



THE ACADEMY

AT CHURCH ELEVEN32

Parent Handbook 2023-2024

Vision

The Academy at Church Eleven32 is a private Christian school focused on providing a place for students to grow both academically and spiritually. Our students will be challenged by rigorous academic standards and will grow in their character and spiritual foundation. We will provide Kindergarten through 6th Grade for the 2023-2024 school year.

Philosophy

The Academy at Church Eleven32 believes the Bible is to be the infallible word of God, and we teach our students from a Biblical worldview. In Luke 2, the Bible says Jesus grew in wisdom (intellectually), stature (physically), and in favor with God (spiritually) and man (socially). At The Academy, our priority is to teach the whole child - spiritual, intellectual, social, and physical. We believe educating children is a cord of three strands - God, school faculty, and parents. Scripture charges parents with the Biblical duty of educating their children. The Academy partners with parents to show children the way they should go, so even when they are old they should not depart from God's way. [Proverbs 22:6, Deuteronomy 6:4-9]

Statement of Faith

The Academy at Church Eleven32 bases its existence and operating policies upon principles found in God's Word.

The Academy at Church Eleven32 Believes:

We believe in God.

We believe there is only One True God-revealed in three persons. Father, Son, and Holy Spirit. 1 John 5:7, Genesis 1:26, Matthew 3:16-17, Luke 1:35, Isaiah 9:6, Hebrews 3:7-11

We believe Jesus is the Son of God.

We believe in the deity of the Lord Jesus Christ. As God's son Jesus is both human and divine. John 1:1, 14, 20:28, 1 Timothy 3:16, Isaiah 9:6, Philipians 2:5-6, 1 Timothy 2:5

We believe in the fall of man.

We believe though originally good, man willingly fell into sin-bringing evil and death, both physical and spiritual, into the world. Genesis 1:26-31, Romans 5:12-21

We believe The Bible is the Word of God.

We believe the Scriptures are Inspired by God and declare His design and plan for mankind. 2 Timothy 3:16, 2 Peter 1:20-21, Proverbs 30:5

We believe in salvation.

We believe every person can have restored fellowship with God through salvation (accepting Christ's sacrifice and God's forgiveness for sin). Ephesians 2:8-9, Galatians 2:16, 3:8, Titus 3:5, Romans 10:9-10, Acts 16:31

We believe in sanctification.

We believe sanctification initially occurs at salvation and is not only a declaration that a believer is holy, but also a progressive, lifelong process of separating from evil as followers of Jesus, continually drawing us closer to God and to become more Christ-like. 1 Thessalonians 4:3, 5:23, 2 Corinthians 3:18, 6:14-18, Romans 8:29

We believe in baptism and communion.

We believe and practice two ordinances (1) water baptism by immersion after repenting of one's sins and receiving Christ's gift of salvation, and (2) Holy communion as a remembrance of Christ's suffering and death for our salvation. Matthew 28:19, Acts 2:38, Mark 16:16, Acts 8:12, 36-38, 10:47-48, Matthew 26:26-29, 1 Corinthians 10:16, 11:23-25

We believe in the Church.

We believe the church has a mission to seek and save all who are lost in sin. We believe 'the church' is the body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ. Ephesians 1:22, 2:19-22, Hebrews 12:23, John 17:11, 20-23

We believe in the Holy Spirit.

We believe the baptism of the Holy Spirit is a special experience following salvation that empowers believers for witnessing and effective service, just as it did in New Testament times. John 14:17, 23, John 15:4

We believe in Ministry.

We believe a divinely called and scripturally ordained leadership ministry serves the Church. The Bible teaches that each of us, under leadership, must commit ourselves to reach others for Christ, to worship Him with other followers of Jesus, and to build up or edify the body of believers-the Church. Ephesians 4:16

We believe in Praise and Worship.

We believe in worshipping the Lord in Spirit and in truth with expressive demonstration of thanksgiving, joy, and praise. Psalm 150, Revelation 7:9-10

We believe in Healing.

We believe in divine healing of the sick which is provided for in Christ's atonement. Psalm 103:2-3, Isaiah 53:5, Matthew 8:16-17, Acts 8:6-7

We believe in all people.

We believe that people of every race, age, and background are made in God's image and are to be loved, pastored, and presented with God's good news. Revelation 7:9

We believe in Biblical Marriage.

We believe that because God established marriage as a sacred institution between one man and one woman, the idea that marriage is a covenant only between one man and one woman has been the traditional definition of marriage for all of human history ("Traditional Definition of Marriage"). Matthew 19:4-6

Program Information**2023-2024****Days and Hours of Operation**

Monday-Friday
8:00am-3:00pm

We follow the Allen ISD school calendar, with the exception of Parent Teacher Conferences. An updated calendar can be found on our website.

Ages

Kindergarten: 5 Years Old by September 1st, 2023

1st Grade: 6 Years Old by September 1st, 2023

2nd Grade: 7 Years Old by September 1st, 2023

3rd Grade: 8 Years Old by September 1st, 2023

4th Grade: 9 Years Old by September 1st, 2023

5th Grade: 10 Years Old by September 1st, 2023

6th Grade: 11 Years Old by September 1st, 2023

*These birthday guidelines are mandatory and exceptions will not be made for anyone to start a grade early.

Enrollment Fee

All enrollment fees are non-refundable and are due at the time of acceptance into The Academy at Church Eleven32.

\$500 New Students - Payment due upon admittance

\$400 Returning Students - Payment due on June 15th

Tuition Fees

The Academy at Church Eleven32 utilizes FACTS Tuition Management for all of our tuition payments and incidental billing. You will select your child's tuition payment plan when you fill out his/her online Enrollment Packet. You may choose to pay your tuition annually, bi-annually, on a 9 month payment plan (Jul-March), or an 11 month payment plan (July-May).

Kindergarten - \$7,500/year

1st Grade - 6th Grade - \$8,000/year

Payment is expected for all children enrolled, whether present or not. We do not adjust your tuition if your child does not attend, nor will any refunds be given for missed days due to inclement weather or illness. Please remember that you are paying for the space reserved for your child, not your child's attendance.

Application Process

The Academy at Church Eleven32 is a Christ centered school that values partnership with families. Our admissions process is designed to give you all the information you need to make a decision about enrollment in our school, and to give us all the information we need to determine how we can be of help to your child and your family. We do require at least one parent to be a Christian, and we value involvement in a local church body.

Step 1: Attend an on-site tour with our Elementary Director.

Step 2: Submit Online Application - \$50

Step 3: Submit Documents to theacademy@churcheleven32.com - Birth Certificate, Immunization Records, and Previous School Records as well as any additional educational or diagnostic testing results (for new 1st Grade-6th Grade students only)

Step 3: Individual Student Assessment - KTEA3 for 1st-5th Grade, Digitally Administered through [Lorraine Materasso](#) \$65

Step 4: Family Interview and Test Result Discussion (can be done over the phone or in person)

Step 5: Acceptance Decision and Online Enrollment Packet

Enrollment

The Academy at Church Eleven32 enrollment is open first to members of Church Eleven32, and then to the public. At least one parent must be a Bible believing Christian to enroll their student in The Academy. If you are enrolled with a permanent position in the current school year, you will have priority in enrolling the next school year. Our currently enrolled families are given the opportunity to register their children for the upcoming school year in January. At this time a new enrollment application must be completed and re-enrollment fees collected. Enrollment is then opened up to the public on tFebruary 1st on a first come, first serve basis. When classes are full, applicants will be placed on a waiting list.

Please note when creating our class lists we do not place children in classes from parent request for teachers, friendships, etc. You are welcome to make a request but we cannot guarantee it will be granted.

Withdrawal From School

Parents wishing to withdraw a student must notify the Elementary Director in writing. A parent/guardian is required to officially withdraw a student by signing a Parent Authorization to Withdrawal Form. If a student withdraws from school, tuition and fees for the entire school year are still required according to the terms of the signed Financial Agreement Form.

Financial Information

Enrollment Fee

An enrollment fee is charged each year and is due upon acceptance into The Academy, or in June for current students. This fee covers the following costs: processing of application, and setting up permanent records for each student, as well as specific classrooms supplies and curriculum.

Enrollment fees are not refundable. They will only be refunded if the student is being denied admittance, or if there is documentation presented that a family is being relocated over a 50-mile radius away from the school before the school year begins.

New Student Enrollment Fee: \$500

Current Student Re-Enrollment Fee: \$400 (+\$15 Re-Enrollment Packet Submission Fee)

Tuition

Tuition is paid online and families can choose to pay in full, bi-annually, on a 9 month payment plan (July-March) or an 11 month payment plan (July-May). There is a 5% discount for paying the full year's tuition by July 15th. A sibling discount of 10% will apply on the second child enrolled. The 10% sibling discount cannot be stacked on top of the 5% pay in full discount. FACTS Tuition Management charges a 2.85% Service Fee for payments processed with a credit card. No fees are applied to payments processed with a checking account or debit card.

Kindergarten Tuition: \$7,500

1st Grade – 4th Grade Tuition: \$8000

9 Month Payment Plan from July 2023-March 2024 (+\$50 fee paid directly to FACTS for enrollment into a monthly payment plan)

\$834/month for Kindergarten

\$889/month for 1st Grade – 6th Grade

11 Month Payment Plan from July 2023-May 2024 (+\$50 fee paid directly to FACTS for enrollment into a monthly payment plan)

\$682/month for Kindergarten

\$728/month for 1st Grade – 6th Grade

Tuition does not include all costs which may be incurred by the family. Examples of such costs: field trips, uniforms, and school supplies.

Delinquent Accounts

The Academy at Church Eleven32 reserves the right to terminate the attendance of any student when payment of tuition is more than one month past due. If you have a special situation regarding your income, please talk to the Elementary Director. Because the school depends on tuition to operate, ALL parents must keep tuition current. The following procedure is used in dealing with delinquent accounts.

Step 1: Tuition is due on the date of your individually selected tuition payment plan

Step 2: Tuition is late 10 days after payment due date

Step 3: You will receive a call from the Director to discuss payment arrangements if your payment has not been received 10 days after your payment due date..

In the event that payment is not received in full by the end of the month, the child(ren) may be removed from the school unless parents make other arrangements in writing with the business administrator. The terms and conditions for payment must be fully and promptly met.

Daily Policies and Procedures

Curriculum

The Academy at Church Eleven32 meets or exceeds all requirements outlined by the Texas Education Agency. We use the Texas Essential Knowledge and Skills guidelines as a framework to engage students and foster their love for learning while ensuring that we are meeting and/or exceeding all of the standards outlined by the State of Texas. Our small class sizes enable us to have plentiful one-on-one time with each student as well as the ability to differentiate learning when necessary. We aim to keep our class sizes at 15 students. Our full Curriculum Guide can be found on our website at academyeleven32.com.

We use Science of Reading resources in Kindergarten-2nd Grade. We use a blend of Amplify curriculum, Rooted in Reading, and BJU Press for our reading, phonics, and English classes. Our reading curriculum has a strong phonics base which is beneficial for the development of reading skills. In the younger grades we use phonics games, sight words, and take home readers to encourage the

development of strong readers. In our older grades we read a variety of different texts, as well as perform novel studies together as a class.

Kindergarten - 6th Grade uses a blend of BJU Press and Guided Math. Guided Math enables us to use stations and math games to further grasp math concepts. We are firm believers in using multiple different teaching strategies in the classroom, since each student learns differently. The curriculum is designed to think about mathematical relationships and concepts and to explore the “why” not just the “how”.

Students at The Academy at Church Eleven32 receive instruction in various subject areas that constitute a well balanced curriculum including Bible, language arts, mathematics, science, social studies, physical education, music, art, computer literacy, STEM, Spanish, and study skills. Please see our Curriculum Guide for more in depth information.

Uniforms

Students are required to wear uniforms everyday. Uniform tops (polos, cardigans, dresses, jackets, etc.) and girls skirts are ordered directly our French Toast Online School Store: <https://www.frenchtoast.com/schoolbox/schools/the-academy-at-church-eleven32-QS647P3>. Boys may wear black, grey, or khaki pants from the uniform line at Old Navy or Children’s Place, or through H&M Kids. Girls may wear black, grey, or khaki pants or shorts from the uniform line at Old Navy or Children’s Place, or through H&M Kids. Girls may also wear skirts from French Toast. Tennis shoes or dress shoes must be worn each day. Girls may wear black leggings or tights underneath their skirts, however, no patterned leggings or socks are allowed.

Peanut Free Classes

The Academy at Church Eleven32 will make a classroom peanut free if there is a specific allergy in the classroom that requires it. Your child’s teacher will make that information known at Meet the Teacher night.

Snacks

Parents must provide a nutritional snack to be served at snack time.

Lunch

The Academy at Church Eleven32 does not supply children with lunches. Children need to bring their own lunch with a water bottle. Please note food allergies on your enrollment form. Please send nutritious foods that do not need to be heated or refrigerated. Send a prepared lunch that your child can handle easily. Follow these simple rules when packing a lunch:

- We suggest that the lunch be made up of primarily finger foods that can be served with little assistance.
- Pack any utensils needed in their lunch (i.e. spoon, fork).

- Please be sure your child's name is on his lunch box, cup and all other containers.
- We understand that children sometimes go through picky phases. Please do your best to pack healthy and nutritious foods to fuel your child during the day

Supplies Required

We will email a school supply list at the beginning of August. Parents will be instructed to bring their child's school supplies with them to Meet the Teacher night. All other classroom supplies will be provided.

Items To Bring To School

- Backpack large enough to hold multiple items
- Lunch, snack, and water bottle
- Small jacket or sweater for class time. Only Academy branded sweaters and sweatshirts may be work in the classroom. (Write your child's name on all outerwear, as all Academy branded items look the exact same.)
- Heavy jacket for walking in between buildings and for recess during cold weather months.
- All necessary school supplies

Toys

The Academy at Church Eleven32 cannot be responsible for lost or broken toys or games brought from home so we ask that personal toys not be brought to school. From time to time we will have "Show and Tell" days where it is appropriate for your child to bring one of their favorite items to school.

Birthdays

We would love to share with you in celebrating your child's birthday! Please inform your child's teacher one week ahead of time if you would like to provide a special treat. We ask for two days notice so we can inform parents of children with food allergies and/or dietary restrictions and give them an opportunity to send their child with an alternate snack for that time.

Change of Address

A change of address or phone number should be reported immediately to the school office. Change of employment or "in case of emergency contact" phone numbers should also be reported immediately.

Confidentiality

The Academy at Church Eleven32 knows and understands the importance of trust between parents and teachers/Directors. Our door is always open to you and we encourage you to schedule a conference with the teacher or the Director should a situation arise that needs to be discussed.

Homework Policy

The Academy at Church Eleven32 does assign homework to students in every grade to promote responsibility, parent involvement, and sharpening of student's academic skills. Homework may include nightly reading, at home skill practice, or work that was not completed in class. Homework should not take the student more than 30 minutes to complete. If homework is habitually not done/forgotten a parent/teacher conference may be called.

Attendance Policy

The Academy at Church Eleven32 and Texas State Law require that students punctually attend all scheduled classes in which they are enrolled. The Texas Education Code requires that all students be in attendance for a minimum 90% of the scheduled school days for the year. Failure to meet this attendance requirement may necessitate a student being retained in his/her current grade level for the following year or jeopardize a student's continual enrollment. A student absent more than 18 days in a school year will not meet the minimum attendance of 90%. The Academy at Church Eleven32 reserves the right to review all cases of excessive absences.

Absences

Please call the school or email office@academyeleven32.com by 9:00am if your child is going to be out of school and give the reason for their absence. Please provide a parent note or Doctor's note upon their return to school or the absence will be marked as "unexcused". Tardies and absences will be recorded in your child's profile. If your child has too many excused/unexcused absences a family meeting with the Director may be necessary.

Absences are excused for the following reasons:

1. Legitimate illness
2. Illness in family that requires the student to be absent from school
3. Death or emergency in immediate family
4. Medical appointments

Any other absence will, unless approved by the administration two school days prior to the absence, will be considered unexcused. Because of the education importance of class participation, students are strongly discouraged from class absences due to trips or family vacations. If a student is habitually absent, a parent teacher conference might be called. A compulsory attendance notification will be sent to the parent if a student has unexcused absences on 10 or more days, or parts of days, within a six-month period; or three days or parts of days during a four-week period.

Make-Up Work

It is the responsibility of the student to make arrangements with the teacher about work that was or will be missed during the absence. Parents must call the school office by 9:00a.m. in order to pick up your child's work on the day of his

absence. A student must make up his or her work in the same number of days missed unless special permission has been granted by the teacher. If a test or other work was assigned while the student was in school, the student must be prepared to take the test or turn in the work on his or her return. In cases of emergency or extreme illness, the teacher may allow additional days. If the student was absent when the test or assignment was made, the teacher will allow for a rescheduling of the test or work.

E-Mail

Each teacher has a school email account. Parents are encouraged to communicate with the teachers through email. Most teachers also utilize Class Dojo for parent communication and pictures as well. Login information will be given for Class Dojo at Meet the Teacher Night.

Cell Phones/Electronic Devices

Elementary students are not allowed to carry cell phones or electronic devices to school. This includes smart watches. This includes any device that can text, call, connect to the internet, take pictures, or record. Violations of this policy will result in confiscation of the device. It will only be returned to a parent after a parent, student and Elementary Director conference.

Please note: For safety reasons cell phone use is discouraged by parents during carpool, drop-off and pick-up.

Textbooks

The student will pay the cost of replacing lost or damaged textbooks.

Conduct and Discipline Management

Discipline

Each student in The Academy at Church Eleven32 is expected to behave in such a manner as to reflect Christ and bring credit upon the student, the school, and the home. The Apostle Paul, in Philippians 2: 2 - 5, wrote for Christians to " be like-minded (with Christ), having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus." It is our desire to promote a high standard of personal conduct in our students. We believe the highest pattern for Christian conduct is found in conforming to the image of Christ (Romans 8:29). Academy students are expected to conduct themselves according to the higher standards of honor, integrity, purity, responsibility, and love towards his and her fellow Christians.

The Academy at Church Eleven32 chooses to encourage the development of positive character qualities such as obedience, truthfulness, self control, diligence, patience, fairness, goodness, compassion, initiative, and responsibility.

Behavior requiring discipline will be addressed by the teacher in charge. When efforts to correct the problem prove unsuccessful, the teacher will request the involvement of parents. If the teacher and the parent cannot resolve the problem, the administration will then become involved.

Discipline and punishment are not considered synonymous. Discipline is guidance and direction toward acceptable behavior, which develops self-control in the child. Remember, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:12)

To operate in excellence the following behavior will not be tolerated:

- No student will be allowed to be disrespectful to a pastor, faculty, or administrator.
- Students will not disrespect others and their property.
- Students can be expelled if they are known to vape or use alcohol, tobacco, or drugs. A drug or alcohol test can be requested of a student before being readmitted into the school.
- Loose talk, gestures that are profane, unwholesome websites, magazines, books, video games and comic books are not allowed in school or at school sponsored events.
- Students will comply with all classroom rules set by the teacher.
- It is a serious offense to cheat at The Academy at Church Eleven32. God expects honesty, and so do we. Plagiarism or cheating is never acceptable, if a student chooses this option he or she will receive a zero, may be suspended and the offense will be noted on their student record. Parents will be notified.
- No student should sit at a teacher's desk without permission or enter grades into FACTS, use a teacher's cell phone, computer or personal belongings.
- Students should not sit on table tops, desktops or lean back in chairs.
- Fighting (or physical assault) at school or school sponsored events will result in a minimum 1 day suspension or more and can lead to expulsion.
- Defacing or destroying school property is a serious offense. Disciplinary action will be taken and restitution by the student will be made. Restitution could be in the form of work detail, payment for damaged property, or when severe

enough, suspension or expulsion.

- The selling of any items is not permitted without first getting the permission of the school administrator.
- Visitors are not allowed in the school building during school hours, unless permission and visitor badge has been obtained from the school office.
- No firearms, weapons, or knives of any type are permitted on school property or at school-sponsored events.
- Cell Phones and other personal electronic devices (including smart watches) are not to be used during the school day. This includes any device that can text, call, connect to the internet, take pictures, or record. Teachers may confiscate these items and return them to the parent at the end of the day.
- Backpacks and bookbags may not have writing or logos on them that do not reflect the values of a Christian school.
- Students will show respect for the school facilities, property, and equipment through their proper care and use.
- Students will show respect to the administration, faculty, staff, parents, visitors and to fellow classmates.
- Student behavior will never jeopardize another student's opportunity to learn.

The following misconduct will automatically result in office referral:

Profanity

Racially insensitive talk

Improper/unwholesome use of technology

Fighting

Insubordination to a teacher or other adult

Cheating

Bullying

Vandalism/stealing

Misconduct at school sponsored events

Offenses that may result in withdrawal or expulsion:

- Violation of federal, state, and city laws.
- Activities that show disrespect for property or laws and violate Biblical and moral codes of conduct.
- Frequent and repeated violation of any rules.
- Activities that may result in student/parent conferences, parent and administration conference, out of school school suspension, or probation:
- Activities and attitudes that show lack of respect for authority.

- Frequent and repeated violation of classroom and school rules.

Any violation of rules such as minor disturbances in the classroom that prevent classroom order and instruction can result in the following consequences: Additional work, academic loss of grade points, note sent home, student/administrator conference, and/or loss of privileges.

Explanation of Consequences:

- Additional Work - Work assignments done, before, or after school
- Loss of Privileges - Students may be asked to leave positions of responsibility and leadership if responsibility and leadership is not demonstrated.
- Note Home - A report of misconduct to be signed by a parent and returned the next day.
- Suspension - A student can be suspended for a maximum of five days and the minimum of one. Zeros will be given in all classes when a student is out on suspension. A parent-administrator conference will be required in order for a student to return to class. A student who has been suspended will be on disciplinary probation for the remainder of the school year.
- Expulsion - Expulsion is recommended when it is apparent The Academy at Church Eleven32 can no longer meet the needs of a student, or the student's behavior is preventing classroom instruction. Expulsion is also recommended for reasons cited above and for unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal will be set and the withdrawal procedure followed. The expulsion date may be immediate.
The Academy at Church Eleven32 chooses to encourage the development of positive character qualities such as obedience, honesty, self control, diligence, patience, fairness, goodness, compassion, initiative, and responsibility.

Behavior requiring discipline will be addressed by the teacher in charge. When efforts to correct the problem prove unsuccessful, the teacher will request the involvement of parents. If the teacher and the parent cannot resolve the problem, the administration will then become involved.

Discipline and punishment are not considered synonymous. Discipline is guidance and direction toward acceptable behavior, which develops self-control in the child. Remember, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:12)

Each classroom will have rules dealing with behavior in the following areas:

1. Following directions.
2. Raising hand to speak and waiting to be called upon.
3. Respecting others
4. Proper hall behavior

5. Demonstrating Christ-like behavior
6. Late or unfinished class work/homework
7. Preparation for class

Each classroom in grades Kindergarten – 6th Grade will follow the same order of consequences:

1. Verbal warning.
2. Student loses 5-10 mins of recess or Specials.
3. Student will miss all of recess or Specials or has a time-out in class during activity time, and a note will be sent home to parent.
4. Student sent to Elementary Director

The Academy at Church Eleven32 reserves the right to dismiss a child for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before a dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the school.

Bullying

No student will be allowed to engage in any form of bullying or encourage another in bullying. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (Stopbullying.gov)

The following actions in an ongoing form may be forms of bullying:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks.
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences.
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, Twitter, Instagram or other electronic means

Health and Wellness

Medical Plan Procedures

If a child becomes ill while in our care, we will:

1. Contact the parent to pick up the child. The designated person responsible for pick up will need to do so within one hour of the time called.

2. Care for the child apart from the other children.
3. Give appropriate attention and supervision until the parent picks the child up.
4. Wash and sanitize the classroom if the child has diarrhea or vomiting.

If critical illness or injury requires immediate attention of a physician, we will:

1. Contact emergency medical services or take the child to the emergency room.
2. Give the child first aid treatment or CPR when needed.
3. Contact the physician identified in the child's record.
4. Contact the child's parent.
5. Ensure supervision of all other children in the group.

Please make sure that we have ALL emergency phone numbers on file.

Please notify the Elementary Director if your child has been exposed to a contagious illness such as chicken pox, pink eye, strep throat, head lice, or Hand Foot Mouth. Informing the office helps us keep other parents aware of the situation and lets them monitor their own children for early signs, which can lead to a quicker diagnosis and recovery. If an outbreak occurs of a serious contagious illness, we will post the outbreak, along with symptoms and treatment recommendations.

Procedure for Dispensing Medication

If your child needs medications administered at school, the following conditions must be met:

1. Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.
2. Non-prescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
3. Before any prescription or non-prescription medication can be administered, including sunscreen and insect repellent, we must have permission in writing by the child's parent or guardian. Please fill out the Medication Form at the front desk and enter instructions into the Medications Log. Please bring a copy of the information given to you by the pharmacy if applicable.
4. Medication will need to be picked up after the last date that the medication is administered.

Please do not send medicine in your child's backpack.

Accident/Incident Report

Normal bumps and bruises will occur as a child is learning to develop new skills and his/her curiosity and courage increases. However, incidents in which first aid

(cuts, scrapes, etc.) was administered will be documented in FACTS ("Accident/ Incident") and emailed to the parents.

Hand Washing

Children and staff will wash hands with antibacterial soap and warm water several times throughout the day in order to prevent the spreading of germs which could lead to illnesses or communicable diseases. Hand washing will take place before lunch, after toileting, and when coming in from outdoor play (and as a necessary in interim).

Labeling

Please make sure everything your child brings is clearly labeled with their name. That includes backpacks, lunches, coats, hats, cups, water bottles, etc.

Immunization Records

The child's immunization record must be kept current at all times. If your child goes to the physician and receives another required immunization, you must resubmit the most current records. Your child must have a current immunization record or notarized State of Texas Affidavit of Exemption in order to begin class. Please contact the Elementary Director if you have any questions regarding this policy.

Hearing and Vision

The Special Senses and Communication Disorders Act, Texas Health and Safety Code requires a screening or a professional examination for possible vision and hearing problems for children in Kindergarten. Most pediatricians will perform a hearing and vision screening at your child's well check, just be sure to request it.

Safety Procedures

Entering the Building

For safety reasons, please drop off your child in the designated drop off loop at each building. We ask that nobody besides the student exits the vehicle in the carpool line. Please make sure that your student is able to exit the vehicle on the passenger side for safety reasons. Please be mindful that any student entering the classroom after 8:00am will be marked tardy. The doors will be locked for safety at 8:10am. Please walk your child into the front office to check in if you arrive after 8:10am. The front office will then escort your child to class.

Arrival Time

Children are to arrive no earlier than 7:50 AM and be picked up by 3:00 PM. All children need to be in class at 8:00am or they will be considered tardy.

Dismissal Time

The Academy at Church Eleven32 dismisses for the day at 3:00 PM. Picking up your child on time should be top priority. Late fees may be applied in cases of

habitual tardiness. Children will be picked up from school using the carpool line in front of the building.

The Academy at Church Eleven32 will only allow individuals the parent authorizes to pick up the child. The authorized individual must check in with the child's teacher, and must have picture identification (i.e.: driver's license). If a parent has sole custody, a copy of the court order MUST be on file in the office showing the other parent is legally NOT authorized to pick up the child. The parent or authorized individual must sign the child out of his/her classroom.

Emergency Procedures

Parents are responsible for keeping current emergency numbers on file at the school. Please keep these records current.

In an emergency, The Academy at Church Eleven32's first responsibility is the safety of the children. They will be moved to a designated safe area where staff members will supervise them until their parents are notified. In order to assure that our school is a safe place for all children, we have adopted the following policies and procedures:

1. Staff members are responsible for the children in their care at all times.
2. An emergency evacuation plan for fire and severe weather is posted in each classroom.
3. The Academy at Church Eleven32 has a fire drill every month and severe weather and lockdown drills every three months.
4. The Academy at Church Eleven32 will follow all directions required by the Allen Fire Dept. regarding appropriate evacuation procedures.
5. The Elementary Director will be responsible for calling the appropriate emergency personnel. Our Facilities Operator will turn off any needed gas, electricity or water lines.

Parents may obtain a copy of the Emergency Preparedness Plan from the Director.

Relocation Plan

In the event of an emergency requiring evacuation of our building we will take all children and staff to the parking lot at Lowery Freshman Center, 612 Pebblebrook Dr, Allen, TX 75002. Each teacher will be responsible for bringing medical release forms, parent contact information and student roster. Children will walk next door and the teachers will take a head count before leaving our building and upon arrival at Lowery Freshman Center. Staff cell phones will be used to contact parents.

Bad Weather

If Allen ISD is not in session due to inclement weather, The Academy at Church Eleven32 will NOT have school that day. If Allen ISD has a delayed start of 2

hours then The Academy at Church Eleven32 will have a delayed start of 2 hours as well. You can check online at allenisd.org or the Allen ISD Facebook page to see the status of school closures. The Director will also send out a mass email notifying of our closing. We will not refund tuition on school closings or delayed starts.

Reporting Child Abuse

Texas State Law and Licensing requires us to report immediately to the police or Child Protective Services (CPS) any instance where there is reason to suspect an occurrence of physical, sexual, or emotional child abuse. Our staff receives annual training on recognizing and preventing abuse and neglect. The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called. If you suspect a child is being abused or neglected, please report it by calling the Texas Abuse and Neglect hotline at 1-800-252-5400. The website is www.dfps.state.tx.us. Parents may obtain a copy of the Child Safety Policy from The Academy at Church Eleven32 Director.

Miscellaneous

Withdrawal/Dismissal

The Academy at Church Eleven32 has financial and contractual agreements with faculty, staff, vendors, etc., which are made before the beginning of each school year. These obligations and commitments require The Academy to mandate that all families commit financially for the entire school year. Therefore, we do not offer a refund on any tuition and/or fees for any reason including but not limited to: job relocation, change in parents' decision for student to attend, etc. If for any reason an enrolled student fails to attend or to continue in attendance at The Academy for the contracted school year, 100% of the tuition is still due and will be paid in full.

The Academy at Church Eleven32 reserves the right to dismiss a child for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before a dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

Parent Information Changes

Anytime there is a change of address, email address or telephone number at home, work or cell, the parent needs to notify The Academy at Church Eleven32 immediately. Any change of information on the child's original paperwork must be done by the parent only.

Parent Notifications

Open communication with parents is very important to a child's success. The Academy at Church Eleven32 has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed are ways that The Academy at Church Eleven32 may communicate with parents: email notifications, through our online school information system (FACTS), written memos placed in your child's folder, verbal communication with the child's teacher and/or director, and phone calls.

Parent Involvement

We encourage parent involvement and have provided a form in your child's Enrollment Packet to let us know what areas interest you. Please notify the front desk if you would like to help in an area that is not listed. Every parent volunteer will need to submit a background check before being allowed in the classroom for an extended period of time.