



# **Parent-Student Handbook**

## **2025-2026**

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## **ALPHA OMEGA BOARD MEMBERS**

Jacob Chandler - President  
Joe Boaz – Vice President  
Julie Knight - Secretary  
Chris deMilliano – Treasurer  
Nolan Neugebauer - Interim Headmaster  
Kelvin Steely

## **SCHOOL OFFICE HOURS**

School Year Hours 7:30 AM – 4:00 PM (Monday – Friday)

Summer Hours 9:00 AM – 3:00 PM (Monday – Thursday)

## **SCHOOL HOURS FOR STUDENTS**

School starts promptly at 7:55 AM and ends at 3:20 PM. All entrances are locked during school hours. Any student arriving after 7:55 AM should enter through the main entrance and obtain a tardy slip before going to class.

**Early arrival**--Students may arrive as early as 7:15 AM. Pre-K - 2<sup>nd</sup> grade students will report to Room 210, and 3<sup>rd</sup> - 5<sup>th</sup> grade students to the library, and 6<sup>th</sup> – 12<sup>th</sup> to the commons where they will be supervised by a teacher.

**After-school care** is available for Pre-K - 8<sup>th</sup> grade students. The cost is \$180 for the first child and \$2605 for each additional child per month. The hours are 3:20 PM - 5:30 PM. After-school fees are due on the 20<sup>th</sup> of each month.

## **VISITORS ON CAMPUS**

For the sake of the safety of our students, we ask that **all** visitors (a person who is neither a student nor AOA personnel) make an appointment. At that time a visitor's badge will be given for the visitor to wear so that the staff will know that person is cleared to be on our campus.

## **MISSION STATEMENT**

It is the mission of Alpha Omega Academy to provide a classical, Christ-centered education that equips students in Kindergarten through 12<sup>th</sup> grade with the tools to be lifelong learners; partnering with parents in the training of their children to be effective Christian leaders.

The Board of Trustees, staff, and faculty of Alpha Omega Academy are committed to God's principles in all that we do. Therefore, students will be challenged through a strong academic curriculum integrated with scripture and based on a classical approach in an environment conducive to learning.

## **VISION STATEMENT**

### *Students:*

The vision of Alpha Omega Academy is to develop young adults who love God with all of their heart, soul, and mind, who have a commitment to serve others throughout their life-long journey. Alpha Omega endeavors to instill in them a dedication to the lifelong pursuit of truth, moral goodness, and aesthetic beauty.

We endeavor to equip students with tools to discern truth from error, and to enable them to reason persuasively both in writing and speaking. We aim to encourage our young men and women to think critically, logically, and wisely. Our desire is that they possess both knowledge and the wisdom to know how to use it. We desire that they be socially gracious and spiritually graceful, and that they enjoy and excel in physical activities. In all of these areas, we seek to provide students with an environment that offers them the opportunity to develop to their fullest potential. We support a strong program of athletics and extracurricular activities because through those shared experiences, students are prepared to be humble and gracious leaders.

### *Staff*

We likewise seek to enhance these same qualities in our staff. They will be professional and diligent in their work, gifted in teaching, with a love for their students and a passion for their subjects. We desire they be rewarded appreciatively and financially. Our staff will continue to grow in their understanding and application of classical and Christ-centered education principles. We endeavor to provide them regular opportunities for continued growth in their teaching careers.

### *Parents*

We seek to recognize and encourage active parental involvement in all aspects of the student's educational growth. We aim to cultivate in our parents a sense of responsibility for the school and to see them well informed about the mission of our classical and Christ-centered program. We encourage them to grow with the school, becoming involved in their child's journey, and excited about the ultimate outcome.

### *Community and Churches*

Also, in our relationship to our community, we aim to be above reproach in our business dealings and to be supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater understanding and fellowship with the churches, and to bring honor to our Lord in all our endeavors.

# **ALPHA OMEGA ACADEMY CORE VALUES**

## **"A Classical and Christ-centered Education"**

### **CLASSICAL**

In all its levels, programs, and teaching, Alpha Omega Academy seeks to do the following:

- A. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below).
- B. Encourage every student to develop a love for learning and live up to his/her academic potential.
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.

*Definitions:*    Grammar:        The fundamental rules of each subject.

                         Logic:                The ordered relationship of particulars in each subject.

                         Rhetoric:        The clear expression of the grammar and logic of each subject.

### **CHRIST-CENTERED**

In all its levels, programs, and teaching, Alpha Omega Academy seeks to do the following:

- A. Teach all subjects from a Christian world view as parts of an integrated whole with the Scriptures at the center (2 Timothy 3: 16-17);
- B. Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40);
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28: 18-20, Matthew 19: 13-15).

### **EXCELLENCE**

In all its levels, programs, and teaching, Alpha Omega Academy seeks to do the following:

- A. Uphold rigorous academics that challenge our students as well as equip them for the tasks and good works God has planned for them (Eph. 2:10).
- B. Employ the highest quality staff, both academically and spiritually.
- C. Maintain integrity with our parents.
- D. Provide a wide range of athletic opportunities for our students that instill a sense of teamwork and sportsmanship.
- E. Build and maintain quality facilities for our school community that include the necessary space and equipment to facilitate academic, cultural, social, and athletic events.

## **STATEMENT OF FAITH**

Parents should have a clear understanding of the biblical philosophy and functioning of Alpha Omega Academy. Parents should understand that all students of the school are taught according to the statement of faith.

### **STATEMENT OF FAITH**

We believe:

1. The Bible to be the only inerrant, authoritative Word of God.
2. That there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. God created mankind, male and female, in His image. In disobedience, Adam and Eve sinned against God, which resulted in the fall of mankind. God has provided salvation for the sinner through the redemption in Jesus Christ and the regeneration by the Holy Spirit.
5. That salvation is by grace through faith alone.
6. That faith without works is dead.
7. In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. In the resurrection of both the saved and the lost, they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
9. In the spiritual unity of all believers in our Lord Jesus Christ.
10. In the Biblical definition of marriage between one man and one woman.

## **EDUCATIONAL PHILOSOPHY OF ALPHA OMEGA ACADEMY**

We are committed to imparting truth to students from the foundation of the biblical worldview through the highest levels of intellectual rigor in many fields of study. Alpha Omega Academy builds upon a core of foundational knowledge and encourages students to reach their academic potentials. Using a developmental approach that incorporates hands-on, research-oriented experience, Alpha Omega Academy provides a program that challenges a student's thinking and creativity, going beyond the mere assimilation of facts.

Alpha Omega Academy uses the Classical model of education, which respects the natural stages of a child's learning abilities and builds upon those stages, teaching the grammar, logic, and rhetoric of each discipline.

Teaching a biblical worldview is not a single issue, but a comprehensive starting point, or perspective that applies Scripture to all of life. Because God created the world and everything in it, all creation is subject to Him. Because God revealed Himself in His creation, in the Bible, and in His Son Jesus Christ, we may confidently teach all subjects in the light of His Lordship. A well-developed biblical worldview will enable a student to respond with wisdom and understanding to issues of art, current events, social studies, literature, math, politics, and science.

**“We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.”  
2 Corinthians 10:5 NIV**

## THE LOST TOOLS OF LEARNING

Beginning Grammar (Pre-Polly)	GRAMMAR (Poll-Parrot)	LOGIC (Pert)	RHETORIC (Poetic)
Grades Pre-K-3	Grades 3-6	Grades 7-9	Grades 10-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
Student Characteristics:	Student Characteristics:	Student Characteristics:	Student Characteristics:
<ol style="list-style-type: none"> <li>1. Obviously excited about learning</li> <li>2. Enjoys games, stories, songs, projects</li> <li>3. Short attention span</li> <li>4. Wants to touch, taste, feel, smell, see</li> <li>5. Imaginative, creative</li> </ol>	<ol style="list-style-type: none"> <li>1. Excited about new, interesting facts</li> <li>2. Likes to explain, figure out, talk</li> <li>3. Wants to relate own experiences to topic, or just to tell a story</li> <li>4. Likes collections, organizing items</li> <li>5. Likes chants, clever, repetitious word sounds (<i>e.g.</i> Dr. Seuss)</li> <li>6. Easily memorizes</li> <li>7. Can assimilate another language well</li> </ol>	<ol style="list-style-type: none"> <li>1. Still excitable, but needs challenges</li> <li>2. Judges, critiques, debates, critical</li> <li>3. Likes to organize items, others</li> <li>4. Shows off knowledge</li> <li>5. Wants to know "behind the scenes" facts</li> <li>6. Curious about Why? for most things</li> <li>7. Thinks, acts as though more knowledgeable than adults</li> </ol>	<ol style="list-style-type: none"> <li>1. Concerned with present events, especially in own life</li> <li>2. Interested in justice, fairness</li> <li>3. Moving toward special interests, topics</li> <li>4. Can take on responsibility, independent work</li> <li>5. Can do synthesis</li> <li>6. Desires to express feelings, own ideas</li> <li>7. Generally idealistic</li> </ol>
Teaching Methods:	Teaching Methods:	Teaching Methods:	Teaching Methods:
<ol style="list-style-type: none"> <li>1. Guide discovering</li> <li>2. Explore, find things</li> <li>3. Use lots of tactile items to illustrate point</li> <li>4. Sing, play games, chant, recite, color, draw, paint, build</li> <li>5. Use body movements</li> <li>6. Short, creative projects</li> <li>7. Show and Tell, drama, hear/read/tell stories</li> <li>8. Field trips</li> </ol>	<ol style="list-style-type: none"> <li>1. Lots of hands-on work, projects</li> <li>2. Field trips, drama</li> <li>3. Make collections, displays, models</li> <li>4. Integrate subjects through above means</li> <li>5. Teach and assign research projects</li> <li>6. Recitations, memorizations</li> <li>7. Drills, games</li> <li>8. Oral/written presentations</li> </ol>	<ol style="list-style-type: none"> <li>1. Time lines, charts, maps (visual materials)</li> <li>2. Debates, persuasive reports</li> <li>3. Drama, reenactments, role-playing</li> <li>4. Evaluate, critique (with guidelines)</li> <li>5. Formal logic</li> <li>6. Research projects</li> <li>7. Oral/written presentations</li> <li>8. Guest speakers, trips</li> </ol>	<ol style="list-style-type: none"> <li>1. Drama, oral presentations</li> <li>2. Guide research in major areas with goal of synthesis of ideas</li> <li>3. Many papers, speeches, debates</li> <li>4. Give responsibilities, <i>e.g.</i> working with younger students, organize activities</li> <li>5. In-depth field trips, even overnight</li> <li>6. World view discussion/written papers</li> </ol>

## **ASSOCIATION AFFILIATIONS**

### **THE ASSOCIATION OF CLASSICAL AND CHRISTIAN SCHOOLS (A.C.C.S.)**

"A.C.C.S. is a new association of Christian schools designed to serve the needs of new or established schools who are seeking to return to the educational heritage of the West. Neither reactionary nor progressive, we seek a return to our cultural roots so that we may resume the process of cultural growth, as God gives the increase." (from A.C.C.S. publication)

#### **Requirements for all member schools:**

1. The school must subscribe to the *ACCS Confession of Faith*.
2. The school must conform to the Trivium as set forth in the *ACCS Mission Statement*.
3. The school must be committed to furthering the work of ACCS, its goals, purposes, mission, and objectives.
4. The school must be committed to providing:
  - at least two years of instruction in either Latin or ancient Greek for each student.
  - at least one year of formal logic for each student in the secondary years.
  - at least one year of rhetoric for each student in the secondary years.

### **THE ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (A.C.S.I.)**

"A.C.S.I. is a service organization serving Christian schools across the United States and around the world. A.C.S.I. is not a member of or a part of any other organization. Each member school or college retains its individual distinctive and operating independence. Each member school receives a certificate of membership for display in the school office.

Participation in any or all of the services of A.C.S.I. is voluntary." (from A.C.S.I. publication)

A.C.S.I. member schools must agree with a common statement of faith and must not be affiliated with the World or National Council of Churches. Alpha Omega Academy is in full agreement with both of these requirements.

### **ALPHA OMEGA ACADEMY IS ACCREDITED BY THE ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL**

## **SCHOOL CLOSINGS**

In the event that school must be closed due to inclement weather, listen for radio (KSAM 101.7 FM) notification and look for text and/or email messages through our parent alert system and our AOA Facebook page.

## **SIGNING STUDENTS IN AND OUT**

Because we are a learning environment, class attendance is critical. We strongly encourage students not to miss class if possible. However, if appointments must be during class time, please follow the following guidelines. Students will NOT be dismissed for sports practices without coaches.

1. Parental request: If a student needs to leave campus during school hours, a parent or guardian may notify the office staff either by calling or sending a note (a phone call may be made to verify the note). The student will be given permission to leave after the person transporting the student signs him out on the clipboard in the office.
2. Student request: If a student needs to leave campus during school hours, the Headmaster must approve the need, and a parent or guardian will be phoned to verify permission to leave. Before leaving, he must sign out in the main office. Very few situations will warrant students leaving school.
3. Students who need to leave school for any reason, such as doctor, dentist, or orthodontist appointment and return to school, must sign back in with the office upon their return.
4. Students who arrive late to school should sign in at the front office so attendance records may be corrected. They will receive an admission slip to class.
5. Three tardies equal an absence. Final exams (high school) are affected by absences. See exemption schedule for details.

## **LOST AND FOUND**

At AOA we feel that students need to be responsible for keeping track of their possessions. Simply stated, this falls in the area of being a good steward of our possessions. However, each year, numerous items are left at school. Lost and Found items will be kept in a central location. Parents and students are welcome to check for lost items. At the end of each nine weeks, unclaimed items will be donated to charity.

Parents are urged to **LABEL ALL ITEMS OF CLOTHING, LUNCH BAGS, AND SCHOOL SUPPLIES with their child's name.** When items are labeled, they can be returned to students promptly.

Secondary students have lockers for storing coats and books. If a student leaves items on the floor, he/she may receive a disciplinary consequence.

## **PARENT INVOLVEMENT AT ALPHA OMEGA ACADEMY**

**"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Eph. 6:4**

As a support and extension of the family unit, Alpha Omega Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed since He compares it to the relationship believers have with Christ and the Father. Therefore, at AOA, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few of the more common ways we do this. Please feel free to share your own ideas for parental involvement. Your input is valued and appreciated.

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. (Again, arrangements should be made with the teacher concerned.)
3. Act as chaperone on field trips, library visits.
4. Serve as a story-reader, song-leader (in Pre-K through 3rd), guest artist; offer your special talents.
5. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
6. Share your experiences, trips, vacations, as they may relate to an area of study in a class.
7. Host class parties, at home or in the classroom.
8. Grammar school parents-attend all Parent-Teacher Conferences, formally conducted the week following the 1st quarter. Informal conferences may be held anytime at the parent's request.
9. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home!
10. Participate in PTF (Parent-Teacher Fellowship) volunteer opportunities. (e.g. Hot Lunch Program)

## **PARENT-TEACHER FELLOWSHIP**

Parents and teachers must work together to accomplish the educational goals we strive to achieve at Alpha Omega Academy. The Parent-Teacher Fellowship (PTF) was created to encourage this cooperation.

Membership in PTF is open to all families, staff members, and friends of Alpha Omega Academy.

The PTF encourages parent involvement in its PIE (Parent Involvement in Education) program. Opportunities include helping with activities such as Read for the Arts, teacher appreciation lunches, Box Tops for Education collection, serving in the lunch program, and working on the annual auction.

## **GRAMMAR SCHOOL CURRICULUM GOALS**

In keeping with our understanding and practice of the Grammar stage methodology (see School Goals), and its approximate correlation to the grammar school years, we have divided each area below into Goals and Memory sections. The Goals are those basic principles we seek to achieve throughout the seven years of grammar school, Pre-K – 6<sup>th</sup>. The Memory section contains an abbreviated list of material (the Grammar) we seek to have the students commit to

memory through repetition within that subject area.

## **I. BIBLE:**

A. GOALS: We seek to:

1. Have the students read the actual text for themselves, not only prescribed verses.
2. Have the students read at least one Gospel account, one Epistle, and one Old Testament book each year.
3. Encourage the students to understand the verses in context, along with other good interpretation principles.
4. Let the scriptures speak for themselves with clarifications and illustrations by the teacher.
5. Show the students the richness and requirements of the Bible.
6. Teach the biblical pattern of salvation: Law before Grace.
7. Encourage each student to come to the Father, through the Son, and grow in their knowledge and love of Him.

B. MEMORY: The students will recall:

1. The entire list of books of the Bible, in correct order.
2. The major attributes of God, i.e. Loving, Just, Omnipresent, Omniscient, Creator, etc.
3. The names and significance of Adam, Abraham, Moses, David, Paul, Peter, etc.
4. The major acts and themes of the Gospels: Jesus' birth, miracles, crucifixion, resurrection.
5. The Ten Commandments.

## **II. ENGLISH:**

A. GOALS: We seek to:

1. Equip every student with the skills necessary for good writing, including correct spelling and grammar, pleasing style, clarity of focus, proof-reading, and self- correcting.
2. Put a major emphasis on good writing by requiring the students to write often and correctly in each subject area.
3. Encourage clear thinking by the students through requiring clear, focused writing.
4. Introduce the students to many styles of writing using the Bible and other high-quality literature.
5. Build and maintain a Cumulative Grammar school Spelling List that includes the most critical words used by each (1st-6th) grade's teacher for review and spelling tests.

B. MEMORY: The students will recall:

1. The names and functions of a noun, verb, adverb, adjective, preposition, etc.
2. Basic spelling rules.
3. Correct punctuation marking and capitalization rules.

## **III. READING:**

A. GOALS: We seek to:

1. Use phonics (the Grammar of reading) as the primary building block for teaching students to read.
2. Encourage the students to read correctly as soon as possible (normally in kindergarten or first grade).
3. Introduce the students to high quality children's literature as soon as possible, through our Literature

program.

4. Carefully monitor the student's reading abilities to ensure he is at a reasonable level, is comprehending adequately (the Logic of reading), and is reading fluently, both orally and silently. This includes the proper use of word-attack skills.

5. Integrate; wherever possible, other subjects into reading, such as social studies and science.

6. Foster a life-long love of reading and high-quality literature, especially the Scriptures, after being taught to recognize the characteristics of such literature (the Rhetoric of reading).

7. Build and maintain clear, specific, but broad criteria for the selection of a good number of varied, high-quality titles to include in our reading lists for each grade. The classes also should maintain titles with a range of difficulty from grade-level to above grade-level. These titles are to be logically sequenced in difficulty from first through the sixth grade.

B. MEMORY: The students will recall:

1. The vowels and their sounds.
2. The consonants and their sounds.
3. The definitions of plot, character, fiction, non-fiction, biography, etc.
4. Oral reading skills.
5. Their favorite authors.

#### **IV. LATIN**

A. GOALS: We seek to:

1. Instruct the students in the fundamental vocabulary and grammar of Latin to better their fundamental understanding of English, the social studies and writings of Western Civilization, and the understanding of Romance languages.
2. Reinforce the students' understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English grammar class work, *e.g.* plurals, nouns, verbs, prepositions, direct objects, tenses, and so forth.
3. Cultivate study and logical thinking which are inherent in the study of Latin.

B. MEMORY: The students will recall:

1. 70% of vocabulary introduced and used.
2. All of the five declensions of nouns.
3. All four conjugations for active verbs.
4. Other chants, including verb examples and pronouns.
5. Subject-noun agreement.
6. Noun-adjective agreement
7. Forming questions and commands.

#### **V. MATHEMATICS:**

A. GOALS: We seek to:

1. Ensure that the students have a thorough mastery of basic mathematical concepts and tables.
2. Put an emphasis on conceptual, as well as practical understanding of math through the frequent use of story problems.
3. Illustrate God's unchanging character through the timeless, logical mathematical systems He gave to man through His gift of Reason.

B. MEMORY: The students will recall:

1. The four basic arithmetic operations - addition, subtraction, multiplication, division, and their

uses.

2. Multiplication facts to 12.
3. Addition and subtraction facts to 20.
4. All aspects of telling time, reading thermometers, and identifying dates.
5. All cardinal directions and basic geometric shapes.

## **VI. SOCIAL STUDIES/GEOGRAPHY**

### **A. GOALS:** We seek to:

1. Teach the students that God is in control of social studies, and He will determine it's ultimate outcome.
2. Enable the students to see God's hand in the social studies of the world and the United States, specifically by illustrating the effect His people have had on social studies.
3. Broaden the students' understanding of social studies and geography as the students mature, specifically by deepening the level of exposure and research into various topics (*e.g.* U.S. social studies, or geography) from kindergarten through sixth grade.
4. Make social studies and geography "come alive" for the students through the use of a unit approach to social studies, and its related areas, and by using many forms of information and research, *e.g.* biographies, illustrations, field trips, guest speakers, music, art, foods, architecture.

### **B. MEMORY:** The students will recall:

1. The names and capitals of all fifty United States.
2. The names of most major countries of the world.
3. Key figures in social studies, *e.g.* Homer, Martin Luther, George Washington.
4. Key dates and their significance in social studies, *e.g.* Fall of Rome, 1492, 1620, 1776
5. Preambles to Declaration of Independence, U.S. Constitution.

## **VII. SCIENCE:**

### **A. GOALS:** We seek to:

1. Teach that the biblical creation account is true, and that the theory of evolution is false.
2. Teach the students the basic elements of both accounts, and that both systems are based on either sound or unsound faith.
3. Show the students that because God made the universe, it has inherent order which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the student the intrinsic laws, systems, and truths God put into creation.
4. Treat the study of science as a "means to an end", not an end in itself. That is, curiosity, experimentation, demonstration, research, should be emphasized as the process and way of using science, as opposed to the study of facts. Facts should be attained as the result of research and discovery vs. lecture. By the time the students enter secondary-level science, they should be extremely familiar with the scientific method, through repeated practice.
5. Use many forms of instruction to teach scientific concepts and methods, (*e.g.* a large variety of experiments, demonstrations, research projects, illustrations, field trips, guest speakers).

### **B. MEMORY:** The students will recall:

1. The basic steps to the Scientific Method.
2. The work of each of the six days of Creation.
3. The three Laws of Motion.
4. The major classifications and fields of science, *i.e.* Earth Science, Biology, Chemistry, and Physics.

5. The order and names of the nine planets.

## **VIII. ART:**

A. GOALS: We seek to:

1. Teach all our students the fundamentals of drawing to enable them to create adequate renderings.
2. Encourage the students to appreciate and imitate the beauty of the creation in their own works.
3. Introduce the students to masters' works of the Western culture.
4. Equip the students to knowledgeably use a variety of art media.

B. MEMORY: The students will recall:

1. The primary and secondary colors.
2. The use of perspective in drawing.
3. At least four famous artists.

## **IX. MUSIC:**

A. GOALS: We seek to:

1. Train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
2. Systematically instruct the students in the fundamentals of vocal and instrumental music.
3. Enrich the teaching of scripture through the teaching of many classic, meaningful hymns.
4. Encourage (through a variety of options) the students to select some area of music, vocal or instrumental, to pursue on their own.

B. MEMORY: The students will recall:

1. The timing of whole, half, quarter notes.
2. The difference between the bass and treble clefs.
3. The major instrument groups in a band and orchestra.

## **X. PHYSICAL EDUCATION:**

A. GOALS: We seek to:

1. Systematically work with the students to teach them basic exercises and game skills, e.g. throwing, hitting, kicking, catching.
2. In cooperation with the families, encourage the students to knowledgeably establish and maintain good health and nutritional habits.
3. To enhance biblical patterns of behavior through activities requiring cooperation, teamwork, and general good sportsmanship.

B. MEMORY: The students will recall:

1. The benefit specific exercises provide for various body parts.
2. The function of different muscles and how to strengthen them.

## **LATIN AT ALPHA OMEGA ACADEMY**

Considering the sheer number of years and amount of quality schools wherein the teaching of Latin was an integral part of any good academic training, the instruction in Latin at Alpha Omega Academy should need no explanation or defense. However, like many traditional particulars of good education lost in the name

of "modern" or "progressive" education, Latin's advantages have been neglected and forgotten by a couple of generations. Latin was regularly taught even in American high schools as late as the 1940s. It was considered necessary to a fundamental understanding of English, the social studies and writings of Western Civilization, and the understanding of Romance languages.

Alpha Omega Academy teaches Latin; therefore, for two major reasons:

1. Latin is not a "dead language", but rather a language that lives on in almost all major western languages, including English. A training in Latin not only gives the student a better understanding of the roots of English vocabulary, but it also lays the foundation for learning other Latin-based languages.
2. Learning the grammar of Latin reinforces the student's understanding of the reasons for and the use of the parts of speech being taught in our traditional English classwork, *e.g.* plurals, nouns, verbs, prepositions, direct objects, tenses.

The **Grammar school Latin Program** consists of the following basic objectives:

**Third Grade (1st Year):** Vocabulary acquisition, declensions, chants of endings, sentence translation.

**Fourth Grade (2nd Year):** More vocabulary, beginning grammar work, basic verbs, multiple simple sentence translations.

**Fifth Grade (3rd Year):** More sentences, vocabulary, basic translation work, phrases, grammar, basic culture/history, introduction to derivatives.

**Sixth Grade (4th Year):** Translation work (New Testament/Vulgate and other sources), grammar, beginning paragraph translation, root/derivatives investigation, stories, Classical background.

**Seventh Grade (5<sup>th</sup> Year):** Latin cultural background, more translation of historical stories, emphasis on conjugation and declension, word origin.

**Eighth Grade (6<sup>th</sup> Year):** More vocabulary, translation, and writing, memorizing/reciting, word origin.

### Grammar School Curriculum

KINDERGARTEN	FIRST	SECOND	THIRD	FOURTH	FIFTH
Math	Grammar & Spelling	Grammar & Spelling	Grammar & Comp	Grammar & Comp	Grammar & Comp
	Math	Math	Math	Math	Math
Reading/Phonics	Reading/Phonics	Reading/Phonics	Reading/Literature	Reading/Literature	Reading/Literature
	Science	Science	Science	Science	Science
	Literature	Literature	Spelling	Spelling	Spelling
Bible	Bible	Bible	Bible	Bible	Bible
	Art/Music	Art/Music	Art/Music	Art/Music	Art/Music
Music	US/World Social Studies 1492-1600	US/World Social Studies 1600-1776	US/World Social Studies 1750-1850	US/World Social Studies 19 <sup>th</sup> Century	US/World Social Studies 20 <sup>th</sup> Century
			Latin Primer I	Latin Primer II	Latin Primer III
PE	PE	PE	PE	PE	PE

### Logic School Curriculum

### Rhetoric School Curriculum

SIXTH	SEVENTH	EIGHTH	NINTH	TENTH	ELEVENTH	TWELFTH
Bible	Old Testament	New Testament	Bible History	Bible Study Methods	Bible Doctrines	Apologetics
English/Grammar/Literature/Spelling	English/Grammar Literature	English/Grammar Literature	English I World Literature	English II American Literature	English III Classical Lit.	English IV British Lit.
Math	Pre-Algebra/Math 7	Algebra I/Pre-Algebra	Algebra I/Geometry	Algebra II/Geometry	Pre-Calculus/Algebra II	Calculus/Senior Math Survey
General Science	Earth Science	Logic	Biology	IPC	Chemistry	Adv. Science
World Social studies	Texas Social Studies	American Social Studies	World Geography	World History	American History	Government/Economics
Latin Grammar I	Advanced Latin I	Advanced Latin II	Spanish I	Spanish II	Rhetoric I	Rhetoric II
Music/Art/Drama	Music/Art/Drama	Music/Art/Drama	Electives	Electives	Electives	Electives
		Computer				
PE	PE	PE	PE/Health/Athletics	PE/Athletics	Athletics/Study Hall	Athletics/Study Hall

**High school elective choices may include:** art, music, drama, vocals, computer, journalism/yearbook, personal finance, testing skills, mock trial.

# **HOMEWORK PHILOSOPHY AND GUIDELINES**

## **I. PHILOSOPHY:**

Alpha Omega Academy may assign some amount of homework to its students at any given time. Below are the primary reasons or causes for homework being assigned:

1. Students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects (*e.g.* math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period study.
3. Since Alpha Omega Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation serves a punitive, as well as practical purpose.

## **II. GUIDELINES FOR ASSIGNING HOMEWORK:**

The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as guidelines, not as required minimum or maximum times, and then only if homework is assigned. In the event of homework being assigned, a Weekly Homework Assignment Sheet should be used in the grammar school grades and a student-owned assignment book should be used in the secondary grades to keep track of assignments.

<u>GRADE</u>	<u>RECOMMENDED TIME PER WEEKNIGHT*</u>
Pre-K-K	25 minutes
1ST- 2ND	30-45 minutes
3RD – 4TH	45-60 minutes
5TH- 6TH	60-90 minutes
7TH-8TH	90-120 minutes
9TH-12TH	90-120 minutes

**\*NORMALLY** HOMEWORK IS NOT ASSIGNED OVER THE WEEKEND, HOLIDAYS, OR VACATION PERIODS. HOWEVER, SPECIAL PROJECTS MAY TAKE SOME TIME ON WEEKENDS. ALSO, STUDENT ABSENCES OR LACK OF DILIGENT USE OF CLASS TIME MAY NECESSITATE THAT TIME BE SPENT ON WEEKENDS IN ORDER FOR THE STUDENT TO CATCH UP.

## **GRAMMAR SCHOOL PROMOTION POLICY**

Students currently enrolled in AOA must meet all the following basic criteria for promotion to the next successive grade:

1. Pass Reading, Math, and English with at least a 70% average. Summer school classes are not offered to recapture credit lost due to failure.
2. Have no more than one "F" per quarter in any other academic subject (math, science, *etc.*) and no more than two "F's" in the same subject within an academic year. It is incumbent upon the appropriate teacher that all due curriculum objectives, grading guidelines, and teaching requirements be faithfully executed. For example, the requirement that there be at least 10 objective grades per subject area by which the quarterly grade is computed has a significant bearing on a complete and accurate assessment of a student's success in that area. Too few grades can force the teacher to make a poorly documented and therefore non-objective judgment call.
3. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery (see the Curriculum Guide Objective) of the following skills/subjects in the grades noted:

**Pre-K to Kinder and Kinder to First Grade:** Behavioral maturity and reading readiness for First Grade.

**First Grade to Second Grade:** Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. Able to write complete sentences, with neat lettering. Able to add and subtract single digit numbers with at least 70% accuracy.

**Second Grade to Third Grade:** Cumulative mastery of above requirements. Plus: Able to read fluently and independently using books of a second-grade level. Able to write neatly and correctly identify the basic parts of a sentence. Able to spell correctly with at least 70% proficiency. Able to add and subtract two-digit numbers with at least 70% accuracy.

**Third Grade to Fourth Grade, Fourth to Fifth Grade, Fifth to Sixth Grade, Sixth to Seventh Grade, Seventh to Eighth Grade and Eighth to Ninth Grade:**

Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for that grade level.

Grading Scale:

90-100	A
80-89	B
70-79	C
Below 70	F

## **SECONDARY ACADEMIC PROBATION AND PROMOTION POLICY**

### **ACADEMIC PROBATION POLICY**

This policy is intended to provide additional motivation to students whose academic achievements are not up to their capability. If implementation of this policy would be counterproductive to this end, the headmaster may decide not to place a student on probation. A written record explaining this decision will be signed by the headmaster and placed in the student's file.

Secondary students are required to maintain at least a 1.7 grade-point average during any two consecutive quarters.

- A. Grade point averages (GPA's) for each secondary student will be calculated at the end of each quarter. (Elective courses, and physical education are not included in the GPA calculation.)
- B. If a student's GPA is at or below 1.7 (i.e. a "C" average), that student will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at this time.
- C. If at the end of the next quarter the student's GPA (for the quarter) has not risen to at least a 1.7, that student may be expelled.
- D. Grading scale and grade point equivalents:

Grading scale		Grade Points
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
Below 70	F	0.0

### **ATHLETIC ELIGIBILITY REQUIREMENTS:**

Students may receive no more than one failing grade on their report card in a core class, or classes which meet on MWF, to remain eligible for sports/academic competitions. The Academic Advisor generates a report of those failures. Students who are failing no more than one class, according to the above criteria, by 3:20 p.m. on the day grades are due will be ineligible to play for two weeks. Students are required to practice with the team, but not allowed to play in, travel with, or dress out for the games. At the end of the probation period, if a student is passing all classes noted above, he/she may be reinstated to the team. Students who are suspended from school or in ISS/Isolation will not be allowed to participate in athletic events until they return to their regular classroom.

### **SECONDARY PROMOTION POLICY**

This policy is designed to establish a consistent set of standards to be applied in determining grade promotions for all secondary students.

Secondary students currently enrolled at Alpha Omega Academy must maintain at least a 2.0 GPA to qualify for promotion to the next successive grade (see Academic Probation policy). Students seeking to graduate from Alpha Omega Academy must meet all applicable graduation requirements.

**Note:** Students must pass five credits of coursework each year in order to be promoted to the next successive grade. Depending on the situation, independent study with an assessment during the summer may be available to recapture credit lost due to failure.

## **Dual Credit at Alpha Omega Academy**

Alpha Omega Academy has partnered with LeTourneau University to offer Dual Credit classes to students. You will be allowed to enroll at LeTourneau University to earn college credit at a reduced rate while earning high school credit. AOA Faculty may go through a credentialing process and hired as Adjunct Faculty to teach the dual credit class at Alpha Omega Academy. Students may choose to take additional online dual credit courses as their Elective. That means that Tuesday/Thursday elective time may be used to work on dual credit classes.

Fees to LeTourneau University are approximately \$275 per class depending upon the number of hours of the course taken. Students must meet LeTourneau University admissions requirements, which is to have and maintain an overall 3.0 AOA GPA to enroll in dual credit.

The online dual credit courses taken at LeTourneau University are taught by LeTourneau University professors. Students must meet all deadlines, assessments, etc. as determined by the professor. The student will receive elective credit on their transcript. Students must maintain a C average or better or they will be dropped from the Dual Credit program.

## **Transfer Students and Dual Credit Classes**

Students that enroll at Alpha Omega and are lacking a core subject (science, math, English, History) will be allowed to take the course through Dual Credit during the summer or the regular school session. The Dual Credit discounted rate will apply for the course. The grade for the course will go on the high school transcript. Students must supply a transcript once the course is completed.

A student transferring to AOA in need of additional classes will be contacted by the Academic Advisor. All Dual Credit courses to meet core class requirements, must be approved through the Headmaster (Nolan Neugebauer) and Academic Advisor (Amber Van Roekel)

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

Graduation requirements as set forth below must be met unless the board approves an exception. Certain students may need an exception from the Physical Education requirement for health reasons. Sometimes a change in requirements, or scheduling problems, causes a student, or a group of students, to be unable to complete a certain course requirement. Students must pass four math, science, English, and history classes during their 9<sup>th</sup>-12<sup>th</sup> grade years.

Students receive ½ credit per semester for core and physical education classes. For electives they receive ¼ credit per semester.

**Definition:** Core classes are history, math, science, English, foreign language, rhetoric, and Christian studies

History	4 credits
Math	4 credits
Science	4 credits
English	4 credits
Foreign Language	2 credits
Christian Studies	3 credits
Rhetoric	2 credits
Physical Education	1 ½ credits
Health	½ credit

Electives	1 credit
Fine Arts	1 credit
<b>Total</b>	<b>27 credits</b>

Students who pass all courses will earn more than the required number of credits for graduation. AOA, however, has no early graduation policy or early release program to allow students to be dismissed early from school. In order for students to obtain the maximum benefit from a classical, Christ-centered high school education, students should be enrolled in a full-time, four-year program. Students who do not participate in athletics or P.E. as upper classmen are expected to attend and make proper use of seventh period study hall and alternative opportunities.

### **VALEDICTORIAN/SALUTATORIAN POLICY**

Effective for the Class of 2014, the valedictorian award will be based on the highest numerical average. For example, if two students both have a 4.0 GPA but one has a 98.2 and the other has a 97.4 average, the student with the 98.2 will be the valedictorian. The student with the next highest average would be designated as the salutatorian. Other requirements for consideration for the valedictorian award will be that the student must have taken the most challenging classes available and have been at Alpha Omega full time during their high school years. Transfer students may be ranked in the top 10% for college admissions purposes but are not eligible for valedictorian or salutatorian award. However, their transfer GPA's will be adjusted to AOA standards.

**Adapted Diploma:** In rare cases, and only as proposed by the Headmaster, Alpha Omega Academy may award an "Adapted Diploma" for students who have an unusual circumstance preventing them from meeting all the requirements for a Diploma from AOA. This provision does not eliminate the requirement of the preparation and delivery of a Senior Thesis and Oral Defense for all graduates, nor does this provision create an optional track for any student.

## **ALPHA OMEGA ACADEMY HONORS/AWARDS**

### **I. Alpha Omega Academy maintains a system of formal honors and awards for several reasons:**

A. The recognition of good work is endorsed in the scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, I Timothy, etc.). Therefore, we seek to publicly recognize those students accomplishing the necessary prerequisites to receive the applicable award/honor.

B. We hope to encourage the motivation to good work among all the students by demonstrating to them that such work is not overlooked or taken for granted, but rather it is noticed and commended.

C. We want to draw public attention to the high quality of work being done by our students, to the glory of God and their parents.

### **II. Accomplishments and Correlating Honors/Awards Bestowed**

*(Other awards/honors may be recognized as appropriate)*

#### *Accomplishment*

#### *Honor/Award Given*

A. All A's in a quarter period

Placement on all A Honor Roll, ribbon received at awards assembly

B. All A's with no more than 2 B's in period	Placement on A-B Honor Roll, ribbon a quarter received at awards assembly
C. All year placement on All A Honor Roll	Medallion received at year-end awards assembly
D. All year placement on A-B Honor Roll	Medallion received at year-end awards assembly
E. Consistent, observable kind behavior shown toward peers and younger students	Certificate received quarterly, certificate/ medallion received at year-end awards assembly, "Outstanding Example" from each grammar school class "Heart of the Lion Award" – one per secondary grade
F. Graduating Kindergartners	Special graduation for Kindergarten
G. Secondary School Honor Rolls based on core subjects)	Summa Cum Laude – 4.0 GPA (GPA's are Cum Laude – 3.7 – 3.99 GPA Headmaster's List 3.5 – 3.69 GPA

## **UNIFORM POLICY GUIDELINES**

Our development of a uniform policy is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process. The motivation for the policy has grown out of the following principles:

1. Our goal is to honor God in all we do, acknowledging Him in our choices.
2. All human actions, including clothing, reveal and communicate the disposition of the heart at some level. It is our desire to address these heart issues in one uniform policy rather than seeking to anticipate and curb the numerous issues that surface throughout the year with a looser dress code.
3. Inherent in the uniform policy is a desire to create an environment where undue attention is not drawn to specific students. The neat appearance created by a uniform enhances a ready-to-learn atmosphere.
4. Uniforms help foster a cohesive presentation of the students in our school. When our students are in uniform it communicates, aesthetically, that they are part of the same team, working towards the same goals. The student is part of a group identity that strives for excellence.
5. The uniform code can save parents money. The uniform code de-emphasizes the social impact of dress and helps focus the students on character and academic issues.
6. The uniform code addresses security. On field trips, students in uniform aid the teachers in keeping track of everyone. On the playground or in school, teachers and staff can clearly identify students from outsiders.

Students are required to be in uniform while on campus during school hours unless specified otherwise by the administration. The administration is responsible for the interpretation of the policy, and the enforcement of the policy is the responsibility of parents, administration, faculty, and staff.

It is the desire of Alpha Omega to exemplify truth, beauty, and goodness.

All students' appearances should be neat, clean, and not distracting. This includes wearing garments which are properly sized for the wearer.

Approved Uniform Items:

*Pants:* AOA's approved uniform twill khaki pants are available, from [Flynn O'Hara](#) store at their Houston location or on their website or [Lands' End School Uniform](#) website referencing AOA's school code **900048463**. Pants must be properly sized for the wearer and contain NO logos. Navy pants may be worn by 6<sup>th</sup>-12<sup>th</sup> grades.

*Shorts:* AOA's approved uniform twill khaki shorts are available, from [Flynn O'Hara](#) store at their Houston location or on their website or [Lands' End School Uniform](#) website referencing AOA's school code **900048463**. Shorts must be properly sized for the wearer and contain NO logos. **Shorts must reach 2 inches above the knee of the wearer.** Navy shorts may be worn by 6<sup>th</sup>-12<sup>th</sup> grades.

*Skirts/Skorts:* AOA's approved skirts/skorts are available only from [Flynn O'Hara](#). They can be purchased in store at their Houston location or via their website. Skirts/Skorts may be AOA plaid (available only from [Flynn O'Hara](#)), khaki, or navy. **Skirts/Skorts must reach 2 inches above the knee of the wearer.** Navy skirts may be worn by 6<sup>th</sup>-12<sup>th</sup> grades.

*Jumpers:* AOA's approved skirts/skorts are available only from [Flynn O'Hara](#). They can be purchased in store at their Houston location or via their website. Approved jumpers are AOA plaid only. **Jumpers must reach 2 inches above the knee of the wearer.** Jumpers are for students Pre-K-2nd grade only.

*Shirts:* Approved uniform shirts are the following: Uniform color (navy, white or hunter green) polo shirts (short or long-sleeved); uniform color turtleneck or mock turtleneck shirts; chambray button down shirts (short or long-sleeved); and white dress shirts (short or long-sleeved). The style and color must match those in the Flynn O'Hara store at their Houston location or on their website or [Lands' End School Uniform](#) website referencing AOA's school code **900048463**.

All shirts must be without a logo, except for the [Land's End School Uniform](#) or [Flynn O'Hara](#) Alpha Omega Academy approved logo. Polo shirts, turtleneck shirts, mock turtleneck shirts, button down shirts and dress shirts must be tucked in at all times.

*Outerwear (This refers to what is worn in the building throughout the school day.):* **The only approved outerwear to be worn in the school building during school hours is a navy crewneck with the Alpha Omega Academy logo on the front. Fridays ONLY students are permitted to wear any solid navy hoodie or sweatshirt either with an AOA logo or no logo at all.**

*Coats:* Coats are defined as outerwear with long sleeves and a zip-up or button-up front. Coats may be of any color or style. Inappropriate slogans or logos will not be allowed (e.g., alcohol, tobacco, violent graphics, profanity, skull and crossbones, etc.). This refers to outside jackets that are removed while inside the building.

*Belts:* A belt should be worn with pants and shorts. Belts may be any solid uniform color (navy, white or hunter green), black or brown.

*Socks:* Socks must be worn with shoes. ~~Clearly visible~~ Socks (i.e. socks that show above the ankle) must be navy, white, hunter green, or black and must be the same color.

*Shoes:* Closed-toed shoes or boots must be worn. Mud and/or rain boots ~~or Crocs~~ are not permitted.

### **Other Uniform Policy Items:**

*Undergarments* - appropriate undergarments must be worn at all times. Undergarments may not be visible at any time, except for undershirts which must be either a uniform color (navy, white or hunter green) or grey. It is recommended that girls wear shorts or spandex under skirts. When ladies wear light colored uniform shirts (i.e. white shirts), undergarments and camisoles/tank tops must be of a neutral color.

*Leggings/knee high socks* – Solid, ankle length leggings and knee high socks in either a uniform color (navy, white, or hunter green), black or neutral may be worn with skirts. Socks must be the same color.

*Ties* – Ties may be worn with dress shirts.

*Hats* – Hats may be worn outside the school buildings before and after school.

*Hair* - Hair must be kept clean and neat, must not hang in the eyes and must not be a distraction to the learning environment. Boys hair may not be colored or bleached in any manner. Boys must be clean shaven. Sideburns must not extend below the ear lobe. No hair adornments permitted. This includes, but is not limited to, tinsel, charms, cat or other animal headbands, etc. Bows should follow uniform colors – navy, white, hunter green or plaid – and should not be cause for distraction based on shape or size. No other bows permitted.

*Piercings and Tattoos* – No body piercing (except for girls' ears) or visible tattoos are permissible.

*P.E. Uniforms* – Students in 6th-12th grade are required to wear a P.E. uniform while in P.E. class. The approved P.E. uniforms are sold by [Flynn O'Hara](#) only and are available for purchase at their Houston store or online. Students participating in athletics are required to wear clothes prescribed by the coach of the sport in which they participate.

~~AOA Spirit Shirts, Sweatshirts, etc. when being designed and made must be approved by AOA's Development Director or Head of School.~~

## **AOA Spirit Jean Days for Students**

**Seniors:** Every Friday, Seniors may wear jeans and an AOA uniform shirt, other AOA shirt, or school colors to school. Students are not allowed to wear shorts, capris or cargo pants on this day unless they choose to wear their approved uniform shorts or skirts.

**School-wide Spirit Jean Day:** Every 1st Friday of the month, jeans and an AOA uniform shirt, other AOA shirt, or school colors may be worn to show school spirit. Students are not allowed to wear shorts, capris or cargo pants on this day unless they choose to wear their approved uniform bottoms. No skinny jeans or tight-fitting jeans are allowed. Jeans may not have holes or faux holes. Jeans may not sag. No tight fitting shirts or t-shirts are allowed. Violation of this will result in the loss of the privilege for Spirit Jean Day. For Seniors, the first offense will result in one warning. Any additional violations will result in the loss of the privilege for the

remainder of the entire school year.

**Sports Game Day:** On game days, team members may wear the approved game day shirt with uniform pants or skirt.

**Presentation Day Attire:** For presentation days, high school students may dress in Professional Attire, including footwear. The length of skirts (including slits in skirts) may be no shorter than 2 inches above the knee of the wearer, and no tight or low cut tops may be worn. In the event a student wears inappropriate clothing on a Presentation Day, that student must wear a regular school uniform for the next Presentation Day. In the event that the student wears inappropriate attire a second time, the privilege of wearing Presentation Day clothes will be forfeited by that student for the remainder of the school year.

### **Free Dress Day Guidelines:**

All clothing, including pants, jeans, capris, and shorts, shall not have holes of any kind; Students must wear Closed-toed shoes.

Ladies will not wear tops that have spaghetti straps, are low cut, show a bare midriff, or are tight;

Gentlemen will not wear pants that sag or shirts that are tight. A belt will be required if pants cannot be kept up properly.

Students will not wear "Skinny jeans" or other tight-fitting pants.

No tank tops or camisoles, without an overshirt, shall be worn.

Neither running shorts nor short shorts shall be worn. Shorts must no more than 2 inches above the knee of the wearer.

T-shirts with inappropriate logos or slogans will not be allowed (e.g., alcohol, tobacco, violent graphics, profanity, skull and crossbones, etc.).

## **Uniform Write-ups**

**Secondary Students:** For secondary students, uniform write-ups will be given for infractions of the uniform code. A uniform infraction is 1/5 of a standard office visit infraction. In other words, 5 uniform write-ups is equivalent to 1 conduct infraction. Please notify the Academic Dean when a student appears to be out of uniform policy.

**Grammar Students:** Grammar School students' parents will be contacted for infractions. This will allow the parents to assist the child in understanding of uniform policy. If parents have questions, please consult the Head of School or classroom teacher.

### **Uniform Infractions**

Any uniform infractions, i.e. improper uniform, no belt, shirt-tail untucked, skirt length, etc., by a student will be addressed by the teacher. For grammar school students, a note will be sent home, or the parents contacted via phone or email about the infraction and asked to help monitor the situation.

For secondary students, a uniform infraction slip will be written, and the student will correct the uniform infraction immediately if possible. Teachers will submit the uniform write-up to the appropriate head of school. Five uniform write-ups will constitute an office visit.

#### **Field Trips Uniform Policy**

Depending upon the field trip, jeans or capris may be worn to field trips, as well as athletic shoes. This would include trips to such places as the SHSU agriculture center, the fairgrounds, Christian campgrounds, or other such destinations. When attending cultural events or other such activities, professional dress must be worn. Students will wear school uniforms.

**Formal Events:** All students are to dress appropriately and modestly for formal events such as Protocol.

Appropriately means **dressy dresses for the ladies and dress shirts, ties and dress pants, suit or tux for the gentlemen**. Also, appropriate clothing properly fits your body type. **“Modesty isn’t about covering our bodies because they are bad, modesty isn’t hiding ourselves...it’s about revealing your dignity.” – Jessica Ray**

**Indecent dressing and exposure of your body reduces your value and respect.**

These standards apply to guests of Alpha Omega students as well.

- No dresses with cuts below the bust line.
- The bust continues around your sides directly under your armpit. With arms down at your side, if flesh touches flesh below the bust line, the dress is inappropriate.
- No excessive cleavage.
- Dresses may be backless as long as they are NOT cut below the navel.
- Midriffs will not be exposed. This includes both front and side. With arms down at your side, if flesh touches flesh below the bust line, the dress is inappropriate. No see-through material.
- Dresses may not have a slit that exceeds mid-thigh.
- No short dresses with overlays and bi levels must hit knees.
- **No cover-ups** (coats, shawls, sweaters) will be allowed over dresses that do not meet dress code.
- **Fabric inserts must be sewn**, not pinned on the dress, if without the inserts the dress does not meet dress code.
- **We will be reasonable in our interpretation of these guidelines; please be reasonable in the dresses you choose. What may work for one may not work for others.**
- **This dress code does not limit your ability to show your style and uniqueness.**

**Modesty includes avoiding clothing that is sexually enticing, as well as clothing that draws undue attention to oneself.** If a student is not sure if their attire meets the criteria, and to avoid embarrassment later, students are welcome to have their attire privately reviewed and approved in advance by a committee of school personnel of their gender.

### **Uniform Demerits:**

For secondary students, uniform demerits will be given for infractions of the uniform code. Five (5) uniform demerits will be an office referral.

Grammar students will not receive uniform demerits, but parents will be contacted for infractions. This will allow the parents to assist the child in the understanding of the uniform policy. It is expected that the parents will assist in rectifying the dress code violations, This may include purchasing appropriate uniform items for their student. If parents have questions, please consult the headmaster or classroom teacher.

## **DISCIPLINE POLICY**

The kind and amount of discipline (correction) will be determined by the teachers, and if necessary, the headmaster. The discipline will be administered in light of the student's problem and attitude. All discipline will be based on biblical principles, *e.g.* restitution, apologies, (public and private), swift/painful punishment, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

Love and forgiveness will be an integral part of the discipline of a student.

**I. Office Visits:** There are five basic behaviors either online or in person that will automatically necessitate discipline from the headmaster (versus the teacher). Those behaviors are:

1. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e. outright disobedience in response to instructions.
4. **Fighting**, i.e. striking in anger with the intention to harm the other student(s).
5. **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.

During the visit with the headmaster, the headmaster will determine the nature of the discipline. The headmaster may require restitution, spanking, janitorial work, in-school isolation, parental attendance during the school day with their student, or other measures consistent with biblical guidelines which may be appropriate.

If for any of the above, or other reasons, a student receives discipline from the headmaster, the following accounting will be observed. Within either semester of the school year:

1. The first *two* times a student is sent to the headmaster for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The *third* office visit will be followed by a meeting with the student's parents and headmaster.
3. Should the student require a *fourth* office visit, a two-day suspension will be imposed on the student.
4. If a *fifth* office visit is required, the student will be expelled from the school.

**Expulsion:** The Alpha Omega Academy Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis.

Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.

**III. Serious Misconduct:** Should a student commit an act with such serious consequences that the headmaster deems it necessary, the office-visit process may be bypassed, and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours including distracting online behavior contradicting the mission statement or values of the school.

**Drug Testing:** If a student is at school or attending a school function and is suspected of using or having used drugs (either by observation or by other evidence), the following steps will take place.

1. Parents will be notified of the situation and the testing process.
2. Student will submit to a supervised drug test at the school's expense. A school staff member will

monitor this test.

3. If the test is positive, the student will be taken immediately to a doctor or to the hospital for a second test at the parent's expense to confirm the school's test.

4. If the second test is also positive, the student will be expelled from Alpha Omega Academy immediately.

Any refusal to submit a drug test will also result in immediate expulsion. Alpha Omega Academy will exercise a "zero tolerance" policy towards drugs and drug use.

**IV. Re-admittance:** Should the expelled student desire to be re-admitted to Alpha Omega Academy at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

## **BASIC SCHOOL RULES**

The following list of school rules are those essential policies that we require all of our students to be aware of and adhere to.

1. Students are expected to cooperate with basic Christian standards of behavior and conversation and to respect other people and their property.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. No tobacco of any kind, E-cigarettes or vape paraphernalia, electrical music devices, games, toys, guns or knives are allowed on the school grounds. Computers and calculators are limited to classroom appropriate uses (*i.e.* no music or games are allowed on these devices during school hours). Students are not allowed to have energy drinks at school. Student behaviors and discussions should not glorify sin.
4. Cell phones/Smart watches are not allowed to be used during the school day. Cell phones/Smart watches should be turned off and, in the student's backpack or locker from the time they walk into the school until 3:20 p.m. Phone calls during the school day should be made using the office phones with permission of the office staff or a faculty member in the office. High school students 10<sup>th</sup> – 12th-grade students have laptops they have been assigned thus cell phones should not be used in class.
5. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
6. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all textbooks distributed to the students. Students will be charged for lost or damaged textbooks that will be reissued by the school.

## **Conflict Resolution and Matthew 18 Principle**

Conflict is a natural part of any setting, and it is the goal of Alpha Omega Academy to resolve grievances with others in a Christ-like manner (Matt.18 and James 3). The Board of Trustees has established a conflict resolution team referred to as Solve Our Situation. The form can be found in the Appendix of this handbook. Below is the school board policy regarding the manner in which conflict should be handled.

*Students/parents to teachers:*

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is

mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.

2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the Headmaster.
4. If the situation cannot be resolved at this level, the headmaster will refer the case to the grievance team (Solve Our Situation) for outside review. At least one board member will serve on this committee and will take the situation to the Board of Trustees, as necessary.

*Parents to administrator:*

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal.
2. If the situation is not resolved, they should present their concerns to the Headmaster.
3. If the situation cannot be resolved at this level, the headmaster will refer the case to the grievance team (Solve Our Situation) for outside review. At least one board member will serve on this committee and will take the situation to the Board of Trustees as necessary.
4. This procedure applies to Board of Trustees members who are acting in their capacity as parents/patrons, and not as representatives of the Board of Trustees.

## **TARDIES**

Tardies are a distraction to class and a disruption to the learning environment at Alpha Omega. Every three tardies will result as an absence (as stated in the attendance policy). After three tardies in a class, tardies will begin to be counted as a disciplinary situation. Orthodontist and various similar appointments do not constitute a tardy when a student returns in the middle of class.

Five cumulative tardies will constitute an office referral. Students may be assigned after-school detention or Saturday detention as a result of the office referral.

**\* All Saturday detentions have a required \$20 fee.**

## **ATTENDANCE REQUIREMENTS**

A student enrolled in Alpha Omega Academy is expected to be present and on time in school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for the grammar school students are kept by the individual classroom teachers and reported on the student's report card each quarter.

1. **Short Term Absences:** If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or phone as soon as possible.
2. **Long Term Absences:** If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.
3. **Extended Absences:** We will gladly cooperate with families taking their children from school for vacations, hunting trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed. Teachers are not required to produce work in advance. Students may have a significant amount of work to make-up when they return. Students are encouraged to stay in communication with teachers as much as possible.
4. **Maximum Absences:** In the event a student is absent from a class, or from school, for more than **8 days** during one quarter (for any reason), the student's parents will meet with the headmaster (and teacher/s if necessary) to determine whether the student will receive a letter grade, a grade of P (pass), I

(incomplete), or F (fail) on his report card. If the total number of absences is equal to or exceeds **fifteen days** in one semester, the student will not receive credit for that semester. There may arise an extenuating circumstance, such as a hospitalization, which takes a student beyond the 15-day limit. In such a case, the headmaster and/or the board will rule concerning whether the student can receive credit. Summer school will be required for students to receive credit for excessive absences.

5. **Junior High and High School:** Attendance is taken each period. All non-school absences count against the exemption policy.
6. **Tardies:** In the event a student is tardy, a record will be made and kept in the permanent record. Three tardies will be counted as one absence. A grace period will be given for the first three tardies; however, there will be no excused tardies for whatever reason thereafter, except for orthodontist, doctors, or dental appointments. When tardy to a class that is half way over they will be counted as absent.

**Makeup Work**— Makeup work should be done in a timely manner in accordance with the individual teacher's policy.

## **SEMESTER EXAM EXEMPTION POLICY**

### **For Seniors**

A senior meeting the exemption requirements listed below may exempt 2 semester exams of his/her choice in the fall semester and may exempt all semester exams in the spring semester.

Seniors are allowed 2 college visit days each semester which will count as school sponsored absences. Teachers must be made aware of these trips in advance, and the student should provide documentation of the visit.

### **For Juniors**

A junior meeting the exemption requirements listed below may exempt 2 semester exams of his/her choice in the fall and spring semester.

Juniors are allowed 2 college visit days each semester which will count as school sponsored absences. Teachers must be made aware of these trips in advance, and the student should provide documentation of the visit.

### **For Sophomores and Freshmen**

A sophomore or freshman meeting the exemption requirements listed below may exempt 1 semester exam of his/her choice in the fall and spring semester.

Requirements for a student exemption from a semester exam in a course are as follows:

1. The student earns an A average in a class and
  - a. he/she has completed 4 service hours (per exemption).
  - b. No serious disciplinary issues entailing an office visit or 2 office referrals of any kind.
2. The student earns a B average in a class and
  - a. he/she has completed 6 service hours (per exemption).
  - b. No serious disciplinary issue entailing an office visit or 2 office referrals of any kind.

\* Service hours do not roll over from one semester to another.

\*\* Only service hours posted by the head of secondary will count towards exemptions.

\*\*\* Absences still count for course completion. As stated in the attendance section, students may not exceed eight absences per quarter or 15 in any semester. If the absence limits are exceeded, the student will lose credit regardless of their grade in the class. Please see the “Maximum Absence” policy for further details.

## **ATHLETICS AT ALPHA OMEGA ACADEMY**

### **Sports Offered at AOA**

The following competitive sports are available to AOA secondary students. AOA belongs to the Texas Association of Private and Parochial Schools (T.A.P.P.S.)

#### **Junior High**

Volleyball - 6th/Jr High Girls  
Football - 6th/Jr High Boys  
Basketball - Boys/Girls  
Track - 6th/Jr High Boys/Girls  
Golf - Boys/Girls  
Baseball - 6<sup>th</sup>/Jr High Boys  
Softball - 6<sup>th</sup>/Jr High Girls

#### **High School**

Volleyball - Girls  
Football - Boys  
Track – Boys/Girls  
Basketball – Boys/Girls  
Softball - Girls  
Cross Country – Boys/Girls  
Baseball – Boys

**Note:** We may add or delete a sport any year depending on student interest.

Due to the number of athletes wanting to participate, some sports may hold tryouts. If an athlete does not make a team one year, they are eligible to tryout again the next year. There are academic eligibility requirements for all participants. Student athletes must maintain their grades. These requirements are stated below. Additionally, disregard for team rules or a poor attitude may result in dismissal from a team.

Annual physical examinations are required for any student participating in a sport.

### **ATHLETIC ELIGIBILITY REQUIREMENTS:**

Students may receive no more than one failing grade on their report card in a core class, or classes which meet on MWF, to remain eligible for sports/academic competitions. The Academic Advisor generates a report of those failures. Students who are failing no more than one class, according to the above criteria, by 3:20 p.m. on the day grades are due will be ineligible to play for two weeks. Students are required to practice with the team, but not allowed to play in, travel with, or dress out for the games. At the end of the probation period, if a student is passing all classes noted above, he/she may be reinstated to the team. Students who are suspended from school or in ISS/Isolation will not be allowed to participate in athletic events until they return to their regular classroom.

## **CLUBS AT ALPHA OMEGA ACADEMY**

Several extracurricular clubs exist at AOA. Interact is a service club and is the high school branch of Rotary International. We also have National Honor Society, Mu Alpha Theta, Student Council, FFA, and Chess Club. Meeting times, dues, and guidelines vary for each club.

Other clubs may be established with the consent of the headmaster and the board.

## **Cell Phone Policy**

A Student may have a cell phone/smart watch at AOA. Upon entering the school all phones and smart watches should be powered off and put in their backpack or locker, they should not be powered on until the student leaves the building for the day. Phones are not for texting or calling; in rare instances they may be used for internet access at a teacher's discretion. We prefer for students to contact parents by coming to the office; and parents to contact the school office if needing to reach their child.

### **Penalties:**

Students who violate this policy shall be subject to established disciplinary measures. School personnel will confiscate any phone/paging devices being used inappropriately.

1st violation - Phone kept until end of school day

2nd violation – Phone kept for one week (ex. Tuesday to Tuesday including weekend)

3rd violation – Phone kept for one week (same as above) Parent must pick phone up from Mr. Neugebauer. Cell phone is then turned in daily for the remainder of the school year.

**\*\*Phones and attached watches are taken up as a pair.**

## **Driving Privileges**

Driving an automobile to school is a privilege. A valid Texas Driver's License is required. A copy must be given to the school office. Students must exercise special caution when entering and leaving the campus. The speed limit in the parking lot is 5 mph. Students should park in designated parking areas. Upon arrival to school, students are not allowed to sit in cars or remain in the parking lot. During the school day, vehicles are off-limits, unless permission is granted by a staff member. Unsafe driving or other violations of school policies regarding cars on campus, may result in the loss of the privilege to drive to school.

## **ALPHA OMEGA ACADEMY STUDENT TECHNOLOGY RESPONSIBLE USE GUIDELINES**

All students and parents are required to read and agree to follow the *Student Technology Responsible Use Guidelines*. Students will not be permitted to use their technology until a signed agreement is returned to the school office.

### ***A. User Access***

Users will have access to the Internet through the school's networked computers, and by using their own device connected to the AOA Student wireless network.

### ***B. Rules and Responsibilities***

Access is a privilege, not a right, and entails responsibility. Users need to familiarize themselves with the following rules and responsibilities. Failure to adhere to them may result in the loss of network privileges:

#### **1. Personal Safety**

Students are prohibited from sending or posting electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition

applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Parent-Student Handbook and may, in certain circumstances, be reported to law enforcement.

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes home address, telephone number, school address, work address, etc.
- b. Users will not agree to meet “off-line” or in person with individual(s) or group(s) encountered online.
- c. Users will promptly disclose to appropriate authorities (teachers or other school officials) any message that is inappropriate or makes them feel uncomfortable.

## **2. Illegal Activities**

- a. Users will not attempt to gain unauthorized access to the School’s electronic communications system or go beyond authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing.”
- b. Users will not make deliberate attempts to “crash” or disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the School’s system to engage in any other illegal act.
- d. Users shall not use AOA computers or networks for any non- instructional or non-administrative purposes (e.g. games or activities for personal profit.)
- e. Applying for a user account under false pretenses is a punishable disciplinary offense.
- f. Forgery or attempted forgery of electronic mail messages is prohibited.

## **3. System Security**

- a. Users will immediately notify a teacher or system administrator if they have identified a possible security problem.
- b. Users will immediately notify a teacher if their username and/or password is being used by someone else.
- c. Users will avoid the inadvertent spread of computer viruses by following the school virus protection procedures for downloading software.
- d. Any user identified as a security risk will be denied access to the system.

## **4. Personal Computing Equipment**

- a. Connecting a personal computing device to the AOA wired network or the AOA secured Administrative (as opposed to Student) wireless network is prohibited.
- b. “Personal Computing Device” includes, but is not limited to laptop computer, tablet, or any Smartphone.

## **5. Webcams and Digital Recording Devices**

- a. Recording devices, including smartphones, may be used ONLY in an educational context and with teacher approval.

## **6. Appropriate Language**

- a. Be polite. Do not become abusive in your messages to others.
- b. Restrictions against inappropriate language apply to public messages, private messages,

and material posted on Web pages or social media sites.

- c. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- d. Users will not post information that could cause damage or create a disruption.
- e. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- f. Users will not harass another person. If you are told by a person to stop sending them messages, you must stop.
- g. Users will not knowingly or recklessly post false information about a person or organization.

## **7. Privacy**

- a. Users have no expectations of privacy. At any time a device you are using at school may be searched/confiscated.
- b. Your parents/guardians and/or school administrators have the right at any time to investigate the contents of your e-mail files or digital locker.
- c. You shall be subject to the laws - Federal, State, and Local - and to the policies and rules governing the School's electronic communication system.
- d. You will not repost to a message that was sent to you privately without the permission of the person who sent you the message.
- e. You will not post private information about another person.

## **8. Respecting Resource Limits**

- a. You will not download large files.
- b. Keep messages short and to the point.
- c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Attempts to evade or change resource quotas are prohibited.

## **9. Plagiarism and Copyright Infringement**

- a. You will not plagiarize works that you find on the Internet.
- b. You will respect the rights of copyright owners.

## **10. Inappropriate Access to Material**

- a. You will not use the School's system to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another School employee. This will protect you against a claim that you have intentionally violated School guidelines.
- c. If there is additional material that your parents think inappropriate for you to access, the School fully expects that you will follow your parent's instructions in this matter.

## **11. Your Rights**

- a. Users have the right to express themselves and their own points of view. Users have the responsibility to express themselves without violating the rights of others or interfering with the orderly educational process.
- b. Users have the responsibility to respect the rights of others who have differing viewpoints and to express themselves on those issues with which they disagree, in a manner that does not infringe upon the rights of others or does not interfere with the orderly educational process of the school.
- c. Routine maintenance and monitoring of the School's system occurs on a regular basis and may lead to the discovery that you have violated School guidelines.

- d. Students shall retain all rights to work they create using the School's electronic communications system.

## **12.Due Process**

- a. Violations may result in a loss of access to the electronic communications system.
- b. The School will cooperate fully with the local, state, or federal officials in any investigation related to any illegal activities conducted through the School's system.
- c. In the event there is a claim that you have violated School guidelines in your use of the system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator, and an opportunity to be heard in the manner set forth in the Student Parent Handbook .
- d. If the violation also involves a violation of other provisions of the Student Parent Handbook, it will be handled in a manner described in the Student Parent Handbook. Additional restrictions may be placed on your use of the electronic communications system.

## **13.Limitation of Liability**

The School makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored in the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

As a user of Alpha Omega Academy's electronic communications system, I have read the **Student Technology Responsible Use Guidelines** and hereby agree to comply with the School policies, rules, and regulations while using the system. I understand that violation of these provisions shall result in suspension or revocation of system access and other disciplinary or legal action. Further, I understand that all activities on the School's electronic communications system shall be monitored and I have no expectation of privacy.

## **ADMISSION PROCEDURES/REQUIREMENTS**

### **I. Admission Procedures:**

- A. Upon return of a completed application, an interview with the family will be arranged with an administrator.
- B. After the interview, and after reviewing all other required materials (as stated on the application form), an administrator will make the decision whether or not to admit the student(s).
- C. The registrar will then notify the parents with the decision regarding acceptance. If accepted, the parents will receive a second packet of information and forms to be completed before the beginning of school.
- D. All financial arrangements between the family and the school must be understood before an admission is considered final.
- E. Parent Orientation will be held at school during an evening in August. Parents are required to attend.

### **II. Admission Requirements for the Student:**

- A. A child must have reached the age of five years by September 1 of the Fall in which he would be entering kindergarten.
- B. A child entering first grade must have reached the age of six years by September 1 of the fall in

which he would enter AOA. EXCEPTIONS TO THE ABOVE POLICY WILL BE ON A CASE-BY-CASE BASIS.

C. If a child has successfully completed the previous school year and his schoolwork and behavior compare favorably to the comparable grade at AOA, the child will be placed in the grade for which he is applying. However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, with the parents' compliance, he may repeat the previous grade.

D. In addition to the regular interview process, secondary students will be required to supply the following information before a final decision on admission is made.

1. Grades will be presented in the form of a transcript from a public or private school. Home-schooled students will present grades which were assigned and textbooks or curriculum which were used. Also, if available, a standardized test score which is not more than two years old should be provided.

2. The student will be given a reading, writing and math assessment. This assessment will be evaluated, and the results will become part of the admission decision process. (A math test will be given depending on whether the student has had only junior high math/pre-algebra, Algebra I, Algebra I/Geometry, or Algebra I/Geometry/Algebra II

E. The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers and headmaster in their prescribed roles at Alpha Omega Academy.

F. In general practice, if the student and parents comply with the requirements outlined here, Alpha Omega Academy will admit the students to all rights, privileges, programs, and activities generally made available to all students. Alpha Omega Academy does not discriminate on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletics, and other school-directed programs.

### **III. Admission Requirements for the Parents:**

A. Though not required to be Christians, the parents of students in AOA should have a clear understanding of the biblical philosophy and purpose of Alpha Omega Academy. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.

B. The parents should be willing to cooperate with all the written policies of Alpha Omega Academy. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

### **IV. Acceptance of Transfer Credits for High School Students**

Credits are typically transferred from other schools on equal basis, regardless of whether it is an accredited, non-accredited, nontraditional or home school. That is, if a student has credit for Bible in a homeschool situation, it is recognized and the grade given is put into our system. We do often encounter the situation in which, for example, the Bible subject does not actually coincide with the topic we teach at a particular year. They are credited with a Bible credit though it may not be the same as our subject.

When a student transfers from a public school which gives weighted grades for certain subjects, we do not give the weighted point value as we calculate GPA for graduation and transcript purposes.

If it is determined that a student is deficient in an academic area at the junior or senior high level, they may be required to take a course again to receive the credit needed for a course which is a prerequisite for the next level of a subject.

We do put all transfer high school students in our grade system so that all transcripts will look the same. Students who take courses we do not teach, receive credit for the classes they took. We do

run into problems with some of their elective courses since we only have electives twice a week and give only 0.25 credits per semester for them. We give the credit granted by the other school if they took the class five days per week.

## **LEARNING DISABILITIES POLICY**

### ***Definitions:***

**Severe Learning Disability:** Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents. (*e.g.* Down's Syndrome, deaf/muteness, blindness, etc.)

**Learning Disability:** Any condition in a potential student or student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents. (*e.g.* Hyperactivity, Attention Deficit Disorder, Dyslexia, etc.) For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

### ***Guidelines:***

1. Children with a severe learning disability will not be admitted to AOA due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

## **NON-DISCRIMINATION POLICY**

### **ADMISSIONS STANDARDS**

Alpha Omega Academy admits students of any race to all rights, privileges, programs and activities generally made available to all students. We do not discriminate on the basis of race, sex, color, or national origin in the administration of our admissions policies. Our admissions standards are not designed to be exclusive, but to avoid programming any student for failure. Most students will profit from the challenging academic environment we strive to provide, but students with extreme limitations will not benefit. We are not equipped to provide for most special-needs students.

To be admitted to Alpha Omega Academy, the parents must, without reservation, agree to support the Statement of Faith and must be informed fully as to the nature and mission of the school. Records of prior academic achievement will be submitted along with a completed application form, registration fee, and a letter of reference from a teacher, counselor, or pastor. Parents and students will be interviewed by an administrator before permission to enroll is granted. Testing of students may be required to assist with proper placement.

## **ENROLLMENT CONTINUATION POLICY**

Promotion from one grade to the next does not automatically guarantee the continuation of enrollment of

any student attending Alpha Omega Academy. Students can be denied continuing enrollment based on academics, attitudes, attendance, or other factors. The headmaster, with board approval, may recommend not to admit a student for the next school year.

## **PREPAID TUITION POLICY**

Should a family wish to prepay tuition, the following guidelines will be in effect:

1. Tuition may be prepaid by the semester, with the first semester's payment due August 1st and the second semester's payment due December 1st.
2. Tuition may be prepaid for the entire year. This payment is due by August 1st.
3. Before a family may prepay for more than one year, the school board's approval must be obtained, along with the recommendation of the headmaster.
4. If for any reason a student whose tuition is prepaid is disenrolled or withdrawn from Alpha Omega, a pro-rated refund of tuition for those academic months, after the month in which the student is disenrolled, will be issued.

## STUDENT HEALTH REQUIREMENTS

1. **All students attending Alpha Omega Academy must have on record with the school office a current immunization before entering school.** Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.
2. **The school will NOT dispense any medication unless brought from home in original container and properly labeled.** ALL MEDICATIONS must be checked in with the nurse. **No student will be allowed to have *any* medication in his/her possession. Parents will need to bring over the counter (OTC) and prescription medications to the nurse in the original bottles, clearly labeled with written directions.**
3. To protect the health of all students, we ask that students **be kept home** if he/she has any of the following:
  - Vomiting
  - Diarrhea
  - Unexplained new rash
  - Suspicion of contagious illness (strep throat)
  - Bad Cold (frequent sneezing, excessive nasal secretions, etc.)
  - Fever of 100 degrees or above (within the past 24 hours)
4. Other forms necessary for student health records, obtained from RenWeb:
  - a. **Student Medical Information:** Describes the basic medical information of each student.
  - b. **Emergency Contact Form:** Emergency contact names and phone numbers should include parents and any additional contacts who should be notified in a medical emergency. This includes a signed waiver in order to facilitate necessary medical action.

**See the State of Texas requirements.**

# APPENDIX

## Emergency Drill Procedures

Emergency evacuation routes are posted in each classroom. Each teacher must be familiar with his/her route for the safety of our children, as well as ensuring the students know the correct evacuation route for your room. Fire drills, tornado drills, and lock down drills will occur throughout the school year at various times to practice appropriate procedures for each emergency situation.

1. An outside emergency drill (i.e. fire, toxic spill) is indicated by *three bells over the intercom* in short succession.
2. An inside emergency drill (i.e. tornado, hurricane) is indicated by *an announcement of a **CODE YELLOW** situation.*

It is imperative that teachers remind students about the importance of remaining calm, quiet and attentive to any instructions the teacher or other staff members may need to give. Teachers need to be sure to follow the guidelines below when a drill occurs.

1. Teachers should carry their grade book with daily attendance with them on the drill. This provides a ready list of all students under their guidance.
2. During an outside drill, like a fire drill, teachers should close their doors. This ensures that no students accidentally wander in the room creating accountability difficulties for the teacher. In a real emergency a closed door indicates to a firefighter that the room has been checked and cleared by the teacher.
3. All students are to remain calm, quiet, and walk out in an orderly and timely fashion. Students should leave their belongings and focus on evacuating the building or attending to other emergency procedures.
4. During an inside drill, like a tornado drill, the most important thing is to place students in hallways or other interior locations that are free of glass or windows. Students should sit and put their heads between their legs and hands over their heads.

All emergency drills must be taken seriously. Following the guidelines above and preparing the children by discussing procedures in advance help ensure the safety of our children in the instance of a real emergency.

## Lockdown Procedures

When an emergency that constitutes a lockdown happens the following procedures are in force:

1. An all-call announcement will be made of a CODE RED situation. Business Administrator will receive official calls for updates and instructions.
2. As always, classroom doors are to be locked. Students should be moved away from doors so they cannot be seen through the window in the classroom door. The door in the window should be covered. All outside doors will be checked by the Facilities Director, Headmaster, or Assistant Headmaster.
3. Teachers are to remain with students at all times. No student should be allowed to leave the classroom for ANY reason. Teachers Scheduled for a conference/off-period should go immediately to their rooms and follow the lock down procedures
4. NO one is to leave the building or come in (teachers, volunteers, parents, etc.) except emergency personnel. There will be NO early release of students. If circumstances permit, students will be released from the main building car by car. Decisions to release students will be determined according to the situation.

5. We will NOT speculate as to the information given and will NOT release hear-say information to families. We will follow the official reports only.
6. Our website will be updated immediately as well as emergency contacts to parents, as necessary.
7. When the lockdown has been lifted, an all-clear will be given.

## **Medical Emergency**

An all-call announcement will be made of a CODE BLUE situation and where it is taking place. Teachers will close their doors and keep all students in their classrooms. No student should be in the hallways or commons areas.

The school nurse will oversee the situation until EMS arrives.

If the emergency is in a classroom with students present, all students must be moved out of the classroom immediately into adjacent classrooms. The teacher should contact the office via cell phone or send a responsible student for help. The office will issue the Code Blue announcement. The school administrators will monitor the hallways and assist classroom teachers or help with the situation as needed.

## **STUDENT STANDARD OF CONDUCT**

Students at Alpha Omega Academy are expected to follow a standard of conduct in accordance with high Christian principles. As a student of Alpha Omega Academy, you will be asked to agree to the following:

- To cooperate respectfully and obey willingly those in authority
- To strive for excellence as a student
- To conform with the dress code that has been set by the school
- To refrain from dissension, gossip, grumbling, and complaining
- To submit to the discipline policy of Alpha Omega Academy
- To maintain high moral standards in words and actions, both on and off campus

## **PARENT COOPERATION AGREEMENT**

As a parent/guardian of a child attending Alpha Omega Academy, you will be expected to support the principles listed below:

- I am sufficiently satisfied with the curriculum, teaching methodology, facility, Statement of Faith, personnel, and ideals of the school, to enroll my child at Alpha Omega Academy.
- I will support the discipline policy of the school.
- I understand that the school, after consultation with parents, has final responsibility for deciding the placement of my child in the proper grade level.
- I will be financially responsible for any damage caused to school property by my child.
- If problems regarding my child's education arise, I will discuss matters directly with my child's teacher(s) and/or the headmaster or assistant headmaster. I will attempt to resolve such difficulties in a manner consistent with Christian behavior.
- I will support the school and its policies concerning dress, conduct, and all other matters outlined in this Policy Manual.
- I will assume my part of the responsibility of my child's education by supervising assigned homework and keeping regular contact with my child's teacher(s).

- I will support, to the best of my ability, the various activities of the school. I will consider supporting Alpha Omega Academy through prayer, time, and financial gifts, as I am able.

### **ACKNOWLEDGEMENT OF PARENT-STUDENT HANDBOOK**

I have reviewed the copy of the Alpha Omega Academy Parent-Student Handbook online at [www.alphaomegaacademy.org](http://www.alphaomegaacademy.org) under “Parent Links” and certify that I have carefully read and do understand all its contents.

**Family enrollment at AOA is an agreement to abide by this parent/student handbook.**