdoors. Please bring indoor shoes when wearing snow boots. Purchase from a vendor of choice.

**Uniform Clarifications:**

1. Skirts: must be at least knee-length, where the skirt must touch the top of the knee.
2. Belts: Pants must have a brown or black belt (men only) every day for 1st grade and up.
3. Shirts must be tucked in at all times (except for upper school girls).
4. Shorts: Khaki shorts for grammar school (and gray shorts for logic school) may be worn all year on Mondays and Tuesdays. On Thursdays, shorts may be worn by grammar and logic men only in August, September, and May. Shorts must reach the middle of the thigh (no short shorts).
5. Athletic Pants should be a jogger type style and not form fitting (workout leggings).
6. Jackets/Sweaters: Jackets and non-uniform sweaters may not be worn in the classroom, with the exception of an ACA embroidered fleece as needed. Fleece sleeves may not be pushed up.
7. Sweatshirts: Hooded sweatshirts are never permitted inside the school building with any school uniform, even with an ACA logo. Knights or house-system crew neck sweatshirts are permitted on PE days only for grammar school. House-system crew neck sweatshirts may also be worn by logic and rhetoric students on expedition days. Crew neck sweatshirts are not permitted with the standard daily or dress uniforms.
8. Socks/Tights: Socks must always be worn and shown outside the shoe. For girls, leggings are not a permissible substitute for tights.
9. Dress shoes: Dress shoes should be conservative, traditional, and of a higher standard of style from regular or athletic shoes. (See examples below).
10. Boots: Snow or rain boots may only be worn to school on rainy days or when snow is on the ground, but not on other occasions; students must bring their regular uniform shoes to change into for the school day. Girls may wear dress boots all day on rainy or snowy days with the daily or dress uniform.

Examples of appropriate boys dress shoes:





Examples of inappropriate boys dress shoes:



Examples of appropriate athletic shoes:



Examples of inappropriate athletic shoes (may be appropriate for PE dress day):



Examples of appropriate girls dress shoes:



Examples of inappropriate girls dress shoes:





**Uniform Exclusions (these items are never permitted):**

- Embroidery (other than ACA logo)
- Sandals
- Corduroy
- Denim
- Capris
- Hoodie sweatshirts
- Cargo pants/shorts
- Footless leggings
- Footless tights
- Hats
- Scarves
- Bandanas
- Lace
- Ruffles
- Dyed or unkempt hair
- Additional piercings or multiple earrings in the same ear
- Boys' earrings
- Torn or soiled clothes
- Overdone make-up, jewelry or hair accessories
- Tattoos
- Immodesty
- Visible undergarments or camisoles
- Over- or under-sized clothing
- Long hair, shaved stripes, mullets, hair hanging into the eyes, or any nontraditional hairstyles, hair cuts, or hair coloring for boys; facial hair for boys; nontraditional hairstyles, hair cuts, or hair coloring for girls; any androgynous hairstyles or haircuts.

**UNIFORM VIOLATIONS & POLICY ENFORCEMENT**

For any missing or incorrect uniform item, students will receive an orange Uniform Violation Slip which will be sent home. Students may receive two orange violation slips without consequence.

Upon receiving the third orange Uniform Violation Slip (whenever that occurs during the academic year), students will be sent to the office (not to the principal) to wait until a parent brings the missing uniform item. Parents are encouraged to come as quickly as possible, as students will not be allowed to return to class until they are dressed properly.

The purpose of this policy enforcement is to teach our students to (1) be well-groomed and (2) to honor the rules ACA has established for their good.

**UNIFORM FAQs**

QUESTION	ANSWER
GIRLS	
<i>May my daughter cut her hair in a boys' style, shave all of her head, or shave one side of her head, etc.?</i>	No. While girls may have discretion and variety in their hair styles and hair lengths, all styles and lengths must be feminine and not androgynous.
<i>Is it OK for girls to wear colored hair accessories?</i>	Yes, as long as they match the outfit.
<i>Do girls have to tuck all shirts in, regardless of the cut?</i>	K-6 girls do, 7-12 girls do not.
<i>My daughter has a pretty camisole that she wears under her blouse for modesty purposes. Should it be tucked in?</i>	Yes, it should. Camisoles and undershirts are considered undergarments, and they must be out of sight.
<i>How do I know how tight is too tight for my daughter's blouses, sweaters, and pants?</i>	If it looks like she has been poured into them, then they are too tight. Girls are encouraged to dress modestly wherever they go.
<i>What kind of jewelry is appropriate for my daughter?</i>	Small earrings on the lobe are fine. Earrings up around the top of the ear or anywhere else are inappropriate for ACA students.
BOYS	
<i>How long must my son's hair be to qualify as long hair?</i>	If a boy's hair is below the middle of his collar, hanging down in his eyes, gathering in a large tuft over the forehead, or covering the sides of his ears, it will be considered too long.
<i>My son and daughter like non-traditional haircuts, such as a shaved head, one side shaved, lop-sided cuts, shaved stripes, mullets, or mohawks. Are these OK?</i>	No. Haircuts and hairstyles are a family choice, but they must be generally traditional and conservative.
<i>My son doesn't like to comb his hair, and I don't have time to do it for him. Is this OK?</i>	No. All students should come to school with their hair combed and otherwise looking well-groomed.
<i>My son wears his oxford and tie with the top button undone and the tie loose. Is that OK?</i>	No. Ties should be tight and buttons buttoned.
<i>Is a tie optional for grammar school boys on Thursdays?</i>	No, ties must be worn at all times on Thursdays.

<i>May my son roll up his long-sleeved dress shirt?</i>	No, but boys may choose to wear a button-down short-sleeved shirt instead.
<i>Does my son's tie have to fit?</i>	Yes, all ties must fit. The wide bottom of the tie should come down to the belt, not to the knees, and the collar of the tie should be snug around the neck.
<i>Does my son need to be cleanly shaved?</i>	Yes, all boys need to be cleanly shaved to attend school. This includes "peach fuzz" on younger teens or preteens, which must also be shaved.
<i>My son only has two pairs of his uniform, and I only have time to do laundry once a week. Is it OK for him to come to school in a dirty polo or oxford?</i>	No. All students should come to school in uniforms that look clean.
<i>My son says that dark no-show or low-cut socks qualify as dress socks. Is that true?</i>	No, it isn't.
<i>My son has a great-looking cartoon character tie that he'd like to wear. Is that conservative or appropriate?</i>	No, it isn't.
<i>My son likes to wear a necklace to school. Is that OK?</i>	Yes, as long as it is not visible.
<i>My son likes to wear orange T-shirts under his uniform shirt. Is that OK?</i>	No. T-shirts and camisoles must be white.
GENERAL	
<i>Does my daughter or son have to wear deodorant?</i>	Yes, if they have body odor, which is unpleasant for teachers and classmates to experience in a closed environment. Body odor occurs quite early in some girls and boys, and deodorant should be applied daily before school, or taken to school for additional applications as needed.
<i>My kids like to dye or color their hair. Is this OK?</i>	No. Students may not color or dye their hair.
<i>My kids like to wear moccasins or hiking boots or high-tops to school. Do these qualify as dress shoes?</i>	No, they don't. However, students may wear boots to school on rainy days or when there is snow on the ground.
<i>Is it all right to wear a sweater without a blouse or polo underneath?</i>	No, it isn't.
<i>Do conservative tennis shoes, Vans, Sambas, or skater shoes count as dress shoes in grades 6-12?</i>	No, they don't.

<i>May my student wear cowboy boots with their P.E. uniform?</i>	No, they may not.
<i>My student runs cold. Is a thermal layer worn under a long-sleeved blouse or long-sleeve polo appropriate?</i>	Yes, as long as it is the same color as the blouse or polo and is not visible.
<i>Must my children come to school looking like fundamentalist prudes?</i>	No! Personal style and beauty are good gifts from God.

### **CONFLICT RESOLUTION**

#### Teacher-Parent Conflict—

1. The concerned person will schedule a conference with the other person so the conflict can be discussed and resolved. Both parties will concentrate on listening with the intent of gaining understanding. For the sole purpose of facilitating communication, either party may ask a third person to attend.
2. If either party feels the situation is still unresolved after the conference, that person will inform the other and request the relevant school director attend a second conference to resolve the issue.
3. The relevant school director will schedule a conference with both parties.
4. If the conflict is still unresolved after this second conference, a brief summary may be submitted to the Principal for resolution. The Principal will render a decision, which may include a meeting with the relevant parties.
5. If the conflict is still unresolved after the Principal's decision, either party may submit a brief summary to the Board with a request that the issue be addressed at the next regularly scheduled Board meeting. This request must be submitted to the Board chairman at least one week prior to the meeting. The Board's decision will be rendered no later than the following regularly-scheduled Board meeting and will be final.

#### Student or Parent Conflict with any school administrator—

1. The concerned person will schedule a conference with the relevant administrator so the conflict can be discussed and resolved. Both parties will concentrate on listening with the intent of gaining understanding. For the sole purpose of facilitating communication, either party may ask a third person to attend.
2. If the conflict is unresolved after the conference, a brief summary may be submitted to the Board with a request that the issue be addressed at the next regularly scheduled Board meeting. This request must be submitted to the Board chairman at least one week prior to the meeting. The Board's decision will be rendered no later than the following regularly-scheduled Board meeting and will be final.

### **PARENT COOPERATION**

Cooperative effort is absolutely essential between parents and teachers. A close contact between school and home must be maintained to avoid misunderstandings and to ensure student academic and character-building success.

### **SCHOOLWIDE CONFLICT RESOLUTION**

When a member of the ACA community feels that there is a situation existing that causes conflict, perhaps between the teacher and the student or between the teacher and the parents, or between the principal and a parent, the above procedure must be followed. Conflicts are not to be spread among extraneous third parties. Students may have their parents present when they are a principal party. This procedure follows Biblical principles in dealing with personal differences.

## **VII. SAFETY AND HEALTH**

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### **SAFETY**

#### **BACKGROUND CHECKS**

All new staff, teachers, and volunteers working with students are required to submit screening information and agree to a background check through Checkr.

#### **PREVENTING CHILD ABUSE**

Augustine Classical Academy seeks to effectively partner with parents/guardians in educating children and to establish policies that promote the health and safety of all students in our care. Augustine Classical Academy abhors child abuse involving any child in any form in any setting. Because ACA believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31), the following strategies and policies have been put in place at our school to prevent child abuse, including physical, emotional, sexual abuse and neglect, to the greatest extent possible. These policies outline specific roles for the school and teachers as well as addressing appropriate touch, toileting guidelines and how the school will respond to allegations of neglect or abuse.

#### ***Definition of Child Abuse or Neglect***

Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm.

#### ***Role of Augustine Classical Academy in the Prevention of Child Abuse***

Augustine Classical Academy (ACA) employs an adequate number of qualified staff to work with children and to provide adequate supervision of program staff and volunteers.

Indoor and outdoor areas at ACA are designed to reduce the possibility of private, hidden locations in which abuse may occur. There are windows on doors so that what is happening in the classroom may be easily observed at all times. Any meeting between parent/guardian, staff, and/or student must occur in a room with a window in the door or with an open door.

All staff and substitutes receive pre-service orientation and refresher training at regular intervals that includes, but is not limited to (a) understanding what constitutes child abuse; (b) the discipline policy of ACA and appropriate guidance of children; (c) means of preventing potential abuse situations in group settings; (d)

identification of signs of potential abuse; and (e) individual obligations and procedures for reporting suspected cases of abuse.

Since home and school must cooperate if the child is to progress satisfactorily, parents may visit school so they may see their child in an every-day school situation. Out of respect for the teacher and for planning purposes, we ask that visits are scheduled at least one day in advance. Please remember classroom visits are not the time for a conference with the teacher as the teacher is responsible for all students in the class. However, a child's classroom is not off-limits to the parents. Parents are welcome at the school. Spur-of-the-moment visits are acceptable, though parents must remain respectful of the teacher's agenda for the day, not disrupt the progress of the students, and understand that such visits may not be as profitable as scheduled visits. All visitors are to sign in at the office before going to the classroom. Access to ACA's facilities are controlled, and all visitors are required to sign in and sign out of the program area or to check in and out with the administrative office.

Teachers are supervised by the Head of School, Preschool Director, and/or school principals on an ongoing basis.

ACA utilizes careful screening and recruitment practices to increase the likelihood of selecting appropriate candidates as staff, substitutes, or volunteers to work with children. These include personal interviews; verification of personal and professional references and education qualifications; criminal records checks; and affidavits attesting to history of conviction for abuse or other violent crimes. Preschool employees are screened through the Colorado Bureau of Investigation, Federal Bureau of Investigation, and TRAILS. All other staff, administration, and volunteers are screened through Verified Volunteers.

ACA monitors content accessed through our internet connection to ensure that inappropriate websites are not accessed.

ACA encourages and provides opportunities for family participation in school-related events and activities. Ongoing program policies that strengthen partnerships with families help to minimize the likelihood of abuse in the program.

ACA offers families resources, materials, and educational programs on abuse and neglect. Examples include recommended books and a calendar of upcoming child abuse prevention workshops.

#### Role of Teachers and Staff in the Prevention of Child Abuse—

Teachers and staff actively supervise by sight and sound the students in their care.

Teachers and staff design classroom space (including outdoor space) to limit the possibility of private hidden locations.

Teachers and staff participate in preservice and refresher training to identify and prevent child abuse and to understand their role as a mandatory reporter.

Teachers and staff partner with families in the education of the student.

Teachers only release students to parents, legal guardians, or those persons authorized by their parents or guardians in writing. Staff checks identification when authorized individuals are unfamiliar.

Teachers support and follow the ACA student discipline and guidance policy.

Teachers prepare accident reports in the event that a student is injured while at school.

Teachers recognize when it is appropriate and respectful to touch a student, and the teacher will also respect a student when they prefer not to be touched (see "Touch Policy" below).

In accordance with Colorado Revised Statutes (C.R.S. § 19-3-304) teachers will report suspected child abuse or neglect by calling 1-844-CO-4-KIDS (1-844-264-5437).

Any report of suspected abuse will be documented on the ACA Child Abuse or Neglect Reporting Form and maintained in the child's file.

### **TOUCH POLICY**

Healthy touch can edify and encourage a child; yet, inappropriate touch can cause distress and may be abusive. The goal of our touch policy is to create a culture where children are safe, and where staff and volunteers remain above reproach regarding interactions with students. Staff and volunteers shall observe the following guidelines:

- Touch should always be open and public rather than secretive or private. A hug given in a group is different from a hug given behind closed doors.
- Touch should be in response to the need of the child and not to the need of the adult.
- Touch should be age-appropriate and generally initiated by the child rather than the adult.
- Touch should be with the child's permission. If the child resists, the staff member shall respect the child's response and stop touching him/her.
- Touch should always communicate respect for the child. Adults should avoid doing things of a personal nature for a child that he/she is able to do for himself, including dressing, bathing, etc.
- Touch should not include violent behavior. Adults and other youth or children should not hit, slap, pinch, push, hold a child against his/her will, or in any way assault a child.
- The following signs of affection are generally appropriate within specific contexts, for smaller children: Verbal praise; side hugs; shoulder to shoulder hugs; pats on the shoulder, back, or head (when culturally appropriate).
- For very small children, touching hands, faces, shoulders, and arms; placing your arm around the child's shoulders; hugging or holding the child when others are present.

The following behaviors are inappropriate or may be perceived as inappropriate; therefore, staff and volunteers shall refrain from:

- Touching a child's buttocks, chest, genital area, or thighs;
- Showing affection in isolated areas or when alone with a child;
- Making comments that relate to physique or body development;
- Making flirtatious or seductive looks (including in jest);
- Showing any form of affection that is unwanted by the child;
- Showing sexually-suggestive videos or playing sexually-suggestive games with a child;
- Engaging in any behavior that could be interpreted as sexual in nature;
- Making or participating in jokes that are sexual, degrade other people groups, or cut down fellow students.

As a rule, K-12 male staff and volunteers shall refrain from touching female students in any context whatsoever, with the exception of a medical emergency. Likewise, K-12 female staff and volunteers shall refrain from touching male students in any context whatsoever, with the exception of a medical emergency.

Adult staff, volunteers, and administration shall observe each other, and any other vendors, contract workers, substitute teachers, or other individuals or groups interacting with students and hold each other accountable by pointing out any actions or comments that may be misinterpreted. It is appropriate to gently confront someone who is behaving in a way that could be interpreted as inappropriate.

### **CHILD ABUSE REPORTING**

Augustine Classical Academy is required to report allegations of suspected or potential abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, or neglect or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the administration is required to act in accordance with state law. It is not the school's policy to contact the parents prior to making a report to legal authorities. Appropriate school staff will make such reports in the best interest of the affected child and do not, once a reasonable suspicion or reasonable basis is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

If child abuse is suspected, it must be reported immediately via the hotline.

(844) CO-4-KIDS

You may also contact the Jefferson County Department of Human Services:

900 Jefferson County Pkwy.  
Golden, CO 80401  
(303) 271-1388

### **EMERGENCY PROCEDURES**

Parents must keep the school informed of current phone numbers where they or the child's emergency contact can be reached. When your child is in class, someone must always be available to receive a call from the school in case of an emergency.

In the event of an emergency, all staff and students will follow relevant internal procedures and guidelines for responding to a variety of situations that may occur at Augustine Classical Academy. These include lockout, lockdown, evacuation, shelter, and hold procedures. Staff and administrators are trained to respond to these situations. The school practices emergency responses at designated times throughout the year, and school leadership will regularly review and update the response plans.

Should it become necessary to evacuate either campus facility, the following protocols may be in effect:

If the building is not safe, parents will be called to pick up their children at Belmar Church. The address is: 460 S. Kipling St., Lakewood, CO 80226. If you are not able to contact the school at (720) 446-6286, then you may call the Belmar Church office at (303) 986-5500.



### **THREATS OF VIOLENCE AND BRINGING WEAPONS TO SCHOOL**

Threats of Violence. Augustine Classical Academy seeks to promote a healthy, safe learning environment. The school does not tolerate threats of violence to oneself, others, threatening behavior, or other acts of violence (including threats to severely damage school property or the property of other students), whether made in school or out of school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or serious, whether in school or out of school, whether in person or through some other form of communication (email, text, internet posting, letter, picture, etc.) will be taken seriously by the school and may be grounds for immediate discipline, including suspension or expulsion. Following any such events, the school may suspend or expel the student or may, in its sole discretion, depending upon the facts and circumstances, condition continued enrollment upon satisfaction of additional criteria, which would include certification from a mental health professional and consistent monitoring by a mental health professional. Nothing contained herein, however, shall in any way limit or prohibit the school, in its sole discretion, from suspending, expelling, or removing any student who violates this policy.

Weapons. ACA expressly prohibits the bringing or possession of a weapon on school grounds or at school functions. No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when at school. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Regarding weapons, ACA holds the following—

*Definition.* A “weapon” means any object, device, or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as weapons.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (e.g., lasers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm or intimidate, and such use will be treated as the possession and use of a weapon.

Violations. In the event of violation of this policy, the school may impose disciplinary action in its sole discretion, including, but not limited to, suspension or expulsion. The school also may make a referral or report to appropriate law enforcement for any violation of this policy or take any other action which it deems necessary in the best interest of the school or to protect the safety of its students, staff, and visitors.

### **HEALTH & ILLNESS**

Children showing signs of contagious illness may not come to school. This is for the protection of your child, the other children, and the staff. If you administer medication related to the presenting condition/illness, please keep your child home until they are symptom-free. If your child demonstrates symptoms of illness at

school, the parents will be contacted to immediately pick up their child. If a parent cannot be contacted, an emergency contact will be called to pick up the child. The ill child will be isolated from other students and be supervised in the school office by a school staff member until the parent or emergency contact arrives. The child may return to school based on the timelines communicated on our website in the return to school protocols. ACP reserves the right to request a statement from the child's health care provider. If your child has been ill and taken to see a physician, please provide a note from the doctor that indicates when the child is safe to return to school. It is your responsibility if your child has a communicable disease such as: COVID-19, measles, mumps, meningitis, TB, hepatitis, ringworm, chicken pox, salmonella, hand foot and mouth disease, etc. A child may be readmitted without a statement from a health practitioner only if the child has been absent for a period of time equal to the longest incubation period of the disease.

Please refer to our school's website for the most up-to-date list of symptoms, illnesses, and the helpful document, "How Sick Is Too Sick".

There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities.
2. The child requires more care than program staff can provide, without affecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness or symptoms for which temporary exclusion is recommended.

Remember, the best way to prevent the spread of infection is through good hand washing.

### **MEDICATION AT SCHOOL**

Medicine Authorization. No medication of any kind is administered in the office without a doctor's note and parent consent, and the parent must complete the Medical Administration Form located in the office. Medication which may be required by any student must be supplied by a parent and brought to school in the original container, properly labeled with the name of the student and identification of medication, dosage, and the time to be administered. If possible, medications should be taken before and after school. At no time may a student bring medication (including over-the-counter-drugs) to school without the supervision of school staff. Parents may come to the school and administer medication to their child at any time.

Students with asthma requiring an inhaler or allergies requiring an EpiPen must have a Care Plan completed by the doctor stored at school at all times. Ask your doctor to create a Care Plan for your student with asthma or allergies. The nurse is available to assist parents in equipping the school faculty and staff to provide the necessary care for students should they need medical care.

### **SERIOUS DISEASES**

Serious diseases are those diseases which are potentially life-threatening or which can cause permanent bodily damage, and can be communicated from one person to another via air or bodily fluids. Examples of these diseases include spinal or viral meningitis, and pneumonia. Students who contract these diseases may not return to school until certified as healthy and/or capable of returning to school by a physician. The common cold, mild forms of influenza, chicken pox, strep throat, and similar illnesses, though unpleasant and contagious, are not considered serious diseases. Augustine Classical Academy reserves the right to call local health officials or the Center of Disease Control when it discovers that a student, faculty member, or staff member has contracted a serious communicable disease in order to obtain more information concerning the disease. ACA cannot be held responsible if a serious communicable disease is introduced to the school without its knowledge.

### **ILLNESS AND ACCIDENTS AT SCHOOL**

Augustine Classical Academy currently has a nurse that consults with the school and visits monthly, but is not present during all school hours. Students who become ill at school will be sent to the office where the decision will be made to call home. A sick student will remain in the school office or an assigned area until a parent or authorized adult can pick him or her up from school.

All accidents, regardless of how slight the injury or damage may be, must be reported to the supervising faculty or staff member. If a student becomes ill or is injured, parents will be notified as soon as possible. Should the situation be serious, ACA will call 911 to request appropriate medical assistance and attempt to reach parents at all phone numbers provided. Minor scratches and bruises will be treated with ice or Band-Aids, but ACA is not permitted by state guidelines to use antiseptic spray or cream, or medicine of any kind. Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person's blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

### **ACCIDENT REPORTS**

All accidents however minor are documented internally. All head injuries without consideration for severity, and any injury that will significantly alter the child's appearance at pick-up, e.g. large cuts, abrasions, bruises, etc., will be documented in an Accident Report which details how the injury occurred, who witnessed the accident, and how the injury was treated at the time, including recommendations for follow-up care should it be necessary. A copy of this Accident Report is filed in the child's student records and a copy is given to the parents at pick-up. The information in this report may contain information of a private or confidential nature, and therefore all reports are managed internally with discretion, and the copy of the report that goes home to the parent will always be delivered in a sealed envelope.

### **FOOD RESTRICTIONS**

Because of severe, life-threatening nut allergies in several of our students, there are classrooms sensitive to nuts and peanuts, which means that you should check with your child's teacher or the Preschool Director to determine if you may send any food that contains nuts in the ingredients (peanuts, cashews, almonds, etc.). At this time, kindergarten - 12<sup>th</sup>-grade students are able to bring what food they like to school but are monitored by teachers and staff in the event of any allergies. A peanut-free table is available in the lunchroom.

## **VIII. GENERAL INFORMATION**

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### **DROP-OFF AND PICK-UP PROCEDURES**

K-12 Students may be dropped off and sent into school without parent accompaniment. All parents should wait to visually confirm their student has entered the school doors before driving away. If a student arrives with a parent after 8:00 AM, the parent must accompany the student into the building in order to sign the student in. Students driving themselves who arrive after 8:00 AM must sign in at the front office. Arrival after 8:00 AM is considered tardy or late drop-off.

All preschool and pre-K students must be brought into the school by a parent or guardian and signed in at their classrooms. At the end of the day, all preschool and pre-K students must be picked up from their classrooms by a parent or guardian and signed out.

All students must be picked up at the end of the school day by a parent or an adult on the student's authorized release form. Students will only be released to a parent or adult on the student's authorized release form.

### **LATE PICK-UP**

Unless the carline itself causes a delay, students who are not picked up by 3:50 will be sent to the office to wait, at which time a \$5-fee will be assessed, followed by \$1 per additional minute late. Parents must sign students out at the office once they arrive. Fees will be automatically charged to the family's FACTS account and are non-negotiable. Teachers of students picked up late are not authorized to discuss, or negotiate, late fees in any way. Exceptions will not be made for traffic or any other unforeseen circumstances. In the event of severe inclement weather, exceptions may be made at the discretion of the administration.

### **AUTHORIZING ANOTHER ADULT TO PICK UP YOUR CHILD**

For the safety of students, all students must be picked up by either a parent or by an authorized guardian as indicated on an authorized release form kept in the student's file. If any person arriving to pick up a student is not a parent or is not listed on the student's authorized release form, that person will NOT be permitted to pick up any students. No exceptions will be made on the basis of apparent familiarity, recognition, or friendship. Both parents and guardians must show a photo ID when picking up a student.

### **GYM USE BY PARENTS AND THEIR CHILDREN**

Use of the ACA gym is permitted only under the following circumstances:

- During an official ACA school event, in which parents directly supervise their own children
- During volunteer or classroom work, in which parents directly supervise their children.

Use of the ACA gym is NOT permitted outside the scenarios above, except with official administrative permission, and is also NOT permitted under the following circumstances:

- At will, or when the gym appears available
- By children of ACA staff and faculty when unsupervised by a parent.
- By parents, or by students not enrolled in ACA's after-school care program, on Mon-Thurs from 7:30-8:15 AM and from 3:45-5:15 PM, regardless of parent or chaperone supervision

The following protocols are in-force and are required for all parents, children, and chaperones using the gym:

- Accessing gym locker rooms or boiler room is not permitted.
- Jumping off gym bleachers or climbing on any part of gym walls is not permitted.
- Use of bleachers for any activities except sitting is not allowed, and parents and chaperones who nonetheless permit students to walk or play on bleachers realize the dangers of tripping or falling, and acknowledge that ACA will not be held responsible for any resulting injury.
- All trash, food containers, water bottles, toys, and clothing must be removed from the gym before parents, children, and chaperones leave the gym.
- Gym lights will be turned off no later than 5:30 PM Mon-Thurs.

### **REMOTE MEETINGS**

ACA values in-person meetings between parents and teachers/staff as we partner together in the education of your child. Rather than scheduling remote meetings or conferences, we will seek to find an appropriate time for all parties to meet in person. In the event that immediate communication must occur, a phone call may be scheduled.

## **SCHOOL CLOSURES**

### ***School Closing***

In the event that there is severe inclement weather, power failure, or a similar major problem, the decision to close school will be made by 6:00 AM on the day in question. ACA will put a distinctly recognizable banner on the website, send a school-wide email, and post school status notification on 9News.

We live in Colorado where snowy and icy conditions are a regular part of each winter. However, the safety of our students, parents, and teachers is paramount, so in the event of severe weather, school may be closed or delayed.

How do we determine whether to close or delay school? The following factors are in play:

*Are Jeffco schools open or closed? Jeffco maintains a good set of experts with a rigorous weather protocol, and as ACA is in Jeffco's district, Jeffco's actions largely determine our course.*

*What is the weather outlook? Current conditions may worsen, or improve, and so we attempt to make decisions based on both current and future safety.*

*ACA does not have a busing system with professional drivers. Even if Jeffco remains open, would ACA's private drivers of parents and teachers be put at undue risk by also remaining open?*

If we decide to close or delay school, how will you know?

*You'll receive an email from ACA Alerts no later than 6:00 AM.*

*A small alert banner will be placed at the top of our [website's homepage](#).*

*Our school status (if a change occurs) will be posted on 9News.*

Will missed school days be made up?

*Up to three missed days of school will be made up for all K-12 academic programs starting with the third missed day. Delayed start days will not be made up.*

*Make-up days will be held on pre-scheduled Fridays (posted on our academic calendar) during April and May. Make-up days are considered regular school days, and attendance is required.*

During severe inclement weather when school remains open, families with a long distance to drive or who lack appropriate transport for the weather may arrive late without incurring a tardy as long as there is a good faith effort to be on time. It is always acceptable in inclement weather for a parent to decide that the family does not have a safe means of transporting their child to and from school, even if school is not canceled. This decision is respected by the school and work from that day in class will be made available promptly to the child who missed a day. These will be considered excused absences, within reason.

***Inclement Weather***

Outdoor recess time is important for all students even when weather is not ideal. ACA's standards for outdoor vs. indoor recess are below.

Students will remain inside if:

*the outside temperature is 20 degrees F or lower at the time of recess.*  
*it is raining and any temperature*  
*it is snowing heavily and any temperature*

Students will go outside if:

*the outside temperature is above 20 degrees F at the time of recess*  
*it is snowing lightly and above 20 degrees F*

Please ensure that your student brings cold-weather clothing to school each day. Students without adequate wear will either attend outdoor recess regardless, or spend the recess in the office (on colder days) based on the discretion of the school.

**MAKE-UP SCHOOL DAYS**

The first two missed days of school will not be made up. After two missed days, if school is canceled for a full day for any reason, that day of school will be made up according to pre-scheduled make-up days on the ACA academic calendar, which fall on Fridays during the months of April and May. Up to three canceled days will be made up in the order listed on the academic calendar, starting with the third canceled day in the academic year.

Attendance is required for all students, except ACP students, on make-up days.

**LUNCH AND SNACKS**

Augustine Classical Academy does not offer a hot lunch program at this time. All students with a full day of class must bring a sack lunch to school each day. In the event that a parent forgets to send a lunch, it may be dropped off in the school office no later than 11:15 AM.

Due to the time allotted for lunch, it is not possible for the teacher to microwave or prepare lunch for a child as this is their lunchtime as well. Please keep this in mind when packing your child's lunch, and prepare all food so that it is ready to eat and does not require assistance by an adult.

Kindergarten through 12th-Grade snacks. Please send a healthy snack that is suitable for energizing your child during their work day. For the sake of time and in consideration of the teacher, please do not send snacks that require cooking or any adult assistance. A water bottle is kept at school, so please do not send a drink for snack time.

**MODIFICATION OF POLICIES**

The Board or administration of Augustine Classical Academy reserves the right, in their sole discretion, to alter, amend, or repeal any policy, or to adopt new policies when determined to be in the best interest of the

school, following written notice to all Parents/Guardians by the Executive Director. Parents agree to abide by the current policies and any changes or modifications made pursuant to this provision.