

*Azle Christian School  
1801 South Stewart St.  
Azle, Texas 76020  
817 444-9964  
Jr. High and High School  
Student Handbook*

## **MISSION STATEMENT**

**The mission of Azle Christian School is to train leaders of this generation to excel by using God's Word as their main learning instrument. We believe that by getting back to the basis of teaching and training our children in a Godly atmosphere, that our children will be better equipped and more able to be successful in the world they have been given to live in. We are also convinced that Jesus Christ should be the forefront of all education. We are not ashamed to pray, read the Bible and openly talk of the goodness of God.**

## **GOALS TO ACHIEVE OUR MISSION**

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing an attitude of love toward it. (II Timothy 3:15)
2. To teach the basic doctrines of the Bible ( Titus 2:1)
3. To teach the students to know and obey the will of God as revealed in the scripture, thus equipping the student to carry out God's will daily.
4. To impart an understanding of the Christian's place in the body of Christ, and its world wide mission, providing opportunities for the student's involvement in the task. (Eph 4:12; I Cor12:1-31; Matt 28: 19-20).
5. To teach Biblical character qualities and to provide the student with the opportunity to demonstrate and develop these qualities (I Sam 16:7; Gal 5:22-23.)
6. To encourage the student to develop the mind of Christ toward godliness. (Phil 2:5)
7. To encourage the student to develop self-discipline and responsibility from God's perspective (I Tim 4:7, Eph 6:1-3)
8. To teach the student how to study God's Word. (II Tim 2:15).
9. To teach the student the respect for and submission to authority from God's perspective (Rom 13:1-7; Heb 13:17; Eph 6:1-3).

10. To help the student develop a Christian world view by integrating life, and all studies with the Bible. (II Peter 1:3).
11. To teach the student to hide God's Word in their heart through memorization and meditation (Psalm 119:11; Psalm 1:1-3).
12. To help the student develop their self image as a unique individual created in the image of God to attain their fullest potential (Psalm 139:13-16).

### **BIBLICAL PRINCIPLES**

One of the basic reasons why parents enroll their Children in a Christian school is to obtain an education grounded in moral values. This school uses a Bible based curriculum, which includes Scripture memory passages and references to God and Jesus Christ. All designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students sense of responsibility and integrity.

### **CHRISTIAN LEADERSHIP TRAINING**

We have Bible everyday at Azle Christian School.

Chapel: Weekly chapel sessions are held on Wednesdays. Parents are encouraged and welcome to attend chapel.

**Note: Students must bring NKJV Bibles to all devotions and chapel sessions.  
Dress attire will be discussed later in the handbook.**

### **CHRISTIAN AMERICANISM**

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifice of her heroes. The constitution guarantees liberties to educate in order to preserve freedom. We teach Biblical doctrines of self-discipline, respect to those in authority, obedience to law, and love of God, flag, and country.

### **PLEDGE OF ALLEGIENCE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible with Liberty and justice for all.

### **PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

## **PLEDGE OF ALLEGIANCE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet, and a light unto my path, and I will hide God's Words in my heart, that I might not sin against God.

## **ADMISSIONS POLICY**

The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, and other school administered programs.

## **ADMISSIONS PROCEDURE**

1. Parents and students will interview with the school administrator.
2. Parents must send Pastoral reference to student's pastor to fill out and return to school.
3. Completed application should be turned in along with application fee. .
4. Registration fee must be paid in full before the student will be admitted to school.
5. Student handbook must be read thoroughly and signed by both student and parent.
6. New students must have a good disciplinary record in order to be approved for admission. No students will be accepted who have been expelled from another school or who are known users of tobacco, alcohol, or drugs or has excessive absences from previous attended school. Families and/or students who are found to have withheld or misrepresented information vital to the admission process (past disciplinary issues, learning disabilities, etc.), may be subject to expulsion. Parents must understand that enrollment of children in Azle Christian School is a privilege, not a right. Continued enrollment and reenrollment are dependent not only upon a student's actions and attitudes, but also upon continued parental support of the school, its staff, and its policies

## **PARENTAL INVOLVEMENT**

Parents are always encouraged to involve themselves in school activities. Parent orientations, meetings, and conferences, promote good understanding between parents and the faculty/ administration of the school. Every parent is requested to participate in these informative and helpful programs. Teachers will schedule meetings with parents to discuss the student's progress.

## **FINANCIAL POLICY**

Azle Christian School receives its entire budget from tuition enrollment. To ensure that our budget is maintained there will be no refund of fees or tuition, should a student withdraw during the school year as stated in the Parental Financial Contract.

Tuition is handled through our tuition management company. Automatic payments are taken out of your checking or saving account on the 5<sup>th</sup> or 20<sup>th</sup> of every month. You may also elect to use a credit card if you choose to do so.

**VERY IMPORTANT NOTE: DIPLOMAS, TRANSCRIPTS, AND SCHOOL RECORDS WILL NOT BE RELEASED UNTIL FINANCIAL OBLIGATIONS TO THE SCHOOL ARE PAID IN FULL.**

## **STUDENT CONDUCT**

At Azle Christian School, a student is expected to be obedient. No set of rules can cover everything that can occur during a school year, but the following guidelines will call attention to some of the items which should be considered important:

1. No student will be allowed to be disrespectful to staff members, whether it is a minister, teacher, administrator, cafeteria worker or custodian. The student has rights, but the student must and will allow his or her parents to question anything that they feel is unfair.
2. A student can be expelled for insubordination. We will not tolerate this at any level or to any degree.
3. Students will be respectful of others and their property.
4. Only Christian music will be permitted on campus or school sponsored events, including pep rallies and athletic events.
5. Loose talk. Profane language or gestures, unwholesome magazines, or books, card games, video games, and comic books will not be allowed in school or school sponsored events.
6. Students will comply with all classroom rules as established by their teachers.
7. It is a serious offense to cheat at Azle Christian School, God expects honesty, as we do also. When a student is caught cheating they will receive a zero and the offense will be noted in their school records. Parents will receive a written notice of the offense and actions taken by the school. In some instances, this grounds for expulsion.

8. **Student cell phones will be allowed in the building but will not be seen during class time. Students may use cell phones before school or at breaks but not during class. A cell phone is not to be out during class. When the student enters the classroom they will put their cell phone in a basket and the teacher will return it at the end of class. If the rules of cell phone use are abused or broken the cell phone will be confiscated for the day and written up for the infraction. On the second offense the cell phone will be taken up and there will be a fee of \$25.00 to get it back.**
9. Rowdy behavior and fighting at or on school grounds or events will result in serious disciplinary action up to and or including expulsion.
10. Visitors are not allowed in the school classrooms during school hours, unless permission has been obtained from the school office. This includes when dropping off children.
11. All backpacks, clothing, book bags, jewelry can only have ACS lettering, logo or ACS related.
12. We are not just a Christian School by name but by nature as well. We have a higher standard and are very proud of it. These rules are not to be implied that they are the only rules this school has. These are simply those that we deal with on a regular basis. This list can be added to as deemed necessary without notice.
13. No Food or drinks upstairs.

### **DISCIPLINE CATEGORIES AND CONSEQUENCES**

Misconduct can be classified and generally defined as follows:

1. Violation of federal, state, and local laws.
2. Activities that show disrespect for property or laws and violate Biblical and moral codes of conduct.
3. Activities and attitudes that show lack of respect for authority.
4. Frequent and repeated violations of classroom and school rules.

## **EXPLANATION OF CONSEQUENCES**

1. **Detention** may be given before, during, or after school. The parent will be notified of punishment and circumstances.
2. **Corporal Punishment** may be given by an administrator with an adult witness present. Parents will be notified immediately in writing or by phone.
3. **Suspension** may be given when deemed necessary by the administrator. The parent will be notified immediately and be given a written notification. Readmission will be granted only a parent conference and upon mutual agreement of administration and parents.
4. **Expulsion:** If expulsion is deemed necessary by the administrators, they will suspend the student and parents with written notification that the student's expulsion will become effective immediately.

## **ATTENDANCE**

A written excuse signed by a parent or legal guardian must be presented to the school office when the student returns to school after the absence. If the absence is foreseeable, a note should be sent in advance, doctor, dentist, and other appointments would only be excused if a doctor's note were presented to the school office.

By State law any student who misses more than 10% of classes during a semester, without written acceptable excuse, will not receive credit for that semester. The student will not be allowed to make up that work.

Excessive absences will inhibit the student progress. If, in the opinion of the administrator, the absence is unnecessary, the student will be considered truant.

Make up work is accepted when the absence is excused; otherwise, zeros will be given for missed work. If a student is absent for 10% of their scheduled classes for that given report card period they may be put on a 30-day academic probation. Academic probation means if they do not make up work within the assigned time or is continuously absent; the student will be dismissed from Azle Christian School.

## **TARDIES**

Students at Azle Christian School are expected to be in class on time. A student is considered tardy if they are not seated in their class by the scheduled class time. If the student is tardy, a parent must sign the student in at the school office. If a student has three tardies it will be considered an absent. For each 3 tardies the student will be given 1 absence for that reporting period..

## **EXEMPT FROM SEMESTER TESTS**

Students may be exempt from semester tests for the following:

- 3 excused absents= A
- 2 excused absents= B
- 1 excused absents= C

***If you have a doctor or dentist appointment: If you return to school the same day and bring a note from your appointment you will not be counted absent.***

## **WITHDRAWAL POLICY**

When a parent/ guardian withdraws a student, they must notify the school office. A withdrawal slip must be signed by a parent/guardian. School records will not be sent until we receive a fax/written request from the enrolling school.

**Note: (Grades will be held if there are any outstanding balances left on the student's account.)**

Parents who withdraw students after the first day of the month are responsible for the entire semester's tuition.

## **DRESS CODE**

Azle Christian School has a uniform program. The purpose of the uniform program is to free the administrator, teachers, and students from having to conform to a dress code that is hard to enforce. Competition in dress should be removed from the student body so that all students may realize that the major reason they come to Azle Christian School is to work on developing the character of God in their life along with education the mind.

**Ultimately parents will be responsible for enforcing the dress and grooming codes of Azle Christian School.**

**Dress codes will be checked; any student out of dress code may be sent home or made to change.**

It is important that all students follow the uniform guidelines. The dress code is in effect during school hours.

### **WEDNESDAY CHAPEL**

Boys: Button up dress shirts and slacks are acceptable in any color. Dress slacks must have a belt.

Girls: Nice dresses or skirt and blouse your choice of color.

Dresses and skirts must touch the ground when kneeling. Leggings or related items are permitted but must be covered to the knee by a skirt or dress. They are not to fit skin tight.

No sleeveless dresses or shirts without a jacket. Blouses will not be low cut or off the shoulder.

### **DRESS CODE FOR ALL DAYS EXCEPT WEDNESDAY**

Boys: Any solid colored Polo shirt is acceptable.

The following are also acceptable:

Navy, Khaki, blue jeans or black pants.

Shorts to the knees when kneeling. (no basketball shorts)

Girls: Any solid colored Polo shirt is acceptable.

The following are also acceptable:

Dress pants or Capri pants are acceptable. No holes in pants.

Navy, Khaki, blue jeans or black pants.

Shorts to the knees when kneeling

Dress shoes or sandals

Flip flops or crocs may be worn.

**You may wear sweatshirts. They may be ACS logo or plain with no writing or logos..**

### **ITEMS NOT PERMITTED**

Shirts with Non-Christian slogans or themes.

Baggy, skin tight fitting clothing, sagging, frayed, or torn clothing including jeans.

Hats of any kind are to be removed at the door. They are not allowed to be worn in the building.

Leggings or related type clothing may not be worn without being covered to the knee by additional clothing.

### **GROOMING GUIDELINES FOR BOYS**

1. Hair should be above the collar, off the ears and out of the eyes.
2. Boys may never wear earrings.
3. Boys are to be neatly groomed and shaven.
4. No tattoos, body art, or piercing.

### **GROOMING GUIDELINES FOR GIRLS**

1. Jewelry that is contrary to our school's beliefs is prohibited.
2. Girls are to be neatly groomed.
3. No tattoos, body art or piercing.

**The administrator/principal reserves the right to make certain judgments containing dress code that may not be covered in the handbook.**

### **RELEASE OF STUDENTS**

Only a child's parent or those persons whose names are on registration forms in the office will be allowed to pick up a child. Identification will be required when the after school teacher does not know a parent or authorized person.

If a parent, relative, or friend other than the custodial parent picks up the child either at the end of the day or during school hours, please let the school office know in writing who that person will be. If it is an emergency situation, please call the school office and inform them of who will be picking the child up.

### **PROCEDURES FOR RELEASE DURING SCHOOL HOURS**

If the child is being picked up during the school hours, the parent or authorized person picking the child up must sign the child out in the school office.

Anyone picking up a student whether the custodial parent or another person, they must come to the school office and ask the office staff to get the student from class.

It will also be necessary to sign the student in, should the student return back to school that same day.

No student under the age of 18 will be allowed to sign themselves out of school. Parents must inform the school office if other arrangements are to be made.

#### **SCHOOL HOURS:**

**Begins at 8:00 A.M.**  
**Ends at 3:00 P.M.**

### **SCHOOL LUNCH POLICY**

ACS has an open lunch policy for students in grades 9-12. Students may leave campus for lunch .THIS IS A PRIVILEGE that may be removed at any time. If a student does not drive or have their own vehicle, they will be allowed to leave campus with other students as long as the parents have signed a release form and have designated drivers they may leave with. If a student leaves campus or returns to campus with a non-approved driver, they will no longer be allowed off campus lunch privileges. This includes the driver that is in violation as well.

Every 3 weeks all students who are failing, have excess tardies or absences; have attitude problems or cause a disturbance in class will lose off campus for no less than 3 weeks.

### **INFECTIOUS DISEASES**

Because we have a responsibility to protect all of our children, the expected type of interaction with others in the school environment and the possibility of contagion will likewise be considered.

Upon having the following diseases, a child must have a written consent from either a physician or the Health Dept. to return to school, or be subject to school office approval for re-admittance:

1. Chicken Pox
2. Pinworms
3. Measles
4. Mumps
5. Head Lice
6. Ringworms
7. Pneumonia
8. Whooping Cough
9. Pink Eye

### **ILLNESS**

For the welfare of your children and the benefit of others, please keep them home when they are running a temperature or if they have vomited within the previous twelve hours.

If a child develops a fever after they come to school, the parent will be called immediately to pick up the child up. Please make sure that the school has current home, work and emergency numbers.

### **HEALTH AND IMMUNIZATIONS RECORDS**

All students should have current immunization records on file. Students will not be allowed to attend classes if immunizations are not current and on file.

### **POLICY ON HOMEWORK**

The purpose for homework is reinforcement and drill. The responsibility for scholastic achievement is placed on the student. Should the student not complete their work assignments for that day, they will be required to take work home to complete.

If a student is absent, and the absence is excused, a day for each day missed will be given to complete make up work. If absences persist the student will be expelled from ACS. It is the student's responsibility to see that make up work is completed and turned in by the designated completion date. Once the grace period has expired the student will receive zeroes. To allow ample time for the staff to get necessary work together, parents should call the school office before 10:00 a.m. and wait until after 1:00 p.m. to pick up missed assignments.

## **LOST AND FOUND**

Students should bring to school only those items necessary for normal school activities. Although the school cannot be responsible for lost items, the school office will attempt to maintain an up-to-date lost and found. If at the end of a reasonable time, items have not been claimed, they will become the school's property and may be disposed at their discretion.

## **MEDICATION POLICY FOR NON-PRESCRIBED DRUGS**

1. If a student brings a non-prescribed medication to school, the student will need to leave it in the school office and it will be dispensed from the school office. A note must be signed by the parent for the student to be able to take the medicine.
2. No student may give another student any medication, In the event that this should happen, disciplinary action will be take.

## **Alcohol and Drug Testing**

At ACS we have a zero tolerance for drugs and alcohol. ACS reserves the right to test students at any time. If a student is found to have participated in an event that included drinking or drugs that student will be permanently expelled from ACS.

## **MEDICATION POLICY FOR PRESCRIBED DRUGS**

A note from the parent along with the medication to be taken and how it is to be administered must be brought to the school office before the medication can be dispensed.

## **STUDENT PREGNANCY**

No student will be allowed to enter Azle Christian School if they have had a child, become pregnant or fathered a child.

**It is difficult to make a general policy that would pertain to such a sensitive situation, but in the event that a student becomes pregnant or fathers a child while enrolled at Azle Christian School, the following guideline will be used:**

A program for home study utilizing correspondence instruction monitored by the administrator can be established to assist the student until different arrangements can be made.

## **POLICY ON SEXUAL HARASSMENT**

Azle Christian School will not tolerate sexual harassment of employees, students, or parents. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments, which create a hostile or offensive work, study or learning environment. Sexual harassment from teachers, students, supervisors, co-workers, or others who visit the school should be reported immediately to the school administrator.

## **SEXUAL ABUSE OR SEXUAL MOLESTATION**

Azle Christian School will not tolerate sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent. Any valid complaint of sexual abuse molestation will be reported immediately to the administrator who shall report the same to the authorities in investigating allegations that may lead to criminal prosecution of such criminal activity.

## **CHILD ABUSE REPORTING**

Under Texas law, the staff and administration of Azle Christian School is obligated to report any suspected abuse that comes to their attention. The statute provides in part as the following: A person having a cause to believe that a Child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall be reported.

At Azle Christian School, all staff is to report suspected or known cases of child abuse immediately to the administrator. At that point the administrator will coordinate procedures needed to be followed. A final judgment by the administrator will determine whether the abuse needs to be reported to the authorities, it is the policy of Azle Christian School to contact the parents after making the contacts required by law.

## **POLICY ON BAD WEATHER**

In the event of bad weather tune into the following television stations:

Channel 4

Channel 5

Also check Azle Christian School Facebook.

Announcements should be made by 6:00 a.m.

## **FIRE AND TORNADO**

Practice drills will be held several times during the school year. Students are expected to refrain from talking, pushing, or running and each teacher will remain with their class.

In the event of a tornado, students will be taken to a designated area and assume a crouched position with their heads protected.

## **TESTING**

Freshman and Sophomores are required to take the PSAT test that is given in the fall. Juniors and Seniors are required to take the SAT and/or the ACT test to graduate.

## **FUNDRAISING**

Azle Christian School will be doing periodic fundraisers to benefit the athletic program, building projects, technology, classroom supplies and other areas of the school.

## **POLICY OF HALLOWEEN**

Azle Christian School does not recognize this day in any way, believing that this day is a pagan holiday.

## **POLICY ON EASTER**

Azle Christian School observes this day as the Resurrection Day of Jesus Christ.

## **POLICY ON TEAM SPORTS**

Students are being trained to interrelate with others in a godly manner; therefore, if a student is participating in team sports they should be aware of the following:

A student who is participating in team sports must maintain a passing grade average in all of their classes. In the event that a student fails to maintain a passing average in their classes, they may be put on a probationary status. If the student fails to bring their grade up in a timely manner, they could be dismissed from the team.

