



Student Handbook and Policies

Appalachia Christian Academy

Private School, Academic Administrative Service, Homeschool Group, Sports and Athletics,
Special Events, and Community Outreach

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Contents of This Handbook and Policies

“...They shall mount up with wings like eagles; they shall run and not be weary; they shall walk and not faint.”

-Isaiah 40:31

I. Introduction

- A. Welcome to Appalachia Christian Academy
- B. Mission Statement
- C. Statement of Faith
- D. Educational Philosophy
- E. The Role of the Christian Family in Education
- F. Biblical Foundation for Christian Education
- G. Vision for Students and Families
- H. Overview of the Academy Model

II. Organizational Structure

- A. Appalachia Christian Academy Overview
- B. Appalachia Christian Academy Homeschool Fellowship
- C. Appalachia Christian Academy Athletics
- D. Relationship Between the Academy and Families
- E. Parent-Led Instruction Model
- F. Academy Administrative Responsibilities
- G. Academy Leadership and Oversight

III. Enrollment and Membership

- A. Eligibility for Enrollment
- B. Grade Levels Served (9th–12th Grade)
- C. Family Application Process
- D. Admission Requirements
- E. Enrollment Timeline

- F. New Student Orientation
- G. Continued Enrollment Expectations
- H. Withdrawal Policy

IV. Tuition and Financial Policies

- A. Tuition Structure
- B. High School Tuition (Grades 9–12)
- C. Payment Schedules and Deadlines
- D. Curriculum Purchasing Policy
- E. Additional Fees (if applicable)
- F. Refund Policy
- G. Financial Responsibility of Families

V. Parent Responsibilities

- A. Parent as Primary Educator
- B. Daily Instruction Expectations
- C. Grading and Evaluation Responsibilities
- D. Maintaining Academic Integrity
- E. Required Communication with the Academy
- F. Submission of Academic Work Samples
- G. Participation in Academy Programs
- H. Supporting the Mission of the Academy

VI. Student Expectations

- A. Academic Responsibility
- B. Christian Character and Conduct
- C. Participation in Fellowship Opportunities
- D. Academic Honesty and Integrity
- E. Respect for Families and Community
- F. Participation in Academy Events

Appalachia Christian Academy
Handbook and Facility Policies

VII. Curriculum and Academic Program

- A. Curriculum Philosophy
- B. Curriculum Selection Process
- C. Approved Curriculum Providers
- D. Parent-Purchased Curriculum Model
- E. Core Academic Subjects
- F. Elective Opportunities
- G. Christian Worldview Integration

VIII. Academic Policies

- A. Academic Calendar Structure
- B. Instructional Days and Educational Engagement
- C. Kentucky Educational Compliance
- D. Definition of a High School Credit (Carnegie Unit)
- E. Mastery-Based Instructional Philosophy
- F. Curriculum Completion Expectations
- G. Instructional Time and Learning Structure

IX. Assessment and Grading

- A. Parent Grading Responsibilities
- B. Types of Academic Assessments
- C. Mastery Expectations
- D. Grade Reporting Guidelines
- E. Academic Progress Monitoring
- F. Submission of Academic Samples
- G. Evaluation of Academic Records

X. Academic Records and Reporting

- A. Student Academic Records
- B. Report Cards
- C. Transcript Development and Maintenance
- D. Record Retention Policy
- E. Academic Documentation Requirements
- F. Parent Recordkeeping Expectations

XI. Transcripts and High School Documentation

- A. Official High School Transcripts
- B. Grade Point Average (GPA) Calculation
- C. Course Documentation and Credit Verification
- D. Transfer Credits
- E. Transcript Requests

- F. College and Scholarship Documentation

XII. Graduation Policies

- A. Graduation Eligibility Requirements
- B. Required Credits for Graduation
- C. Diploma Authorization
- D. Graduation Ceremony
- E. Senior Portfolio Submission
- F. Final Academic Record Review
- G. Issuance of Diplomas

XIII. Instructional Calendar and Academic Schedule

- A. Academic Year Overview
- B. Semester Structure
- C. Quarter Reporting Periods
- D. Academic Breaks
- E. Portfolio Submission Deadlines
- F. End-of-Year Record Finalization

XIV. Compliance with Kentucky Homeschool Law

- A. Legal Status of Homeschool Education
- B. Compliance with Kentucky Educational Expectations
- C. Instructional Days Requirement
- D. Attendance Records
- E. Subjects of Instruction
- F. Recordkeeping for Legal Documentation

XV. Appalachia Christian Academy Homeschool Fellowship

- A. Purpose of the Fellowship Program
- B. Monday Fellowship Gatherings
- C. Community Building Activities
- D. Educational Workshops
- E. Family Participation Expectations
- F. Fellowship Conduct Guidelines

XVI. Appalachia Christian Academy Athletics

- A. Vision for Sports and Outreach
- B. Friday Sports Programs
- C. Physical Development and Teamwork
- D. Community Outreach Opportunities
- E. Participation Expectations
- F. Conduct During Sports Activities

Appalachia Christian Academy
Handbook and Facility Policies

**XVII.Appalachia Christian Academy
Special Events and Community
Engagement**

**XVIII.Community Life and Family
Engagement**

- A. Academy Community Values
- B. Family Fellowship Opportunities
- C. Connection Nights and Gatherings
- D. Academy-Sponsored Events
- E. Family Support Network

XIX.Code of Conduct

- A. Christian Conduct Expectations
- B. Respect for Others
- C. Academic Integrity
- D. Participation Guidelines
- E. Conflict Resolution Principles

XX.Communication Policies

- A. Communication Between Families and the Academy
- B. Reporting Academic Progress
- C. Parent Questions and Support
- D. Notification of Schedule Changes
- E. Event Announcements

XXI.Privacy and Records Protection

- A. Confidentiality of Student Records
- B. Record Access by Parents
- C. Transcript Release Authorization
- D. Secure Storage of Academic Records

XXII.Grievance and Disciplinary Policies

- A. Grievance Procedures
- B. Disciplinary Policies
- C. Parent Supervision at Events

XXIII.Handbook Acknowledgment

- A. Parent Agreement
- B. Student Agreement
- C. Commitment to Academy Policies
- D. Signature Page

XXIV.Health and Safety Policy

XXV.Transportation Policy

XXVI.Technology and Internet Use Policy

XXVII.Dispute and Grievance Resolution

XXVIII.Emergency and Crisis Policy

XXIX.Volunteer and Visitor Policy

XXX.Annual Handbook Acknowledgment

XXXI.Appendices

- A. Appendix A – Tuition Schedule

- B. Appendix B – Academic Calendar Sample

- C. Appendix C – Grade Scale

- D. Appendix D – Transcript Example

- E. Appendix E – Graduation Credit Requirements

- F. Appendix F – Handbook Revisions and Changes

- G. Appendix G – Legal Responsibility and Liability Disclaimer

- H. Appendix H – Supporting Organizations

- I. Appendix I – Administration

- J. Appendix J – Student Code of Honor

XXXII.Closing Remarks

Separate Documents, Forms, and Policies

- *Curriculum Structure and Requirements*

- *Volunteer List*

- *Weekly Student Schedule*

- *Homeschool Year Calendar*

- *Student Inquiry*

- *Transcripts*

- *Report Cards*

- *Letter of Intent*

- *Enrollment Applications*

Most of these items are available on our website appalachiachristianacademy.org. If a document, form, or policy that you need is not currently available, please call us at our office.



Welcome to Appalachia Christian Academy!

APPALACHIA CHRISTIAN ACADEMY

Student Handbook and Policies

Grades 9–12 at *Appalachia Christian Academy*
Private School and Academic Administrative Service
Corporate Office: 117 Holly Hills Drive, Mt. Sterling, KY 40353

appalachiachristianacademy.org

All Additional Papers, Policies, and Procedures Are Governed Under the Authority of this Handbook

Grades 9–12 at *Appalachia Christian Academy Homeschool Fellowship*
Homeschool Group, Workshops, and Chapel Service by Appalachia Christian Academy
Meets at Gateway Christian Church

Grades 9–12 at *Appalachia Christian Academy Athletics*
Sports and Athletics Program by Appalachia Christian Academy
Meets at Gateway Christian Church

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Our mission: To develop spiritually mature, intellectually rigorous, culturally discerning young adults who can defend their faith, articulate truth clearly, and pursue their calling with excellence.

I. Introduction

Welcome to the Community of *Appalachia Christian Academy*!

Welcome to Appalachia Christian Academy, a Christian homeschool community committed to assisting families in providing a structured, high-quality, and Christ-centered education for their children. Our academy exists to support parents who desire to remain actively involved in

Appalachia Christian Academy Handbook and Policies

their children's education while benefiting from the structure, accountability, and administrative services commonly associated with traditional academic institutions. Through a partnership between families and academy leadership, students are able to receive academic guidance, educational documentation, and community support while maintaining the flexibility and individualized instruction that homeschooling provides.

Appalachia Christian Academy serves students in grades nine through twelve and offers services such as transcript development, report card preparation, academic oversight, graduation documentation, and guidance regarding compliance with educational expectations within the Commonwealth of Kentucky. The academy does not function as a traditional classroom school; rather, it operates as an educational support organization in which parents serve as the primary instructors for their children.

In addition to academic services, families enrolled in the academy may participate in community and enrichment programs that promote fellowship, leadership development, and physical activity. These programs include Appalachia Christian Academy Homeschool Fellowship, which typically meets on Mondays, and Appalachia Christian Academy Athletics, which operates on Fridays. Together, these programs provide opportunities for students and families to build relationships, participate in cooperative learning experiences, and strengthen their Christian faith.

This handbook outlines the policies, expectations, and procedures that guide the operation of Appalachia Christian Academy and its associated programs. All participating families are expected to review the contents of this handbook carefully and agree to follow the policies described herein.

Mission Statement

The mission of Appalachia Christian Academy is to support Christian families in providing a rigorous, well-structured, and biblically grounded education for their children. The academy seeks to partner with parents in cultivating academic excellence, strong character, and a lifelong commitment to Christian faith and service.

Through its educational support services, the academy assists families in maintaining organized academic records, establishing clear educational goals, and preparing students for higher education, vocational training, or other future pursuits. Appalachia Christian Academy strives to create an environment in which students are encouraged to think critically, act responsibly, and pursue truth with integrity.

Appalachia Christian Academy recognizes that education is not limited to intellectual development alone. True education also involves the cultivation of moral character, spiritual maturity, and practical life skills. The academy therefore encourages families to approach education as a comprehensive process that nurtures both the mind and the heart.

By supporting parents in their educational role and providing administrative guidance and documentation services, the academy seeks to ensure that students receive an education that is academically sound, spiritually grounded, and legally compliant.

Appalachia Christian Academy Handbook and Policies

Statement of Faith

Appalachia Christian Academy operates from a Christian worldview and affirms the authority of the Bible as the foundational source of truth for faith and life. The academy believes that God is the creator of all things and that human beings are created in His image with the capacity to learn, reason, and develop moral character.

The academy affirms the central teachings of historic Christianity, including belief in the Trinity (there is one God in three persons who is Father, Son, and Holy Spirit); the divinity, atonement, resurrection, exaltation, and second-coming consummation of Jesus Christ; the authority of Scripture; marriage between one man and one woman; the sacredness of human life; and the importance of living a life that reflects Christian values. While families from a variety of Christian backgrounds may participate in the academy, all participants are expected to respect the Christian mission and guiding principles of the program.

Education within the academy framework seeks to integrate faith and learning by encouraging students to view academic subjects through the lens of biblical truth. Students are encouraged to pursue knowledge with humility, integrity, and a desire to use their abilities in service to God and others.

Participation in the academy implies a willingness to respect these foundational beliefs and to contribute positively to a community that seeks to honor God through its educational practices.

Educational Philosophy

Appalachia Christian Academy believes that parents hold the primary responsibility for the education and upbringing of their children. The academy therefore supports a parent-led educational model, in which parents serve as the primary instructors responsible for teaching daily lessons, supervising coursework, and evaluating academic progress.

This educational model allows families to tailor instruction to the unique learning needs of their children while maintaining the benefits of homeschooling flexibility. At the same time, the academy provides structure and accountability by assisting families with academic documentation, recordkeeping, and compliance guidance.

Rather than functioning as a traditional classroom institution, the academy operates as a homeschool support and administrative organization. Families maintain control over daily instruction while the academy provides oversight in areas such as transcripts, report cards, and graduation documentation.

This cooperative model allows students to benefit from both individualized home instruction and the organizational support of an established academic institution.

The Role of the Christian Family in Education

The family plays a central role in the educational process. Appalachia Christian Academy recognizes that parents are uniquely positioned to understand their children's learning styles, strengths, and developmental needs. Because of this, the academy affirms the principle that

Appalachia Christian Academy Handbook and Policies

parents should remain actively involved in guiding their children's academic and moral development.

In the academy model, parents serve as both instructors and mentors, helping students develop discipline, curiosity, and a love for learning. Parents also play a crucial role in shaping character by modeling values such as honesty, perseverance, responsibility, and compassion.

The academy's role is to support families by providing resources, structure, and administrative guidance. This partnership ensures that students receive an education that is both academically rigorous and spiritually grounded.

Biblical Foundation for Christian Education

Christian education is rooted in the belief that all truth ultimately comes from God and that the pursuit of knowledge should lead students toward a deeper understanding of His creation. Appalachia Christian Academy encourages families to approach education as an opportunity to integrate faith with academic learning.

Scripture teaches that wisdom begins with reverence for God and that knowledge should be pursued with humility and discernment. By grounding education in biblical principles, families are able to help students develop a moral framework that guides their decisions and actions throughout life.

The academy encourages families to incorporate biblical perspectives into the study of literature, history, science, and other academic subjects whenever appropriate. This integration of faith and learning helps students develop a worldview that recognizes both intellectual inquiry and spiritual truth.

Vision for Students and Families

Appalachia Christian Academy seeks to cultivate students who are intellectually capable, morally grounded, and spiritually mature. The academy's vision is to prepare students for successful participation in higher education, meaningful careers, and responsible citizenship.

Students are encouraged to develop critical thinking skills, effective communication abilities, and a strong work ethic. At the same time, the academy emphasizes the importance of character development, personal responsibility, and service to others.

The academy also seeks to build a supportive community among participating families. Through fellowship gatherings, sports activities, and academy events, families are able to build relationships that strengthen both educational and spiritual growth.

Overview of the Academy Model

Appalachia Christian Academy operates under a model that combines home-based instruction with academy-based administrative oversight. Parents teach and grade coursework at home, while the academy provides academic documentation, transcript development, report cards, and graduation services.

Appalachia Christian Academy Handbook and Policies

The academy also assists families in maintaining compliance with educational expectations within Kentucky. While the academy provides guidance and structure, parents remain responsible for delivering daily instruction and supervising their children's academic work.

In addition to academic support, the academy provides opportunities for fellowship and community involvement through programs such as Appalachia Christian Homeschool Fellowship and Appalachia Christian Academy Athletics. These programs allow students to engage in cooperative learning experiences and physical activities while building friendships with other families.

II. Organizational Structure

Appalachia Christian Academy Overview

Appalachia Christian Academy functions as a homeschool support academy that provides administrative services and educational structure for families who choose to educate their children at home. The academy assists families by maintaining academic records, developing transcripts and report cards, coordinating graduation documentation, and offering guidance regarding educational expectations within the Commonwealth of Kentucky.

The academy does not replace the role of parents as instructors but instead serves as an organizational framework that supports the homeschool educational model. Through its administrative services, the academy helps ensure that students receive proper academic documentation that may be required for college admissions, scholarship applications, or future employment opportunities.

Appalachia Christian Academy operates under the leadership of an administrative team and a Board of Directors who oversee the academy's mission, policies, and long-term development. Together, these leaders ensure that the academy continues to operate in accordance with its Christian values and educational objectives.

Appalachia Christian Academy Homeschool Fellowship

Appalachia Christian Academy Homeschool Fellowship is a community program associated with the academy that provides opportunities for families to gather for fellowship, cooperative learning activities, and community building. Fellowship gatherings typically occur on Mondays and may include educational workshops, group discussions, student presentations, or collaborative projects.

These gatherings allow students to interact with peers in a structured and supportive environment while also giving parents the opportunity to share educational ideas and encouragement with other homeschooling families. Participation in fellowship activities helps strengthen the sense of community among academy families.

While the fellowship program is connected to the academy, it remains a distinct program focused primarily on community engagement rather than academic administration.

Appalachia Christian Academy Athletics

Appalachia Christian Academy Athletics is a separate program operating under the same organizational umbrella as the academy. This program provides students with opportunities to participate in athletic activities, physical fitness programs, and community outreach initiatives.

Athletic events typically take place on Fridays and are designed to encourage teamwork, discipline, and leadership among participating students. In addition to athletic development, the program may include service projects and outreach activities that allow students to contribute positively to their local communities.

Participation in these activities promotes physical health, character development, and community engagement while strengthening relationships among academy families.

Relationship Between the Academy and Families

Appalachia Christian Academy functions through a partnership between the academy administration and participating families. Parents remain responsible for providing daily instruction and supervising their children's academic progress, while the academy provides administrative services and educational documentation.

This collaborative relationship allows families to maintain the independence and flexibility of homeschooling while benefiting from the structure and organization of an academic institution. Clear communication between families and academy leadership is essential for maintaining this partnership.

Families are expected to follow academy policies, submit required documentation, and participate in the academic reporting process in order to ensure that students receive accurate academic records.

III. Enrollment and Membership

Eligibility for Enrollment

Appalachia Christian Academy accepts enrollment for students in grades six through twelve who are being homeschooled under the supervision of a parent or legal guardian. Enrollment is open to families who agree to abide by academy policies, commit to active participation in the educational and community programs, and provide the required documentation for academic oversight. Families seeking enrollment must understand that the academy functions as a homeschool support organization, and that parents retain primary responsibility for daily instruction, grading, and supervision of their children's academic work.

All prospective families must demonstrate a willingness to integrate the academy's guidance, reporting requirements, and compliance procedures into their homeschool program. Families who do not meet these expectations may be denied enrollment or placed on a probationary status until requirements are fulfilled. The academy reserves the right to review each student's previous educational history to ensure that placement and curriculum recommendations align with the student's academic level and developmental needs.

Appalachia Christian Academy Handbook and Policies

Program Participation Policy

Participation in Appalachia Christian Academy Homeschool Fellowship and Appalachia Christian Academy Athletics is open to students whether or not they are formally enrolled in Appalachia Christian Academy. Families who are not enrolled in the academy may still register their students for these programs, provided they complete the required registration forms and agree to follow all academy policies, safety guidelines, and conduct expectations.

These programs are designed to serve the broader homeschool and local student community by providing opportunities for fellowship, enrichment activities, athletics, and outreach. While participation does not require full academy enrollment, all participating students and families must comply with the same standards of behavior, supervision, and program expectations established by Appalachia Christian Academy.

Grade Levels Served (9th–12th Grade)

Appalachia Christian Academy serves students in grades nine through twelve, encompassing the high school levels. The academy tailors its services to meet the distinct needs of these age groups while ensuring continuity in academic progression. High school students receive advanced guidance in academic subjects, elective courses, college preparatory skills, and transcript development to support graduation and post-secondary opportunities.

Each grade level is treated individually, ensuring that students progress at a pace suited to their mastery of content while maintaining compliance with Kentucky homeschool expectations for instructional days, hours, and subjects.

Family Application Process

Families interested in enrollment must submit a completed application form, which includes student information, previous academic records, and a statement of agreement to abide by academy policies. Along with the application, families are asked to provide a copy of any previous report cards or standardized test results to assist the academy in establishing an appropriate academic plan.

Once the application is reviewed, the academy administration may request a brief meeting or interview with parents to discuss expectations, clarify responsibilities, and ensure that the family fully understands the role of the parent as primary educator. The application process is designed to promote a clear understanding of academy policies, academic requirements, and community engagement expectations before enrollment is finalized.

Admission Requirements

To be admitted, students must demonstrate a commitment to the homeschool program and the policies of Appalachia Christian Academy. Families must agree to maintain accurate academic records, submit required samples of student work, and participate in academy-supported programs such as the Fellowship and Athletics activities.

Appalachia Christian Academy Handbook and Policies

Students must also demonstrate compliance with basic age and grade level expectations as established by the Kentucky Department of Education and the academy. Admission may be contingent on the student's readiness for the chosen grade level, prior academic performance, and alignment with the academy's educational philosophy.

Enrollment Timeline

Enrollment applications are accepted throughout the summer months preceding the academic year. While the official academy year begins in August to ensure Kentucky compliance with homeschool laws, formal instruction typically begins in September, after Labor Day. Families are encouraged to submit all application materials early to allow time for academic planning, curriculum allocation, and participation in orientation activities.

Late applications may be accepted at the discretion of the academy, but families are responsible for ensuring that instructional hours, curriculum requirements, and Kentucky compliance standards are met from the start of official instruction.

New Student Orientation

All newly enrolled families are required to participate in a brief orientation session, either in-person or virtually. Orientation provides an overview of academy policies, curriculum options, documentation requirements, and community programs. Families are also introduced to reporting procedures for submitting work samples, recordkeeping, and communication protocols.

This orientation ensures that parents fully understand their responsibilities as primary instructors and can confidently support their student's academic growth within the framework provided by the academy.

Continued Enrollment Expectations

Families who continue enrollment must remain in compliance with all academy policies, submit requested academic work samples in a timely manner, and maintain active participation in the academy's community programs. Ongoing enrollment is contingent upon meeting Kentucky homeschool requirements for instructional days and hours, as well as adherence to the academy's educational philosophy and standards of conduct.

The academy reserves the right to review student progress and family participation periodically. Families failing to maintain compliance may be placed on probation or may be asked to withdraw until expectations are met.

Withdrawal Policy

Parents may withdraw their child from Appalachia Christian Academy at any time by submitting a written notice to the academy administration. Upon withdrawal, families will receive copies of academic records completed to that date, including transcripts and report cards.

Appalachia Christian Academy Handbook and Policies

Withdrawal does not absolve the family of tuition or financial obligations incurred prior to the effective date of withdrawal unless otherwise agreed upon in writing. The academy may provide guidance to families transitioning to another program or returning to fully independent homeschooling.

IV. Tuition and Financial Policies

Tuition Structure

Appalachia Christian Academy charges tuition to cover administrative services, academic oversight, documentation support, graduation services, and access to community programs. Tuition fees are structured to reflect the services provided to high school families, ensuring that all enrolled students receive consistent support and access to academy resources.

The academy maintains transparency regarding tuition amounts and provides families with an itemized explanation of services included in the fee. Families are expected to budget for tuition annually, with awareness that these fees are essential to sustaining academy operations.

Appalachia Christian Academy Tuition

High school tuition is currently [please see our admissions and enrollment page on our website] per academic year, reflecting the additional administrative support required for high school documentation, transcript preparation, graduation planning, and college readiness guidance.

High school students also benefit from specialized support for advanced coursework, credit verification, mastery-based instruction oversight, and participation in academy-sponsored enrichment and community programs.

Payment Schedules and Deadlines

Families are responsible for paying tuition in full or according to a pre-approved payment plan. Payments may be structured monthly, quarterly, or annually as agreed upon at enrollment. Late payments may result in temporary suspension of administrative services, participation in fellowship or sports programs, or withholding of transcripts until accounts are current.

The academy may offer flexibility for families experiencing financial hardship on a case-by-case basis but encourages proactive communication to ensure uninterrupted access to academy services.

Curriculum Purchasing Policy

Families are responsible for purchasing curriculum directly for use in home instruction. The academy provides guidance on curriculum options that meet academic and Christian worldview standards but does not supply textbooks or materials directly.

Appalachia Christian Academy Handbook and Policies

Parents are encouraged to select curriculum aligned with the student's grade level, learning style, and mastery objectives. We use BJU Press in all of our curriculum.

Additional Fees (if applicable)

Additional fees may apply for participation in optional programs, special workshops, graduation ceremonies, or supplemental materials. Families will be notified in advance of any fees, and participation in optional activities is always voluntary.

These fees are separate from tuition and are intended to cover the costs of materials, event logistics, or specialized instruction beyond the standard academy services.

Refund and Payment Refusal Policy

No refunds are given for services already rendered, including transcript preparation, report card development, or participation in academy programs. All refund requests must be submitted in writing and will be reviewed in accordance with academy policy.

Certain programs, services, events, or materials offered through Appalachia Christian Academy or its affiliated activities may require payment or fees. Families are responsible for paying all required fees by the stated deadlines. Payment deadlines will be communicated in advance whenever possible.

If payment is not received by the designated due date, the academy may issue a reminder notice and provide a reasonable opportunity for the family to resolve the balance. Continued nonpayment may result in temporary suspension from participation in certain programs, activities, events, or services until the outstanding balance is resolved.

If an unpaid balance remains unresolved after multiple notices and reasonable attempts to collect payment, Appalachia Christian Academy reserves the right to pursue lawful collection methods. These methods may include referral to a collection agency, filing a claim in small claims court, or other legal remedies permitted under the laws of the Kentucky.

Any legal or collection costs incurred as a result of unpaid balances may be added to the outstanding amount where permitted by law.

Families are encouraged to communicate with academy leadership if financial hardship arises so that reasonable arrangements may be discussed when possible.

Financial Responsibility of Families

Families are ultimately responsible for ensuring timely payment of all tuition and fees associated with academy enrollment. Financial obligations remain the responsibility of the enrolling parent or guardian, regardless of student attendance, withdrawal, or participation in programs.

The academy reserves the right to withhold transcripts, academic records, and graduation documentation until all financial obligations are satisfied. Families are encouraged to contact the administration proactively regarding any concerns about payment or billing.

V. Parent Responsibilities

Parent as Primary Educator

Parents are the primary educators in the Appalachia Christian Academy model and are fully responsible for delivering all daily instruction, supervising student progress, and grading academic work. The academy does not provide teaching, tutoring, or evaluation of academic performance. Parents guide instruction in core subjects, electives, and enrichment projects while integrating a Christian worldview into daily learning. They are responsible for ensuring that instruction meets Kentucky homeschool requirements for instructional days and hours. Parents maintain academic records, monitor student progress, and retain full grading authority. Appalachia Christian Academy's role is limited to verifying compliance, maintaining official records, and supporting the development of transcripts, report cards, and graduation documentation. Parents are encouraged to structure learning in a way that best fits their child's pace and abilities while following the academy's recommended curriculum and guidelines.

Daily Instruction Expectations

Parents provide structured daily instruction at home in all core subjects, including language arts, mathematics, science, and social studies. Instruction should be rigorous, consistent, and aligned with the curriculum purchased or approved by the academy. Families may schedule the school day according to the needs of their child, provided total instructional time meets Kentucky requirements. Parents are encouraged to include enrichment activities, hands-on projects, and independent research to create a well-rounded educational experience. While the academy may suggest pacing or sample schedules, all teaching decisions remain the parent's responsibility.

Grading and Evaluation Responsibilities

Parents maintain full responsibility for evaluating student work and assigning grades based on their chosen standards. The academy does not grade, assess mastery, or provide academic feedback. Parents submit work samples each quarter for compliance verification and recordkeeping purposes only, allowing the academy to document course completion and prepare official transcripts and report cards. Grading should reflect the parent's assessment of mastery and encourage student growth. Maintaining detailed records of assignments, assessments, and projects is essential for compliance and future academic documentation.

Maintaining Academic Integrity

Parents are responsible for ensuring that all student work is completed honestly and independently. They are expected to document and address any instances of academic dishonesty in a manner consistent with their family values and the academy's standards. By fostering integrity in student work, parents cultivate responsible and ethical learners prepared for higher education and life beyond high school.

Required Communication with the Academy

Appalachia Christian Academy Handbook and Policies

Parents maintain communication with academy administrators regarding submission of work samples, participation in optional programs, and compliance verification. Communication is strictly for recordkeeping, documentation, and notifications; the academy does not provide instruction or grading support. Parents should respond promptly to requests for work samples, event notices, or administrative clarifications to ensure records remain accurate and compliant.

Submission of Academic Work Samples

Parents submit periodic samples of student work, including assignments, projects, and completed course materials, for the academy's review. These submissions serve only to verify compliance with Kentucky homeschool requirements and to support transcript and report card preparation. The academy does not evaluate mastery or assign grades based on these submissions. Timely submission ensures that academic records, portfolios, and graduation documentation are complete and accurate.

Participation in Academy Programs

Parents may encourage their children to participate in optional academy programs, including Fellowship gatherings, athletics, and community events. While these programs provide valuable opportunities for socialization, physical development, and community engagement, participation is not required for academic compliance. Parents must supervise children during these programs as needed and are responsible for their child's behavior and safety.

Supporting the Mission of the Academy

Parents are expected to support the mission of Appalachia Christian Academy by upholding Christian values, promoting academic integrity, and maintaining a positive home learning environment. This includes adhering to academy policies, meeting compliance requirements, submitting work samples, and encouraging participation in optional enrichment programs. By actively supporting the academy's mission, parents help create a strong, faith-based educational community for all students and families.

VI. Student Expectations

Academic Responsibility

Students are expected to actively engage in their home instruction, complete assignments on time, and demonstrate mastery of content as guided by their parent-instructors. While the parent evaluates student performance, students should approach learning with focus, diligence, and self-discipline.

Dress Code Policy

General expectations:

1. No jewelry during games or practices (if part of Appalachia Christian Academy Athletics)

Appalachia Christian Academy Handbook and Policies

2. No extreme or distracting hairstyles or hair coloring
3. No sagging or excessively loose shorts or pants
4. No clothing advertising alcohol, drugs, tobacco, profanity, sexual content, occult themes, or violent imagery
5. No visible midriffs
6. No spaghetti straps, see-through clothing, or excessively short attire

Additional expectations:

1. Boys: modest facial hair and no piercings
2. Girls: ear piercings permitted

Christian Character and Conduct

Students are expected to demonstrate conduct consistent with Christian values, including honesty, respect, responsibility, and compassion. These expectations apply in the home, during academy programs, and at community events.

Participation in Fellowship Opportunities

Students are encouraged to participate in Fellowship and Athletics programs, engaging respectfully with peers and contributing positively to group activities. Participation promotes community building, leadership development, and physical health.

Academic Honesty and Integrity

Students must complete all assignments independently, providing honest and accurate work. Academic dishonesty is unacceptable and may result in corrective action by the parent or academy leadership.

Respect for Families and Community

Students are expected to treat all families, instructors, and community members with respect and courtesy. Positive engagement in academy programs fosters a supportive learning environment for all participants.

Participation in Academy Events

Students should participate in academy-sponsored events, workshops, and gatherings in a responsible and respectful manner. Active participation demonstrates commitment to community, fellowship, and personal development.

VII. Curriculum and Academic Program

Curriculum Philosophy

Appalachia Christian Academy's curriculum philosophy is grounded in a mastery-based model, prioritizing deep understanding over rote memorization. The academy believes that

Appalachia Christian Academy Handbook and Policies

students learn best when instruction is individualized and paced according to their comprehension and skill development, rather than by arbitrary calendar deadlines. Parents are the primary educators, yet the academy provides guidance, resources, and oversight to ensure that students achieve mastery in core subjects. Our approach emphasizes the integration of a Christian worldview, fostering intellectual, spiritual, and moral growth alongside academic achievement. Enrichment activities, experiential learning, and hands-on projects are incorporated to complement traditional academic instruction. Students are encouraged to explore creative problem-solving, critical thinking, and independent research to develop well-rounded skills. The curriculum philosophy also emphasizes the importance of documenting mastery through assessments, work samples, and parent reporting to maintain academic integrity and compliance with Kentucky homeschool regulations.

Curriculum Selection Process

Curriculum selection is a collaborative process between the academy and parents. The academy provides guidance on reputable curriculum providers that align with the mastery-based, Christian-focused educational philosophy. Families are encouraged to use our full Academy model using BJU Press, ensuring alignment with grade-level standards. Parents are responsible for purchasing, organizing, and implementing the curriculum at home, while the academy verifies that content meets Kentucky academic requirements. Guidance includes suggested pacing schedules, recommended resources, and optional enrichment materials to enhance the learning experience. The selection process is flexible to accommodate each student's learning style, prior knowledge, and individual goals while maintaining consistency with the academy's academic expectations.

Approved Curriculum Providers

The academy recommends curriculum providers known for rigorous, academically sound, and Christian-integrated instructional materials. Parents may consult the academy when considering other curriculum providers to ensure compliance with Kentucky homeschool standards and mastery expectations. The academy provides support and documentation for any curriculum selected, helping parents maintain accurate records of instructional content, student progress, and academic achievements.

Parent-Taught Curriculum Model

Parents are responsible for implementing and teaching the selected curriculum in the home environment. This model empowers parents as the primary instructors while ensuring the academy can provide oversight, reporting, and compliance verification. The academy does not supply textbooks or materials but offers recommendations and guidance on proper use. Parents maintain academic records, grade student work, and submit required samples for review. By maintaining this parent-led model, the academy ensures compliance with Kentucky laws

Appalachia Christian Academy Handbook and Policies

requiring parent-directed homeschool instruction while offering a structured support system for academic accountability.

Core Academic Subjects

Students are expected to engage in core academic subjects including English language arts, mathematics, science, and social studies. Each subject is structured to ensure mastery of essential concepts before progressing to advanced material. Parents are encouraged to integrate Bible studies and Christian worldview principles into core subjects to reinforce the academy's mission. Instruction should include reading, written work, research projects, and hands-on activities where applicable. Mastery is documented through parent grading, submitted work samples, and periodic academy oversight. The curriculum ensures students receive a robust academic foundation aligned with Kentucky educational expectations and college preparatory standards.

Elective Opportunities

In addition to core subjects, students may explore elective courses based on interest and availability. Electives may include art, music, technology, debate, leadership development, and practical life skills. These courses allow students to expand creativity, problem-solving, and personal growth while complementing core academics. Parents are responsible for delivering elective instruction at home, documenting student engagement, and submitting samples to the academy. Elective participation also supports enrichment programs in Fellowship and Athletics activities, providing holistic educational experiences. Electives are not only supplemental but can contribute to transcript documentation and graduation requirements where appropriate.

Christian Worldview Integration

All curriculum and instructional guidance are framed within a Christian worldview. Students are encouraged to view academic content, character development, and community engagement through biblical principles. Parents are expected to reinforce these principles in daily instruction and practical application. Integration occurs across core subjects, electives, enrichment programs, and Fellowship/Outreach activities. This approach ensures that students develop intellectually, morally, and spiritually, preparing them to be thoughtful, responsible, and ethical members of society. The academy monitors curriculum implementation to ensure that worldview integration is consistent and appropriate for the student's developmental level.

VIII. Academic Policies

Academic Calendar Structure

The academic year officially begins in August to ensure compliance with Kentucky homeschool regulations, though daily instruction typically starts the first week of September. The school term runs through mid-May, providing no fewer than 170 instructional days annually, and

Appalachia Christian Academy Handbook and Policies

is divided into two semesters of approximately 90 days each. Each semester is further divided into four quarters for recordkeeping purposes, with portfolio submission deadlines spaced accordingly. Breaks include Fall Break, Thanksgiving, Christmas (two weeks), and Spring Break. Core instruction is generally scheduled on Monday, Tuesday, Wednesday, Thursday, and Friday. This structure allows families to balance home instruction, extracurricular engagement, and state compliance. Parents maintain full control over the daily schedule and pacing, while the academy provides guidance on recordkeeping and portfolio deadlines.

Instructional Days and Educational Engagement

Instructional days include parent-led direct academic instruction, supervised independent study, workshops, cooperative learning, field experiences, and service projects. Parents are responsible for structuring each day to meet curriculum objectives and maintain instructional records. Fellowship and Athletics days, when supervised and educational in nature, are counted toward instructional days for compliance purposes. The academy reviews quarterly work samples to verify participation and proper recordkeeping, but does not assess student mastery or assign grades. By combining core instruction with optional enrichment and experiential learning, families ensure students meet Kentucky homeschool requirements while developing academically, socially, and spiritually. Parents are encouraged to incorporate hands-on learning, character development, and project-based activities to enrich the educational experience.

Kentucky Educational Compliance

Appalachia Christian Academy operates as an umbrella school in full compliance with Kentucky homeschool laws. Families are responsible for delivering instruction in core subjects, including English, mathematics, science, and social studies, and for maintaining accurate attendance and instructional hour records. The academy provides oversight by documenting submitted work samples, portfolios, and other required records to validate compliance with state expectations. While parents maintain primary responsibility for teaching and grading, the academy ensures all documentation aligns with Kentucky educational requirements, including the minimum 170 instructional days and 935–1,000 instructional hours annually. Through this partnership, families retain full autonomy in teaching while satisfying legal obligations. The academy's role is administrative and supportive, facilitating proper recordkeeping for transcripts, report cards, and graduation verification.

Definition of a High School Credit (Carnegie Unit)

A high school credit, or Carnegie Unit, is based on parent-documented completion of a full course of study. One full credit (1.0) is granted for completion of a year-long course, and one-half credit (0.5) may be awarded for a semester or reduced-scope course. Each Carnegie Unit typically represents 120–150 hours of parent-supervised academic engagement, including reading, assignments, projects, and assessments. Parents are responsible for grading and maintaining records of student progress. Work samples are submitted quarterly to the academy

Appalachia Christian Academy Handbook and Policies

solely for documentation and compliance purposes, not for evaluation. This ensures students' academic achievements are properly recorded while allowing parents to control instruction and assessment. Carnegie Units provide a standardized method for transcript development and post-secondary preparation.

Mastery-Based Instructional Philosophy

Instruction emphasizes depth of understanding and mastery of core concepts, with pacing determined by the parent rather than the academy. Parents may spend additional time on challenging topics as needed, using enrichment material or flexible scheduling to ensure comprehension. The academy does not assign grades or evaluate student performance but verifies that work samples and attendance comply with Kentucky requirements. This approach encourages critical thinking, problem-solving, and independent learning while respecting the homeschool model. Families are empowered to customize instruction to their child's strengths and needs while maintaining documentation for official records. Mastery is defined and recorded by the parent, and the academy's role remains administrative.

Curriculum Completion Expectations

Courses are structured so that approximately 80% of the content constitutes the Primary Core Sequence, which parents guide students to complete. The remaining 20% is enrichment or preparatory material, recommended but not required for credit. Parents document completion through submitted work samples, projects, and other evidence of academic engagement. The academy verifies that submissions meet recordkeeping standards for transcripts, report cards, and graduation portfolios. Families have flexibility in pacing and instructional methods while ensuring all required core material is covered. Optional enrichment allows for advanced study or preparation for the next academic level.

Instructional Time and Learning Structure

Daily instruction is typically one hour per core subject, allowing for focused, uninterrupted study. Parents supervise all lessons, discussions, projects, and assessments while maintaining a homework-free philosophy outside structured instruction. Enrichment, research, and experiential activities supplement the core curriculum at the discretion of the parent. The academy ensures that instructional hours are properly documented for compliance but does not intervene in teaching or grading. Parents are responsible for maintaining attendance logs, work samples, and portfolio documentation. This structure provides students with rigorous academic engagement comparable to traditional schools while maintaining full parental authority over instruction. The combination of structured daily learning, optional enrichment, and extracurricular opportunities ensures a legally compliant, well-rounded education.

IX. Assessment and Grading

Parent Grading Responsibilities

Parents are the primary educators and retain full responsibility for grading all student work. They evaluate assignments, projects, and assessments according to their own standards, ensuring that instruction aligns with the student's learning goals and curriculum objectives. The academy does not assign grades or provide evaluations; its role is administrative and limited to verifying that work samples are submitted on schedule. Parents are encouraged to provide constructive feedback to foster student growth and mastery of content. Submitted work samples allow the academy to document academic engagement, maintain compliance with Kentucky homeschool regulations, and develop accurate transcripts and report cards. Parents maintain records of all grades and progress, which serve as the official academic documentation for each student.

Types of Academic Assessments

Assessments are designed and administered solely by parents and may include quizzes, tests, essays, projects, presentations, performance tasks, demonstrations, and independent research. Parents decide how to measure student comprehension, skill development, and application of knowledge. The academy's responsibility is limited to receiving samples of these assessments for recordkeeping purposes, ensuring that families maintain accurate documentation of instructional activities. This flexible system allows parents to adapt assessment types to their student's abilities and learning style while remaining in compliance with Kentucky law. Families are encouraged to use a variety of assessment methods to provide a comprehensive picture of student progress throughout the year.

Mastery Expectations

Parents determine mastery standards for their students in each course. Mastery is documented by the parent through completed assignments, portfolios, and other work samples, which are submitted to the academy each quarter. While the academy does not evaluate mastery or assign grades, it verifies that submitted materials meet documentation requirements for transcripts, report cards, and graduation portfolios. This model supports individualized pacing and instruction, allowing students to progress according to their unique learning needs while maintaining compliance with state requirements. Parents are encouraged to set clear learning goals and benchmarks for their children to ensure academic growth.

Grade Reporting Guidelines

Parents maintain all grading records and submit selected work samples to the academy at scheduled intervals, typically each quarter. These submissions provide the academy with sufficient documentation to prepare official report cards, transcripts, and graduation records. The academy's review focuses exclusively on confirming that work samples are submitted, that required subjects are covered, and that documentation aligns with Kentucky homeschool

Appalachia Christian Academy Handbook and Policies

compliance standards. Families retain full responsibility for the accuracy and integrity of grading, while the academy supports recordkeeping and administrative oversight. Reporting guidelines ensure consistency across the student body while allowing parents to retain full control of instruction and evaluation.

Academic Progress Monitoring

The academy monitors student progress in an administrative capacity by reviewing submitted work samples and portfolio documentation. This oversight ensures that families meet instructional day and hour requirements, cover the required subjects, and maintain sufficient documentation for compliance and graduation purposes. The academy does not assess or intervene in academic performance but may request clarification if records are incomplete or inconsistent. By maintaining structured documentation, families demonstrate that students are on track for credit completion and readiness for high school graduation. Monitoring is primarily procedural and ensures that legal requirements are satisfied without infringing on parental instructional authority.

Submission of Academic Samples

Parents are required to submit samples of student work each quarter, including assignments, tests, projects, essays, or other evidence of academic engagement. These submissions are used by the academy solely for documentation purposes, including compliance verification, portfolio development, report card preparation, and transcript accuracy. The academy communicates deadlines for submissions at the start of each academic year, and families are expected to meet these requirements to maintain continuous enrollment. While the academy does not evaluate the content of the work, it ensures that sufficient documentation exists to meet Kentucky homeschool standards. Submission of work samples provides a clear record of instructional engagement and supports administrative recordkeeping for each student.

Evaluation of Academic Records

The academy evaluates submitted records exclusively for completeness, consistency, and compliance with Kentucky homeschool regulations. Evaluation does not include academic grading or judgment of mastery, but verifies that students have received instruction in all required subjects and that documentation is sufficient for report cards, transcripts, and graduation portfolios. Feedback is provided to families if additional clarification, missing samples, or adjustments to portfolio documentation are necessary. This process ensures that the student's academic records remain accurate, legally compliant, and ready for post-secondary planning. By maintaining thorough records, the academy supports parental authority while fulfilling its role as an umbrella school.

X. Academic Records and Reporting

Student Academic Records

Parents retain primary responsibility for maintaining detailed academic records, including graded work, portfolios, assessments, and documentation of enrichment or optional Fellowship/Sports participation. The academy maintains copies of submitted work samples solely for compliance and recordkeeping purposes, ensuring that all students' educational histories are documented accurately. Records are stored securely and are accessible to parents upon request, providing families with verification of academic engagement and legal compliance. Accurate records support the development of official report cards, transcripts, and graduation documentation, while also creating a clear record for post-secondary opportunities. The academy's oversight ensures that Kentucky homeschool requirements are met without taking over instructional responsibilities.

Report Cards

Report cards are produced by the academy based on work samples submitted by parents each quarter. While the academy does not assign grades, the materials submitted allow official reporting of student engagement and completion of required subjects. Report cards reflect the courses completed, portfolio submissions, and participation in optional enrichment, Fellowship, and Athletics activities when applicable. Families are responsible for submitting all required materials on schedule to allow accurate reporting. Report cards provide documentation for compliance with Kentucky homeschool regulations and serve as an official record for graduation, college applications, and scholarships.

Transcript Development and Maintenance

The academy develops and maintains official high school transcripts using the work samples submitted by parents. Transcripts document course completion, grades assigned by parents, credit earned, and any applicable GPA information. These records are updated annually and verified against submitted documentation to ensure completeness and compliance with Kentucky homeschool requirements. Transcripts serve as official records for college admissions, scholarship applications, and graduation eligibility. The academy's role is to compile, organize, and preserve the information provided by families, without evaluating academic performance.

Record Retention Policy

Student records are maintained by the academy for the duration of enrollment and for a period consistent with Kentucky regulations and best practices in educational documentation. Permanent records include high school transcripts, graduation documentation, and portfolio summaries. The academy ensures secure storage to protect privacy, maintain accessibility, and preserve long-term educational history. Families are encouraged to retain their own copies of all records to ensure continuity of documentation in case of transfers, post-secondary applications, or personal reference. Retention policies are designed to satisfy both legal compliance and administrative accountability.

Academic Documentation Requirements

Parents are responsible for submitting graded work samples, portfolios, assessments, and other relevant instructional documentation for the academy's records. These submissions verify instructional engagement, support transcript development, and provide evidence of compliance with Kentucky homeschool law. The academy communicates clear submission schedules at the beginning of each academic year to ensure that families are aware of all reporting requirements. Proper documentation allows the academy to maintain accurate official records while respecting the parent-led nature of instruction.

Parent Recordkeeping Expectations

Parents are expected to keep organized records of daily instruction, grading, assessments, and enrichment activities for each student. These records facilitate smooth communication with the academy, ensure accurate preparation of report cards and transcripts, and provide legal proof of instructional compliance. Maintaining thorough records also supports portfolio review, graduation verification, and documentation for post-secondary opportunities. The academy provides guidance on recordkeeping procedures but does not evaluate the academic content, leaving full instructional and grading responsibility with the parents.

XI. Transcripts and High School Documentation

Official High School Transcripts

Appalachia Christian Academy develops official high school transcripts for students in grades 9–12 based on work samples submitted by parents. These transcripts document courses completed, credits earned, and grades assigned by parents, providing a formal record of academic achievement. The academy does not assign grades but verifies that submitted materials meet Kentucky homeschool standards and reflect mastery-based learning. Transcripts also document elective courses, enrichment activities, and participation in optional Fellowship or athletics programs. They serve as official academic records for college applications, scholarships, employment verification, and transfers to other programs. The academy ensures that all transcripts are complete, accurate, and securely stored for long-term accessibility. Families retain the original work samples and maintain the primary responsibility for grading and recordkeeping.

Grade Point Average (GPA) Calculation

GPA is calculated on the grading scale submitted by parents and reflects the student's mastery of academic content rather than seat time or instructional hours. Core courses are weighted equally unless designated as honors or advanced-level subjects. The academy reviews submitted grades and work samples to verify consistency and compliance with transcript credit requirements but does not modify the grades themselves. GPA documentation provides a standardized metric for college admissions, scholarship eligibility, and post-secondary verification. Optional enrichment and elective activities may be included in the GPA only when submitted by parents and verified for completion. This approach maintains fairness while highlighting the student's academic progress and accomplishments.

Course Documentation and Credit Verification

All courses completed under the academy program are documented through parent-submitted work samples, portfolios, and assessments to verify credit and mastery. The academy ensures that each course meets the requirements for mastery-based credit, confirming that students have completed the Primary Core Sequence and achieved at least 80% mastery of essential content. Elective courses and enrichment activities are included in transcripts when properly documented. This verification process ensures compliance with Kentucky homeschool standards and maintains academic integrity. Parents are responsible for providing sufficient documentation to support each credit awarded, while the academy compiles and preserves the official records. Accurate course documentation safeguards graduation eligibility and ensures consistent reporting for post-secondary opportunities.

Transfer Credits

Parents may request official transcripts at any time during enrollment or after graduation by submitting a written request to the academy administration. The academy requires sufficient time to compile and verify submitted work samples and documentation before issuing official records. Transcripts are issued in secure formats, including sealed envelopes or password-protected digital files, to ensure authenticity and privacy. Standard processing time is typically two weeks unless additional verification of submitted documentation is required. Parents are encouraged to plan requests in advance for college, scholarship, or transfer purposes.

Transcript Requests

Parents may request official transcripts at any time during or after enrollment. Requests should be submitted in writing to the academy administration. The academy requires sufficient time to verify submitted work samples and assessment documentation before producing official records. Transcripts are issued in sealed envelopes or secure digital formats to maintain authenticity and privacy. Transcript requests are typically fulfilled within a two-week period unless additional verification is required.

College and Scholarship Documentation

The academy provides supporting documentation for college applications and scholarship consideration using parent-submitted work samples and verified records. This may include transcripts, course descriptions, GPA calculations, and portfolio evidence of mastery. Academy administrators or program supervisors may provide letters of recommendation based on student engagement, participation in optional programs, and documented achievements. Families retain the responsibility for academic performance and work submission, while the academy facilitates preparation of verifiable documentation. This ensures students can present academically credible records for higher education and post-secondary opportunities.

XII. Graduation Policies

Graduation Eligibility Requirements

Students are eligible for graduation once all required credits in core subjects and approved electives are completed, with mastery of the Primary Core Sequence demonstrated through parent-submitted work samples. Mastery is defined as demonstrating understanding and skill development in at least 80% of the essential content for each course. Participation in optional enrichment, Fellowship, and Athletics programs is encouraged and may be documented on the transcript but is not mandatory for graduation. Seniors must submit a comprehensive portfolio of their work and any final projects or assessments. The academy reviews submitted documentation to verify that all academic, portfolio, and administrative requirements are satisfied. Graduation eligibility reflects both Kentucky homeschool compliance and preparation for post-secondary opportunities. The academy serves as the verifying authority, ensuring completeness without grading or instruction.

Required Credits for Graduation

Graduation requires completion of all core academic subjects, including English, mathematics, science, social studies, and Bible studies, along with the designated elective courses selected by the family. Total credit requirements align with Kentucky homeschool standards and reflect college preparatory expectations. Parents submit documentation for all completed courses, including work samples and portfolio items, which the academy reviews for verification. Mastery-based evaluation ensures that credits awarded accurately represent demonstrated knowledge and skill acquisition. Elective courses and enrichment experiences are documented on transcripts when provided by parents. The academy confirms that all credits are complete before authorizing graduation. Verification safeguards both academic integrity and legal compliance.

Diploma Authorization

Appalachia Christian Academy

Handbook and Policies

Official diplomas are authorized by the academy administrator and board of directors for students who meet all graduation requirements. Diplomas serve as formal recognition of student achievement and mastery of coursework documented through portfolios and submitted work samples. Each diploma is accompanied by an official transcript confirming course completion, credit verification, and enrichment participation. Diplomas are recorded in the student's permanent academic record. The academy does not grade or evaluate coursework but ensures all documentation aligns with mastery-based standards. Diploma authorization represents the academy's verification of legal and academic compliance. Families receive official recognition at the graduation ceremony and through permanent records.

Graduation Ceremony

The graduation ceremony is a formal celebration recognizing student academic achievement, personal growth, and community engagement. The event typically occurs in mid-May and includes recognition of completed portfolios, speeches, and awards. Families and parents are expected to attend and support their students during the ceremony, reinforcing the values of fellowship, leadership, and Christian character. Participation in the ceremony is voluntary but encouraged to foster community and celebrate student accomplishments. The academy coordinates logistics, provides official documentation, and maintains a record of participation. Graduation serves as a culmination of both home-based instruction and the academy's administrative oversight. It emphasizes accomplishment, recognition, and preparation for life beyond high school.

Senior Portfolio Submission

Seniors are required to submit a complete portfolio documenting mastery of core courses, elective achievements, and optional enrichment participation. Portfolios may include work samples, project documentation, assessments, and records of Fellowship and Athletics involvement. The academy reviews each portfolio to verify that all graduation requirements have been met and that sufficient documentation supports transcript entries. Portfolios serve as the final demonstration of mastery-based learning and academic rigor. Parents retain primary responsibility for assembling, grading, and maintaining these portfolios. The academy's role is to verify completeness and compliance for graduation purposes. Submission deadlines are clearly communicated to ensure timely review and diploma issuance.

Final Academic Record Review

Before issuing diplomas, the academy conducts a final review of each student's academic record and portfolio to ensure all requirements are met. This review includes verification of completed courses, documented mastery, attendance of instructional days, and portfolio completeness. Any missing documentation or discrepancies are resolved in consultation with the family before approval. The review ensures graduates meet Kentucky homeschool compliance standards as well as the academy's academic expectations. Families are notified of any additional requirements needed to finalize graduation eligibility. This process guarantees the integrity and

Appalachia Christian Academy
Handbook and Policies

accuracy of both transcripts and diplomas. The academy's verification serves as the official confirmation of readiness to graduate.

Issuance of Diplomas

Upon successful completion of the final review, official diplomas are issued to graduating students. Each diploma includes the student's name, graduation date, and the signatures of the academy administrator and board of directors. Graduates also receive a final transcript documenting completed courses, mastery-based credits, electives, GPA (if applicable), and enrichment participation. Diplomas are recognized for college admission, employment, and other post-secondary opportunities. The academy maintains permanent records of all diplomas and transcripts to ensure legal compliance and long-term accessibility. Families retain copies of portfolios and work samples for personal records and future reference. Diploma issuance formalizes the completion of the homeschool program under the academy's umbrella oversight.

XIII. Instructional Calendar and Academic Schedule

Academic Year Overview

The academic year officially begins in August to meet Kentucky homeschool compliance requirements, although most daily instruction typically begins the first week of September. The year extends through mid-May, ensuring no fewer than 170 instructional days, including both home instruction and optional Fellowship/Sports/Outreach activities. The flexible calendar allows families to pace daily instruction according to student needs while maintaining compliance documentation. The year is divided into two semesters and four quarters, with scheduled portfolio submissions and final record preparation occurring in May. Breaks include Fall Break, Thanksgiving, Christmas (two weeks), and Spring Break. Families are encouraged to incorporate informal learning and enrichment during breaks. This structure balances rigorous home-based instruction with community engagement opportunities. The academy provides oversight and verification without directly grading student work.

Semester Structure

Each academic year is divided into two semesters of approximately 90 instructional days each. Semester 1 generally runs from September through January, and Semester 2 runs from January through mid-May. Each semester is subdivided into two quarters to facilitate organized portfolio review and administrative oversight. This structure allows the academy to maintain accurate records, verify mastery through parent-submitted work samples, and ensure compliance with Kentucky homeschool regulations. Families are responsible for pacing instruction, submitting documentation, and maintaining portfolios according to the semester schedule. Semesters also provide checkpoints for optional participation in Fellowship and Sports/Outreach activities. The academy's role is to verify compliance, not to provide instruction or grading.

Quarter Reporting Periods

Each semester contains two quarters, with report cards and portfolio reviews scheduled at the end of each quarter. Parents submit work samples, assessments, and documentation of enrichment or Fellowship/Sports participation for verification. The academy uses these submissions to maintain official records, prepare transcripts, and confirm legal compliance. Quarter reporting provides structured intervals for oversight while allowing families flexibility in home instruction. Documentation submitted each quarter ensures that students remain on track for credit completion and graduation requirements. Participation in optional programs is noted on transcripts when families provide records. Regular quarterly review supports accountability and transparent recordkeeping.

Academic Breaks

Scheduled breaks provide families with time for rest, family engagement, spiritual development, and community involvement. Breaks include Fall Break, Thanksgiving, Christmas (two weeks), and Spring Break. While breaks do not count toward required instructional days, families are encouraged to continue informal learning, enrichment, and service-based activities. Fellowship, Sports/Outreach, or community projects may take place during these periods as optional participation. Breaks allow students to recharge while maintaining continuity in learning and engagement. Parents are responsible for maintaining records of any educational activities conducted during breaks. The academy verifies submitted documentation when applicable.

Portfolio Submission Deadlines

Portfolios are due at the end of each quarter, with final senior portfolios required in mid-May for graduation verification. Portfolios include samples of core subject work, elective projects, assessments, and documentation of optional enrichment, Fellowship, or Sports/Outreach participation. The academy reviews portfolios to ensure compliance with Kentucky homeschool requirements and to verify mastery of the Primary Core Sequence. Timely submission of portfolios allows the academy to finalize report cards, transcripts, and graduation documentation. Parents maintain responsibility for assembling, grading, and documenting student work. Portfolios serve as the primary method for demonstrating academic engagement and achievement under the academy's umbrella model.

End-of-Year Record Finalization

Following final portfolio submission, the academy completes verification of all academic records, including transcripts, report cards, and graduation documentation. This review ensures that all credits, mastery verification, and enrichment activities are properly documented and compliant with Kentucky homeschool laws. Secure storage of records guarantees long-term accessibility for college, scholarship, or employment purposes. The academy confirms

Appalachia Christian Academy
Handbook and Policies

completion of graduation requirements for seniors, including portfolio verification and compliance with instructional standards. Families retain copies of submitted materials for personal records. End-of-year finalization ensures transparency, accountability, and readiness for post-secondary opportunities. The academy's role is to provide official verification rather than academic evaluation.

XIV. Compliance with Kentucky Homeschool Law

Legal Status of Homeschool Education

Appalachia Christian Academy operates within the legal framework of Kentucky homeschool law, ensuring all enrolled students receive instruction equivalent to public school standards. The academy maintains thorough records of instructional days, hours, subjects, and student progress to satisfy Kentucky Department of Education expectations. Although homeschool accreditation is not required by law, our policies and documentation are designed to demonstrate rigorous, structured, and compliant educational programming. Families participating in the homeschool program are considered the primary educators, while the academy provides oversight, guidance, and recordkeeping to maintain compliance. The academy's model emphasizes mastery-based learning, structured instruction, and comprehensive academic documentation. This approach ensures that students' educational progress meets or exceeds legal and academic standards in the Commonwealth of Kentucky.

Compliance with Kentucky Educational Expectations

Kentucky law requires that homeschooled students engage in instruction roughly equivalent to public school, with expectations for instructional days and hours, core subjects, and student records. Appalachia Christian Academy voluntarily exceeds these requirements through a combination of parent-led instruction, structured curriculum, portfolio reviews, and participation in Academy, Fellowship, and Sports/Outreach programs. Core academic subjects, electives, and enrichment activities are carefully documented and reported to maintain compliance. Parents submit regular work samples and assessments to confirm student mastery. Instructional calendars, portfolio submission deadlines, and semester reporting ensure transparent oversight. This model aligns with both state expectations and best practices for rigorous secondary education.

Instructional Days Requirement

The academy maintains a minimum of 170 instructional days annually, combining direct academic instruction, supervised independent study, co-op classes, workshops, service projects, and experiential learning opportunities. Instructional days are carefully documented in attendance logs maintained by the academy. Core instruction occurs each day (five days per week), while enrichment and Fellowship/Sports activities contribute to overall instructional

Appalachia Christian Academy Handbook and Policies

engagement. This blended approach ensures compliance with Kentucky requirements while providing flexibility for families. Additional optional activities, when documented, may also count toward instructional days. By combining structured academic work with enrichment, students receive a comprehensive education that meets legal standards.

Attendance Records

Attendance is documented for all enrolled students to maintain accurate records of participation and instructional compliance. Parents submit work samples, assessments, and portfolio updates as verification of completed instruction. The academy reviews and logs attendance and engagement to ensure each student meets the minimum number of instructional days. Fellowship, Sports/Outreach, workshops, and co-op experiences are counted as instructional when properly supervised and documented. Accurate recordkeeping ensures readiness for audits or inquiries from educational authorities. Attendance records also support transcript preparation, graduation eligibility, and college applications.

Subjects of Instruction

Students receive instruction in all core academic disciplines, including English, mathematics, science, social studies, and Bible/Christian worldview studies. Electives and enrichment courses may include art, music, technology, foreign language, and practical life skills. Curriculum is selected to meet both mastery-based objectives and Kentucky educational standards. Instruction integrates critical thinking, analytical skills, and practical application. Parents are responsible for teaching core and elective subjects at home while providing documentation of mastery. The academy provides guidance to ensure that each subject is adequately covered, documented, and reflected in transcripts.

Recordkeeping for Legal Documentation

The academy maintains comprehensive records for each student, including attendance logs, submitted work samples, assessments, portfolios, and transcripts. All records are securely stored to protect student privacy while ensuring access for legal or educational verification purposes. Recordkeeping practices align with Kentucky homeschool law and accreditation best practices. Parents are responsible for providing supporting documentation, which is reviewed and verified by the academy administration. Secure record management ensures continuity of student academic history, compliance with the law, and readiness for college or scholarship applications.

XV. Appalachia Christian Academy

Homeschool Fellowship

Purpose of the Fellowship Program

Appalachia Christian Academy Handbook and Policies

The Appalachia Christian Academy Homeschool Fellowship provides a structured environment for homeschooled students to engage in social, spiritual, and enrichment activities. The program is designed to complement parent-led home instruction by offering collaborative learning, mentorship, and character-building experiences. Activities reinforce Christian principles, leadership development, and practical skills while allowing students to practice teamwork and interpersonal communication.

The academy oversees the Fellowship program to ensure safety, legal compliance, and alignment with enrichment objectives. Participation is optional and does not replace the parent's instructional responsibilities. Families are encouraged to integrate Fellowship experiences into their portfolio documentation. Fellowship serves as a community-building extension of the homeschool experience under the umbrella of Appalachia Christian Academy.

Monday Fellowship Gatherings

Weekly Fellowship gatherings take place on Mondays and include structured activities such as group projects, Bible study, mentoring, and academic enrichment exercises. Students have opportunities to practice leadership, teamwork, and service while building meaningful social connections with peers.

Parents are welcome to remain on-site during Fellowship gatherings but are not required to do so. The academy provides adult supervision during scheduled activities to ensure student safety and appropriate participation. Families remain responsible for transportation and timely drop-off and pickup of their children.

Participation in Fellowship activities may be documented for inclusion in homeschool portfolios and may be reflected on transcripts as enrichment experiences. These sessions emphasize practical application of Christian values, service, and community involvement.

Community Building Activities

Fellowship activities include service projects, discussion groups, team-building exercises, and collaborative workshops. These programs allow students to develop interpersonal skills, responsibility, and Christian character in a peer-supported environment.

Participation is encouraged and may be documented in homeschool portfolios to reflect engagement beyond core academics. Community-building activities are optional but provide valuable experiences in leadership, ethical decision-making, and teamwork.

Parents support student involvement by ensuring timely transportation and reinforcing positive conduct expectations. The academy ensures that activities comply with safety standards and enrich students' educational experience.

Educational Workshops

Workshops offered through the Fellowship provide focused opportunities in areas such as science, technology, arts, literature, and critical thinking. These workshops complement home instruction without replacing parent-led teaching or grading responsibilities.

Appalachia Christian Academy Handbook and Policies

Parents may choose to volunteer or assist with workshops; however, the academy provides the necessary supervision during scheduled activities. Student engagement in workshops may be documented in portfolios as extracurricular and enrichment participation.

Workshops promote hands-on learning, creativity, and the development of practical skills within a Christian worldview. Participation is voluntary but encouraged to enhance the homeschool experience.

Parent Drop-Off and Pickup Policy

Parents or guardians may drop off their children for Fellowship activities and are not required to remain on-site. Families must ensure that students are dropped off and picked up at the designated times for each scheduled gathering. *Parents are welcome, however, to stay onsite, as well.*

Parents are expected to arrive promptly for pickup at the end of Fellowship activities. Students must remain within the designated program area until their parent or guardian arrives.

Parent Drop-Off and Pickup Policy

Parents or guardians may **not be more than 20 minutes late** picking up their child after Fellowship activities conclude. If a child has not been picked up within **20 minutes of the scheduled end time**, the academy will contact the Mt. Sterling Police Department to ensure the safety of the child. The academy will also notify Gateway Children's Services as part of mandated safety procedures. This policy is necessary to ensure the safety, supervision, and well-being of all participating students.

Field Trip Policies

Field trips are an important part of the learning experience offered through Appalachia Christian Homeschool Fellowship. These outings provide opportunities for students to explore educational topics through hands-on experiences outside the traditional learning environment. Field trips may include visits to historical sites, farms, museums, nature areas, community organizations, or other locations that support educational enrichment. Participation in field trips is optional but strongly encouraged as part of the fellowship experience.

Parents are responsible for the supervision and transportation of their children during field trips unless specific arrangements are made in advance. All participants are expected to behave respectfully toward staff, guides, and members of the public during outings. Students should follow instructions given by leaders or site staff to ensure the safety and success of the trip. Some field trips may require additional fees to cover admission, transportation, or program costs. Families will receive advance notice regarding details, schedules, and expectations for each outing.

Appalachia Christian Academy
Handbook and Policies

Fellowship Conduct Guidelines

Students are expected to demonstrate respect, integrity, and Christian character during all Fellowship activities. Disruptive, unsafe, or dishonest behavior will be addressed according to the academy's disciplinary policies.

Parents support the Fellowship program by reinforcing appropriate behavior expectations and maintaining communication with program leadership when necessary. Clear conduct guidelines help ensure that Fellowship activities provide a safe, positive, and spiritually edifying environment.

Participation in Fellowship reinforces personal responsibility, ethical behavior, and alignment with the academy's mission. Families and students share accountability for maintaining a respectful and constructive community atmosphere.

Handbook Compliance Policy for Non-Appalachia Christian Academy Students

Students who participate in Appalachia Christian Academy Homeschool Fellowship or Appalachia Christian Academy Sports and Outreach but are not formally enrolled in Appalachia Christian Academy are still required to follow all policies, standards, and expectations outlined in the academy handbook.

By registering for or attending any academy-sponsored program, families acknowledge and agree to abide by the same conduct guidelines, safety policies, supervision requirements, and participation rules that apply to enrolled students. Failure to follow handbook policies may result in disciplinary action or removal from the program.

Weather and Cancellation Authority

Weather conditions or unforeseen circumstances may occasionally require activities to be canceled or rescheduled. Leadership retains the authority to make cancellation decisions when safety concerns arise. Families will be notified of cancellations or schedule changes as early as possible. Safety considerations always take priority when determining whether an event should proceed. Flexibility from participating families helps ensure that the fellowship can adapt to changing conditions.

XVI. Appalachia Christian Academy

Athletics

Vision for Sports and Outreach

Appalachia Christian Academy Handbook and Policies

The Appalachia Christian Academy Athletics program provides homeschooled students with opportunities for physical development, teamwork, leadership, and community service. Activities are designed to reinforce Christian values, character formation, and practical life skills while complementing parent-led home instruction. Students participate in team sports, individual skill-building, and service-based projects that strengthen peer relationships and holistic growth. The academy oversees program administration to ensure safety, organization, and alignment with enrichment goals. Participation is optional and intended to supplement academic and spiritual development. Families are encouraged to document student engagement in homeschool portfolios for enrichment credit. This program reflects the academy's commitment to nurturing the mind, body, and spirit within a Christ-centered community.

Friday Sports Programs

Weekly sports sessions occur on Fridays and provide structured opportunities for physical fitness, athletic skill development, and teamwork. Activities are designed to accommodate a variety of ages and ability levels while emphasizing sportsmanship, cooperation, and leadership. Parents may choose to remain on-site during sports activities but are not required to do so. The academy provides adult supervision during scheduled sessions to maintain safety and proper participation. Families are responsible for transportation, timely drop-off, and prompt pickup of their students. Participation in sports sessions may be documented and included in homeschool portfolios or enrichment records. While optional, families are encouraged to involve students in these activities to promote physical health, teamwork, and character development.

Physical Development and Teamwork

Sports activities promote physical fitness, coordination, strength, and agility while teaching collaboration and effective communication. Students practice goal-setting, perseverance, and mutual respect through structured athletic challenges. Balanced competition and personal growth are emphasized alongside positive peer interaction and encouragement. These experiences support the academy's holistic approach to education by integrating physical, academic, and spiritual development. Parents support the program by ensuring students arrive prepared, demonstrate good sportsmanship, and follow program expectations.

Community Outreach Opportunities

Students may also participate in outreach activities such as volunteering, service projects, and local community initiatives. These opportunities help cultivate empathy, leadership, stewardship, and social responsibility within a Christian worldview. Participation is optional but strongly encouraged and may be documented in student portfolios as enrichment and service hours. Outreach experiences provide real-world applications of Christian principles while strengthening students' sense of responsibility toward their communities.

Appalachia Christian Academy
Handbook and Policies

Participation Expectations

Students are encouraged to fully engage in sports and outreach programs while adhering to Christian principles of respect, teamwork, and accountability. Parents ensure supervision, attendance, and safety during all activities. Participation is documented for portfolio purposes, providing verification of enrichment hours and student involvement. The program is voluntary, allowing families to balance home instruction priorities with extracurricular enrichment. Active family involvement strengthens community connections and models commitment to holistic development.

Parent Drop-Off and Pickup Policy

Parents or guardians may drop off students for Friday sports and outreach activities and are not required to remain on-site. The academy provides supervision for the duration of scheduled activities. Families are responsible for ensuring students are dropped off and picked up at the designated times. Students must remain within the program area until their parent or guardian arrives.

Parent Drop-Off and Pickup Policy

Parents or guardians may **not be more than 20 minutes late** picking up their child after Friday sports or outreach activities conclude. If a child has not been picked up within **20 minutes of the scheduled end time**, the academy will contact the Mt. Sterling Police Department to ensure the safety of the child. The academy will also notify organization as part of safety and child welfare procedures. This policy exists to ensure all students remain properly supervised and safe at all times.

Conduct During Sports Activities

Students are expected to demonstrate integrity, respect, and sportsmanship during all sports and outreach activities. Unsafe, disruptive, or uncooperative behavior will be addressed according to the academy's disciplinary policies. Supervisors and volunteers will model appropriate conduct and encourage positive interaction, teamwork, and conflict resolution. Maintaining high standards of behavior ensures that all activities remain safe, productive, and spiritually encouraging for every participant.

Handbook Compliance Policy for Non-Appalachia Christian Academy Students

Students who participate in Appalachia Christian Academy Homeschool Fellowship or Appalachia Christian Academy Athletics but are not formally enrolled in Appalachia Christian Academy are still required to follow all policies, standards, and expectations outlined in the academy handbook.

Appalachia Christian Academy Handbook and Policies

By registering for or attending any academy-sponsored program, families acknowledge and agree to abide by the same conduct guidelines, safety policies, supervision requirements, and participation rules that apply to enrolled students. Failure to follow handbook policies may result in disciplinary action or removal from the program.

Weather and Cancellation Authority

Weather conditions or unforeseen circumstances may occasionally require activities to be canceled or rescheduled. Leadership retains the authority to make cancellation decisions when safety concerns arise. Families will be notified of cancellations or schedule changes as early as possible. Safety considerations always take priority when determining whether an event should proceed. Flexibility from participating families helps ensure that the fellowship can adapt to changing conditions.

XVII. Appalachia Christian Academy Special Events and Community Engagement

Throughout the year, Appalachia Christian Academy may organize a variety of optional events designed to strengthen fellowship, support families, and enrich the homeschool experience. These events may include educational field trips, community outreach projects, mission opportunities, parent meetings, family connection nights, and informational sessions focused on homeschooling and academy-related guidance.

Special events provide opportunities for students and families to build relationships, grow spiritually, and engage with the broader community. Field trips and outreach activities may offer hands-on learning experiences, while parent meetings and workshops may provide practical tips, encouragement, and updates related to homeschooling and academy programs.

Participation in these events is voluntary but encouraged as a way to foster community involvement and holistic development. Families are responsible for transportation, supervision when required, and adherence to academy policies during all off-site or special activities. When applicable, participation in educational events may be documented in student portfolios as enrichment or experiential learning opportunities.

XVIII. Community Life and Family Engagement

Academy Community Values

Appalachia Christian Academy promotes a strong sense of community grounded in Christian principles, academic rigor, and family involvement. Students and parents are expected to uphold

Appalachia Christian Academy Handbook and Policies

values of respect, integrity, and responsibility. Community life encourages mentorship, peer accountability, and inter-family support networks. Participation in academy events, Fellowship, and Sports programs fosters cohesion and shared purpose among families.

Family Fellowship Opportunities

The academy hosts regular family-oriented events to strengthen relationships among participating families. These gatherings include social events, educational workshops, volunteer projects, and faith-based activities. Families are encouraged to participate actively, providing supervision and mentorship for younger students. Events provide opportunities to share experiences, celebrate achievements, and reinforce community bonds.

Connection Nights and Gatherings

The academy schedules occasional evening events or “connection nights” for families to meet, network, and build relationships. These events may include parent discussion groups, student-led presentations, workshops, or social activities. Parents are expected to attend with their children to ensure supervision and active engagement. Connection nights strengthen the sense of belonging and shared investment in the educational mission.

Academy-Sponsored Events

In addition to regular Fellowship and Sports activities, the academy organizes special events such as field trips, service projects, performances, or academic competitions. Participation in these events is encouraged and documented to contribute to enrichment hours and portfolios. Parents are responsible for supervision, transportation, and adherence to event policies. Special events provide experiential learning opportunities that enhance academic and personal development.

Family Support Network

The academy fosters a supportive network among families, encouraging mentorship, resource sharing, and collaboration. Families may assist each other with tutoring, extracurricular projects, or volunteer initiatives. The network strengthens the overall educational experience and aligns with the academy’s mission to build community grounded in Christian values.

XIX. Code of Conduct

Christian Conduct Expectations

Students and families at Appalachia Christian Academy are expected to uphold a lifestyle and behavior consistent with Biblical principles. Respect, honesty, integrity, humility, and love for others are emphasized in all interactions. Students are encouraged to model Christlike behavior in academic, social, and extracurricular settings. Parents are expected to support the academy’s

Appalachia Christian Academy

Handbook and Policies

mission by reinforcing these values at home and during participation in Fellowship, Sports/Outreach, or academy-sponsored events. Behavior that violates Christian principles may result in intervention or disciplinary action. Emphasis is placed on teaching accountability, personal growth, and conflict resolution consistent with Christian teachings. The academy fosters a culture where students learn to apply biblical principles to daily life, relationships, and academic pursuits.

Respect for Others

Respect for peers, parents, instructors, and community members is a core expectation. Disrespect, harassment, bullying, or discriminatory behavior will not be tolerated. Students are encouraged to demonstrate empathy, active listening, and constructive communication. Parents are responsible for modeling respect and reinforcing positive behavior at home and during academy events. Mutual respect strengthens community cohesion, promotes collaboration, and ensures a safe and supportive learning environment. Consequences for violations are determined according to the academy's disciplinary policies, focusing on restoration and growth.

Academic Integrity

Students are expected to maintain honesty in all academic work. Plagiarism, cheating, falsifying records, or misrepresenting mastery are strictly prohibited. Parents are responsible for ensuring that submitted work reflects the student's own effort and understanding. The academy reserves the right to review submitted work for integrity and may request additional documentation to verify mastery. Academic integrity policies reinforce the mastery-based model and prepare students for future academic and professional success. Consequences for violations may include reassessment, counseling, or additional instructional oversight.

Participation Guidelines

Students are expected to actively engage in all academy, Fellowship, and Sports/Outreach programs in a responsible manner. Attendance, punctuality, preparation, and cooperative behavior are required. Parents must remain on-site for all Fellowship and Sports/Outreach activities to ensure supervision, support, and adherence to academy expectations. Participation in community events is considered part of the instructional and enrichment hours. The academy encourages families to model leadership, collaboration, and accountability during participation. Active engagement enhances learning, personal growth, and community relationships.

Conflict Resolution Principles

The academy emphasizes restorative practices and Christian principles in resolving conflicts. Students and families are encouraged to address disagreements respectfully, seeking understanding and reconciliation. Staff and administrators mediate conflicts when necessary, ensuring all parties are heard. Disciplinary measures are designed to correct behavior while

Appalachia Christian Academy
Handbook and Policies

reinforcing ethical and biblical principles. Open communication between parents, students, and academy leaders is essential for effective conflict resolution. The academy promotes problem-solving, humility, and accountability as critical life skills.

XX. Communication Policies

Communication Between Families and the Academy

Clear and consistent communication between families and Appalachia Christian Academy is essential to maintain compliance with Kentucky homeschool regulations and accurate student records. Parents are expected to submit work samples, portfolios, and documentation only at designated quarterly intervals. The academy provides updates regarding event schedules, deadlines, and compliance requirements through email, newsletters, or official announcements. Communication outside of scheduled portfolio submissions is limited and primarily administrative, ensuring the focus remains on parent-led instruction. Families may contact academy administrators for clarification regarding portfolio submission, compliance, or program expectations. This approach balances parental autonomy in teaching with the academy's responsibility for oversight and documentation. Open and scheduled communication ensures transparency while minimizing unnecessary interruptions to home instruction.

Reporting Academic Progress

Parents are responsible for documenting and submitting student work samples and portfolios according to the established quarterly deadlines. These submissions allow the academy to verify mastery, record instructional hours, and maintain official transcripts and report cards. Administrators review the materials strictly for compliance and recordkeeping purposes, without providing grades or academic evaluation. Timely submission ensures that students remain on track for graduation eligibility and Kentucky homeschool compliance. Families are encouraged to maintain organized records to facilitate accurate reporting. Feedback from the academy is limited to documentation confirmation or requests for clarification. This process reinforces accountability while preserving the parent's role as the primary educator.

Parent Questions and Support

Parents may contact academy staff for clarification on compliance, portfolio submission, or program expectations at the end of each quarter. The academy does not provide instruction, grading, or academic tutoring. Support focuses on verifying that documentation meets Kentucky requirements, assisting with portfolio organization, and ensuring enrichment activities are properly recorded. Scheduled meetings or check-ins are the primary avenues for responses from academy administrators. This policy ensures that parents retain full instructional authority while the academy fulfills its oversight and administrative responsibilities. Clear boundaries prevent confusion about the academy's role versus parental teaching duties.

Notification of Schedule Changes

The academy communicates any changes to schedules, deadlines, or events in advance through official channels. Families are responsible for monitoring these notifications and adjusting participation accordingly. Accurate and timely awareness allows students to attend optional Fellowship, Sports/Outreach, and enrichment activities without impacting portfolio documentation. In cases of emergency or unforeseen changes, parents are contacted directly to maintain safety and compliance. Documentation of participation and instructional hours is updated as necessary to reflect schedule adjustments. This ensures both legal compliance and accurate recordkeeping while supporting family planning.

Event Announcements

Announcements regarding academy workshops, Fellowship activities, Sports/Outreach programs, or special events are provided in advance. Participation in these optional events is encouraged but not mandatory for academic completion. Parents are responsible for supervising their students during all events and ensuring safety. Attendance and engagement are documented when activities contribute to enrichment hours or portfolio records. The academy provides administrative oversight to confirm participation aligns with compliance standards. Event announcements foster community connection, character development, and supplemental learning opportunities. Families are encouraged to plan accordingly to maximize these enrichment experiences.

XXI. Privacy and Records Protection

Confidentiality of Student Records

All student records, including transcripts, portfolios, and assessments, are treated as confidential. Only authorized personnel have access to these records for administrative, legal, or academic purposes. Parents may review their child's records upon request. Confidentiality protects student privacy and ensures secure recordkeeping in compliance with Kentucky homeschool regulations.

Record Access by Parents

Parents have the right to access their child's academic records at any time. Requests are submitted in writing to the academy administration. Access may include review of portfolios, transcripts, grade reports, and attendance logs. Secure procedures ensure that access does not compromise the integrity or privacy of other students' records.

Transcript Release Authorization

Appalachia Christian Academy Handbook and Policies

Official transcripts are released only with written parental authorization. Requests for transcripts must include the recipient's information and purpose of release. This policy ensures that student records are shared securely and appropriately. Transcripts released for colleges, scholarship programs, or other institutions are verified for accuracy and completeness.

Secure Storage of Academic Records

All academic records are securely stored in both digital and physical formats. Backups are maintained to prevent loss or tampering. Record storage practices comply with legal requirements and protect student privacy. Access is limited to academy administrators and authorized staff. Long-term retention ensures availability for verification, graduation validation, or post-secondary applications.

XXII. Grievance and Disciplinary Policies

Grievance Procedures

Families or students with concerns regarding academy policies, staff, or programs may submit formal grievances in writing. The academy administrator and board of directors review grievances promptly. The process ensures fairness, transparency, and adherence to Christian principles of reconciliation. Families are encouraged to attempt informal resolution prior to formal submission. Documentation of grievances and resolutions is maintained in academy records.

Disciplinary Policies

Discipline is applied consistently, fairly, and in accordance with Christian principles. The academy emphasizes restorative practices, accountability, and correction rather than punishment alone. Violations of academic integrity, attendance, conduct, or Fellowship/Sports policies are addressed promptly. Parents participate in the disciplinary process to reinforce learning, accountability, and behavioral correction. Severe or repeated violations may result in suspension of privileges or dismissal from specific programs. All disciplinary actions are documented to maintain transparency and compliance.

Parent Supervision at Events

Parents must remain on-site and actively supervise their children during all Fellowship, Sports/Outreach, and Academy-sponsored events. Supervision ensures safety, adherence to conduct expectations, and accurate participation documentation. Parents serve as models for behavior and support academy staff in maintaining a positive and secure environment. Failure to provide required supervision may impact participation privileges.

XXIII. Handbook Acknowledgment

Parent Agreement

Parents acknowledge receipt of the Appalachia Christian Academy Family Handbook and agree to comply with all policies, procedures, and expectations. This includes tuition obligations, attendance documentation, supervision requirements, and behavioral standards.

Student Agreement

Students acknowledge their understanding of the handbook, including expectations for academic integrity, Christian conduct, participation, and compliance with academy policies.

Commitment to Academy Policies

Parents and students commit to upholding the mission, vision, and values of Appalachia Christian Academy. Adherence to policies ensures legal compliance, academic rigor, and a supportive community environment.

Signature Page

A signature page documents the agreement of parents and students to all handbook policies. Signed acknowledgments are maintained in student records for verification and compliance purposes. Appendices

XXIV. Health & Safety Policy

Appalachia Christian Academy prioritizes student health and safety; however, parents and guardians are solely responsible for the medical well-being of their children. Families must provide any relevant health information, including allergies, chronic conditions, medications, or emergency contacts. The Academy does not provide medical care, administration of medication, or supervision beyond event safety guidelines. Parents must ensure that students are fit to participate in all programs, including Fellowship and Sports/Outreach activities. Families assume full responsibility for health-related incidents, accidents, or emergencies occurring on-site or off-site during any Academy-sponsored event. Participation requires acknowledgment of personal responsibility and adherence to any safety rules established by the Academy. This policy protects students while reinforcing parental accountability and legal compliance.

XXV. Transportation Policy

Parents and guardians are responsible for transporting their students to and from all Academy events, including Fellowship, Sports/Outreach, workshops, and special programs. Appalachia Christian Academy does not provide transportation and is not liable for any incidents occurring during travel. Families must ensure safe vehicle operation, seatbelt use, and adherence

Appalachia Christian Academy
Handbook and Policies

to local traffic laws. The Academy strongly encourages parents to plan for timely arrivals and departures to maintain event schedules and supervision standards. Any injuries, accidents, or property damage occurring en route are the sole responsibility of the parent or guardian. Participation in Academy programs constitutes acceptance of full responsibility for transportation risks. This policy reinforces the Academy's limited liability and parental oversight in all travel circumstances.

XXVI. Technology & Internet Use Policy

Students may engage in technology use during Academy events, including computers, tablets, or online resources, for educational enrichment or collaborative projects. Parents are responsible for supervising student interactions with technology and ensuring appropriate use in alignment with Christian values and safety expectations. Appalachia Christian Academy is not responsible for content accessed, misuse of devices, or digital security issues. Families must address any issues arising from technology, including cyberbullying, unauthorized use, or data loss. Students are expected to use devices responsibly, respect others' privacy, and comply with any Academy-provided guidelines. The Academy provides resources but does not replace parental supervision of digital activity. Compliance with this policy protects students and limits the Academy's legal exposure.

XXVII. Dispute & Grievance Resolution

Parents and guardians may submit concerns regarding Academy policies, events, or administrative matters through formal written communication to the Academy administration. Appalachia Christian Academy will review concerns and respond with clarification or guidance, while maintaining adherence to established policies. Academic instruction, grading, and mastery verification remain the responsibility of parents and cannot be disputed through grievance procedures. Disputes regarding supervision, participation, or enrichment activities are subject to Academy discretion and liability limitations. Families agree to engage respectfully and collaboratively, recognizing that ultimate oversight remains with the Academy for program administration. This process ensures transparency while protecting Academy leadership from unauthorized obligations or legal claims. Resolution efforts aim to maintain a positive educational environment while upholding all handbook policies.

XXVIII. Emergency & Crisis Policy

In the event of emergencies, natural disasters, severe weather, or other crises during Academy events, parents and guardians retain full responsibility for the immediate safety of their children. The Academy provides general guidance, emergency procedures, and supervision standards but is not liable for decisions made in real-time emergencies. Families are expected to have contingency plans for transportation, shelter, and communication. Any injury, accident, or property damage resulting from unforeseen emergencies is the responsibility of the parent or guardian. Participation in Academy programs constitutes acknowledgment of personal responsibility for emergency preparedness. This policy ensures legal protection for the Academy

Appalachia Christian Academy
Handbook and Policies

while emphasizing parental accountability. Academy staff will assist to the extent feasible but do not assume legal or medical responsibility.

XXIX. Volunteer & Visitor Policy

Volunteers or visitors may participate in Fellowship, Athletics, or other Academy-sponsored events. Parents and guardians are responsible for supervising their children at all times, ensuring adherence to behavioral and safety expectations. Appalachia Christian Academy is not liable for actions, negligence, or misconduct of volunteers or visitors. Students must follow all guidelines provided by the Academy, with parents enforcing compliance. Families assume all risk for interactions, activities, or incidents involving non-staff individuals. This policy safeguards the Academy, its leaders, and staff while providing structured opportunities for enrichment under parental supervision. Participation indicates acceptance of these responsibilities and limitations.

Appalachia Christian Academy is committed to maintaining the highest reasonable standards of child protection. The organization adheres to a strict “Rule of Two,” requiring that at least two unrelated adults be present during all official sessions and activities. No adult shall be alone with a minor participant in a closed or isolated setting. Conversations of a sensitive nature shall occur in visible, open environments or with additional adult presence.

Regular adult volunteers who assume ongoing supervisory responsibilities may be subject to background screening as deemed appropriate by Appalachia Christian Academy. These measures exist not from suspicion but from prudence. Protecting minors and protecting adult leaders from false allegations are equally important priorities.

XXX. Annual Handbook Acknowledgment

Each year, parents or guardians must sign an acknowledgment confirming that they have read, understood, and agreed to the contents of the Appalachia Christian Academy Family Handbook. This includes acceptance of liability limitations, program policies, and responsibilities for instruction, supervision, transportation, health, and safety. Both parents or legal guardians must sign for families with multiple guardians, ensuring mutual understanding of obligations and risk assumption. A signed acknowledgment is required prior to student participation in any Academy program, including Fellowship, Sports/Outreach, or workshops. Families also agree that they cannot hold the Academy, its staff, directors, or volunteers liable for any incidents, accidents, or damages. The acknowledgment reinforces legal protection and establishes a binding agreement for each academic year. Renewal of this agreement is required annually to maintain enrollment and participation privileges.

XXXI. Appendices to Handbook

Appendix A – Tuition Schedule

Appalachia Christian Academy Handbook and Policies

The academy charges tuition based on grade level, reflecting the costs of curriculum purchasing, administrative support, and program oversight. High school (grades 9–12) tuition is [see our admissions and enrollment page on our website]. Tuition covers transcript and report card development, portfolio review, diploma issuance, and graduation services. Fellowship and Athletics program participation is included in tuition for enrolled families. Payment schedules are established annually, with deadlines communicated at the time of enrollment. Additional fees may apply for optional enrichment programs or special events. Families are responsible for timely payment to maintain enrollment and program access. The academy provides receipts and documentation of tuition payments for family records and potential tax purposes.

Appendix B – Academic Calendar Sample

The official academy year begins in August to meet Kentucky homeschool compliance and transitions to a full September–mid-May academic schedule. Instructional days are scheduled Monday through Friday, with Monday dedicated to Fellowship, Friday for Athletics, and the each morning for home-based core instruction. The academic year is divided into two semesters and four quarters, with report cards issued at the end of each quarter. Breaks include Fall Break, Thanksgiving, Christmas (2 weeks), and Spring Break. Portfolio submission deadlines occur at the end of each semester to verify mastery and maintain compliance. End-of-year records are finalized between May 15–22, including graduation documentation. This structure ensures 170+ instructional days and 1,000+ total instructional and enrichment hours annually. Alternate schedules may be used during special events or enrichment activities while maintaining compliance.

Appendix C – Grade Scale

Appalachia Christian Academy uses a mastery-based grading system to evaluate student achievement in core and elective subjects. Letter grades correspond to percentage ranges: A (90–100%), B (80–89%), C (70–79%), D (60–69%), and F (below 60%). Mastery of at least 80% is required to earn a full credit in any course, ensuring readiness for advanced study and standardized testing. Grades are determined by parent assessment of submitted work, quizzes, projects, and exams, reviewed periodically by the academy for accuracy and compliance. Participation, effort, and engagement in enrichment activities may be noted separately but do not replace mastery-based grading. This system emphasizes learning, comprehension, and the development of critical thinking skills over seat time alone. All grades are documented in report cards and official transcripts. *See High School GPA below:*

Letter Grade	Percentage	GPA Points	Description
A	90–100%	3.1–4.0	Excellent: Superior mastery of content.

Appalachia Christian Academy Handbook and Policies

B	80–89%	2.1–3.0	Good: Strong understanding and effort.
C	70–79%	1.1–2.0	Satisfactory: Met basic course requirements.
D	60–69%	0.1–1.0	Poor: Passing, but needs reinforcement.
F	Below 60%	0.0	Failing: Mastery not achieved; no credit awarded.

Appendix D – Transcript Example

Official high school transcripts reflect completed courses, credit hours, grades, and cumulative GPA. Courses are listed by academic year and semester, including core subjects (English, Math, Science, Social Studies, Bible) and electives. GPA is calculated using a standard 4.0 scale, incorporating semester grades and cumulative performance. Transcripts also document participation in Fellowship, Sports/Outreach, and other enrichment programs if applicable. Additional notes may include standardized testing results, honors, or recognition programs. Parents provide verification of completed coursework and assessments for accuracy. The academy maintains permanent copies of all transcripts for future college applications, scholarship eligibility, and compliance verification.

Appendix E – Graduation Credit Requirements

Graduation from Appalachia Christian Academy requires a minimum number of credits in core and elective subjects, consistent with Kentucky homeschool expectations. Students must earn at least 4 English credits, 4 Math credits, 3 Science credits, 3 Social Studies credits, and 2 Bible/Christian worldview credits. Additional elective credits in fine arts, technology, or practical skills are recommended to reach a total of 22–24 credits for graduation. Students must submit a senior portfolio demonstrating mastery of core subjects, completion of enrichment activities, and documented participation in Fellowship and Sports/Outreach programs. A final academic review is conducted by the administrator to confirm eligibility. Upon approval, diplomas are issued at the graduation ceremony. Families are encouraged to review progress throughout high school to ensure all credit requirements are met in a timely manner.

Appendix F – Handbook Revisions and Changes

Appalachia Christian Academy reserves the right to revise, update, or amend this Family Handbook at any time in order to reflect changes in legal requirements, educational best practices, or program policies. Families will be notified in writing of any significant revisions, with the updated handbook made available electronically or in print. Minor clarifications or formatting adjustments may be implemented without prior notice, but substantive changes affecting policies, tuition, instructional requirements, or student expectations will be

Appalachia Christian Academy Handbook and Policies

communicated promptly. Parents and students are responsible for reviewing and adhering to the most current version of the handbook. Continued enrollment and participation in academy programs constitutes acknowledgment of and agreement to all handbook revisions. Revisions will be documented in a revision history log maintained by the academy administration for reference.

Appendix G – Legal Responsibility and Liability Disclaimer

Parental Responsibility and Assumption of Risk

Appalachia Christian Academy operates as an umbrella homeschool organization, providing administrative oversight, compliance documentation, optional enrichment opportunities, and access to Fellowship and Sports/Outreach programs. Parents are acknowledged as the primary educators and supervisors of their children, responsible for all instruction, grading, curriculum selection, and daily educational decisions. Participation in any academy program, activity, field trip, or athletic event is entirely voluntary. By enrolling in Appalachia Christian Academy, parents acknowledge and accept full responsibility for the safety, supervision, and well-being of their children at all times, including while participating in optional Fellowship gatherings, Sports/Outreach activities, workshops, community service projects, or any academy-related events.

The academy, its employees, volunteers, instructors, leadership, and/or board members are not responsible for in any event or circumstance whatsoever, nor liable for, any injuries, illnesses, accidents, or incidents that may occur during participation in educational, athletic, or extracurricular activities. This includes, but is not limited to, slips, falls, transportation-related incidents, exposure to weather, property damage, or personal health emergencies. Parents retain full authority and accountability for the care, safety, and oversight of their children during all academy-sanctioned events or home instruction. The academy does not provide supervision, medical care, or emergency response for students during any activity outside administrative or compliance functions.

Limitation of Liability

In no event shall Appalachia Christian Academy, its staff, administrators, volunteers, board members, or affiliated organizations be held liable for any direct, indirect, incidental, consequential, punitive, or exemplary damages arising from participation in the homeschool program, optional academy events, or any related activities. This includes, without limitation, claims for personal injury, property damage, illness, loss of life, or any other harm, whether foreseeable or unforeseen. Parents hereby release, waive, and hold harmless Appalachia Christian Academy, its employees, volunteers, officers, and directors from any and all claims, liabilities, or causes of action arising from or relating to their child's participation in academy programs, home instruction, or affiliated activities.

Extreme Liability Waiver

Parents expressly acknowledge and agree that the academy assumes no responsibility whatsoever for any risks, including but not limited to: accidents, injuries, illnesses, pandemics, allergic reactions, emotional distress, acts of God, natural disasters, property damage, transportation accidents, or death that may occur during participation in any academy program or

Appalachia Christian Academy Handbook and Policies

while on academy property, Fellowship or Sports/Outreach locations, or during travel to or from any academy-related event. Parents accept that all decisions regarding health, safety, medical treatment, supervision, and emergency response are solely their responsibility, and the academy is released from any obligation to intervene, supervise, or respond to emergencies.

Parents further acknowledge that the academy does not provide instruction, grading, tutoring, or oversight of daily academic work beyond portfolio review and compliance documentation. Any reliance on academy guidance for curriculum, extracurricular activity planning, or participation in events is done entirely at the parent's discretion. The academy is not responsible for any consequences arising from parental or student decisions, including academic outcomes, social interactions, or extracurricular engagement.

Acknowledgment and Consent

By enrolling in Appalachia Christian Academy, parents and students explicitly agree to this waiver and accept all associated risks. Parents affirm that they have read, understood, and voluntarily consent to the terms of this agreement, recognizing that participation in any program, activity, or event is at their own risk. This agreement is intended to provide the maximum legal protection for Appalachia Christian Academy, its staff, agents, representatives, volunteers, and board members under Kentucky law. It applies to all present and future claims, including those arising from negligence, gross negligence, or any other form of liability, and supersedes any verbal assurances or representations regarding safety, supervision, or responsibility.

Parents further agree that this waiver is binding and enforceable against themselves, their heirs, representatives, and assigns, and that no legal action may be taken against Appalachia Christian Academy, its affiliates, staff, or directors for any matter related to the homeschool program, optional programs, or participation in academy events. Enrollment and continued participation constitutes unconditional acceptance of these terms and a full release of liability for all activities, programs, and academy operations.

Release of Liability:

Parents and guardians expressly waive, release, and hold harmless Appalachia Christian Academy, its employees, volunteers, board members, and agents from any and all claims, damages, liabilities, or causes of action arising from or related to: their child's participation in any academy program, activity, or event; travel to or from academy events, Fellowship gatherings, Sports/Outreach sessions, or any related activity; and/or any personal injury, property damage, illness, or death sustained by their child or themselves while attending or traveling to/from academy activities.

Binding Agreement and Required Signatures:

This policy is legally binding on both custodial parents or legal guardians of each enrolled student. Enrollment in Appalachia Christian Academy, participation in any program, and submission of student work constitutes acceptance of these terms. Both parents/guardians must sign the handbook acknowledgment page to confirm that they have read, understood, and agreed to this liability and responsibility policy. The signed acknowledgment is a condition of enrollment and continued participation in all academy programs, Fellowship gatherings, and Sports/Outreach activities.

Appalachia Christian Academy
Handbook and Policies

Appendix H – Supporting Organizations

Appalachia Christian Academy supports a few organizations. Below are the organizations we support, and the ways that we interact with them:

- **Gateway Christian Church:** This is the facility that Appalachia Christian Academy primarily meets at on Mondays and Fridays.
- **Christian Traditional School:** We do some activities and special events with Christian Traditional School. We highly encourage all PreK—8th grade parents to send their children here.
- **UPWARD 40391:** We highly encourage at Appalachia Christian Academy for students with an interest in basketball to join UPWARD 40391 throughout their high school years.
- **Lakeside Christian Academy:** Students from Appalachia Christian Academy may participate in Lakeside Christian Academy’s sports, which include: basketball, baseball, volleyball, archery, and trap.
- **HSLDA:** Appalachia Christian Academy is a discount member of HSLDA, or the Homeschool Legal Defense Association.
- **TrailLife:** We encourage students who have an interest in boy-scout-like activities to join this Christian group, Trail Life. They meet at First Baptist Church in Mt. Sterling, KY.
- **Agape Teen Co-Op:** We highly encourage all Appalachia Christian Academy members to join Agape Teen Co-Op. They meet on Tuesdays at Living Water Church.
- **TeenPact:** This once per year event takes place at Frankfort. There, students get to learn about the legislative process through a Christian perspective.
- **4-H:** For students interested in leadership, shooting sports, or horticulture, we encourage them to join Montgomery County’s 4-H!

Appendix I – Administration

Appalachia Christian Academy is governed by a small administration that represents each of the respective parents of the organization. Below are the positions and their responsibilities:

- **Executive Director:** This person presides as the head-oversight officer of the academy. All motions, policies, events, etc. must be approved by the executive director. The person holding this position cannot be terminated, unless they are not the founder.
- **Assistant Director:** This person helps the executive director with treasury work, secretarial work, media production, program officiating, etc. The person holding this position cannot be terminated, unless they are not the founder.
- **Curriculum Director:** This person presides over all curriculum purchases made by Appalachia Christian Academy’s members.
- **Executive Committee (usually five people):** These are people that make administrative, budgetary, and termination decisions that the executive and assistant director do not feel comfortable with making.
- **Parent Committee (unlimited number):** The parent committee is for all members of the academy to join. It is here that parents can voice their ideas in the program.

Appendix J – Student Code of Honor

Out of a desire to honor God, I commit to a lifestyle which reflects trust, honesty, and respect for my peers, authority, and all property. By enrolling in this program, I pledge the following:

- **To God:** I will seek to honor the Lord in all that I think, say, and do (Deut. 26:17).
- **To My Studies:** I will seek to do all the work I have been assigned with diligence and integrity (Eph. 5:8-17).
- **To My Character:** I recognize that my behavior reflects on the Lord as much as on me (1 Cor. 10:31).

XXXII. CLOSING REMARKS

As you embark on this academic journey, remember that your education is not merely the pursuit of a degree, but the stewardship of your God-given potential. At Appalachia Christian Academy, we don't just prepare you for the workforce; we equip you to be a faithful witness in every sphere of influence. May your years here be defined by the pursuit of Truth, the refinement of your character, and a commitment to 'do everything in the name of the Lord Jesus' (Colossians 3:17). You are not just a student; you are a leader in training, called to impact the world for His glory. Go forth with courage, study with integrity, and lead with grace.

*This handbook is hereby authorized by the administration of Appalachia Christian Academy.
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