



# **Family Information Handbook**

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**THE ALLELUIA COMMUNITY  
SCHOOL**

**FAMILY INFORMATION HANDBOOK**

School Colors:  
Red: The Passion and Blood of Jesus  
White: Purity  
Gold: The Sovereignty of God

Mascot: The Alleluia Angels

**"Reverence for the Lord is an education in itself."**

**Proverbs 15:33**

## **Purpose**

The Alleluia Community School is an extension of the life of the Alleluia Community. Built on the conviction that Jesus wants children formed in the ways of the Lord (Deut. 6), our school helps the entire Community live the life which the Lord has called it to live: to be the people the Lord has called us to be. It is our purpose to assist parents in providing each child with a well-grounded Christian education.

## **Goal**

"Train up a child in the way he should go: and when he is old he will not depart from it"

Proverbs 22:6

## **Objectives**

1. To be an integral extension of the common life of the Alleluia Community. "We are a family educating its children."
2. To support parents in their role as the primary educators of their children.
3. To provide academic support for the teaching and learning of the academic skills each student needs.
4. To provide a safe environment for teaching and learning.
5. To encourage each student to discover his or her God-given potential, to take responsibility for the development of his or her character, and fulfill God's plan for his or her life.
6. To equip each student to understand the historical and spiritual roots of the Alleluia Community as articulated in its Foundational Documents and Teachings.
7. To present the Gospel clearly to each student.
8. To recognize and value the unique personhood of each student.
9. To exhibit excellence in everything at all times.
10. To provide for the future ability of the school to fulfill its mission.

## GENERAL INFORMATION

### School Organization

The Alleluia Community School is an integral element of the Alleluia Community and functions as a department of the Alleluia Christian Service Center, Inc. It operates under the authority of the Elders of the Alleluia Community who appoint a superintendent.

The superintendent oversees all school activities and programs. He is the school's employment officer, oversees the school budget, admits students to the school, and serves as the point of contact with the pastoral structures of the Alleluia Community.

The Elders of the Alleluia Community have established the School Administrative Team to provide an ongoing, structural means for the school to give and receive input and information to and from the Elders, the Community's pastoral structures and the Community at large. Headed by the Overall Coordinator, the School Administrative Team provides overall policy direction for the school and has authority to speak into any aspect of the school. The Overall Coordinator, the superintendent, and the principals serve as ex officio members of the School Administrative Team along with others appointed by the Elders.

Administratively the school has three divisions:

Elementary School	K(5) - 5th grade
Middle School	6th - 8th grade
High School	9th - 12th grade

Each school has its own principal and staff. Working closely with the superintendent, the principals oversee the day to day administration and operation of the schools.

### Accreditation

The Alleluia Community School is a fully accredited Non-Traditional Learning Center accredited by the Georgia Accrediting Commission (<http://www.coe.uga.edu/gac/>). See also Appendix F.

As a Non-Traditional Learning Center, ACS operates under a 60/40 curriculum plan. No more than 60% of a student's education is provided by the "Center" (i.e. ACS). A school calendar limited to 160 days helps ACS stay within the 60% limit. The other 40% is provided by the child's parents or their agent. This 40% is understood by ACS to

include a combination of summer work and parent attested coursework. Details are provided annually to parents.

## **Admission**

Admission to the Alleluia Community School is open to children of Underway and Full Covenant members of the Alleluia Community who are in good standing. The responsibility for the decision to accept an applicant rests with the superintendent.

Prior to an admissions decision, the superintendent will interview the prospective student(s) and parents. The interview may include the principal. School policies, testing, requirements, etc. will be discussed at the interview. Parents will be expected, at enrollment, to sign a statement of cooperation in which they agree to support school policies and discipline.

Admission to grades six through twelve requires a drug test (cf “Drug Testing” below).

The following are required for admission:

- a) Copy of the birth certificate,
- b) Current school records including a transcript and the latest report card,
- c) Valid Georgia Certificate of Immunization as required by state law,
- d) Certificate of Eye, Ear, and Dental Examination as required by state law,
- e) Other school forms (available from the school secretary after acceptance).

## **Student Standards**

Students are expected to adhere to the following standards of student conduct, appearance, and workmanship.

### **Students**

1. Are honest in word and deed,
2. Are on time,
3. Are careful stewards of personal property and physical surroundings,
4. Are orderly,
5. Are respectful in speech and behavior,
6. Quickly heed directions,
7. Are in the proper place.

### **Students**

- 1) Are neatly groomed,
- 2) Wear appropriate clothing.

### **Student work is**

- 1) Neat,

- 2) Complete,
- 3) Turned in on time,
- 4) Done according to instructions.

## **Parents' Responsibilities**

### **1. Parents are responsible for the education of their children.**

The enrollment of a child in our school does not absolve parents of their responsibility to be the primary teacher. The school, within the limits of its resources, serves to assist and cooperates with parents in the discharge of their educational responsibilities towards their children. However, the school does not have the resources to provide comprehensive diagnosis and treatment of special needs. Parents are advised to be alert for signs of problems and take appropriate steps to ensure that learning problems are identified and diagnosed.

Parents of ACS students are explicitly responsible for at least 40% of their child's education through summer work and parent attested coursework. Details are provided annually to parents.

### **2. Parents are responsible for the behavior of their children.**

### **3. Parents are responsible for their child's attendance.**

### **4. Parents are responsible to communicate with the school about their child(ren)'s medical history and conditions.**

Parents are responsible to supply written notification to their child's principal of any medical condition or medication which would impact his or her participation in school or school activities (e.g. recess, P.E., field trips, etc.). This responsibility extends to providing written notification of changes in medication and dosing, diagnoses, etc. See also "Health Issues/Prescription Medications" below.

### **5. Parents are responsible for communicating rightly about the school, their children, and the staff.**

Parents need to be in regular contact with the school staff, cooperate with standards and procedures, and support decisions concerning the discipline of their children. If there is any question, the parent should approach the particular staff member before premature expression is made in the child's presence. If consultation with that staff member does not resolve the issue, the principal will make any necessary adjustments. Unresolved difficulties should be referred to the superintendent.

## **Discipline**

Generally, student misbehavior is corrected informally. In other cases a more formal form of discipline may be required. These may include loss of privilege(s), fines, detention, in-school suspension, at-home suspension, and expulsion. The staff needs active parental support in order to maintain an orderly environment. The staff will communicate with parents regarding discipline issues affecting their child(ren).

Initially, misbehavior in a class setting will be handled through correction by the teacher. Continued misbehavior will be referred to the principal who may require a parental conference. If the above steps do not resolve the behavior, the principal will involve the superintendent who may involve other pastoral resources.

## **Cheating**

Cheating and/or plagiarism will result in a "0" for the assignment (without the possibility of make-up work) along with the possibility of suspension or expulsion.

Commercial plagiarism detections tools are used in the high school.

Please review the PowerPoint presentation "Plagiarism Prevention" found on the Academics page of school website ([alleluiaschool.org](http://alleluiaschool.org)) for information about what constitutes plagiarism and its ACS consequences.

## **Suspension**

Suspension may be in-school or at-home. It always includes suspension from extra-curricular activities during the period of suspension and the requirement to do all classwork and/or homework assignments during the period of suspension. Extra work may be assigned by the principal. All work must be completed before a student is allowed to return from suspension. Readmittance to school may require a meeting between the parents and administration.

## **School/Parent Communication**

Parent/Teacher Fellowships (PTF) are scheduled periodically. The school may schedule Parent Conferences and other related meetings. At the close of the first and third quarters, parents come to school to pick up their children's report card and have a brief parent/teacher conference. Additional conferences and meetings, at the parent's or teacher's request, are encouraged.

The official ACS School Calendar may be found online at [www.alleluiaschool.org](http://www.alleluiaschool.org). Parents, student, and staff are encouraged to consult it frequently to keep current as Community, Athletic, and School events often change.

The official ACS Family Information Handbook is the version found online at [www.alleluiaschool.org](http://www.alleluiaschool.org). Printed copies are periodically made available; however they

may not reflect the most recent information.

## **Placement**

Students are assigned to a particular grade (K-12) based upon an evaluation of their performance at their previous school and pertinent test results. Applicants for Kindergarten are required to be five years old on or before September 1 of the year they first enroll.

## **Special Needs**

The school does not have the resources to provide comprehensive diagnosis and treatment of special needs. Parents of students with special needs should seek out competent, professional diagnosticians and provide written documentation of special needs diagnoses to the principal. Upon receipt, the school will make every reasonable effort within its resources to accommodate the classroom and instruction to the diagnosis.

The principal(s) may initiate a process of developing an Individual Educational Plan (IEP) for students with special needs.

Curriculum modification are not generally undertaken without an IEP.

## **Achievement Testing**

Beginning in the 3rd grade the achievement of each student is measured annually by means of standardized tests. Parents are charged according to for this service according to a sliding schedule.

Results of the testing are provided to parents.

## **School Financial Agreements**

All Full Covenant members of the community pay 10% of their gross income as community support. All underway members pay 5% of their gross income as community support. For parents to enroll their children in ACS they must be in good financial standing vis a vis their community support.

- a) All community members with children in the school pay 6% of their gross income. This is not considered tax deductible.
- b) All Full Covenant members of the community without children in the school pay 6% of their gross income as school support. This donation is considered tax deductible.
- c) All Underway members of the community without children in the school pay 3% of their gross income as school support. This donation is considered tax deductible.
- d) A tuition fee of \$1200.00 per child per year is charged. Total tuition is

capped at \$3,000 per year. This tuition is over and above school support and is not tax deductible. This fee is paid in twelve (12) equal increments beginning in July and ending in June.

e) Checks should be payable to The Alleluia Christian Service Center. Indicate on the check what the payment is for. Write separate checks for "School Support" and "School Tuition".

## Friday Testing

Major tests are not administered on Fridays. This does not include routine quizzes, homework, or projects. Since the intent is to protect family participation in the Thursday evening prayer meeting, this restriction does not apply to Fridays on which there is no Prayer Meeting on the preceding Thursday.

## Grades/Report Cards

Progress is reported to the parents twice during each 9-week quarter; at mid-quarter and then again at the end of the quarter.

In the **elementary school** (K-5) teachers assess student progress using a wide variety of subjective and objective indicators. The teacher's assessment of student progress is reported to parents using the following codes:

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Numeric test scores are kept on file by the school but are not routinely placed on the Progress Report. These scores are available to the parents at their request.

In the **middle school** student progress is reported as numeric averages. Report cards are provided to parents at each mid-quarter and at the end of each quarter. F's are recorded as a 62 or the actual numeric average, whichever is greater.

Middle students must pass each course with a grade of 70 or higher. Failure of any course may effect promotion. Students who earn passing marks during the summer will be eligible for promotion. Rising 9th graders will work with the high school principal to determine what summer program is necessary for promotion.

High school grades are provided to parents at the end of each quarter. Parents are required to logon to their parent EngradePro account to check their child's progress in the middle of each quarter. F's are recorded as a 62 or the actual numeric

average, whichever is greater.

The high school principal may, in consultation with the parents, drop a student from a course. No record is kept of dropped courses. Courses withdrawn failing are recorded and count as a 62 in the calculation of grade point average. If a student repeats a course the higher grade replaces the lower grade for the grade point average.

## **Honor Roll**

Honor rolls are drawn up at the end of each quarter of middle and high school students who have earned a GPA of at least 90.0 during the quarter. The list is published in alphabetical order, each student's GPA being listed behind his/her name.

A Yearly Honor Roll is compiled at the end of the year reflecting the final course grades. The same criteria apply.

No Honor Roll is compiled for grades K-5.

## **Dress and Appearance**

Students dress for school activities is described in Appendix D.

## **School Safety**

Parents are encouraged to teach their children good safety habits. Special instruction should be given about how to walk to school and safe bike riding skills. Students should not walk to or from school along Lumpkin Rd. but use the Ruby Dr./Richards Rd. route to and from Faith Village.

The school grounds are not supervised before 8:15 am. School children should not arrive before that time. The school grounds are not supervised after school is dismissed at 3:00 pm.

Fire Drills and Tornado Drills are regularly scheduled and held.

Plans have been developed to control parking lot traffic during the student drop off and pickup times. Staff members manage traffic during these times. Drivers who plan to drop off or pick up students should consult the school office to obtain copies of these plans/procedures.

Those who drive on campus should be especially careful. The administration reserves the right to maintain a safe campus by limiting access to campus for those who drive carelessly or too fast.

Access to the school buildings is restricted. Exterior doors are generally kept locked. Parents may access the school through the high school front and courtyard doors, the elementary courtyard door and the middle school courtyard door. Visitors are required to gain access through the high school front door, sign in, obtain and display a visitor badge. (see also Visitors)

## **Alcohol**

It is our expectation that no alcohol or illegal drugs will be on the ACS property, at school functions or activities. Violations of federal, state or local law may result in notification of civil authorities.

## **Drug Testing**

Random drug tests will be made at school of students in grades six through twelve. We employ a three-phase program.

### **Phase One**

A new-student test is required of each student new to sixth through twelfth grades. New student testing is done at the school's expense.

### **Phase Two**

Weekly, random testing of sixth through twelfth grade students. Phase Two testing is done at the school's expense. A positive test will result in a verification test. Anyone who fails the new student test and its verification test or a later test and its verification will be removed from the school. Readmittance to school would require a recommendation by the Overall Coordinator to the Superintendent after the Overall Coordinator has met with the student and parents and a strategy for dealing with the drug problem has been formulated and agreed upon. The decision to readmit would be made on a case-by-case basis.

### **Phase Three,**

A readmitted student will undergo random testing at least every two weeks. This testing would be paid for by the parents. A positive test and verification for a readmitted student would result in an official expulsion from the school with no consideration for readmittance for at least one year.

The administration can also, for cause, require that a particular student be tested at any time. A positive test and verification would be treated the same way as the random test.

## **Weapons**

State law restricts students and most other persons from carrying, possessing or having under their control weapons at a school building, school function or property,

at school events or in transportation furnished by the school. See Appendix E for a summary of the 2016 Georgia Firearms and Weapons Act as well as the statutory definition of “weapon.”

Students may not have firearms or weapons on campus, in school vehicles, or at school events (regardless of location).

Illegal activity may be referred to public authorities as well as dealt with by school officials.

## **Tobacco**

Students are not permitted to smoke, chew tobacco, or dip snuff on school campus, at school functions, or sporting events. Students who are caught violating this policy will be assigned one day of at-home suspension for the first occurrence. Repeated occurrences will earn more suspension and increased penalties.

## **Health Issues/Prescription Medication(s)**

Parents are responsible to supply written notification to their child’s principal of any medical condition which would impact his or her participation in school or school activities (e.g. recess, P.E., field trips, etc.). Written notification must be provided regarding a child’s use of the following categories of prescription medications as well as notification of any change(s) that may occur.

A. Behavior modifying

B. Prescription medications which may have safety implications, especially safety in athletic activities (e.g. asthma medications and inhalers, anti-seizure drugs, cardiac drugs, etc.)

## **Beepers and Cell Phones**

Cell phone use by high school students is permitted before 8:25 am, during lunch, and after 3:00 pm. During other times cell phones are to be turned off and out of sight. Those caught violating this rule will have his/her phone confiscated for a period of not less than one week.

In the middle and elementary schools, cell phones are not allowed to be on during school hours.

## **Attendance**

Parents are responsible for their child's attendance.

A child should not be sent to school if he or she is ill. A child with a fever within the

past 24 hours may not come to school. Students recovering from contagious illnesses may not attend for at least 24 hours after the contagious period.

When a child is to be absent, the parents should call the school office between 8:30 and 9:00 am to notify the school that the child will be absent. If the absence is foreseeable, teachers should be consulted and a note should be sent in advance. Students will be held accountable for assigned work unless arrangements have been worked out, in advance, with teachers. Doctor and dental appointments should be scheduled after school hours whenever possible.

For the purposes of Athletic play and Perfect Attendance, students who attend at least a half-day of school are considered “present” for the day. Those who attend for less than a half-day are considered “absent” for the day.

The parents of students who are absent ten times during a quarter or a cumulative total of twenty times in an academic year must confer with the superintendent.

## **Tardiness**

Students arriving after the start of school (8:30 am) are to report to the school office.

Parents should accompany their children to the office or send a note explaining the reason for the tardiness. Any tardiness not accompanied by a parent or a written note explaining the reason for the tardiness will automatically be counted as unexcused. Tardiness accompanied by a parent's note will be evaluated by the administration as to whether it is excused or not. NB Students are held accountable even when unexcused tardies are caused by parents or siblings.

An elementary student will miss at least five minutes of recess on the day of an unexcused tardy. If a child is more than five minutes late, more time will be required at the discretion of the teacher.

For middle and high school students one hour of detention is assigned per unexcused tardy beyond three. High School students serve this detention at 7:30 am on the next school day. This detention takes precedence over extra-curricular and athletic activities. Each unexcused tardy beyond ten (10) per quarter earns a half-day work detail per with direct parental supervision. Parents will be notified as the student gets close to moving from one level of punishment to the next. Class tardiness beyond 10 (ten) minutes may be considered as a class cut.

## **Cutting Class**

Students who cut class (see *Tardies*, above) will be suspended.

## **The School Day**

School begins promptly at 8:30 am with all students either in the gym for Assembly or in their classrooms. Students should not be on campus unsupervised before 8:15 a.m. Kindergarten is dismissed at 1:00. Please be on time to pick up your kindergartner. No supervision is available for the kindergarten students after 1:05. Grades 1-12 are dismissed at 3:00. No supervision is available for 1-12<sup>th</sup> grade students following dismissal.

On half-days, all K-12 grades are dismissed at 11:50 am.

From time to time one of the schools will not have class while the other two will. Parents will be provided written notice of such closings.

### **Leaving Campus**

We have a closed campus. Students are not permitted to leave campus after 8:30 am unless they have their principal's permission. This will generally require a note from home and clearance from classroom teachers. Students who have the required permissions must check-out through the school office and check-in upon their return. Students leaving campus without their principal's permission will be suspended.

### **Transportation**

The school does not provide transportation to or from school for classes. ~~Normally,~~ The school does periodically provide transportation for field trips and athletic events.

### **Field Trips**

As part of the annual student registration packet parents provide ACS with general permission to take students off campus for nearby events. Parents will be provided with written notification of longer or farther school trips.

The Casual Uniform is worn on field trips.

### **School Closing**

Announcement of unscheduled school closing will be made via Calling Post  
Please do not call the superintendent or principals to inquire about school closing.

### **Visitors**

In order to minimize interruption of class time family members should check-in at the school office before visiting classrooms. (see also School Safety)

Other visitors must receive permission from the principal to visit the school or

classrooms, sign-in at the school office prior to going to the classroom, and display a visitor badge. (see also School Safety)

Please plan visits for guests several days ahead whenever possible. The school can serve our guests best when there is sufficient time to plan ahead.

## **Lunch/Snacks**

Parents are responsible to provide their K-12 children's lunches. Except by permission, eating and drinking (candy, lunch, gum, etc.) is permitted only in the cafeteria. Occasionally, items such as pizza, hamburgers, etc. are available for sale during lunch. Families will be notified of these "fundraiser" lunches ahead of time.

## **School Office**

The school office is open whenever school is in session. The school office is not open during the summer. Arrangements should be made before the close of school to obtain any documents that may be needed during the summer (Certificate of Attendance for Learner' Permits and Driver's Licenses, Drug and Alcohol Training Certificate for Learner's Permits).

Alumni can request transcripts by email ([office@alleluiaschool.org](mailto:office@alleluiaschool.org)) or by phone (706-793-9663). During the summer vacation these requests will be periodically filled. Transcript requests can also be fulfilled through an alumnus' GaFutures.org account.

The office telephones are for school business. They are not available for student use except in emergency situations. Students and staff will not be called out of class to take phone calls. Messages will be given to them at an appropriate time

Parents should not bring items directly to their child's classroom. Lunches, books, keys, messages, etc. should be left with the school secretary who will see that they are delivered.

## **School Supplies**

Each student provides his/her own supplies. Occasionally, classes or activities will have fees for supplies and materials. Supplies lists for elementary and high school students are posted during the preceding summer on Academics tab of the school website, [www.alleluiaschool.org](http://www.alleluiaschool.org).

The school provides most textbooks. Students are required to furnish:

- 1) Writing supplies (pens, pencils, notebooks, etc.)
- 2) P.E. Uniforms (if required)
- 3) Certain supplemental books and materials

## **Other Expenses**

Students are required to pay for

- 1) Instruments they use and keep (compass, ruler, protractors, etc.)
- 2) Graduation Fee of \$40 (due Jan 1)
- 3) Locks for lockers (6-12) (\$3 if not returned)
- 4) Athletic Uniform Fee (see section on Athletics).

There will be occasions such as field trips, class parties, contributions to purchase gifts, etc. when money will be required.

## **Homework**

Students may be assigned homework depending on the class and age level. Parents should supervise the child's work at home. Often the parents will need to help the student complete tasks. If for any reason the child cannot complete his/her homework, the reason should be communicated in writing, so that the staff may take this into consideration.

Middle school students each receive a planning calendar that is to be taken to each class and home every day

## **Athletics (see also Appendix C)**

The Alleluia Community School highly values student participation on school sports teams.

The superintendent appoints an Athletic Director to oversee and administer our interscholastic athletic program. The Athletic Department has three goals to aid us in one of our primary objective: the character development of our students.(cf Objectives #5)

1. To provide a program where students can develop physically, spiritually, emotionally, intellectually, and socially.
2. To provide a quality athletic experience for the participants.
3. To assist all students in developing skills and knowledge for a lifetime of fitness and sports enjoyment while giving qualified athletes assistance in continuing their athletic endeavors beyond the high school level.

## **Academic Eligibility**

In order to be eligible to participate in extra-curricular activities, a student must earn at least a 73.0 average during the previous grading period. For the purposes of calculating academic eligibility, the lowest grade may be replaced by a 60. Eligibility for the first grading period will be based on the fourth quarter grades from the previous school year.

## **Team Dress Code at Athletic Events**

Athletes, managers, and student support staff must purchase and wear the designated

team travel shirt. Boys are to wear nice slacks. Girls are to wear nice slacks or skirts. No jeans. Wear dress shoes or dress sandals. An occasional exception may be made which would allow athletes to travel in their team uniforms. This will only happen when there is no time or facility to change. The intent is to travel to and from the venues in the above described **Travel Uniform**.

### **Attendance**

Players must be in attendance at school the day of a game or practice, otherwise they may not participate. Players are expected to arrive at least ½ hour prior to the scheduled beginning of an event. Players are expected to be on time for school the morning following an activity.

### **Uniforms**

Each player pays a uniform fee so that, when the time comes to replace the uniforms, the money is already there. This payment must be made before a player is to be issued a uniform

### **Schedule**

All final scheduling of athletic events will be done through the school principal. When school is in session no more than three (3) activities (games and/or practices combined) will be scheduled Monday through Friday by a particular team (i.e. Varsity Soccer, JV Volleyball, etc.). Saturday activities, activities scheduled during the summer before Labor Day, activities scheduled during Christmas holidays, etc. are not part of our "Three-Event" Rule. The athletic department, with the Superintendent's permission, may make exceptions to the "Three-Event" Rule. Examples of the exceptions might be games rescheduled for reasons beyond our control or extra practice the week before a regional/state tournament. On school nights no activities will be scheduled which plan to have the teams back later than midnight.

### **Decorum/Fan Behavior**

Inappropriate spectator or player behavior away or at home, will be considered a school offense and disciplined accordingly.

Students who have not yet completed 8<sup>th</sup> grade are not permitted to attend high school ACS athletic events without a parent or parent-designated adult supervisor. These younger fans are not permitted to be supervised by an older student who is on the team.

Younger fans who attend games with adult supervision should actually attend the games. Free play in the courtyard, "pit," outside basketball courts, etc. is prohibited.

No ball play or tree climbing is permitted in the ACS courtyard.

**Cheering**

All Alleluia cheering will be positive in nature and show courtesy to the officials as well as to the other school's fans, players, and cheerleaders. Additional information may be found in Appendix C: Athletics

**Appendix A: HIGH SCHOOL SUPPLEMENT  
Graduation Requirements**

34.5 credits are required for graduation, distributed as follows:

	Credits
Multi-denominational religious instruction	1.5
Introduction to Christian Philosophy	1
Mathematics	4
Science	4
English	4
Social Studies	3
Spanish	2
Computer Skills	1
LifeSkills	0.5
PE	4
Family History & Mores	4
Community Formation/Life experience	4
Electives	1.5
Total	34.5

The graduation requirements and curriculum of non-college preparatory students is regulated by an Individual Educational Plan (IEP) developed by the school.

Note: All electives are graded as either a 95 or a 69.

## **Honors & Awards**

The high school principal in consultation with others oversees the selection of awardees for the following annual awards.

1. The Christian Character Award recognizes a high school young man and a young woman who exemplify the character of Christ.
2. The Excellence Awards. Graduating seniors are honored for exhibiting excellence in each of the following areas: Academics, Women's Athletics, Men's Athletics, and Fine Arts.
3. The Achievement Awards. Graduating seniors are honored for being the top senior in each of the following areas: Composition, Mathematics, Science, Humanities, Spanish, and the Practical Arts.
4. The Joe Hartley Service Award to an individual or group within the Community who exhibit noteworthy service to the school.
5. The speakers at graduation are selected by the high school principal in consultation with the administration.
6. Special Awards are given on a periodic basis.

## **Correspondence and Online Courses**

As a fully accredited Non-traditional Education Center, ACS provides a maximum of 60% of the education of its students at the center. The balance is provided by parents and the Alleluia Christian Service Center, Inc.

In general, college prep students are expected to earn 60% of their credits through ACS. Online and/or correspondence courses are limited to students who are "out of step" with the ACS college prep curriculum for their graduating class. The following govern online and correspondence courses that the school will accept as part of the 60% delivered at the center

- 1) No more than 2 credits per summer; must be completed by ACS approved deadline.
- 2) No more than a total of 4 correspondence or online credits may be applied towards graduation.
- 3) The school reserves the right to verify mastery by the administration of its

own final exam before awarding/accepting credit.

4) No subject area may be entirely earned by online or correspondence credits (i.e. not all math courses).

5) Particular courses and vendors must be pre-approved by the high school principal.

Parents and the Alleluia Christian Service Center may approve whatever online or correspondence courses they choose within the 40% administered by them.

## **College Planning**

The Alleluia Community School takes care to support the parents' primary role in evaluating post-secondary educational opportunities. We support this role by (1) administering the PSAT/NSMQT in the fall to 11th grade students, (2) making SAT I and SAT II registration materials available to students, facilitating student application to schools and scholarship programs, and requiring each high school student to maintain an active GaFutures.org account.

We do not encourage college representative to recruit on our campus, nor do we make a systematic effort to match qualified students with scholarship opportunities. We encourage parents to oversee this process directly.

As part of the check-out procedure at the end of the year graduating seniors indicate the schools and institutions they want transcripts sent to. These final transcripts are mailed within the first two weeks of June.

## **The “Ladder”**

High school and middle school students who disrupt or are directly disobedient will be subject to a graduated sequence of increasingly severe consequences for repeated occurrence. The sequences

- 1) One day in-house alternative
- 2) Two days in-house alternative
- 3) One-day (at home) suspension
- 4) Two days (at home) suspension
- 5) Three days (at home) suspension
- 6) Expulsion

A month without any further offense(s) will result in dropping back one level.

Parents are expected to ensure that at-home suspension is not used by the suspended student as vacation time.

## **Appendix B: Senior Class & Graduation**

### **Senior Class**

Students who have a reasonable expectation of graduation at the end of the school year are classified as "Seniors".

Seniors have the privilege of leaving campus for lunch on a designated day. Senior lunch is a privilege granted as part of our recognition that the seniors are young adults who can assume responsibility for their actions. Written parental permission (once at the beginning of the year) is required as is proper checking in and out. Failure to return to class on time (for any reason) results in the loss of the privilege for the individual(s) for the next week. Seniors who are on campus are expected to behave in accord with all school rules and policies. Senior lunch is a privilege which may be revoked for those who cannot handle themselves in accordance with the guidelines.

Senior Class Officers (a President, Treasurer, and others as needed) ~~Officers~~ are selected by the high school principal upon consultation with the class, faculty and administration. The high school principal will serve as the senior class sponsor.

Each year the Senior Class raises funds for a class trip to New York. Chaperon costs for each year's trip are paid for by the class' fund raising. At least 4 chaperons will go on the trip, including the senior sponsor. More if needed. No fund raising is allowed until after the previous year's Seniors have completed their fund raising activities. Any fund raising by the rising seniors must be sensitive to the timing of graduation and other end-of-year activities so as to not detract from the current senior class focus.

Seniors who have a job during school hours and are able to earn enough credits for graduation may be dismissed early. Early dismissal is solely at the discretion of the school administration. Those students who are dismissed early should check-out and leave campus. They are to observe the following guidelines:

- They should respect the fact that the rest of the students are still in school. The untimely presence of early dismissal students can be a disturbance to those in session.
- If an early dismissal students needs to return to campus (e.g. for a sports practice) he or she should wait until 3:00 before arriving.
- If an early dismissal student needs to remain on campus after the approved early dismissal time, he or she should stay in uniform and observe regular school routines while on campus.

The administration should be kept up-to-date regarding changes in a student's employment status. A student who is no longer working is not eligible to continue to leave school early.

## **Appendix C: Athletics**

### **Team levels and guidelines**

Not all players get the same playing time. The nature of athletics and competition means we try to put the best team on the court or field. It is the coach's job to decide who the most qualified players are, so the team gets its best chance at success. Part of any player's maturation process includes putting one's personal desires aside for the betterment of the team.

We have teams ranging from elementary intramurals to middle school B-team to the high school varsity level. Here is a summary of our philosophy for each team:

#### **Middle School B**

This level is an opportunity to be introduced to a sport and to begin to learn basic skills necessary for success in the activity. We will not cut at this level as long as it is possible to schedule games and retain coaches to accommodate the number of athletes we have coming out for the team. At this earliest developmental stage we

want all players to have an opportunity to compete in games as long as they participate in practices. We will ask each coach at the B-team level to come up with a plan for playing each student. We may create intra-squad games and mini-games at half times of varsity contests to give all players an enjoyable playing experience. This is a developmental level although we do compete against other schools in competitive contests where a score is kept. No end of the season tournaments are played at this level.

### **Middle School A**

This level plays in a competitive local league. Although our goal for all players is some participation in each game, there will be occasions where players do not see action. The coach should still be focusing on fundamentals but there is more of an emphasis on learning particular offensive and defensive schemes than there is at the B level. There is a season ending CSRA Independent Schools League Tournament based upon records from regular season games.

### **Junior Varsity (High School)**

This is a competitive level. When we put teams on the court we want to give them the opportunity to compete to win the contest. There will be situations where players do not see action during a contest. This level has an age consideration. In our current league, The ICSGA, students will not be eligible for competition if they have reached their 16th birthday before Sept. 1st. The exception to this is non league play. We play a number of local games outside of the ICSGA that sophomores who turn 16 before Sept. 1st can compete in. There is a season ending ICSGA Region Tournament but no State Tournament.

### **Varsity (High School)**

At this level we are playing against other teams with the expectation that we will be putting our most competitive team on the court. There will be many opportunities during the season for all students to contribute in game situations, but there is no expectation of a certain amount of playing time. The best players will play. Coaches are up front about this at the season's beginning and ask all students trying out for a Varsity team to make sure they can operate under this set of expectations. Players who are 19 before their senior year are ineligible for ICSGA league play.

### **Coaches**

Coaches are to be treated with the same respect accorded any other professional. Coaches put in many hours for no financial compensation. They do it because they enjoy the students and the sport. It is important that any conversation at home regarding the coaches or their decisions is put in a positive tone. We cannot expect your child to respect his/her coach if you do not. Coaches are not above the law.

They should be called on just as players are called on to grow in character and to do all things for the greater glory of God.

Coaches are expected to adhere to all school policies as outlined in the Student Handbook. The following requirements for safe conduct are to assist coaches and their team in planning for any overnight travel during the regular season. Coaches and/or the AD are also expected to:

1. Provide a typewritten itinerary to the Athletic Director two weeks before the team is scheduled to depart. Information to be included on the itinerary includes departure and arrival date and time, mode of transportation, accommodation information including telephone number and address of the hotel, and a roster of those traveling.
2. Inform parents in writing or through email of all travel arrangements before departure.
3. Stress to team members that the team represents Alleluia, and their appearance is to be neat and respectable at all times.
4. Recognize and ensure that athletes understand that they are governed by the Alleluia

### **Inappropriate Behaviors (Coaches, Parents, or fans)**

Certain behaviors are considered INAPPROPRIATE AND UNACCEPTABLE by the Alleluia Community School.

The School and Athletic Department have the right to remove or refuse admission to persons who exhibit such behaviors.

1. Berating, humiliating or taunting of our coaches or players.
2. Berating, humiliating or taunting of our opponent's coaches, players or spectators.
3. Berating and harassment of game officials.
3. Profane remarks directed at any coach, player, spectator, or official.

### **Parent-Coach Communication**

Parents, teachers, and coaches are some of the most important role models in a child's life. Clear communication between these individuals is essential. The guidelines listed below are given to clarify school expectations for this relationship.

#### **Communication parents expect from coaches:**

1. Expectations the coach has for your child and the team.
2. Location and times of all practices and games.
3. Team requirement: i.e. practices, special equipment, out-of- season training.
4. Procedures to follow should your child be injured during participation.
5. Disciplinary action that may result in your child being denied the right to participate. (Found in the Student Athlete Contract)

#### **Communication coaches expect from parents:**

1. Notification of **any** illness or injuries or missed practice.
2. Notification of any medical limitations or medications that could affect student's health, e.g. asthma and asthma medications.
3. Concerns regarding a coach's philosophy and/or expectations.

**Appropriate concerns to discuss with coaches:**

1. Treatment of your child, emotionally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

As you have seen from the above list, certain things can and should be discussed with your coach. Other things, such as those listed below, must be left to the discretion of the coach.

**Issues not appropriate to discuss with the coach:**

1. Playing time
2. Team strategy
- 3 Play calling
- 4 Other student-athletes

Please feel free to discuss these areas with the athletic director if you believe there needs to be an adjustment made. We do not believe that the coach is always right but we must give them the proper amount of authority in order for them to do their job. When we have problems such as coaches not showing up for practices the athletic director needs to know this and appropriate steps will be taken.

*It is very difficult to accept your child not playing as much as you may hope. Coaches make decisions based on what they believe to be best for all students involved. The coaches are at practice and are in a place to evaluate not only individual skill level, but also team chemistry and how an individual athlete fits into this team dynamic. Coaches also know who has missed practice or broken team rules. Often there are intangibles such as attitude that the coach sees daily that have bearing on a particular athlete's place on the team. Every effort should be made by the coaching staff to communicate these intangibles to the athletes so that they have the opportunity to mature and grow in character.*

\*You may actually be able to do a better job than a particular coach. You, however, are not the coach.\*

**Parent Procedures for Communicating Concerns**

If you have a concern, express it at the appropriate time and place. Please do NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both parents and coaches. Meetings of this nature do not

promote resolution. Listed below is the Alleluia Community School procedure for addressing any concern you may have regarding your child's athletic experience.

***We ask that you use the following procedure until you feel the issue is resolved.***

1. Have your child speak to the coach. Sometimes the coach is unaware of your child's concerns or feelings. Also, it is important that we teach our students how to communicate with adults in a mature manner.
2. Arrange an appointment to speak with your child's coach. Our coaches will respond to you as quickly as possible.
3. Arrange an appointment with the Athletic Director in the Athletic Office.

The Athletic Director will investigate the situation promptly. Some situations may require a conference between the coach, athlete and parent in order to reach a solution. It is important that all parties involved have a clear understanding of the other's position. \*We should all be willing to follow Matthew 18:15 - 18 in our dealings with each other where we believe a wrongdoing has taken place. When it is just a matter of a better way, we should defer unless our input is sought.

## **Transportation**

All athletic teams will be transported by Alleluia's own vans or busses to out of town contests. Ordinarily coaches accompany athletes in the transportation vehicles unless mitigating circumstances arise. The Athletic Department must be informed when coaches are not able to accompany the students in the vans or busses. Since an adult must accompany the team, it sometimes might be necessary to have a parent act as chaperone for a particular trip.

The Athletic Director will provide the coach with maps to the schools and/or fields.

Students may be released to their parents following the game only if the coach is informed in advance of the trip. Students are NOT allowed to depart with another player's parent unless the coach has received prior written notification from the student's parent(s). We discourage this because the time together is part of being a member of the team, and is an opportunity for building team unity. Only in very exceptional circumstances should or will a student be allowed to drive him/herself to and from an out of town athletic competition. If this is the case, the student must have a release filled out and in to the Athletic Department a day prior to the competition. Athletes are responsible to tell the coach that they will not be riding in a van. The coach needs to inform the Athletic Department and see to it that the release is turned in a day prior to the competition. If the athlete fails to turn in a parental release and drives, the athlete may not play in the competition. It is the coach's responsibility to see that the rule is enforced.

Athletes are not allowed to transport other athletes or student athletic helps to out of town competition. Any exceptions will need to be worked out in advance with either the high school principal or the athletic director.

### **Team Travel Guidelines**

An athletic trip is a continuation of the school day and, as such, students participating on these trips are subject to the same rules and regulations that govern them while they are on campus. Because the students will be representing Alleluia and because their conduct, behavior, and safety are our responsibility, we have established the following guidelines which must be adhered to while they are away from home.

Two additional rules on athletic trips include not bringing personal media devices on trips and wearing the team travel uniform.

Parents will be provided with at least the following written information for each out-of-town trip: departure and arrival date and time, mode of transportation, accommodation information including telephone number and address of the hotel.

Student athletes are governed by the ACS of conduct and the Athletic Contract while participating in interscholastic athletics. Any infractions of these policies can result in athletes being suspended from practice and play by the Athletic Department and being subject to discipline as stated in the *Family Information Handbook*.

It is understood that the use of drugs, tobacco, or alcohol on team trips or whenever a student is representing Alleluia is expressly prohibited.

### **Athletic Awards**

The athletic director in consultation with coaches and others selects awardees for the following annually given awards:

1. The Most Valuable Player Award
2. The Will to Win Award
3. The Rookie of the Year
4. The Barry Clark Award for the most enthusiastic spectator.
5. The Service to Angel Athletics Award
6. The Ron Platte Award, named in honor of a beloved Community Member and parent, is awarded to basketball players who earn 1000 lifetime career points.

## **Appendix D: Dress Code & Uniforms**

In general, there are three distinct uniforms that students are required, at various times,

to wear.

- The “**Dress Uniform**” is the basic, default uniform worn daily.
- There is also a “**Casual Uniform**” which is worn on field trips and when specifically directed by the principal. It varies from the Dress Uniform only by the inclusion of the school-issued red polo shirt. It does not include slacks for young women.
- For student athletes there is also a “**Travel Uniform,**” as described earlier in this Handbook, that is worn as directed by the Athletic Director.

## Appendix E: Weapons

The following information is provided for your information from <http://www.georgiapacking.org/law.php>

“It is unlawful for a person to carry ANY type of weapon onto any real property (*real estate... land or buildings*) owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education, any public or private technical school, vocational school, college, university, or institution of post-secondary education.

This code section does not apply to persons who have a valid Weapons Carry license (*formerly the Georgia Firearms License*) when such person has a weapon in the vehicle which is parked or in transit through the property or when the license holder carries or picks up a student at a school building, school function, or school property or on a bus or other transportation furnished by the school This code section shall not apply to Teachers and other school personnel who are otherwise authorized to possess or carry weapons, provided that any such weapon is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle (*Georgia Firearms and Weapons Act [16-11-127.1](#)*)

State law defines a weapon as

- A. Any pistol, revolver, rifle, shotgun, bow, slingshot, or any device designed or intended to propel a missile of any kind.
- B. Any dirk, Bowie knife, switchblade knife, ballistic knife, or any other knife having a blade of two or more inches.
- C. Any straight-edged razor, razor blade, spring stick, metal knuckles, or blackjack, any bar, club or other bludgeon-type weapon.
- D. Any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chukka, nun chuck, or fighting chain, throwing star, or oriental dart, or any weapon of like kind.
- E. Any knife which has any obstruction or other device of any kind which holds the blade partly open, the blade of which when open projects from the handle

more than two inches.

F. Any ice pick or similar device having a sharp point used for any purpose other than that for which it was intended.

G. Any other object which is carried for the purpose of inflicting injury upon another or any other weapon defined under state law (O.C.G.A. § 16-11-127.1).

## **Appendix F: Accreditation**

From its beginning in 1981 as a small center for individualized instruction, the Alleluia Community School has helped nurture quality students. Accreditation was not sought during the early years. ACS was not open to the public, having been created to help form the children of Community members. Since ACS graduates had no difficulty with college entrance and the HOPE Scholarship Program did not yet exist, there was little need to prove the quality of ACS education. ACS kept good records, offered a full college preparatory curriculum and graduated students well prepared for the college level. ACS was on a list of the Georgia University System “approved and/or accredited” schools and no problems existed that hindered ACS interaction with the broader academic community. This changed in 1999 when the University of Georgia refused to review the application of the ACS valedictorian because she had not graduated from an accredited school. Other schools including colleges and universities within the Georgia University System, still accepted ACS graduates but this incident signaled a need for ACS to consider accreditation.

Accreditation was problematic for ACS not from a philosophical perspective but from a practical perspective. ACS, because of its unique nature, trains children only of Community members and draws its staff only from Community members. Employees considered their work as ministry and service donating much of their work. Their salaries could be considered 1/3<sup>rd</sup> time paid and 2/3<sup>rd</sup> time volunteer. It would be impossible on a continuing basis to stay staffed by people certified in their subject area. The school operates with a core of long-term teachers along but a high turnover rate in the remaining positions. Often these teachers are highly capable but not certifiable. For instance a recent 11<sup>th</sup> grade English teacher had a master’s degree in counseling; the teacher before her had a PhD in accounting.

One of the challenges for administration at ACS is to assemble a quality staff from a very limited and mobile pool of candidates. ACS has done this successfully, having produced students who score well on their SAT’s and who are very successful in college. The product is good but the process is nonstandard.

By the time ACS began to examine accreditation the HOPE scholarship was in place and new eligibility rules surfaced for those who had not graduated from an

accredited school. These rules were instituted for the home school population, and HOPE eligibility was to be determined on the basis of SAT Subject Test scores. Our administration thought the criteria an unfairly high standard and worked with the state governor to get them changed. The HOPE standards were made more reasonable, but it was clear from the process that if there were any possible route toward accreditation then ACS should pursue it.

At this time Dr. Star Miller, a highly respected Georgia educator, began the Accrediting Commission for Independent Studies which included an accreditation category for non-traditional education centers. ACS became a member and worked with state legislators to have ACIS accepted as an accrediting agency for HOPE. ACS remained accredited by and continued its status as a non-traditional educational center when ACIS merged with the Georgia Accrediting Commission in 2005. In 2009 GAC notified all its non-traditional educational centers that they would need to meet certain criteria to remain accredited as a non-traditional education center.

The document "The Alleluia Community Forming Its Children+ (2012, rev 2015) lays out the new agreement between the Georgia Accrediting Commission and the Alleluia Community School which has been approved granting ACS accreditation as a Non-Traditional Educational Center.

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