



Adventist Christian Academy of Texas

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Adventist Christian Academy of Texas

Mission Statement

✿ The mission of **Adventist Christian Academy of Texas** is to help students develop academic excellence, while providing an opportunity for each student to know Christ as their personal Savior. Students will participate in community service activities that encourage the development of sensitivity to others' needs

Philosophy

✿ **Adventist Christian Academy of Texas** acknowledges that God, as revealed in the Bible, is the source of knowledge and wisdom. The total process of ACAT is intentionally geared to inspire the development of a lifestyle that maintains a relationship with Jesus Christ, and shares Him with others for eternity.

✿ **ACAT** also believes in academic excellence and practical preparation for service to others. We believe children are a gift from God, and that we are entrusted with nurturing their physical, mental, and spiritual development.

Accreditation

✿ **Adventist Christian Academy of Texas** is fully accredited with the Accreditation Association of Seventh-day Adventist Schools, Colleges, and Universities, and by the Texas Private Schools Accreditation Commission (TEPSAC), which is recognized by the Texas Education Agency.

Admission Policy

✿ **Adventist Christian Academy of Texas** admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school.

✿ This school is operated especially for the youth of the Seventh-day Adventist faith who come to work and develop Christian characters. Other students of good character, who pass proper academic requirements to enable them to work in the multi-grade classroom, will also be admitted.

Minimum Age Requirements

✿ Texas law requires students entering Kindergarten to be **five years of age by September 1, of that year** so that students entering first grade are **six years of age by September 1, of their first grade year**. Pre-K may begin school when they turn four but they must still meet the Texas State requirement when they are ready for Kindergarten.



Adventist Christian Academy of Texas

ADMISSION POLICIES

STUDENT PLEDGE

It is understood that every student who applies for admission to Adventist Christian Academy of Texas commits to willingly observe all regulations and to uphold the principles upon which the school operates: **To be a student who desires a Christ-centered education that helps to lead a Christian life, with actions, words, and appearance. Each student will help to make ACAT an exceptional school by showing respect to teachers, schoolmates, and God. Each student will put their best effort into their studies, and will obey the rules and cooperate with the staff.**

HONOR CODE

Adventist Christian Academy of Texas Honor Code prohibits cheating, lying, stealing, vandalism, and all other offenses that are detrimental to the school community.

NON-DISCRIMINATION POLICY

Adventist Christian Academy of Texas admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis or race, color, national, and ethnic origin in administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

QUALIFICATIONS FOR ADMISSION

Adventist Christian Academy of Texas is open to all young people who desire a Christian education. Students who apply for admission should be in agreement with the purposes and objectives of the school and live in harmony with its principles.

- ✿ **Age at Entrance** – State law requires that a child be six years old by August 31 in order to enter first grade. Students entering ACAT for the first time (Pre K or Grade 1) must bring a Certified Birth Certificate, not a copy of the hospital certificate, Social Security number, and current immunization records.
- ✿ **School Records** – Upon receipt of school records from the former school, new students may have their program adjusted to meet deficiencies. (Each new secondary student must present evidence of having completed grades one through eight and standardized test results.)
- ✿ **Unpaid Accounts** – Students having an unpaid account with ACAT or another school are not permitted to complete registration or attend classes until clearance has been obtained. The finance committee will consider any request for exemption to this policy on an individual basis.



Adventist Christian Academy of Texas

ATTENDANCE POLICY

Grades K-12 ATTENDANCE

ACAT students are expected to be in their seats, ready for class when the bell rings. Beginning together, on time, is an important way to start our day.

At the beginning of each day the tone at ACAT is set with morning worship. This makes being on time even more valuable for each of our students.

REQUIRED ATTENDANCE

There are two programs during the year that **ALL STUDENTS ARE REQUIRED TO ATTEND**; the Christmas Program and Education Sabbath in April. (see calendar for dates)

TARDIES

Parents of elementary students who are chronically tardy should expect a conference with their student, the teacher, and the principal.

ABSENCES

Parents are to notify the office by phone when a student will be absent and give the reason for the absence. (936) 441-5043 or (936) 756-5078

The state of Texas recognizes only eighteen days per school year of excused absence if a student is to be promoted.

The administration generally excuses absences for the following reasons:

- Student illness
- Student medical / dental, court, or other such appointments
- Family emergency and / or death
- Extreme weather conditions
- School and church mission trips

When it is imperative for a student to be absent in a non-emergency situation, the student must complete a "Permission to Miss Class Form", which is available from the office. This note must have an attached note from a parent describing the date and nature of the activity. Students must then get teacher signatures.

The form must be turned in to the office at least one day in advance before the absence occurs with the parents note and teachers signature – otherwise the absence is recorded as unexcused. Students are encouraged to make appointments that do not interfere with class attendance. Medical appointments that necessitate a student leaving campus during the school day must be pre-arranged. **Extended vacations during the school year are strongly discouraged.**

PARENT NOTES

Absences and tardies can only be excused when the above-mentioned information is turned in to the administration office in advance of the absence.

UNEXCUSED ABSENCES

All absences that do not meet the above criteria are considered unexcused. Generally, students will not receive credit for assignments missed due to unexcused absences.

FINANCIAL INFORMATION

Adventist Christian Academy of Texas is a non-profit, private school that does not receive any state or federal funding. We operate financially through tuition, church subsidies, and donated funds from private individuals. In order for us to continue to provide a quality Christian education program, we must rely on parents to meet their financial obligations to the school.

FINANCIAL POLICIES

The following policies are necessary in order to maintain a quality educational program:

- To enroll a student at ACAT, the parent or guardian must accept financial responsibility for the student by signing an agreement with the school.
- Previous accounts with ACAT or another school must be settled prior to enrollment of a student.
- Accounts are due on the first of each month, and considered past due after the 10th of the month.
- If there is no payment after 60 days a student may be asked to withdraw from ACAT.
- The party responsible for the school bill must contact the treasurer monthly, either by 1) payment, (2) a note, or (3) phone call.
- If the personal financial situation of a family changes, it is expected that parents contact the treasurer to work out satisfactory arrangements.
- If an account becomes past due it will be turned over to the Finance Committee and satisfactory financial arrangements must be made in order for the student to continue in school.
- All accounts must be paid in full before a final transcript or diploma will be issued to any graduate.
- The school reserves the right to withhold refund payment of any student's account or credit balance for a period of two weeks after he/she leaves school. This ensures that all charges have been recorded on the account.
- Special arrangements must be made with the treasurer and/or Finance Committee in order to be granted an exception to any of the policies listed in the Financial Information Section.

Remittances should be made payable to ACAT.

Tuition payments are made according to the following schedule:

- A non-refundable entrance fee is due at registration.
- Tuition will be billed in ten monthly payments due the first of each school month beginning in August. The tenth and final payment is due the first of May.

ENTRANCE FEE

Entrance fees are non-refundable. For students entering ACAT after the beginning of the year the entrance fee will be amortized as follows. First and Second Quarter = full entrance fee, Second semester third and fourth quarter = ½ entrance fee.

STUDENT AID

Limited financial aid is available to a qualifying student. The amount of aid is determined by the Finance Committee and is based on a parent's/family's financial need, the student's scholarship, and citizenship record. A **Student Aid Application Form** can be obtained from the office. This information will be kept confidential.

The following guidelines apply to student financial aid:

- Student aid will not cover entrance fees. Any exception will require a meeting with the Finance Committee.
- All parents requesting student aid for new students to ACAT must meet with the Finance Committee.
- Registration for any student with an unpaid account from the previous year will not be complete until parents meet with the Finance Committee. Students will not be allowed to attend classes until registration is complete.

Student aid may be discontinued for the following reasons:

- Person responsible for student's account fails to make regular payments as agreed.
- Student has poor attendance record, affecting grades.
- Student fails to make satisfactory academic progress.
- Student displays unsatisfactory citizenship in attitudes and conduct.

CONTACTING US

- Mail: 3601 South Loop 336 East, Conroe, Tx 77301
- Phone: (936) 756-5078 local
- Phone: (936) 441-5043 metro
- Fax: (936) 756-5078 ext. 208
- Email: acat@consolidated.net
- Website: www.MyChristianAcademy.com



Adventist Christian Academy of Texas

TUITION RATES 2009-2010

ENTRANCE FEE FOR GRADES K – 12 EACH STUDENT \$200 /Year

STUDENT/FAMILY	1ST CHILD	2ND CHILD	3RD CHILD
GRADES K-6	\$4,000/Year	\$3,500/ Year	\$3,000/ Year
GRADES 7 & 8	\$4,600/ Year	\$4,000/ Year	\$3,500/ Year
GRADES 9 & 10	\$5,700/ Year	\$5,100/ Year	\$4,500/ Year
GRADES 11 & 12	\$6,500/ Year	\$5,900/ Year	\$5,400/Year

Pre KINDERGARTEN ENTRANCE FEE \$150/Year
 TUITION \$3000/Year

ALL TUITION IS DUE THE FIRST OF EACH MONTH, AUGUST – MAY.
 THERE ARE TEN EQUAL PAYMENTS PER YEAR.

TREASURER'S E-MAIL acatschool@sbcglobal.net
 PRINCIPAL'S E-MAIL acat@consolidated.net



Adventist Christian Academy of Texas

GENERAL REGULATIONS

The ultimate objective of Christian education is the development of character. Adventist Christian Academy of Texas wishes to play an active role in this development. Combined with an active Christian home-life, we strive to maintain an atmosphere of acceptance, cooperation, and unity that will help develop Christian men and women. We recognize that not all regulations reflect moral issues. Some rules reflect ACAT'S Christian principles and the standards of the Seventh-day Adventist Church. Still other rules are guidelines determined to help us to "get along" and make our campus a safer, more peaceful place, where students feel comfortable, safe, and learning is achieved.

Discipline, when needed, will be designed to help students learn self-discipline and a greater sense of respect for God, other people, themselves, and their school. With this as a major goal, we have adopted the following guidelines:

STUDENT ARRIVAL AND DEPARTURE

School begins at 8:30 a.m. each morning for all students.

Monday – Thursday dismissal: Pre K – 12	3:30 p.m.
Friday dismissal: Pre K – 12	3:00 p.m.

Students should arrive no earlier than 8:00 a.m. Parents should arrange to have students picked up within 30 minutes of school dismissal. This policy applies to all students unless an approved sponsor is keeping them for a school-sponsored activity. It is the parents' responsibility to make arrangements for their students to arrive and leave within this time frame. Childcare is provided at an additional cost of \$6.00* per hour per child for children remaining at the school beyond the allotted pickup time. *billed in ½ hour increments.

SIGN-IN/OUT GUIDELINES

In case of an emergency, it is necessary to know who is on campus at all times.

- Parents as well as volunteers need to sign-in at the office and put on a nametag before going to any classroom or before volunteering. Sign-in books and nametags are available in the main office.
- Please sign out, as well.
- Any student leaving campus early (before 3:30 p.m. M-TH or 3:00 p.m. F) must have permission and sign out from the office.

MOTOR VEHICLES

A Student Driving Agreement Form must be signed and filed at the office along with a copy of the student's driver's license and vehicle insurance. The office may assign a parking space and the student is expected to park in that space when at school. To maintain the privilege of using a car at school the following regulations must be observed.

- Vehicles must be registered as per above.
- Students must observe a 7 mph speed limit to help keep everyone a little safer.
- Vehicles are not to be used during school hours except with office permission.
- Students are not to borrow another student's car.
- Students may not take other student passengers without written consent from parents of both the driver and passenger.
- Students are not to sit in cars during school hours.

Students who violate ACAT'S driving policies will be subject to a fine or lose the privilege of driving their vehicle to school. Parents will be notified to make other arrangements.

UNACCEPTABLE BEHAVIOR

Regulations and principles of conduct remain in force throughout the year at school and school-sponsored events. Because many aspects of a student's off-campus behavior affect the atmosphere at ACAT, students are expected to uphold Christian standards of conduct in their personal lives as well. The staff reserves the right to consider dismissal of a student involved in drug, alcohol, tobacco use, or in any other illegal activity, even if the behavior takes place off campus or during non-school hours. **EXAMPLES OF UNACCEPTABLE BEHAVIOR INCLUDE BUT ARE NOT LIMITED TO:**

- Spreading ideas or displaying attitudes that undermine the philosophy, ideals and objectives of the school.
- Swearing or using crude language.
- Putdowns.
- Indulging in sexual conduct or suggestion, or having or displaying obscene literature or pictures.
- Possessing satanic materials.
- Disrespect, disobedience or non-cooperation with those in authority.
- Leaving campus without permission.
- Willful destruction of any school property, or vandalism.
- Participation in hazing and initiations, or committing any act that injures, degrades or disgraces the school, a fellow student or faculty member.
- Written or verbal threats against the school, or any threat to do bodily harm to a student, or faculty member.
- Major disruption – (such as pulling fire alarm, which includes a \$50 fine for even tampering with the alarm etc.)
- Possession of weapons/fireworks/other dangerous devices (see also weapons policy).
- Using narcotics, tobacco or alcoholic beverages in any form or having them in one's possession.
- Dishonesty, including theft, willful deception regarding violation of school regulations, cheating on examinations, class work or in any phase of school business.
- Violation of dress code policy as outlined in the handbook.
- Violation of social standards as outlined in the handbook.
- Fighting.

All regulations adopted by the faculty/board and announced to the students have the same force as those published in this handbook.



Adventist Christian Academy of Texas

DISCIPLINE

ACAT subscribes to a progressive discipline system of correcting behavior. Behavior that needs correcting will be communicated to parents and filed for each discipline issue. If a student shows a bent toward a specific area of unacceptable behavior, progressive discipline procedures will attempt to correct that behavior. If a student shows an unwillingness to change their behavior, they will be asked to withdraw from ACAT.

If a student's progress or conduct is unsatisfactory, his or her spirit is manifestly out of harmony with the standards of the school, or the student's influence is found to be detrimental – he or she may be asked to withdraw at any time, even though there may have been no specific violation of any particular regulation.

WEAPONS POLICY

Because weapon possession on school premises is a crime, Texas State law requires all public *and private* schools to notify law enforcement and the student's parent or guardian regarding any allegation or indication of possession of a "dangerous weapon" anywhere on the school campus. Texas State law defines a "dangerous weapon" as:

- Firearms
- Knives with blades that are spring loaded or released by gravity, thrust or opened by other mechanical means
- Daggers, dirks, slingshots, sand clubs, metal knuckles, pocket knives or lighters
- "Nun-chu-ka sticks" consisting of two or more lengths of wood, metal, plastic or other substance connected with wire, rope or other means
- Throwing stars
- Air guns, pistols or rifles designed to propel a BB or pellet

Notification of law enforcement (Federal and State required) and guardians is in addition to any consequences or discipline (up to and including expulsion) deemed appropriate by school authorities or state/federal law.

ACAT DRESS CODE

It is the school's desire to project a positive Christian image on campus and in the community. The principles that guide our dress code are standards of modesty and simplicity.

We require our students to adhere to the dress code guidelines while on campus, at school functions and on school sponsored trips unless specific instructions are given to indicate an exception. Students will be excluded from class or school functions until their attire meets expectations.

Reasons for Policy:

- A uniform dress code can help students to perceive each other as equals.
- Uniform dress can help foster an important group consciousness important in a society emphasizing only personal individuality.
- A uniform dress code can help students learn to distinguish themselves by performance, achievement and other important ways rather than by reasons such as wardrobe.

THIS DRESS CODE APPLIES TO ALL GRADE LEVELS PRE-K THROUGH 12.

Shirts:

Grades Pre-K - 12 may wear any of these eight solid colors of Polo Shirts: **Red, White, Blue, (like the flag), Royal Blue, Black, Gray, Light Pink, or Light Blue.**

The only approved shirt is the Golf/Polo Shirt. No other collared shirts are acceptable. If in doubt about the shirt, check before buying. These shirts are available at Academy, Target, JC Penny's or Sears. Students must wear a size that is not tight or sloppy. The midsection must be covered when the arms are raised. The top must cover lower back when sitting. Students may wear a long sleeve Polo shirt in uniform colors during the winter. They may NOT wear a different color short or long sleeve shirt under a short sleeve shirt.

Pants, Shorts, or Skirts:

All grades Pre-K - 12 may wear these two colors: **Navy Blue or Khaki- (not white or greenish)**
Pants, shorts, or skirts are to be Dockers type material, no denim.

- Must fit snugly around waist with or without belt. No holes or frays.
- No sloppy or saggy pants (no undergarments showing).
- Shorts - hemline no higher than the top of the knee when standing.
- Skorts that appear as shorts from the back - hemline no higher than the top of knee when standing.
- Skirts - hemline no higher than the top of the knee when standing.
- No leggings, sweat pants, flannel pants, pajama pants, camouflage, fleece pants or blue jeans.

Socks:

Socks must be worn at all times and must be a plain, solid uniform color.

Hoodies/Sweaters/Sweatshirts:

All Grades - Can be **Red, White, Gray, Blue (like the flag), royal blue, light pink, and light blue.**
▪ Must be either plain or have the ACAT logo.

Coats:

All Grades - No coats are to be worn in the building. They are acceptable for outdoor recess.

Friday is optional Christian T-shirt and/or blue jean day. No frays or holes. This is a t-shirt with a Christian logo and not just a favorite shirt.



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Cosmetics:

Make-up and bright nail polish are not needed for school. If we can see it, the student will be asked to remove it.

Jewelry:

Jewelry should not be worn to school or any school program. The items will be taken by a faculty member and returned only to the parents.

Shoes:

Shoes must be worn at all times during the day. No flip flops or shoes with an open heel will be allowed, for safety reasons.

Hair:

Hair should be worn in a neat, clean, natural color, well-trimmed and away from the eyes.

Tattoos must be covered at all times.

SCHOOL SPIRIT

School spirit is a choice you make. A positive attitude is the most important step to foster this. A wholesome attitude is shown by thoughtful consideration for others, by courtesy, and by good will in all personal and interclass relationships. School spirit will never find expression in the destruction of property; in boisterous, unrefined conduct; or in the hazing or humiliation of any student, group of students, or faculty.

CARE OF PROPERTY

Students should take pride in themselves, their personal belongings, and their school. Respect for others' safety and property is consistent with a Christian's moral code. It is the student's responsibility to replace or pay for damage done by the student to the school or someone else's property, whether accidental or intentional.

LOCKERS

At the time of registration each student (grades 9-12) is assigned a locker. Students are encouraged to use locks to secure their property. The school assumes no responsibility for damage to or loss of personal property left on the school premises. The school reserves the right to inspect student lockers at any time.



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MEDICATION AT SCHOOL

Medicine Authorization Forms for students who need to take prescription or over the counter medicines while at school are available at the office and must be filled out by the parent and doctor to have the office administer the medication. State law requires that medications be accompanied by a doctor's written instructions, and must be dispensed from the original container. **No student may administer any kind of medication to another student at ACAT. We also need written permission to give Tylenol or other headache medication. If your child has frequent headaches please send a bottle of a headache medicine that is labeled with the child's name and a permission note that states it can be given anytime for their headache. It will be kept in the office for their own use.**

DRUG POLICY

Students are not to use or possess illegal substances or abuse legal medications or drugs. If there is reasonable suspicion that a student is involved with illegal substances, the school reserves the right to search for evidence and may require drug testing and evaluation at parents' expense. In order to continue as a student at ACAT the student must make a commitment to remain drug free and follow all recommendations of the evaluation. If it becomes obvious that a student refuses to cooperate with the recommendations of the evaluation and/or continues to use drugs, he or she will be asked to withdraw from ACAT. The following consequences may be applied:

- **Mandatory Evaluation**
- **Mandatory Counseling**
- **Suspension**
- **Expulsion**

ELECTRONIC DEVICES

No electronics may be brought to school unless otherwise determined by the administration. Phones in the classroom or office may be used in an emergency with permission.

WEATHER RELATED SCHOOL CLOSURES OR DELAYS

When harsh weather conditions prevail, our first concern is the welfare and safety of every student. Weather related school closures or delays will be handled in the following ways:

- Radio or local television station announcements or a telephone call from the teacher.
- If parents feel conditions are too hazardous, students may be kept home and an excused absence will be granted.



Adventist Christian Academy of Texas

DISASTER PLAN

In the event of a major disaster, students will remain at the school under the supervision of their teacher and available parent volunteers. Students will only be released to the adults authorized on the student's current emergency information sheet.

SOCIAL STANDARDS

A friendly, wholesome association between young men and young women is expected. Students will maintain Christian standards of morality in their relationships. In consideration for the comfort of others, students will refrain from publicly demonstrating affection at school and school-sponsored activities by kissing, hand holding, caressing, lap-sitting, and other intimate displays determined by the staff to be inappropriate or suggestive. Couples will also avoid the appearance of inappropriateness by not seeking out unsupervised or isolated areas for association and conversation. Couples who ignore counsel from staff members may be placed on social time out. ACAT has a HANDS OFF policy between the opposite sexes.

HARASSMENT POLICY

Because of religious principles that ask us to dignify humanity, respect all mankind, and treat people appropriately, ACAT is concerned about preventing any type of harassment of individuals. Not only are we following Christian principles but also guidelines set forth by federal and state laws that prohibit racial, ethnic, religious, age, or sexual harassment of any employee or student. Furthermore, such conduct is offensive, and sets a poor example for students and the community.

ACAT staff and School Board will not tolerate harassment and will make every effort to keep the school free from harassment. Racial, ethnic, religious, health, age, and sexual harassment include such conduct as slurs, jokes, intimidation, or any other verbal or physical attack directed at an individual's race, religion, health, national origin, age, or gender.

In order for the local board to effectively enforce this policy and to take prompt corrective measures, it is essential that any and all incidents of harassment be reported to the Principal. Verbal complaints will be transferred to writing to assist in an investigation. To the greatest extent possible such complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

If, after an appropriate investigation of written complaint, it is determined that policy has been violated, prompt corrective action will be taken.

Bullying is a form of harassment and is not acceptable behavior at any time on this campus.



Adventist Christian Academy of Texas

SEXUAL HARASSMENT POLICY

It is the policy of ACAT not to discriminate against any student on the basis of gender. In keeping with that policy ACAT will not tolerate sexual harassment of any student or staff member. Sexual harassment is considered to be a major offense. Disciplinary action against the offender, including, but not limited to such sanctions as a warning, a suspension, or expulsion can result. Sexual harassment is unwanted and unwelcome conduct, either sexual or non-sexual, that is directed toward an individual because of that person's gender. No student, male or female, should be subject to sexual overtures or inappropriate conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature.

STUDENT LIFE

SPIRITUAL LIFE

Throughout the school year ACAT provides experiences in addition to the morning worship program, Bible curriculum, and Christian emphasis across the curriculum that help nourish the spiritual growth of students and faculty. These opportunities include two separate weeks of prayer to encourage focus on each student's spiritual life. Grades 9 & 10 attend a Bible Conference weekend early in the year. We also encourage each class to take an active part in outreach or community service.

HOME AND SCHOOL ORGANIZATION

In the formation of character, no other influence counts so much as the influence of the home. The teacher's work should complement that of the parents, but it is not to take its place. In all that concerns the well being of the student, particularly Christian principles and standards, parents and teacher should make every effort to cooperate.

We invite parents to visit the school and dialogue with teachers regarding their student's schoolwork. Parents are requested to assist student by providing a regular place and time each weekday evening for study. The school attempts to minimize events on weekday evenings.

Membership in the Home and School Association is automatic if you have students enrolled at ACAT or are a staff member. The aim of the organization is to promote the growth of the school, increase communication between the school and the home, serve the students by organizing parent volunteers, provide support for the staff, and raise funds for the improvement of the school program.



Adventist Christian Academy of Texas

PARENTS PARTICIPATION PROGRAM

Our homes and school are brought closer together by participation in various volunteer activities by parents throughout the school year. The school encourages opportunities for parents to participate in a variety of ways at school related events and in the classroom.

NOTE: Opportunities for volunteering will be highlighted in the Thursday Memo and on the school bulletin board, so watch for upcoming school events and class activities for ways to participate at ACAT. You may contact the school office to volunteer.

Please complete the Volunteer Opportunities Form and return it to the office.

GUIDELINES FOR CLASSROOM VOLUNTEERS

We appreciate parent time in the classroom. To make your time more effective, please observe the following guidelines:

- 🐾 If you are expected to volunteer but cannot be present, please notify your student's teacher or the school office ASAP. A background check may be necessary for certain volunteer positions..

- 🐾 Information or observations about individual students are to be kept **confidential**. If you feel there is a problem, please notify the teacher.

- 🐾 Please make arrangements for your pre-school students. **Younger students should not be brought to school during classroom while volunteering.**

PARENT CONCERNS

Many times if a concern develops between students, parents and teachers, it is the result of a lack of communication. The office has a "Legitimate Concern Form" that can be helpful in such situations. Hopefully this can help open up communications by knowing the correct procedures to follow. Parents are invited to share their concerns or questions with the teacher and administrator before sharing it with other parents.

It is the Bible's plan that when you have a problem you do the following three steps.

- 🐾 Talk directly with the teacher/staff member. Share your concern with them and listen to their response. If things do not improve, then go on to the second step.

- 🐾 Talk with the Principal and teacher together to reach a satisfactory solution. If you are still not satisfied with this conference, move on to step three.

- 🐾 The parent may then meet with the School Board Chair, Principal, and teacher and put the problem into writing. The parent may also request the superintendent meet with them and they can choose to send the problem in writing to the school board.

Don't let small things grow into big things. Nothing is too small to talk about.



Adventist Christian Academy of Texas

APPLICATION PROCESS

Applications are available from the school office or as a download from our website. Before the Admissions Committee considers a student for possible acceptance, the following items must be completed and turned into the office:

- 🐾 Application Forms
- 🐾 Photocopies from previous school of most recent school grade reports, test scores, behavior reports, immunization records, birth certificate, and social security card number
- 🐾 A written recommendation from a former teacher or your pastor may be required.
- 🐾 A \$50 Application Fee to be applied to the entrance fee or refunded if the student is not accepted.

After the parents have provided these materials, the Admissions Committee will meet to consider the application. Since gathering and reviewing these materials takes some time, and because a class may occasionally fill well in advance of the new school year, we strongly recommend allowing ample time to complete the application process.

IMMUNIZATION RECORDS

All immunization records must be in the office by the last school day of September. Texas state law requires that no new student be admitted to school without written evidence of immunizations or a signed exemption form.

LEARNING DISABILITIES POLICY

Learning disability is defined as any condition in a potential student which does not require a separate classroom, program, or staffing to provide educational services for student success (e.g. hyperactivity, ADHD, dyslexia, etc.). For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed, and is a genuine learning disability. Acceptance of the student is at the discretion of the Admissions Committee and will be influenced by the make-up of the class for which the student is applying.

- 🐾 Children with a severe learning disability will not be admitted to ACAT due to staffing, funding, and facilities.
- 🐾 ACAT does not provide testing and evaluation for learning disabilities. Parents are responsible to arrange through their local school district to have a student evaluated for learning disabilities.
- 🐾 Children diagnosed as having a learning disability may be required additional tutoring beyond the regular school day to meet academic standards.

PLACEMENT

Adventist Christian Academy of Texas reserves the right to determine student grade placement based on evaluation and testing of the student.



Adventist Christian Academy of Texas

GRADES 9-12 ACADEMIC INFORMATION

Grades nine and ten will be working on an alternation plan where appropriate to help the teacher load. Some of their classes will be combined together this year and others combined the following year so that they have completed all ninth and tenth grade subjects at the end of the two-year period.

We meet the high school requirements for ninth and tenth grades to prepare students for a college prep diploma.

The following classes are together for 9th & 10th alternation plan.

2009-2010

- Religion I *
- World Geography *
- IPC (Integrated Physics & Chemistry)*
- PE ½
- Speech ½
- Computer Applications ½
- Choir ½
- Health ½ (required for PE credit this year)

2010-2011

- Religion II *
- United States History *
- Biology *
- PE *
- Art ½
- Choir ½
- Computer Application ½

The following individual classes may be taught each year.

- | | | | |
|-------------------------------|-------------------------------|---------------------------------|---------------------------------|
| English I 9 th * | English II 10 th * | English III 11 th * | English IV 12 th * |
| Algebra I 9 th * | Geometry 10 th * | Algebra II 11 th * | Pre-Calculus 12 th * |
| Literature 11 th * | U.S. Govt. 11 th * | Chemistry 11 th * | Physics 12 th * |
| Spanish I 11 th * | Spanish II 12 th * | Religion III 11 th * | Religion IV 12 th * |

*= 1 full credit

½ = half credit

Each student earns 7½ credits per year



Adventist Christian Academy of Texas

INTERNET/COMPUTER USE AGREEMENT

1. Each student must have teacher permission to use a computer and the Internet
2. Computers are to be used only for assigned, school-related purposes
3. There will be NO email, text messages, instant messaging, chat rooms, games, videos, or music videos
4. Improper pop ups must be closed and reported immediately
5. Computers are for ACAT school use only
6. If computers are used improperly, the student will be subject to loss of computer privileges and possible further disciplinary action

_____ I agree to follow the above rules in addition to other teacher instruction when
 parent student using the computers and the Internet.

_____ I understand that there are consequences for not following these guidelines.
 parent student

_____ I understand that filtering software is installed, but no filter is 100% effective.
 parent student

_____ I agree that students need to be responsible for their behavior and choices
 parent student when using the Internet just as they are anywhere on school campus.

_____ student name _____ date

_____ parent name _____ date

_____ student signature

_____ parent signature



Adventist Christian Academy of Texas Volunteer Form
2009-2010 School Year

Phone: _____

Name of Volunteer: _____ Cell Phone: _____

Child(s) Name(s)/Grade(s): _____ E-mail _____

SCHOOL-WIDE VOLUNTEER OPPORTUNITIES (please mark all that interest you and return to the office)

- Make phone calls
- Assist at Recess
- Supervise students in the gym during lunch period
- Library help
- Office help (fill in for secretary or assist principal)
- Become a Home and School Room Mother/Father
- Attend monthly Home and School Meetings
- Baking for school events
- Assist with Recess
- Assist with PE
- Shopping for school needs
- Play your favorite instrument for chapel
- Assist with community service
- Set up before, or clean up after a school event
- Sell ads for school yearbook/newspaper
- Assist with ACAT fun nights in the gym
- Jump Rope for Leukemia Volunteer
- Help on school picture day
- Outdoor School fundraiser for 5th and 6th grades
- Assist in the classroom
- Teach a mini-course/share your hobby, expertise, skill
- Working at home on classroom projects (cutting, assembling, etc.)
- Repair computers, assist with network needs
- Speak for chapel
- Elementary school field day event

_____ Share information in class about an interesting place you've been

_____ Share information in class about your job (career day, etc.)

_____ Teach a class how to cook your favorite recipe

_____ Help prepare a hot lunch

_____ Other: _____

Help with Home and School Events

_____ Fall Festival

_____ Christmas Auction

_____ Teacher Appreciation Week

_____ Winter Banquet

_____ Spring Golf Tournament

_____ Kindergarten Round Up

_____ Board Appreciation

_____ Fundraising Events

_____ Field Day

_____ Other: _____

Help drive for and supervise on trips as needed:

_____ Bible Camp

_____ Music Festival

_____ Outdoor School

_____ YMCA Outings

_____ Classroom Field Trips

_____ Other: _____



Adventist Christian Academy of Texas

PARENTAL AGREEMENT

Student's Name: _____ Grade: _____

🐾 Student Handbook

I have received the Student Handbook and I am aware of ACAT rules and regulations. I agree to be supportive of these rules and regulations and to assist my child in observing the school's rules and regulations. In addition, I agree to supply all information requested by the school in a timely fashion.

Initials: _____

🐾 Field Trip Permit

I hereby give my permission for my child to accompany his/her class on school-sponsored trips for instructional purposes during the school year. I understand that he/she will be accompanied by adult supervision.

Initials: _____

🐾 Transportation

- 1. I give my permission for my child to ride with parents of other students who have completed the appropriate Parent Drive documentation.

Initials: _____

- 2. In addition, my child will be permitted to ride to and from school with the following list of individuals:

Name: _____ Phone: _____

Name _____ Phone: _____

Name _____ Phone: _____

Initials: _____

🐾 Directory Release

I give ACAT permission to publish my student's home address and phone number in the student directory. I understand that this directory is for distribution to other parents and students.

YES NO Initials: _____

🐾 Record Release

I realize that in order to admit a new student, ACAT will request all student records from the last school attended. I also understand that if my student withdraws from ACAT, records will be sent at the request of the new school, provided my child's tuition account is current per the financial policies agreement.

Initials: _____

🐾 Photo Release

By registering at Adventist Christian Academy of Texas, parents and students authorize the use by the school, or anyone authorized by the school, of any photographs taken of them while at ACAT, without compensation. All negatives, prints, and photo files, shall be considered the property of Adventist Christian Academy of Texas.

Initials: _____

🐾 Cell Phone Policy

Cell phones are to be kept OFF during school hours. The first time the phone becomes a problem the phone will be turned over to the teacher until the end of the period. The second offense will result in the loss of the phone to the principal until the end of the day. On the third offense, parents will be required to pick up the cell phone from the office.

Initials: _____

🐾 Internet/Computer Usage Agreement

The school takes very seriously the responsibility for appropriate use of the internet. Filtering software is installed, but no filter is 100% effective, so teachers will guide students toward resources acceptable within the framework of the general school standards. Students are responsible for their behavior and choices when using the Internet just as they are anywhere on school campus. If a student should use the Internet inappropriately or attempt to access inappropriate material, the student will forfeit Internet use privileges. **USER AGREEMENT & PARENT PERMISSION FORMS** are to be signed before a student is to have use of the Internet.

Initials: _____

🐾 Gum/Food/Drink Policy

Because of potential damage to floors and carpet, NO GUM is allowed at school. Food and drink is allowed only in the lunch area. Please do not eat or drink in the classrooms, or hallways. Students are responsible for clearing their own tables, sweeping the floor, and returning all eating utensils to the kitchen window.

Initials: _____

I have read all of the above items and have initialed all items that I am in agreement with.

Signature: _____ Date _____
Parent or Legal Guardian

Signature: _____
Student



**Adventist Christian Academy of Texas
STUDENT APPLICATION**

Date: _____ Grade _____ Social Security # _____ - _____ - _____

Student Last Name (Goes By) _____ First Name (Goes By) _____ Birth date _____ / _____ / _____ M / F
Gender _____

Student Legal Last Name _____ Legal First Name _____ Middle Name _____

Student Lives With: -Both Parents -Mother -Father -Guardian -Mother/Stepfather
-Father/Stepmother -Stepfather/Stepmother -Grandparents -Other (Specify): _____

SECTION A: Parent/Guardian Information (Enter Information for the parent/guardian that the student is **living** with)

Parent/Guardian Last Name _____ First Name _____ Work Place _____ () -
Work Phone Ext. # _____

Parent/Guardian Spouse Last Name _____ First Name _____ Work Place _____ () -
Work Phone Ext. # _____

Mailing Address _____ City _____ State _____ Zip _____

Physical Address (if different than Mailing) _____ City _____ State _____ Zip _____

() - () - () -
Home Phone # _____ Parent Cell Phone # _____ Spouse Cell Phone # _____ E-Mail Address _____

SECTION B: Emergency Contacts

First Emergency Contact Name _____ () - () - () -
Daytime Phone # _____ Cell Phone # _____ Home Phone # _____

Second Emergency Contact Name _____ () - () - () -
Daytime Phone # _____ Cell Phone # _____ Home Phone # _____

Doctor Name _____ Clinic Name _____ Phone # _____

SECTION C: Additional Parent/Guardian Information not Listed in Section A

Send mail and grades to this house - Yes - No _____

2nd House Parent Last Name _____ First Name _____ Work Place _____ () -
Work Phone Ext. # _____

2nd House Spouse Last Name _____ First Name _____ Work Place _____ () -
Work Phone Ext. # _____

Mailing Address _____ City _____ State _____ Zip _____

Physical Address (if different than Mailing) _____ City _____ State _____ Zip _____

() - () - () -
Home Phone # _____ Parent Cell Phone # _____ Spouse Cell Phone # _____ E-Mail Address _____



Adventist Christian Academy of Texas

SECTION D: BILLING INFORMATION – Please check all that apply

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> -Please Bill | <input type="checkbox"/> -Please send copy to | the Parent/Guardian listed in SECTION A |
| <input type="checkbox"/> -Please Bill | <input type="checkbox"/> -Please send copy to | the Parent/Guardian listed in SECTION C |
| <input type="checkbox"/> -Please Bill | <input type="checkbox"/> -Please send copy to | Other – please complete the following information: |

Name	Address	City	State	Zip	() -	Phone

SECTION E: CHURCH INFORMATION

1. Student is of what denomination? _____
2. Parent(s) are of what denomination? _____
3. If Seventh-day Adventist, please specify location of church membership: _____
4. Is the Student a baptized member of the Seventh-day Adventist Church? - YES -NO
5. Please give approximate date of student’s baptism. _____

Please submit the following items with this completed registration form:

- Student application form all completed and signed
- Continuing Consent to Treatment Form completed and signed
- Parental Agreement Form completed and signed
- Certificate of Immunization Status Form completed and signed
- Medication permission completed and signed

OFFICE USE:

Date Complete Registration Materials Received: _____ / _____ / _____