



# FAMILY HANDBOOK

Revised 2021/07/20

Effective for 2021-2022 School Year

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

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

This handbook is subject to change without notice by the school's governing body and is available on the Auburn Classical Academy website: [www.auburnclassicalacademy.com](http://www.auburnclassicalacademy.com)



Dear Families,

Welcome to Auburn Classical Academy! We are so glad you have joined the ACA Family. The following handbook will provide details regarding school life at ACA. We encourage you to read it thoroughly and consult it as needed throughout the year. It is a wonderful resource of information. In turn, the students, we hope, will gain a clear sense of what is expected of them. The environment we desire to create is one conducive to study and charitable interactions between students, parents and teachers.

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

Please review these policies with your children considering these goals, and sign and initial the acknowledgement in the Enrollment and Financial Contract.

We look forward to a wonderful year!

Thank you,

ACA Board of Governors

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## **Mission, Vision, and Distinctives**

### **Mission Statement**

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

### **Vision**

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

### **Distinctives**

#### **Truth - *Veritas***

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

#### **Family - *Familia***

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

#### **Scholarship - *Schola***

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

## **Educational Philosophy**

### **Christian**

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

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

### **Classical**

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

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

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

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

### **The Joy of Discovery**

We desire that our students would love learning. To ignite this desire and keep it aflame, our school culture adopts the principles of renowned turn-of-the-century educator Charlotte Mason. Her popular method of education teaches that children are taught as whole persons through a wide range of interesting living books, firsthand experiences, and good habits. The Charlotte Mason method is centered around the idea that education is three-pronged: Education is an Atmosphere, a Discipline, a Life. We aspire to create an atmosphere and discipline among our students that creates a love of learning, and it is our hope that parents will partner with us to do the same through their lives at home.

## **Classical Languages**

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

## **Statement of Faith**

As a Christ-centered school, the faith of our teachers and families is paramount to everything we do. All classes are taught from a biblical worldview, as one of our goals is to integrate faith and learning. All teachers have expressed faith in Christ and maintain a daily walk with Him. Teachers will set a Christ-like example for students, both in the classroom and while off-campus. Likewise, parents represent ACA (and Jesus Christ) throughout the community. We ask that you also maintain decorum of Christ-likeness as you go about your lives. This consistent behavior between ACA faculty and families promotes the partnership of training our children in the Godly way they should go.

The following statements form the foundation of beliefs upon which ACA is established. The substance of these statements is considered primary doctrine. Understanding that we are a school and not a church, issues related to secondary doctrine will be left under the purview of the church as God’s appointed authority on such matters.

### **The Apostles’ Creed**

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

## **Administration**

### **Board of Governors**

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

### **Members**

Mrs. Stephanie Roarke, Chair  
Mr. B. J. England, Vice-Chair  
Ms. Lee Alice Johnson, Secretary  
Mr. Jermile Brooks  
Dr. Matthew Carter  
Mrs. Paula Deist  
Mr. Adam Long  
Mr. Ashley Miller

### **Head of School/Principal**

Mrs. Robin Durbin

### **Assistant Head of School and Logic School Director**

Mrs. Lesley Thornell

### **Office Coordinator and Administrative Assistant**

Mrs. Emily England

### **Accounts Manager**

Mrs. Kristen O'Brien

### **Teacher**

Mrs. Alexis Andrew  
Mrs. Haley Brooks  
Mrs. Abi Eagan  
Mrs. Maureen Fain  
Mrs. Meredith Frye  
Mr. Todd Hendrix  
Miss Laura Lee Logan  
Mrs. Anna Miller  
Mrs. Jill Roberts  
Mrs. Lesley Thornell  
Mr. Garrett Walden  
Mrs. Heather Walker  
Mrs. Melodie Wood  
Ms. Diane Dow  
Mrs. Carrie Youngstrom

### **Teachers' Aides**

Mrs. Monica King  
Mrs. Sawyer Putman

### **ACA Contact Information**

Auburn Classical Academy  
1901-B Waverly Parkway  
Opelika, AL 36801

Email: [information.aca@gmail.com](mailto:information.aca@gmail.com)  
[www.auburnclassicalacademy.com](http://www.auburnclassicalacademy.com)  
334.821.7081



## Operational Policies and Procedures

### Attendance Policies

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

### **Tardiness**

Assembly begins, and the entrance doors will be closed *promptly at 7:55 a.m.* Students who are late must be escorted by a parent to the ACA Office to receive a tardy slip. Excessive tardies in a grading period could result in course failure, lowered course grade, or could affect a student's re-enrollment for the following year. In addition, four tardies will be counted as a single unexcused absence. Each subsequent tardy after 4 will count as an additional unexcused absence.

### **Excused Absences**

Excused absences include illness or circumstances beyond a students' and/or parents' control. When students have excused absences, parents should notify the **school office before class begins by phone or email**. It is within each teacher's discretion as to how excused absences and make-up work and/or tests will be handled. However, it is the parents' and students' responsibility to get the missed assignments or classwork. This should be done by first checking the class lesson plan sent to parents prior to the upcoming week and then by contacting another student in the class for any variation in the assignments as determined by the teacher on the particular day. If absolutely necessary, parents/students may contact the teacher prior to the next class day to receive missed assignments. It is not the teacher's responsibility to assure completion of missed assignments.

In extenuating circumstances, such as extended illness or hardship, other arrangements for completing assignments may be discussed between teacher and parents. **Excused absences** (illness, death in the family, religious observance) should be limited to 4 or fewer per semester, if possible.

### **Unexcused Absences**

Students will be allowed **4 unexcused absences per semester**. Students will be responsible for the information covered during their absence since it will most likely be included on comprehensive assessments. Tests and quizzes which take place during the 4 maximum unexcused absences may be completed at a time convenient for the student's teacher. For planned unexcused absences, students and parents should notify the teacher well ahead of missed days. Assignments due during the unexcused absences may be arranged to be turned in prior to the absence or they may be turned in by a classmate on the due date. Teachers have the prerogative to accept, not accept, accept with penalty, or alter any assignments turned in late following an unexcused absence. Assignments due while the student is absent from school should be cleared with the teacher to determine the most effective way for students to turn in work. Make-up tests and quizzes are allowed for up to 4 unexcused absence days per semester. The fifth or greater unexcused absence will not have the privilege of make-up tests/quizzes.

Excused and unexcused absences will be included on the student's report card. Should a student's absences exceed the above limits, parents will be required to meet with the teacher and administration to determine a plan for appropriate academic progress. Should a student exceed the 4 excused and 4 unexcused absences allowed per semester, and the student is not making appropriate academic progress, ACA will report the information to the student's local school district.

### **Early Dismissal**

Early dismissal is an exception for select situations only. Parents should inform the teacher and school office indicating the time and reason for early dismissal. Parents should sign students out in the office, and students should wait in their classrooms until an administrator retrieves them.

### **Illness**

While we want all students to attend class, we understand sickness may occur. To maintain the highest standard of hygiene please do not bring a child to school if your child has a fever (100.4 or higher), contagious cough, green nasal discharge, vomiting or diarrhea within 24 hours of class time. We also do our best to maintain good hygiene in the classroom, and teachers will encourage students to wash hands after bathroom use, outside time, and lunch, as well as use hand sanitizer as needed in class.

### **Student Safety**

All doors to ACA are locked during the school day. A doorbell is located outside the main hallway entrance and should be used for all who wish to enter the building. A faculty member will open the door once the doorbell notifies him/her of a guest. ALL persons entering the school during classroom time, lunch time, or outside time should first report to the office to sign in and receive a "Visitor" lanyard to be worn while on school property. An administrator will escort guests to their destinations. Before leaving ACA, guests should report to the office to sign out and return lanyards.

Any parents with concerns for their children's safety regarding specific individuals and related potential danger should make ACA faculty and administrators aware of the individuals and circumstances.

### **Medical Policies**

ACA does not have a school nurse, and ACA is not prepared to administer medical care or treatment. Should students need to be given prescription or homeopathic medicine while at school, parents must complete a **Medical Authorization Form**. Forms will be provided to parents for completion at the beginning of the school year. Any medications needed to be dispensed during school hours should be brought to the office. They may be dispensed only from the school office by Office Administration.

ACA does maintain a well-equipped first aid kit in the office. Minor scrapes, bruises, bumps, etc. will be attended by an administrator. So that minor issues may be treated, parents should complete a **Medical Authorization Form** (the same form referred to in previous paragraph which will be provided to parents at the start of the school year). Any more serious injuries or concerns will be addressed by telephoning a parent. Additionally, any injury requiring significant attention from a teacher or administrator will be noted on an "Injury Report" and placed in a student's file.

When a student has a condition that requires exemption from some school activity, parents should send a written excuse to the Head of School to be disseminated to all appropriate teachers.

### **Immunization Policy**

According to the Alabama Department of Public Health, each child enrolled in day care, Head Start, and public or private school in Alabama must have a valid Alabama Certificate of Immunization (Blue Card) on file at the facility that they attend. The certificate may be obtained from the physician or clinic that administers the vaccine or may be completed by any county health department in the State if the parent presents a vaccine record from the provider. For students who are moving to Alabama, out-of-state vaccine records must be transferred to the Alabama Certificate of Immunization prior to day care, Head Start, or school entry. This may be accomplished by taking a vaccine record from the provider to the local county health department, or, if a physician in Alabama has been chosen by the family, the record may be transposed by the physician.

The State of Alabama does not recognize philosophical, moral, or ethical exemption from vaccination. A medical exemption may be issued by a physician or an Alabama Certificate of Religious Exemption may be obtained from the local county health department. More information on vaccination exemptions may be found at [www.vaclib.org/exempt/alabama.htm](http://www.vaclib.org/exempt/alabama.htm).

### **Custodial Parent Policy**

In cases of divorce or non-parental custody, ACA will communicate with the custodial parent/guardian as to daily issues regarding students. It is the responsibility of the custodial parent to communicate with the non-custodial parent.

## **Academic Policies**

At ACA, we designate K-5 as Grammar School, and 6-8 as Logic School. ***Academic expectations and workloads increase significantly at each grade transition.*** While all students are subject to reevaluation at the end of every school year, particular scrutiny is given to students at the transition years between Grammar and Logic School. The school makes every effort to identify early those students who are struggling and then communicate concerns and recommendations to the parents.

### **Academic Integrity**

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

### **Academic Probation**

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

### **Standardized Testing**

Auburn Classical Academy administers the Iowa Test of Basic Skills (ITBS) to test every student in Kindergarten-8th Grade. The ITBS is one of the longest running (since 1936), most respected, standardized tests in the country. It has been administered for years with little change, providing a consistent comparison of our students against others across the country.

## Grading Policies

### Homework

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

### **Planners & Take-Home Folders: Recording Homework, Parent Communication, Take-Home Papers**

- KINDERGARTEN through 1<sup>st</sup> GRADE: Primary, daily communication from teachers to parents will be made via the students' daily Take-Home folder. This folder will contain student papers, any homework and comments or notes from the teacher. The Take-Home Folder should return to the school with your child each day.
- 2<sup>nd</sup> GRADE through 5<sup>th</sup> GRADE: Each student from 2nd grade through 5<sup>th</sup> grade will be issued an ACA Planner, which will be used by the student to record all homework, project dates, quizzes/tests and other important dates. The planner may also be used by the teacher to make written comments/notes to students and parents. The Planner should be checked by parents each day.

Each Planner will also contain a pocket insert in which students and teachers will place all paperwork that is to go home for the week. The pocketed insert will indicate papers that are to be brought home and any papers that are to be signed and returned to school. Although this portion of the Planner may contain papers each day, the majority of papers will generally be placed in the folder at the end of the week.

- 6<sup>th</sup> GRADE and above students will be expected to keep up with their own school assignments and important dates. Student supply lists include the need for a simple and tasteful academic-year planner of choice (such as At-A-Glance Day Minder) to be purchased by the student.

Both the Take-Home Folder and the 2<sup>nd</sup> -5<sup>th</sup> grade Planner will serve as the **KEY** to communication from teachers and administration, including graded papers and frequent updates. It is the responsibility of parents to check the daily Take-Home Folder and/or Planner (with Take-Home Paper pocketed insert) each day for assignments, returned work, announcements, etc. Assignments and work should be distributed to the appropriate notebooks after review. Any return communication or administrative papers from parents to teachers should be placed in the Planner for the student's return to class.

### Textbooks

Textbooks are the property of ACA. An inventory list will be given to teachers at the beginning of the school year listing textbooks, books, curriculum resources, and other materials borrowed and assigned to students. Teachers will keep track of all items used by their students. The condition of each book given to students will be recorded by the teacher at the beginning of the year so that the current student will not be held responsible for damage done by previous users. These textbooks will be collected at the end of the year. Fines will be levied on those students who have damaged a book beyond normal wear and tear. If the book is damaged beyond repair, the parents must pay the cost of its replacement. Information about textbook damage should be given to the office at least one week before the end of school.

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

## **Grading Philosophy**

Our goal at ACA is not for students to “earn good grades.” We utilize grades as a means to an end. The end **goal is the mastery of knowledge and wisdom.** Grades are a means to spur students on to excellence and to give teachers, students and their parents a snapshot of the students’ progress. For further information, please see the “Top Reasons Not to Enroll in ACA” on our website or in the office.

## **Grading Scales**

Kindergarten and 1<sup>st</sup> Grade:

E (90-100) = Excellent  
VG (80-89) = Very Good  
S (70-79) = Satisfactory  
N (63-69) = Needs Improvement  
U (under 63) = Unsatisfactory

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

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

An “A” is defined as excellent; “B” as above average; “C” as average; “D” as below average; “F” as failing. The highest report card grade a student can obtain in any subject is a “100.” Students typically receive number grades on most assignments.

## **Conduct Grades**

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

O --- Outstanding  
S --- Satisfactory  
N --- Needs Improvement

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

## Promotion & Enrollment

ACA reserves the right to assign a student to a grade level based on educational need, as determined by the faculty and administration. Completion of a grade does not guarantee promotion to the subsequent grade.

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

## Financial Policies

### Tuition

Initial non-refundable commitment fee is due with **Enrollment & Financial Contract**, and is 10% of the year's total financial obligation.

Payment toward the remaining total financial obligation may be made as a single payment, a four-payment quarterly plan, or 12 monthly payments.

- Single payments should be made by June 15<sup>th</sup>.
- Monthly payments are electronically processed and withdrawn on the 15<sup>th</sup> of each month, June-May (unless the 15<sup>th</sup> falls on a weekend or holiday at which time the draft will occur on the next business day). Monthly payments incur a \$10 per month processing fee.
- Quarterly payments are due on the 15<sup>th</sup> of July, October, January, and April. Quarterly payments do not incur a processing fee.
- There will be a \$25 fee assessed on any returned checks or dishonored debit payments. A \$25 late fee will be assessed after the 20<sup>th</sup> of every month.

Signed and submitted **Enrollment & Financial Contract** obligates paying a student's tuition for the entire school year except in the following circumstances:

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

Parents who do not find they fit within one of these exceptions are able to petition the Board of Governors directly for consideration of their hardship. In any event of an exception being granted, ACA will refund tuition on a pro-rated basis.

### 529 Qualified Tuition Plans

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

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

## General School Policies

### Building and Property Use

Auburn Classical Academy is not affiliated with Life Savers Ministries (LSM); LSM is simply our very gracious host. Therefore, all students, teachers and families of ACA must strive to be gracious guests. It is the LSM building first and foremost. We need to actively reduce the wear and tear we might cause on the facilities. Specific instructions as to building/grounds use are subject to revision throughout the school year.

Therefore, we ask the following:

- Do not enter the brick building closest to Waverly Parkway.
- Do not call the LSM office for any ACA business.
- Park and drive only in areas designated for ACA use. Work to stay on designated driveway and parking area; do not parking on grassy areas or in the driveway unless during a designated drop-off or pick-up time.
- Always leave facilities better than we found them – DO NOT borrow/use any supplies other than paper products in the bathrooms. All black/white boards should be thoroughly cleaned at the end of each class. Be neat and clean in the bathroom, lunch, and outdoor areas.
- NO FOOD or DRINK may be consumed anywhere other than in the lunchroom or designated classrooms. Students may only have water in study hall or class in order to reduce the incidence of sticky spills.
- DO NOT enter any rooms that we are not using for class, including supply/janitor closets and storage areas.
- Return chairs and tables to the state they were in originally by the end of class on Thursday.

Specifically related to parking please note the following:

- Park only in the gravel parking lot on the right of the ACA driveway.
- Always pull as far forward as possible and close to other vehicles to allow for as many parking spots as possible.
- Stay clear of the area where buses are located. Do not park behind or in front of them. They need lots of clearance to move when needed. (And they are routinely moved at least once a day for general upkeep. We do not know when that will be each day.)
- Keep entire drive loop clear at all times as buses and/or garbage truck need wide clearance to get around the entire drive (except for after school pick up).
- Do not pull onto ANY grassy areas as some contain sprinkler heads and can be damaged.
- Besides regular pickup or drop off time, when individuals are coming to get a child or visit the school, please park in the parking lot and walk to the front door. You may have to double park behind another vehicle. Do not park in the front of the sidewalk area or around the side by the greenhouse and storage buildings.

### **Morning Drop-off Procedure**

Please enter the parking lot from the west driving entrance (right side of the property when facing LSM). Proceed around the property to the building in the rear to drop off your student (from the right side of your vehicle). Children will be greeted by an adult at the drop off point. They should then quietly proceed to their classroom to unpack their backpack and follow teacher's start of day instructions. Students will proceed to Assembly as a class. Children must be dropped off between 7:40 and 7:55 a.m. If you arrive earlier, please wait in the car line in your vehicle with your child. If you are late, please follow procedures for being tardy (page 9).

Due to reduced space in the car-line area, **students may only be dropped off and NOT walked into school by a parent/caretaker** at the beginning of the school day. The only exception to the drop-off policy is for kindergarten children during the first week of school. Parents of those children may park in a designated area and walk their child to the classroom. If for some extenuating circumstance your older student must be walked into school, please park in a designated area not blocking the drop-off traffic. **Parking space is extremely limited, and we would appreciate your cooperation in accommodating all our families.**

### **School Day Pick-Up Procedure**

Please use the same path and procedure as the morning drop-off, and wait for your child to be escorted to your vehicle. You must post a large visible sign in the front window of your vehicle (a sign will be provided in your family's packet of information at our **Student/New Parent Orientation, Thursday, August 5**). Children may not go to their rides until they have checked out with the teacher/adult in charge.

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

**Veteran Students and Parents – 9:00am-11:00am:** Drop-in event. Students and at least one parent come and meet their teacher while dropping off school supplies between 9:00am and 11:00am.

**New Students and Parents - 10:00am:** Meet in the Assembly Room at 10:00am. Mrs. Durbin will be providing information that helps the student and parent be successful in the upcoming school year. At 11:00am, students and parents will go their classrooms to meet their teacher and drop off school supplies.

Since at least one parent will be attending "school" on **August 5**- from 9:00-11:00 a.m., parking will be extremely tight. Please fill the designated parking areas first and then follow designated directions.

ACA Documentation (Academic Calendar, Family Directory, and all other applicable paperwork/forms) will be provided by ACA Administration on this date. Any forms that need to be completed/signed by a parent can be returned to ACA Administration on Monday, **August 9**.

Logic school students (grades 6-8) are expected to review the Family Handbook and sign a written agreement statement affirming that they have read, are in agreement with, and are willing to abide by the established standards of the school as outlined in it (Logic school teachers will administer in class).

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

A curriculum review night will be held for all parents the evening of **August 24**, in three 45-minute sessions. At least one parent per family is required to attend this event. It is designed for parents to view the curriculum and ask questions as to implementation and expectations of students, parents, and teachers. You will receive more details regarding class sessions after the first day of school.



## **Outdoor Space and Parking Lot Use**

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

## **Lunch Orders and Lunchroom Procedure**

Local restaurants cater lunches at ACA each day. Families should keep up with days that their child has not ordered lunch from a vendor and send lunch from home on those days. **Student lunches brought from home should not require refrigeration or heating.** When lunches are brought from home, eating utensils, napkins, etc. should be brought as well. Soft drinks are not to be brought to school. Catered lunches are purchased for a month at the time through [mymealorder.com](http://mymealorder.com). Catered lunches may be ordered the 1<sup>st</sup> through the 20<sup>th</sup> of the month prior (e.g. August 1-20 for September lunches). Catered lunches begin in September. ACA Administration will provide catered lunch order details once school has begun.

Parents are welcome, and are encouraged, to come at any time to eat with their children. No advance notice has to be given. You are always welcome!

All students staying for lunch will be walked to the lunchroom by their teacher. The Student Code of Conduct (see p. 19 of Family Handbook) is enforced during lunch period and we expect our students to use this time to encourage friendships and build each other up. We desire the development of good manners and Christ-like conversation. Students will eat and visit until given the direction from the monitor to clean up. Lunch will begin after all students have arrived and we stand together to recite *The Doxology (Table Blessing)*. Upon finishing lunch, students will clean their immediate area and line up for dismissal.

## **Student Electronics Policy**

Unless otherwise directed by lead teachers for specific classroom needs (e.g. algebra calculators), students may not bring electronic devices of any kind to the school. Particularly, there will never be a reason for students to have cell phones, smartphones, smartwatches, tablets, laptops or personal devices which are capable of accessing the internet, or with a camera function. All such devices are strictly prohibited. A drop box for all phones and other personal devices will be maintained in the school office. If communication must be had between a student and parent, the ACA office phone will be used.

## **Special Academic Accommodations Policy**

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

## **Uniform Code**

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

Based on the recommendation of the 2019 uniform committee comprised of parents, teachers, and administrators, we decided to simplify our uniform code. Please find the uniform guide in its entirety on our website, [www.auburnclassicalacademy.com](http://www.auburnclassicalacademy.com).

The approved uniform choices may be found at [dennisuniform.com](http://dennisuniform.com); ACA's school code is: BABNCL

- Boys will always wear **khaki** pants or shorts, and girls will always wear **plaid** jumpers or skirts/skortts.
- All students will wear navy collared shirts on Mondays and Tuesdays, white Chapel shirts/blouses on Wednesdays, and ACA T-shirts on Thursdays. Crested navy collared shirts are required from grades 4-8. (Veteran families, the past year white and light blue polo shirts were acceptable during the uniform transition year. However, please note that **ONLY** navy blue collared shirts are uniform compliant for the 2021-2022 year and going forward.)
- **ALL** field trip attire will be the Monday/Tuesday uniform unless the field trip necessitates other attire. Parent chaperones' attire should similarly reflect that of our students' - demonstrating modest, event appropriate attire whenever representing ACA during school outings.

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

Regarding footwear, students must wear navy (not bright blue), black, gray, brown or white shoes, whether this includes Chapel shoes (dressier) or athletic shoes. Many shoe styles include small portions of color, but there are ample options that meet our criteria. Please see picture attachment for samples of correct and non-correct footwear. (We make exceptions for medical needs.)

Inside the school, students may only wear uniform code garments and accessories. Chilly classrooms may require students to wear an ACA fleece jacket, ACA sweater, or ACA sweatshirt. Coats and other outer wear may be that of a student's choice but must be removed indoors, *without exception*. If you opt for your child(ren) to wear a facial covering, ensure that those are neutral in color per ACA standards (e.g. navy, black, white, gray, no bright colors, etc.)

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

When students arrive at school, Mrs. Durbin or the person welcoming them in the drop-off line will conduct a quick inspection to assure students are following the uniform policies.

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

**Students who wear the correct uniform with no infractions for the semester will be invited to a pizza and dessert party during lunch at the end of each semester.**

### **Fire Evacuation**

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

### **Tornado Warnings**

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

### **Prohibited Items**

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

### **Field Trips**

Parents are encouraged to attend field trips, but sibling inclusion will be subject to the teacher's and Head of School's discretion based on the nature, destination, and purpose of the field trip. Any parent attending a field trip is considered a chaperone and thus possesses responsibility for holding students within their care to ACA standards of behavior. Chaperones must also dress in a modest and appropriate manner that is fitting for the field trip. Chaperones must read and sign a "Chaperone Information and Responsibilities" agreement form before participating in an ACA field trip.

### **Birthdays and Classroom Parties**

Children with birthdays (or those with summer birthdays to be recognized in May) will be sung "Happy Birthday" during morning Assembly (should the student want this to be sung). At the Teachers' discretion, parents may send small treats to be enjoyed by the student and classmates during a break or after lunch.

Invitations to parties should NOT be distributed at school unless the entire class (or all boys or all girls) are invited. Parents who want to have smaller, more specific parties should use the ACA directory to mail invitations. Please follow the same guidelines with thank you notes. Students are to refrain from talking about small parties, sleep-overs, etc. when all students from the class are not invited.

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

## **Behavioral, Social & Cultural Policies**

### **Student Code of Conduct**

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

Our Code of Conduct centers around the word HONOR – we want to collectively honor God, and honor each other, as well as the facility we use.

Students are expected to:

- Honor all adults at all times, by speaking and acting respectfully and obeying cheerfully and immediately.
- Honor each other in words and actions, treating each other with kindness, purity, respect, and using words that build each other up.
- Maintain an absolute standard of honesty and integrity, academically and otherwise.
- Exhibit modesty in work, appearance, words and deeds.
- Act appropriately on school grounds – follow rules for building use and restrictions, exhibit self-control, and work diligently.
- Abstain from any intimate sexual conduct.

### **School Pillars**

- Have reverence for God and obey His commandments. (Ecclesiastes 12:13)
- Honor others above yourself. (Romans 12:10)
- Do your work as unto the Lord. (Colossians 3:23-24)
- Do everything without complaining or grumbling. (Philippians 2:14-15)
- Encourage one another and build each other up. (1 Thessalonians 5:11)
- Practically speaking...
  1. We cheerfully and promptly obey the authority under which we are placed.
  2. We can appeal respectfully and courteously. We do not argue or negotiate.
  3. We love and honor one another.
  4. We give encouragement to each other.
  5. We do not point out the shortcomings of others in order to build ourselves up.
  6. We tell the truth.
  7. We do not disrespect the classroom and teacher by passing notes or otherwise interrupting.
  8. We do not spread rumors or gossip.
  9. We will not make excuses for our wrong actions but will admit them.
  10. We avoid cliques, clubs, or games that exclude others.
  11. When others are sorry, we forgive them.
  12. When others are sad, we comfort them.
  13. When we have work to do, we do it without complaining.
  14. If we make a mess, we clean it up.
  15. We treat one another with respect and patience.

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

### **Conflict Between Students**

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

## **Discipline Policy**

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

## **Social Media Policy**

ACA teachers are not to communicate with ACA students via social networking sites.

## **Non-Discrimination Policy**

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

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

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

- Abstinence from all intimate sexual conduct outside the marital union of one man and one woman shall be strictly observed.

ACA considers a child's sex to be that which is God-given; male or female, and that which he or she is biologically categorized at birth.

- Males and females will use separate restrooms designated by their biological sex, unless an emergency requires otherwise.
- Biological males will follow the ACA Boys' Dress Code; biological females will follow the ACA Girls' Dress Code.

## **Parent Volunteers**

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

## **Communication**

### **Teacher Communication**

Most of our teachers have consecutive classes and cannot stop for parent conversations in between classes or in the car line. Teachers are responsible for transitioning students from class to class, as well as cleaning up and preparing for class, so please do not use this time to ask questions or tell them about absences, etc. Teachers will provide parents with contact information at the start of the year with the best time and method of contacting them. Please use these means to communicate with them or arrange a conference.

## **Addressing Concerns**

Parents shall copy the ACA office ([information.aca@gmail.com](mailto:information.aca@gmail.com)) when emailing teachers in order to keep the administration informed of classroom circumstances. Teachers will do the same when emailing parents.

- If you have a concern about curriculum content, school policy or philosophy, ask to speak with an administrator.
- If you have questions about the day-to-day workings of a particular classroom (grading, discipline, homework load, etc.) contact the teacher first in person or via phone call and if necessary, follow up with an e-mail message.
- In the rare instances that a parent and teacher cannot come to an agreement you may take the issue to the administration.
- **At no time should an individual student's problem be addressed to non-involved parties.** In the great majority of cases if you have worked patiently and in good faith with the teacher or administrator you will find a satisfactory resolution.

## **Weekly Newsletter**

A primary means of communication for us is the weekly **ACA Column**. This is a brief newsletter emailed to parents and available weekly on the ACA website. Please read this document faithfully. We want to inform parents in a timely manner of important dates, events, or alterations from our regular policies and procedures. We also include fund raising information, and other important documents as attachments to the **ACA Column**. Please read it carefully!

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