



ARLINGTON
COMMUNITY ACADEMY

Parent/Guardian
& Student Handbook
2017-2018

5900 Fort Caroline Road
Jacksonville, Florida 32277
(904) 717-1590
www.acajax.org



Dear Parents/Guardians & Students,

It is with great pleasure that I welcome you to the Arlington Community Academy (ACA) family. We are so excited to begin the 2017-2018 school year; ACA's first serving Pre-K through Second Grade children and their families.

ACA's top priority is to establish and maintain a culturally inclusive and academically immersive educational environment that sits on a solid foundation of Christian values. Our excellent faculty, staff and administrative team promises to work with parents/guardians, students and other community members to form strong and loving relationships. These relationships will help us nurture and teach the "whole child;" a child that will be better prepared to meet challenges throughout their educational years and those in the post-scholastic world.

Through a combination of cutting-edge educational technologies, collaborative teaching techniques and open communication with parents/guardians and students, we will have meaningful daily instruction across a wide range of academic and extracurricular areas. Through this focused process, I am confident ACA's inaugural year will be an excellent scholastic experience for everyone involved. The ACA Team is committed to providing a positive academic, social and faithful education for all students.

Throughout the school year, please do not hesitate to contact the School with any concerns or suggestions. We look forward to your involvement and are ready to take on this year's academic adventure with your child...together we will watch each of our Eagles soar!

Peace in Christ,

Lauren May, M.Ed
Head of School

Table of Contents

Mission Statement.....	5
Philosophy of Education	5
Our Statement of Faith.....	5
Our Guidelines to Success	5
ACA Contact Information.....	6
Arlington Community Academy Website	7
Daily Schedule	7
School Hours	7
Student Hours	7
Before School Care	7
Extended Day	7
Change of Address or Phone Number	7
2017-2018 School Calendar.....	8
Admission Policy	9
Student Privacy	9
Payments	9
Enrollment Requirements	10
Academic Requirements	10
Curriculum	10
Homework policy.....	11
Communication/ClassDojo	11
ClassDojo From the Web	11
ClassDojo On an iOS Device	11
ClassDojo On an Android Device	11
Scheduling Parent/Teacher Conferences	11
Attendance Policy and Arrival/Dismissal Procedures	12
Arrival Procedures	13
Dismissal Procedures	13
Acceptable Use Policy & Student Technology Agreement.....	14
Social Media Policy	14
Electronic Devices	14
Craft and/or Book and Technology Fees	15

Immunization Policy	15
Health and Illness	15
Medications	16
Uniform Policy.....	16
Options for our Boys	16
Options for our Girls	17
Hair & Jewelry Policy.....	17
For Hair	17
For Jewelry & Accessories.....	17
Field Trips	18
Volunteer Policy	18
Celebrations	19
Parent & Guardians	19
Tobacco and Drug Free.....	20
Reporting Abuse/Neglect.....	20
Criminal Background Check.....	20
Emergency Preparedness	20
Discipline Policy	21
Expulsion Policy	22
Expectations.....	22
Arlington Community Academy Code of Conduct Form.....	24



ARLINGTON
COMMUNITY ACADEMY

Mission Statement

The mission of Arlington Community Academy is to provide students and families, regardless of income, a foundation of academic excellence and responsible citizenship in a safe Christian environment.

Philosophy of Education

- We will always strive for excellence and recognize that our student's needs, learning styles and family circumstances vary.
- We promise to help our students reach their fullest potential intellectually, spiritually, emotionally, and physically.
- We will equip our students with the knowledge and tools to be resourceful, resilient, and inspired to learn throughout their lives.
- We will develop well-rounded students in science, technology and math, in addition to promoting their appreciation of culture, fine arts and nature.

Our Statement of Faith

- We believe that spiritual growth is essential to human growth.
- We aspire to be a community actively growing in our awareness of God's unconditional love for all people, as we aim to faithfully share that same love with others.
- We believe in one Eternal God, Creator of the universe, existing in three distinct persons: The Father, The Son and The Holy Spirit.
- We believe God extends His grace, mercy and forgiveness to heal our brokenness.
- We believe that the life and teachings of Jesus Christ inspire us to be an inclusive and welcoming community.

Our Guidelines to Success

We are Eagles & Eagles Fly!

Eager	
Able	Fear Nothing
Growing	Love Others
Loving	You Matter
Excelling	
Scholars	

ACA Contact Information Administration

Lauren May, M.Ed

Head of School

Email: lmay@acajax.org

Phone: 904-717-1590 Ext. 236

Alefia Landry

Assistant Head of School

Email: alandry@acajax.org

Phone: 904-717-1590 Ext. 233

Carla Austin

Office Manager

Email: caustin@acajax.org

Phone: 904-717-1590 Ext. 235

Tricia Frasier

Administrative Assistant

Email: info@acajax.org

Phone: 904-717-1590

Faculty

Nadia Brazil

Kindergarten Teacher

Email: nbrazil@acajax.org

Tania Pollard

Kindergarten Teacher

Email: tpollard@acajax.org

Chelsey Brown

Preschool Teacher & After School Care

Email: cbrown@acajax.org

Jamal Smith

Teaching Assistant, Physical Education

Coach & Morning Care

Email: jsmith@acajax.org

Jennifer Coulson

First Grade Teacher

Email: jcoulson@acajax.org

Shatney Stevens

Preschool Teacher

Email: sstevens@acajax.org

Esther Franqui, M.Ed

Second Grade Teacher

Email: efranqui@acajax.org

Rebecca Tartarini

Preschool Assistant

rtartarini@acajax.org

Christopher Lambert

Preschool Assistant & After School Care

clambert@acajax.org

Stephanie Taylor, M.Ed

Preschool Teacher

staylor@acajax.org

Andrea Mauldin

Kindergarten-Second Grade Assistant

Music & Language Teacher

amauldin@acajax.org

Lara Torrent

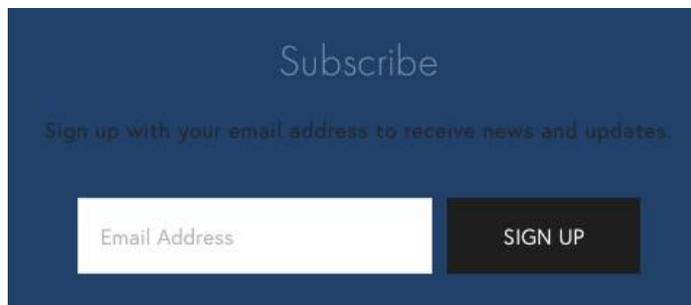
Preschool Assistant & Art Teacher

ltorrent@acajax.org

Arlington Community Academy Website

Our School's Homepage is: www.acajax.org and is updated with useful information for both you and your child. It has the school's calendar, current news and upcoming events, information about after school programs, scholarship opportunities and other general school information.

The website also has a portal that allows you to receive news and updates from us by email. To sign-up for the digital newsletter, scroll to the bottom the School's homepage and enter your email in the section that says "Subscribe" (see below). After you enter your email address and select "Sign Up," ACA's digital newsletter will be sent directly to your Inbox.



Daily Schedule

School Hours

Teachers: 7:45 am - 3:45 pm
Teacher Work Days: TBD Office
Hours: 7:45 am - 4:15 pm

Student Hours

VPK: 8:30 am - 3:00 pm
K-2nd: 8:10 am - 3:30 pm
Tardy Bell: 8:15 am for K-2 / 8:35 am for VPK

Before School Care

VPK Full Day children: 7:00 am - 8:30 am
K-2nd: 7:00 am - 8:10 am

Extended Day

3:00pm – 6:00pm

Change of Address or Phone Number

Up-to-date information is very important in case of emergencies and for school records. Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. Our office phone number is 904-717-1590.

2017-2018 School Calendar

August	7-11	Employee Planning/In-service
	14	First day of school
	30	Early dismissal
September	04	Schools / Admin Offices Closed (Labor Day Holiday)
	13	Early Dismissal
	27	Early Dismissal
October	11	Early Dismissal
	13	End of Grading Period
	20	Employee Planning / In-service
	25	Early Dismissal
November	01	Early Dismissal
	10	Schools / Admin Offices Closed
	15	Early Dismissal
	22	Weather Day
	23-24	Schools / Admin Offices Closed (Thanksgiving)
December	29	Early Dismissal
	13	Early Dismissal
	21	End of Grading Period
January	22-29	Schools / Admin Offices Closed (Christmas Holiday)
	01	Schools / Admin Offices Closed
	2-5	Weather Day
	12	Employee Planning / In-service
	15	Schools / Admin Offices Closed
	17	Early Dismissal
February	31	Early Dismissal
	14	Early Dismissal
	19	Schools Closed
March	28	Early Dismissal
	14	Early Dismissal
	15	End of Grading Period
	16	Employee Planning / In-service
	19-23	Schools Closed
April	30	Schools / Admin Offices Closed
	2	Schools Closed
	25	Early Dismissal
May	16	Early Dismissal
	28	Schools / Admin Offices Closed
	31	Last Day of School / Dismissal @ 11am

Early Dismissal at 1:30pm on: August 30; September 13, 27; October 11, 25; November 1, 15, 29; December 13; January 17, 31; February 14, 28; March 14; April 25; May 16. *[Last updated 5/25/17]*

Admission Policy

Arlington Community Academy is open to all students regardless of religion, race, color, sex, or country of national origin. We have a goal of helping all children reach their full potential intellectually, emotionally, and spiritually. We accept students who can manage in a regular education setting. Limited resources prevent us from accepting students who would require more than simple accommodations.

Students entering Pre-K3 must be three years old on or before September 1st; Pre-K4 students must be four on or before September 1st; Kindergarten students must be five years old on or before September 1st; First Grade students must be six years old on or before September 1st and must have successfully completed Kindergarten.

Pre-K children must be fully toilet trained; ACA is not able to accept children in pull-ups or diapers. If issues arise, both parent and preschool faculty will work together during a two-week trial period. Children unable to use bathroom facilities independently may be dismissed from the program until they are fully toilet-trained. If accidents occur, the parent may be asked to attend to their child's needs at school.

Children registering for Pre-Kindergarten and Kindergarten must present a birth certificate, social security number, doctor's physical report and up-to-date shot records. All other students entering Arlington Community Academy for the first time must present a birth certificate, social security card, doctor's physical report, up-to-date shot records and a report card including the most recent grading period. These items are required prior to attending class. The Head of School will approve all registrations and student acceptances into the school.

New students will be on probation for the first 90 days of school except for students who may be on a 30-day probation period. This will be determined at the discretion of the Head of School. Students must show by their conduct, effort and passing grades that they can maintain the academic and behavioral standards required of students attending Arlington Community Academy. Students who fail to meet the requirements of the probation: (1) may be asked to leave Arlington Community Academy, or (2) may be given a longer probation period, which will determine if they can return the following year.

Student Privacy

ACA will occasionally use pictures of classroom activities and school events on the Facebook page and ACA website for student recruitment and for other PR purposes. During enrollment, you are given the opportunity to opt out of your child's personally identifiable information being disclosed via the school's FERPA compliance form on parent/student rights.

Payments

Checks will be accepted as a method of payment. However, following the issuance of one NSF check, all future payments must be in the form of cash or money order. There will be a charge for any returned checks and if payment resolution is not made in a reasonable amount of time, to be determined by the Head of School, the legal proceedings may be undertaken to collect the debt and may be reported to the National Credit Bureaus.

If a family faces special financial circumstances, these needs should be presented directly to the Head of School for consideration. Please contact the Head of School as soon as you see you are having difficulty meeting your obligations. Do not place checks or notes regarding payment in your child's lunchbox or backpacks

There are no fee reductions for absences, sickness, holidays, or school closings. No tuition refunds, allowances, or make-up days will be granted for any absences, including vacation. You may not substitute any days that your child is absent or when school is closed for holidays, vacation, or inclement weather. Additional fees incurred for attendance may be related to field trips, snacks, and special activities.

Enrollment Requirements

1. Include the required registration fee with ACA enrollment form. This fee is non-refundable.
2. Copies of Immunizations and a Birth Certificate are required on file for enrollment to be complete.
3. Each family will complete an initial application and must reapply each year. Students who are currently enrolled are not guaranteed a spot at ACA the following year. However, priority enrollment is given to students in good academic, behavioral and financial standing. No space is given or guaranteed for anyone until all steps of the application process are completed.
4. ACA reserves the right to make the final determination regarding a family's future enrollment.

Academic Requirements & School Curriculum

Academic Requirements

Regular attendance, prompt arrival at school, and remaining at school until dismissal are essential for each student's education. When a student is absent from school, a parent/guardian should call the office before 9:00 am each day the child is absent. If the office is not called, a parent/guardian will be contacted. Should absence for any reason other than illness seem imperative, parents are requested to consult with the student's teacher and present a written reason for the absence.

A minimum attendance requirement of 37 days per grading period is required for a student to receive a passing grade for that quarter. This includes both excused and unexcused absences. Special consideration will be given for situations such as extended illness, death in the family or a family emergency. Failure to improve attendance may result in the student's dismissal from the school.

If your child receives the Step Up for Students or AAA scholarship, ACA is required to report each quarter if your child's attendance meets Arlington Community Academy's attendance standard.

Students must receive a final average of 60% or above in reading and math to be promoted. Parents are encouraged to keep close contact with teachers to ensure students receive passing grades.

Curriculum

Pre-Kindergarten classrooms will use the ELLM program. Parents are encouraged to read weekly newsletters from your child's teacher and ask questions about what your child is learning.

Kindergarten through Second Grade classrooms will use Reading Street and Envision Math 2.0. Parents will receive more information the curriculum and ways to work with the student from the teacher.

ACA strongly believes that parents and teachers must work together to help students grow to their fullest potential spiritually, academically and socially. Parents are invited to volunteer at our school. Please see the section below on requirements. Parents and family members are also invited to our weekly chapel services each Friday at 9:00 am.

Homework policy

Homework of 10-30 minutes each night will be level-based to the student's needs. Students are expected and required to complete some projects at home during the year.

The ACA homework policy consists of positive parent/guardian-child interactions that will assist the child's feelings of confidence and that their education is supported at home. Parents are asked to:

1. Read TO their child for ten minutes,
2. WITH their child for another 10 minutes (this could be child reading to parent, child reading with parent, or sight word/spelling word practice).
3. Do math facts practice for 10 minutes (this could be number recognition, counting, addition or subtraction).

Also, students are asked to do at least one chore at home each day.

Please check your child's folders each Tuesday to ensure you are receiving important information from the school.

Communication/ClassDojo

ACA sends home a weekly folder on Tuesday's known as "**The Tuesday Folder.**" This folder must be checked and signed by the student's parent or guardian each week and returned to school on Wednesday.

ClassDojo is a behavior management tool for our classrooms. Every student has a profile that is complete with their own avatar. Teachers can assign positive and negative points (or 'dojos') throughout their daily teaching for the behaviors your child exhibits. These behavior notifications will be delivered to the phone and/or online device that you set up on ClassDojo at the exact time they happen. You will be able to have two-way private communication with your child's teacher, should either of you want to contact each other.

How to setup ClassDojo

ClassDojo From the Web

Go to home.classdojo.com, Click "Sign up" and select to sign up as a "Parent", Enter your first and last names, your email address, and a password (must be at least 6 characters long), Click "Sign up", Enter your parent code (7 characters long, starts with a "P") and click "Next."

ClassDojo On an iOS Device

Download the ClassDojo app from the App Store, Click on the blue "Sign up" button, Click on "Parent", Enter your email address and a password (must be at least 6 characters long), Click "Next", Enter your first and last names, Click "Next", Enter your parent code (7 characters long, starts with a "P") and click "Check code."

ClassDojo On an Android Device

Download the ClassDojo app from the Google Play store, Click on the blue "Sign up" button, Click on "Parent", Enter your email address and a password (must be at least 6 characters long), Click "Next", Enter your first and last names, Click "Next", Enter your parent code (7 characters long, starts with a "P") and click "Check code."

If you have any problems setting up your account, please contact your child's teacher.

Scheduling Parent/Teacher Conferences

ACA wants to encourage continuous academic and social growth for all students. Our faculty and administration will make themselves available throughout the year as we work together on helping your child achieve these goals. If at any time during the year you feel a parent/teacher conference is in your child's best interest, please email your child's teacher to set up a conference at a time that is convenient for all parties involved. We will make every effort to be flexible about your time.

Attendance Policy and Arrival/Dismissal Procedures

Attendance, Absences and Tardiness

A child's regular attendance, prompt arrival and remaining at school until dismissal are essential for a healthy education. When a student is absent from school, a parent/guardian must call the office by 9:00 am each day the student is absent. If the office does not receive a call, a parent/guardian will be contacted. Should absence for any reason other than illness seem imperative, parents are requested to consult with the student's teacher and present a written reason for the absence.

Students must be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day because of the 24-hour rule and the health safety of the entire school community.

Parents or guardians who need to pick up a child before dismissal must stop at the office and sign the student out before the child will be permitted to leave his or her classroom. Early dismissals solely because of convenience are not permitted. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day.

A minimum attendance requirement of 37 days per grading period must be maintained to qualify a student for a passing grade for that quarter. This includes both excused and unexcused absences. Special consideration will be given for situations such as extended illness, death in the family, or a family emergency. Failure to improve attendance may result in the student's dismissal from the School.

If your child receives the Step Up for Students or AAA scholarship, the School is required to report quarterly whether your child's attendance meets Arlington Community Academy's attendance standard.

Voluntary Pre-K Attendance Policy

Parents of children enrolled in a VPK class must comply with the following attendance policy:

1. Your child must arrive in his or her VPK classroom no later than 8:30 am.
2. Your child must participate in the VPK activities until 11:30 am.
3. Please notify the school as soon as possible if your child is going to be late or absent. If you are aware your child will be absent prior to the absence(s) occurring, notifying the school and getting absences excused beforehand can help streamline the process for all parties involved.
4. If your child is absent for five consecutive instructional (without excuse) days he/she will be dismissed from the VPK program.
5. Absences and tardiness may be excused under qualifying circumstances if appropriate documentation is provided. These include:
 - a. Hospitalization of the child, his/her parent or guardian (Doctor's Note required).
 - b. Illness of the student, his/her parent or guardian that requires the ill person to remain at home (Doctor's Note required).
 - c. Death of a member of the student's, parent's, or guardian's immediate family (multiple forms of documentation accepted)
 - d. Court ordered visitation (Court Documents required).
 - e. Parent or guardian's military deployment (Military Documents required).
6. A child may not miss more than 26 days per year for illness.
7. A child may not miss more than 35 days per year regardless of circumstances.
8. Parents must complete and sign an attendance verification form for EACH month. These forms will be distributed on the last instructional day of each month and must be signed and returned to the office the same day.

Children who do not meet the attendance requirements will lose VPK funding. The child may be allowed to remain in the VPK classroom, but the parent will be required to pay full tuition. At the beginning of the school year, parents of VPK children will be asked to sign a copy of this policy and it will be kept on file in the school office.

Arrival Procedures

Regular School Hours

- Kindergarten through 2nd Grade promptly starts at 8:10 am and dismisses at 3:30 pm.
- Pre-K promptly starts at 8:30 am and dismisses at 3:00 pm.
- Please be sure your student is consistently dropped off and picked up during these times.

Before School Care is from 7:00-8:00 am.

- Please enter school through primary front door and sign-in student inside cafetorium.
- Parents and students arriving before 7:00 am must wait in their car until supervision starts at 7:00 am.
- Our fee is \$40 per month for children arriving prior to 7:50 am. Pre-K children enrolled in the Full- Day program may attend before school care.

Daily Breakfast

- For enrolled Before Care students arriving prior to 8:00 am, a healthy breakfast is available for purchase (free and reduced prices will apply).
- Students not enrolled in Before Care can enter the cafetorium at 7:50 am for breakfast (free and reduced prices will apply). Pre-K students must be accompanied by an adult.
- Serving promptly stops at 8:00 am. Please arrive before this if you want your child to have breakfast.
- Parents are required to stay with Pre-K students that have breakfast if the child is not enrolled in the Full-Day program.
- Parents can also enjoy breakfast with their child for a nominal fee.

Late Arrival

- Students arriving after the designated start time (8:15 for K-2nd / 8:30 for Pre-K) are tardy.
- Tardy students must report to the Front Office to have his/her name removed from the Absentee List and to receive a Class Admission Slip.
- Teachers keep formal classroom attendance and report it to the Front Office. This information is then reconciled with the Absentee List, with follow-ups on any differences.

Dismissal Procedures

Scheduled Pickup

- Pre-K students are required to be picked up from their assigned classroom at 3:00 pm. Parents that arrive after 3:00 pm will be charged a \$25 late fee.
- Kindergarten through 2nd Grade students should be picked up in the car line at 3:30 pm, with the last child in their parent's car by 3:40 pm. Parents that pick up after 3:40 pm will be charged a \$25 late fee.
Important: Parents, guardians or other authorized adults picking up K-2nd Grade students are not able to go directly to their classroom.

Authorized Pickup Assignment

Keeping your child safe is our top priority so these rules will be strictly followed by all ACA Staff.

- Before school starts, parents/guardians are required to provide clear and complete documentation of:

- How their child will get to and from school
- Include names and familial relationship
- Others approved for pickup and their relationship to student
- Afterschool care directions
- If normal student pickup plans change, the parent or guardian must call the Front Office AND send a note to the classroom teacher advising him/her of the change.

Appointments

- Doctor and Dentist appointments should be scheduled outside of school hours when possible.
- Please check the School Calendar for school closures and early dismissal days when scheduling appointments. Current information is posted on our website: www.acajax.org.
- If your child has an appointment during school hours, please come to the Front Office to formally log his/her departure from campus.

Acceptable Use Policy & Student Technology Agreement

For your child to have continuous access to the School’s educational technology, please sign the **Arlington Community Academy Acceptable Use Policy** and review its rules and guidelines with your child. This policy is in place to ensure that students always maintain appropriate behavior when using the School’s technology, most notably when online. ACA reserves the right to restrict technological use until this form is signed. Any students who violate the rules and guidelines outlined in the Acceptable Use Policy may be temporarily or permanently suspended from individualized technology use and may also be subject to further disciplinary action depending on the severity of the infraction.

Social Media Policy



Before you...

THINK!

- T** = Is it True?
- H** = Is it Helpful?
- I** = Is it Inspiring?
- N** = Is it Necessary?
- K** = Is it Kind?

Arlington Community Academy will not tolerate derogatory language or remarks meant to defame or harm our students, faculty, parents or campus.

Further, ACA will not allow threats of danger or physical/emotional injury to our students, faculty, parents or campus. Actions such as the above mentioned, could be cause for dismissal from our school community.

Before posting anything online about the school, students or staff, please consider if the remarks are giving away personal/confidential information and possibly putting the safety/reputation of the other person at risk. Please remember that what you put on social media will be on the Web forever...will you be proud of your post in 5 years? Remember to think before posting online.

Electronic Devices

No electronic devices are to be brought to school; this includes personal phones, iPads, notebooks, iPods, pagers, CD players, electronic games or comparable items. If these devices are brought to school, the Preschool Director will hold them until a parent picks up these items. Arlington Community Academy is not responsible for the loss of personal property brought on campus.

Craft and/or Book and Technology Fees

The book fee covers all consumable books, classroom supplies, copy machine costs and the rental of all hardbound textbooks; some scholarships cover the cost of books. This fee is non-refundable after school starts. The annual book fees for each grade level are:

- Pre-K 3: \$100
- VPK only: \$0
- VPK (School or Full day): \$100
- Kindergarten: \$400
- 1st Grade: \$400
- 2nd Grade: \$400

Immunization Policy

Parents are required to show a child's proof of immunization for enrollment at ACA to be considered complete. ACA follows the immunization policy of Duval County Public School (DCPS). The DCPS Immunization Requirements can be viewed online at:

<http://dcps.duvalschools.org/cms/lib07/FL01903657/Centricity/Domain/5380/Attachment%20D-XIV%20Immunization%20Requirements%20Guidelines%20Flyer%206-2016.pdf>

Health and Illness

Your child's health is very important to us. ACA is a place for children who are healthy and feeling well. To gain the maximum benefits of education, regular attendance is required. However, if you see any indication of illness, please keep your child at home and notify ACA that your child will not be attending school that day. If you receive a call during the day that your child is ill, please plan to pick up your child immediately to protect the health and well-being of other children and our faculty. Depending on the illness, your child may be removed from the classroom and remain in the clinic until he/she is picked up.

If your child has had any of the following symptoms within 24 hours, he/she is not allowed at school:

- **Temperature Elevation**: If we suspect the child's temperature has risen, the temperature will be taken. If the child has a temperature over 100 degrees, the parents will be notified and asked to pick up the child immediately. Children cannot return to school until he or she is 24 hours fever-free.
- **Rash**: When a rash is noted, the child's temperature will be taken. The child's parent will be notified of the rash. If a contagious disease is suspected (measles, chicken pox, scarlet fever, etc.) the parent will be asked to pick up the child immediately.
- **Lung Congestion**: Serious lung congestion and cough in children will necessitate their absence from school until the condition approves.
- **Prolonged Vomiting**: If a child has vomited before coming to school, then he/she should be kept home for 24 hours. If vomiting occurs while the child is at school, parents will be notified and requested to pick the child up immediately.
- **Diarrhea**: When one episode of diarrhea is noted and if the director feels it is necessary for the child to go home, the parents will be notified.
- **Conjunctivitis**: "Pink Eye" is an eye infection, where the eye and eyelid is pink or red in color. The child's eye may be irritated, swollen and crusted in the morning. The child will need to be on medication for at least 24 hours prior to returning to school.

- Head Lice: If you see your child scratching his/her scalp, please check for head lice. If you see any evidence of nits or live lice, please contact the school immediately.

Medications

Florida Statute, Section 232.46 mandates that school staff must follow specific guidelines when administering medications to students at school. There are no exceptions to these guidelines; our greatest concern is for the safety of your child.

- All medication must be brought to the school office by the parent/guardian. Students are not ever allowed to bring medication to school in their backpacks.
- The parent/guardian must fill out the permission form located in the office and sign it.
- All medicine is to be counted by the parent/guardian and office staff upon us receiving it.
- All medication must be stored in the original container, no exceptions.
- If your child is on liquid medication, the parent must provide the proper medicine spoon/dropper to administer it.
- If your child has any allergies, food-related or otherwise, please notify the School immediately upon enrollment.

Uniform Policy

Research has proven that a high standard of dress and personal grooming encourages respect, provides an increased focus on learning and results in a higher standard of behavior. At Arlington Community Academy (ACA), we agree with this research and believe that uniforms set the tone and pace for a vigorous academic environment. For these reasons, uniforms are required for each grade level and must be worn daily.

Uniforms should be purchased from our vendor:

All Uniform Wear

9357 Philips Hwy #2

Jacksonville, FL 32256

<http://www.alluniformwear.com>

Shirts, jumpers, sweaters, skorts, and pants must have the official ACA logo. Children are required to wear basic uniform Monday-Thursday and a more formal uniform on Fridays for Chapel and other special events, which will be strictly enforced.

Options for our Boys

- Burgundy polo shirt with ACA logo
- Khaki pants or shorts with ACA logo
- Black or brown belt (Pre-K boys are not required to wear a belt)
- Black, brown, navy, or white shoes (since students do not change for Physical Education (P.E.), tennis shoes are recommended)
- Black, brown, navy, or white socks; plain or crew (no ankle or no-show socks)
- Navy blue sweater with ACA logo (All Uniform Wear will embroider child's name for additional fee)
- Light Blue Oxford with ACA logo (to be worn on Fridays for Chapel and other special occasions as determined by Administration)

Options for our Girls

- Burgundy polo shirt with ACA logo
- Khaki skort with ACA logo
- Khaki pants with ACA logo (October-March Only)
- Black or brown belt with pants during designated months (Pre-K girls are not required to wear a belt)
- Black, brown, navy, or white shoes (since students do not change for Physical Education (P.E.), tennis shoes are recommended)
- Black, brown, navy, burgundy, or white socks; plain, crew, knee high, or stockings in winter months (no ankle or no-show socks)
- Navy blue sweater with ACA logo (All Uniform Wear will embroider child's name for additional fee)
- White Peter Pan Blouse & Navy Jumper with ACA logo (to be worn on Fridays for Chapel and other special occasions as determined by Administration)

ACA Administration reserves the right to alter this policy for students as needed. Any alterations must be first approved by Administration.

Hair & Jewelry Policy

At ACA, we recognize hair is an important part of everyone's identity. We respect the need to express creativity and individuality through hair styles, jewelry and other accessories. To maintain a high standard of academic excellence by fostering an environment that focuses more on learning than decoration, we have set limitations to exclude hair and accessory trends.

For Hair

- Students must display their natural hair color. Dyed, bleached, colored hair, weaves and clip-ons are not permitted. These other options can be distracting and even cause competition among students.
- Please refrain from styling your child's hair with small beads; they could cause a potential choking hazard for your or other students.
- Hair must be clean, neat, tapered, and well groomed. Twists, locs and braids must be well-kept and away from the face.
- Please refrain from excessively-gelled and spiked hair. If weave/extensions are necessary, it must be limited. Well-arranged styles are always expected.
- Hair bows and/or headbands should match ACA uniform colors (white, navy, khaki and burgundy).

For Jewelry & Accessories

- Only small post earrings are permitted.
- Dangling or loop earrings, bracelets, calculator watches and necklaces are not allowed.
- Only clear fingernail polish is permitted.
- Make-up is not permitted.

Parents/Guardians must agree to follow to the Uniform, Hair & Jewelry Policy as part of the admissions process at Arlington Community Academy. Extremes in apparel or in hairstyles will not be allowed at the school and students not properly attired or groomed may be sent home.

Parents are responsible for children arriving to school in proper uniform. If a child is repeatedly out of uniform, he/she will not be permitted to participate in designated "Free Dress" days, and our goal is always 100% participation in those.

Parents/Guardians who do not support these policies will be asked to attend a conference with Administration to discuss whether ACA is the right fit for their child. We certainly hope it is and feel these standards offer the best learning opportunities for your child.

Field Trips

Class visits to places of cultural and educational significance give enrichment to what is taught in the classroom. Written permission of parents/guardians on the ACA Field Trip Form must be received for a child to participate in a field trip. Parents who wish to chaperone a field trip must read and abide by the ACA Volunteer Policy. Please see the front office staff if you have any questions about field trips or if you wish to chaperone an off-campus trip.

Volunteer Policy

As a community school, ACA not only serves your child but your family and the local community. Because of this, and the essential need of family support for your child's educational success, ACA requires parent/guardian volunteering. We also respect that sometimes parents/guardians are not able to attend meetings or volunteer on campus. To help with this, ACA also encourages other family member's involvement and allows their hours to count as family support hours earned.

Each year, **10 hours of parent, guardian or family member volunteer hours are required** and these hours will be considered when deciding your child's re-enrollment eligibility for the next year.

For the safety of all children, staff and others at our school, any volunteer that has contact with children, must have a Department of Children and Families (DCF) background check performed. ACA will share 50% of the screening fee, approximately \$30. There are other ways to volunteer at the school that do not require a background check because they do not involve children.

Volunteers are never allowed to be alone with a child, with or without background screening. Volunteers are not allowed to escort children to the restroom, nor should they ever be left be alone in a room with a child. During field trips, chaperones will always be accompanied by a teacher or designated staff member.

During the first few weeks of school, everyone will be adjusting to rules, routines, and procedures. Therefore, our official Volunteer Program begins Tuesday, September 5, 2017 and runs through the end of the school year.

Below are a few examples of volunteer opportunities:

- Classroom or Media Center Story Time
- Helping with Bulletin Boards
- Preparing Educational or Event Materials (at home or ACA)
- Building or Ground Maintenance
- Helping with Breakfast/Lunch Service in the Cafeteria
- Donating Snacks, Decorations/Seasonal Materials and Other Classroom Items (\$10=1 Hour)
- Attending Parent Nights, Conferences & Other Special Events
- Chaperoning Field Trips
- Tutoring
- Attending Chapel
- Helping with Physical Education, Art and Music & Language Resource Classes

- Joining the PTA (Parent Teacher Alliance)
- PTA planning activities & meeting attendance

Please contact the school or your child's teacher to discuss specific volunteer opportunities. We will get you scheduled and be sure to have any supplies/materials/projects ready when you arrive.

Parent/Guardian Volunteer Forms are due at the end of the first week of school. Please return to your child's teacher by Friday, August 18th.

Celebrations

Birthdays are very important to children and we are thrilled to celebrate your child's birthday. The classroom teacher must approve all party plans prior to the occasion, a minimum of one week in advance. Treats should be brought to the school on the day and at the predetermined time set by the classroom teacher. Classroom parties are limited to 30 minutes. Please remember to adhere to any allergy restrictions within that classroom. Invitations to birthday parties at home will be distributed only if there is one for each child in the class.

Examples of other celebrations at school may be Halloween, Thanksgiving Feast, Happy Birthday Jesus, Valentine's Day, Easter, and End-of-the-Year Party. For these occasions, the teacher will put up a sign-up sheet on the classroom bulletin board for parents to sign up for specific items to bring. Parents are encouraged to volunteer and attend classroom parties. The classroom celebrations are for the students within that class. Please be respectful of time and space. It would be best if siblings do not attend. We also strongly encourage a special physical activity to celebrate instead of food. Please be advised that for all special occasions; only sealed, pre-packaged food may be served to other students. Knives are not permitted for cutting any foods for celebrations.

Parent & Guardians

Dress Code

When visiting Arlington Community Academy for student pick up, parent/teacher conferences, extra-curricular school events (including field trips), or any other purpose, parents and guardians should ensure that they are dressed appropriately for a scholastic setting. This includes appropriate dress and footwear, and excludes items such as bathrobes, sleepwear or swimwear. If you should have a question about what constitutes appropriate dress, please do not hesitate to call the school for guidance.

Parents as Role Models

Adults must always be role models displaying appropriate behavior at the school and at school functions. Adults must treat all students, employees and other parents with respect. Speech and actions of adults should be respectful, professional and reflect the Christian atmosphere of the school. Raised voices, cursing, threatening, bullying, disrupting a class and other similar behaviors, are strictly forbidden. Adults who fail to conduct themselves properly on school property, at school functions or while on the phone with school personnel risk the termination of their child's attendance at Arlington Community Academy. Please also remember, ACA's campus, including parking lots and the surrounding grounds, is smoke-free.

Tobacco and Drug Free

Arlington Community Academy is a tobacco and drug free environment. It is illegal to possess or use tobacco products if under the age of 18. Tobacco products shall include, but not be limited to, any lighted or unlighted cigarettes, cigars, pipe tobacco, pipe, bidi, clove cigarette, cigarillo, hookah, blunts, chewing tobacco, snuff, orbs, strips, sticks, electronic cigars and cigarettes and any other items containing or reasonably resembling tobacco or tobacco products.

Possession, use and or sale of drug facsimile products are strictly prohibited. This includes substances, which are not drugs, but may be imitating a drug or can be used as a drug.

To safeguard the health and safety of school employees and students, the use of tobacco products and/or drugs, on school property and in school vehicles is prohibited.

Reporting Abuse/Neglect

Law requires any teacher/administrator or other personnel who has knowledge of, or has reasonable cause to suspect, child abuse or neglect must report such knowledge or suspicion to the proper authorities (SS 415.504). If you suspect that any student at ACA is abused or neglected, please report it to school authorities immediately or to the following contacts provided by the Florida Department of Children and Families:

Abuse Hotline: 1-800-962-2873

Online Reporting: <http://www.myflfamilies.com/service-programs/abuse-hotline/report-online>

Criminal Background Check

For the safety of our children, all adults volunteering or working with students must be fingerprinted as part of a criminal background check through VECHS (Volunteer & Employee Criminal History System) prior to involvement with the students. The forms and the fee schedule for the background check are available in the office or via the link found below. The Criminal Background check must be repeated every five (5) years. Parents who are not “official” chaperones may not drive their car to a field trip destination with the intent to accompany the class on the field trip. See the ACA Volunteer Policy for additional information.

VECHS: <http://www.fdle.state.fl.us/cms/Background-Checks/VECHS-Home.aspx>

Emergency Preparedness

Fire Drill: Drills will be held and recorded monthly. Children will be taught proper and safe emergency exiting.

- At the signal for a fire drill, all activity and discussion will end. Only the teacher or supervising adult may speak.
- At the direction of the teachers, students will walk single file out of and away from the building to assigned areas, closing all doors behind them.
- In the event of a blocked exit, standard procedures should be followed and a teacher will redirect the students.
- To ensure everyone’s safety, students must be silent, walk briskly and carefully, and be alert.
- No one may remain in the building during a fire drill.

Lockdown and Bad Weather Drills: Drills will be conducted with the children present at least two times a year, or as mandated by the Department of Children and Families.

City Wide Emergencies: ACA will follow Duval County Schools protocol in emergency situations, such as hurricanes. Proper procedures for fire, tornado, and bomb threat drills are available in each classroom.

Crisis Plan: The School staff has a plan in place to handle a crisis involving a student or staff member. A formal plan also exists on how to handle a threatening intruder on school grounds or in the school building. The staff is informed in their handbooks and is trained at orientation each year. In case of a school wide emergency, parents will be notified via text and email.

School Closings due to Inclement Weather: Arlington Community Academy will follow the decisions of Duval County Schools in emergencies such as hurricanes. If the Duval County School Board cancels classes due to inclement weather, ACA will also cancel classes. Announcements of canceled classes are made on radio and television.

Discipline Policy

The purpose of the Discipline Policy at Arlington Community Academy is to ensure that all students are given an opportunity to learn in a safe, loving and inclusive environment. Discipline is a system of boundaries, expectations and consequences directed toward the child's growth in self-knowledge, self-discipline, responsibility and the understanding of Christian character. Administrators, teachers, staff members and parents should work together to teach age-appropriate, Christian behavior.

As part of our mission to provide a safe, positive and Christian environment for students, we are committed to equipping our students with the vocabulary and skills necessary to become self-disciplined and autonomous individuals. We endeavor to teach children the connection between choices and consequences and help them learn how to make choices that will produce results that they can be proud of.

Our methods of guidance and discipline structure are positive and consistent with the developmental needs of the children and applied with love and consistency. Teachers will have a clear and concise method of classroom management that will be communicated with the parents at the beginning of the school year.

ACA will continuously strive to enact conscious discipline methods that help correct student misbehaviors in a long-lasting manner; one that helps foster positive socialization and student autonomy. Examples of behavior modification techniques:

- Natural consequences (running inside and fall)
- Logical consequences (child makes a mess, they are responsible for cleaning it up)
- Proximity control (re-assigning seats)
- Verbal and nonverbal re-directive cues
- Conferencing (with parents and/or students)
- Contacting parent/family member

Each child will be treated fairly within his/her own measure of behavior. Students are expected to adjust to their teacher's and school's expectations within a reasonable timeframe. Occasionally, a student may find it difficult to adjust to a structured environment, such as ours, and in those circumstances, the child's ability to remain at ACA will be evaluated and determined by Administration.

Expulsion Policy

If a child and/or parent has difficulty adjusting to classroom or school-wide expectations and interventions have proven to be unsuccessful within a reasonable amount of time, it may be determined by Administration, that ACA is not the best fit. Each child is subject to a 90-day probationary period. During this time, our staff is committed to providing guidance and instruction on developmentally appropriate behavior, to applying positive reinforcement strategies and implementing conscious discipline practices. If a child demonstrates repeated anti-social behavior and/or a lack of response to positive intervention during the 90-day period (which may be extended if intervention efforts have been proven successful), or if parents/family members have a disregard for school expectations, the child and/or family will be dismissed from Arlington Community Academy. Tuition will not be refunded. Any example of behaviors that warrant immediate dismissal include/but are not limited to:

- Constant biting
- Persistent physical aggression
- Persistent use of foul language
- Consistent bullying
- Inappropriate use of social media
- Persistent or chronic misbehavior
- Creating an unsafe environment for self or others

A student may be expelled from Arlington Community Academy at the discretion of the Head of School due to any severe or repetitive behavioral infraction(s) that affects the physical or moral welfare of the School or students.

Expectations

Our Leaders – School Administrators are expected to:

- Maintain a rigorous, loving and safe Christian environment where children and families can learn.
- Support and guide our teacher's efforts in classroom management.
- Hold teachers, staff, families and students accountable in learning and demonstrating respectful, loving, responsible and kind behavior.
- Interact with students and families respectfully and fairly.
- Provide behavior intervention strategies and refer families to outside resources for children who may struggle.

Our Staff – Teachers are expected to:

- Manage the classroom efficiently and effectively.
- Set clear expectations and teach children how to meet the expectations and model desired behavior.
- Incorporate developmentally appropriate practices.
- Be fair and consistent.
- Provide academic, social/emotional, spiritual guidance and support to students.
- Interact with students and families respectfully and fairly.

Our Students are expected to:

- Follow instructions given by administrators, teachers, staff and volunteers.
- Follow classroom and school-wide rules and procedures.
- Follow dress in complete uniform each day.
- Cooperate with others and speak kindly.

- Act responsibly by taking care of their school and belongings.
- Keep their hands, feet and objects to themselves.

Our Parents are expected to:

- Support and reinforce classroom, school-wide rules and expectations.
- Support the uniform policy by providing a complete and correct uniform for their child each day.
- Assist in behavior intervention efforts including participating in developmental screenings and early childhood mental health consultations when needed.
- Interact with students, staff and other families respectfully and fairly.
- Cooperate with others and speak kindly.

Arlington Community Academy Code of Conduct Form Parent/Guardian & Student Agreement

This Code of Conduct has been adopted to help your student gain the greatest possible benefit from his/her education. Please read and discuss the Code with your son/daughter and **return signed form to the school by Monday, August 21st**. Please return a separate form for each child you have enrolled at ACA.

Formal training on the Code of Student Conduct will be provided to all students, teachers and administration during the first month of school.

By signing below, you agree to follow Arlington Community Academy's Parent/Guardian & Student Code of Conduct during the 2017-2018 school year. Your signature also acknowledges your acceptance of all policies found within this Handbook.

Print Student's Name

Print Parent/Guardian Name(s)

Signature of Parent/Guardian(s)

Date Signed

ACA Administrator

Date Signed