



Parent and Student Handbook

2017-2018

Mrs. April Geeslin

Principal

Geeslinacs@gmail.com

1801 S. Stewart St.

Azle, TX 76020

817-444-9964

www.azlechristianschool.org

Azle Christian School reserves the right to modify the content of this handbook at any time.

Mission

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 educating 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.

Standards 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

Azle Christian School strives for all students to obtain an education grounded in moral values. ACS 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

Students have Bible in their classroom every day except Wednesday when they have Chapel. Chapel will be held every Wednesday. Parents are encouraged and welcome to attend chapel.

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, and obedience to law, and love of God, flag, and country.

Pledge of allegiance 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.

Parental- Teacher Conferences

Open communication with parents is desired and encouraged. Parents wishing a conference with a teacher should contact the teacher or call the school office to arrange a conference time. Teachers will contact parents by email or telephone requesting a conference should there be a need to discuss a student's work or conduct. Parents should not expect unscheduled conferences during the school day. Parent contact is required for all students who have an academic grade below 70 or a conduct grade of N or U on either progress reports or report cards.

ADMISSIONS

Policy and Procedures

Families interested in attending Azle Christian School must complete the following:

- Complete online application
- Submit required forms and documentation (Pastoral reference, shot records, previous school records, etc.)
- Schedule meeting with Principal
- Pay registration and legacy fee (upon acceptance)

Azle Christian School reserves the right to deny students or admit students on probationary status based upon the administrators' decision.

CHANGE OF ADDRESS

Change of address, e-mail address, or telephone number should be reported to the school office as soon as the change is made. It is important that the office records contain the correct information at all times.

MARRIED STUDENTS

Married students, or students who have been married, are not permitted to attend Azle Christian School.

Non-discriminatory Policy

Azle Christian School admits qualified students of any race, color, religion, sex, handicap, and/or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, financial aid and athletic activities and other school administered programs except where there are conflicts with specific religious tenets held by the institution and its controlling body.

TUITION AND FEES

Registration fee

Upon acceptance to Azle Christian School, the parent/guardian agrees to pay the registration fee to secure enrollment. Once paid, this fee is non-refundable.

Tuition

Full tuition is due no later than June 15 or payable in pre-arranged payment plans. Diplomas, transcripts and school records will not be released until financial contracts are paid in full.

Tuition paid in full is non-refundable and tuition payment plans are required to be completed, except for the following circumstances:

1. The student moves a distance that would prohibit them from attending school.
2. The school determines that the student is unable to meet the demands of Azle Christian School and needs services not provided by the school.
3. The student is unable to attend due to prolonged illness or injury.

In the circumstances described above, tuition will be refunded on a prorated basis. Registration fees and special activity fees will not be refunded.

Dual Credit

Students may take approved online or classroom-based courses from sources approved by ACS and receive dual credit at ACS. Time to complete courses may be scheduled into the regular school day or accommodated at home. Parents should be aware that there is no reduction in tuition for those students who take fewer courses in order to take more online courses.

Qualifications:

- Cumulative GPA of 3.25 or higher
- Administrative approval
- Satisfactory discipline record
- Passing grades in all ACS, online and university courses

GRADUATION REQUIREMENTS

Azle Christian School has adopted the Texas Education policy changes for graduation requirements. To graduate from ACS, students must complete a minimum of 26 credits.

Credits	Courses
4	Bible
4	English (English I, II, III, IV)
4	Math (Algebra I and II, Geometry and Additional Math Class)
4	Science (Biology I and II, Chemistry, Physics)
4	Social Studies (US history, Government/Economics, World History, World Geography)
1	Physical Education
3	Foreign language (same language)
1	Fine Arts
½	Speech
4 ½	Electives

Distinguished Level of Achievement: All ACS graduates completing our standard graduation program will earn the distinguished level of achievement.

Academic Standards

Students must be able to maintain a minimum level of work of 70 or above in all courses to which they are assigned. A student will be restricted from participation in competitive team sports or co-curricular activities if he/she receives a grade below 70 in any subject area, an incomplete or an N or U in conduct on a progress report or report card.

RIGHT OF ACCESS TO RECORDS

The Buckley Amendment of the Family Educational Rights and Privacy Act grants the right of access to educational records. Access must be granted within forty-five days of a parent's/guardian's written request, and this request must be submitted to the Principal. Available records include grades, evaluations, and standardized test results. Parents/Guardians may request that their student's records be released to persons and institutions outside of Azle Christian School.

GRADING PROCEDURES

Each grading period will consist of a minimum of 10 grades. Students may be asked to complete and/or correct work that may be required to ensure student learning without a grade being given.

Progress Reports

Progress reports will occur during the 3rd week of each grading period (a minimum of 4 grades). At this time, students may either be placed or removed from academic probation at the administrator's discretion.

Late Work

Late work will receive a 10 points deduction per day for the first three days. On the fourth day, students will receive a zero and may still be required by the teacher to make up the missing work. If students fail to meet established timelines and expectations for assignments in a responsible manner, it may also be reflected within the student's citizenship marks at the teacher's discretion.

Incomplete Grades

If a student's grade is incomplete at the end of the six-weeks, there is a two-week limit from the last day of the grading period to remove the incomplete. If the work is not completed within that period, the teacher will determine a grade to be recorded. The same rule will apply with unit averages. No incomplete grades will be recorded at the end of the school year. The teacher will determine a final grade before grades are recorded and sent to parents/guardians.

“A” Honor Roll

Students may qualify by maintaining an “A” average (90 or above) in all classes. Any “N” or “U” in conduct will cause a student to be excluded from this Honor Roll.

“A & B” Honor Roll

Students may qualify by maintaining a “B” average (80-89) in all classes. Any “N” or “U” in conduct will cause a student to be excluded from this Honor Roll.

Academic Probation

A student who is currently enrolled at Azle Christian School will be placed on Academic Probation if he/she receives three grades below 70 for any grading period. If such grades recur at the conclusion of the subsequent grading period, he/she may be dismissed from Azle Christian School. After a student's average at the conclusion of a grading period is improved, he/she will be removed from Academic Probation.

A student placed on Academic Probation may be prohibited from participating in school-sponsored activities at the discretion of the Principal.

If a student is dismissed after failing to improve grades following his/her placement on Academic Probation, he/she may reapply to Azle Christian School after one academic year.

A student who is admitted to Azle Christian School on probationary status must maintain a 70 average in each class. If a grade below 70 occurs for any six-week grading period, he/she may be dismissed from Azle Christian School.

EXEMPTION FROM SEMESTER TESTS

Students may be exempt from semester tests for the following:

3 excused absences = A

2 excused absences = B

1 excused absence = C

SAME DAY HEALTHCARE: If you leave school for a doctor/dentist appointment and return to school the same day; bring a note from your appointment in order to not be counted absent. Notes must be brought in on the day of the appointment.

HEALTH AND SAFETY

Minor first aid will be administered by school personnel. ACS does not have a school nurse on staff. As necessary, the emergency services of the Azle Fire Department will be contacted. Parents are required to sign a form authorizing emergency care that identifies the physician and hospital preferred in the event that the parents cannot be reached.

Medical Information

Each year parents/guardians are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student. Other information that may be required in case of emergency should be provided and updated by the parents/guardians as necessary.

Immunization Policy

In order to ensure the health of all our students, it is critical that each student receive proper immunizations required by law. If at any point during the year it is determined that a student is in need of an immunization, he/she will be unable to attend school until it is administered.

Medication Policy

The designated personnel shall administer all medication to the student as stated by the parents and physician.

All medication from home must be turned into the office in the original container with all necessary forms completed and signed by a parent/guardian including instructions for dispensing. Parent/guardians are required to provide all over-the-counter medication with the appropriate forms.

Medication not picked up at the end of the school year will be destroyed per Health Services Procedures.

INFECTIOUS DISEASES

Upon having the following diseases, a student 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

BAD WEATHER

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

Channel 4

Channel 5

Announcements should be made by 6:00 a.m. when possible. Parents who have signed up for the REMIND 101 text messages will receive a text message.

DRILLS

Students, teachers, and other employees shall participate in drills of emergency procedures for intruders, tornadoes and fire. When the alarm is sounded, students must follow the direction of the teacher quickly and in an orderly fashion. Instructions for these drills will be discussed by each teacher.

FIELD TRIPS

Field trips pertinent to instructional objectives will be conducted for various classes during the year. Emergency Medical Release forms will accompany students on all field trips.

DRESS CODE

Azle Christian School has a uniform dress code. Students dress must be modest and appropriate at all times. Guidelines that apply to the wearing of the uniforms and/or other clothing for school, school events and free-dress days follow:

- Attire that displays inappropriate messages will not be allowed.
- No clothing is to be worn that can be deemed “immodest” in appearance.
- Tank tops are not permitted.
- No exposed midriff.
- Sleeveless tops are not permitted for girls or boys.
- All students must have their shirts tucked in.
 - Prek-2nd students are not required to tuck in their shirts or wear a belt
- Girls’ polo shirts are not to be left partially unbuttoned to reveal the undershirt underneath. No cleavage shall be revealed.
- Skirts, dresses and shorts are to be **no more than four inches from the floor in a kneeling position,** and neat and modest in appearance.
- No inappropriate shorts, including but not limited to; bike shorts, boxer shorts, cut-offs, wind shorts and shorts worn over tights or warm ups.
- Saggy/baggy pants or jeans are not tolerated.
- No holes in jeans and jeggings are NOT to be worn with polos.
- No sunglasses or hats of any kind will be worn in academic buildings.
- Clothing or accessories are not to be worn that draw inappropriate attention to the student or deter from learning environment. Small earrings and necklaces are permitted.
- Shoes, that are appropriate for school, are to be worn at all times. No house shoes or house type shoes. No shoes with wheels or discs. No cleats inside the academic buildings.
- Hoods to jackets, sweatshirts etc. are not to be worn in the building at any time.

*****Once a student receives three dress code violations that student will be required to wear a plain white polo and khaki uniform pants for the remainder of the semester or for a grading period, whichever is a longer duration (at the discretion of the Principal).**

Guidelines that apply to grooming are:

- Hair is to be neat, clean and well groomed. No unnatural hair colors are allowed.
- Boys’ hair will not extend below the collar, no lower than the bottom of the ear and must be above the eyebrows. Boys hair may not be worn in a ponytail.
- Sideburns may extend no lower than the earlobe and must be kept neat.
- Male students shall not have facial hair and/or earrings.
- Tattoos must be covered.
- No body piercing jewelry will be visible with the exception of earrings for girls.

Final determination of acceptable dress and grooming rests with the Principal.

WEDNESDAY CHAPEL

The following attire is to be worn on Chapel days only

Boys: Button up dress shirts and khaki, black or navy slacks are acceptable. You have to be wearing a belt and shirt must be tucked in.

Girls: Dresses and skirts **must be** no more than four inches from the floor in a kneeling position. Leggings or related items are permitted but must be covered to the knee by a skirt or dress. They are not to be skintight.

Nice Dresses or skirt and blouse your choice of color. No sleeveless dresses or skirts without a jacket. Blouses will not be low cut or off the shoulder.

DRESS CODE FOR ALL DAYS EXCEPT WEDNESDAY

Boys:

Shirt: Any solid colored Polo shirt

Pants: Navy, Khaki, or Black pants or jeans

Navy, Khaki, blue jean, or black shorts.

Shorts to the knees when kneeling (no basketball shorts)

Shoes: Dress shoes, boots, or tennis shoes

Girls:

Shirt: Any solid color Polo shirt

Pants: Navy, Khaki, blue jean, black dress pants, or capris pants. Navy, khaki and blue jean shorts. No holes in pants.

Shoes: Dress shoes or sandals

Girls may wear khaki, black or blue jean skirts and shorts but must be no more than four inches from the floor in a kneeling position. Leggings worn as pants without a skirt or dress over is not permitted.

DISCIPLINE

Student Conduct

Azle Christian School is dedicated to providing an environment that focuses on Christ. It is expected that students will conduct themselves in ways which will honor Christ and will reflect positively on the school at all times. All students and parents/guardians understand that Azle Christian School reserves the right to discipline, suspend, or expel any student based upon conduct which occurs either on or off campus, whether at school sponsored events or otherwise.

Azle Christian School expects students to maintain Christian standards of courtesy, kindness, morality and honesty. Students are expected to refrain from profanity, indecent language, gambling, cheating, sexual immorality, stealing, the use of any kind tobacco, drugs, alcohol or pornographic materials, and from participation in any unlawful, violent or destructive acts. Students are to comply with these standards of conduct at all times.

These standards are a joint agreement between the student, parents/guardians and the school. All parties agree that both the school and the parents/guardians will enforce these standards of conduct while the student is enrolled/associated with Azle Christian School both during the school year and otherwise.

Students are expected to follow these guidelines:

- Students will considerately allow others to learn
- Students will not impede classroom instruction.
- Students will participate fully in the learning process.
- The teacher has authority to maintain discipline in the classroom.

Offenses resulting in **mandatory** disciplinary action of either in school suspension, suspension, or dismissal, depending on the severity of the offense, for the first offense, includes but is not limited to:

- Use/possession of illegal substance.
- Use/possession of tobacco or the use possession of electronic cigarettes.
- Use/possession of alcohol.
- Possession of a weapon as determined by the Principal.
- Sexual Harassment. *
- The willful display or distribution of pornographic images or videos.
- Engaging in premarital sexual activity.

Other offenses resulting in disciplinary action, up to and including dismissal, for the first offense, includes but is not limited to:

- Gambling.
- Profane or vulgar language.
- Truancy or leaving school without permission.
- Altercations, verbal and physical.
- Deliberate and/or repeated classroom disruptions.
- Harassment/Bullying. **
- Theft.
- Vandalism.
- Disrespect.
- Falsification of documents.
- Cheating.
- Unauthorized use of electronic devices.
- The willful display of any social media of inappropriate material that could include, pornographic images, profanity, pictures that represent or indicate a violation of the Azle Christian School Parent and Student Handbook.
- The behavior of Azle Christian School students while off-campus, including holidays and summer break, is expected to be exemplary. Violations of the Azle Christian School Parent and Student Handbook or other behavior that is not a positive representation of Azle Christian School that occur during these breaks may affect initial or continued enrollment.

Students who voluntarily come to a school official confessing a violation of the Azle Christian School Parent and Student Handbook will be eligible for disciplinary action that may not include dismissal. Repeat offenses of the same nature will be cause for dismissal.

If a violation of the Azle Christian School Parent and Student Handbook has been reported to Azle Christian School officials by law enforcement those students could be subject to dismissal.

*Azle Christian School is committed to providing an environment free of sexual harassment. Examples of prohibited behavior include but are not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and verbal or physical conduct or communication of a sexual nature. Those who harass will be subject to disciplinary consequences up to and including dismissal for the first offense. The assigning of a disciplinary consequence is at the discretion of the Principal. Furthermore, the sufficiency of any evidence regarding harassment is left to the discretion of the Principal.

****** Bullying includes the initiation or participation in intimidation by name calling, using racial or ethnic slurs, making derogatory statements, or threatening physical violence.

Azle Christian School students will not engage in bullying one another; furthermore, no student shall encourage, permit, or assist any other person in bullying.

Harassment also includes references to one's physical appearance, religion, race, sex, or ethnic origin. A substantiated charge of bullying will result in disciplinary action up to and including dismissal. The Principal or designee has the discretion to decide if a student's actions or words constitute bullying.

******* Students may possess personal electronic communications devices including, but not limited to, cell phones, iPod, etc., during the school day only if the devices remain turned off and in their backpack during the school day.

If an electronic device is seen, heard, or used during class or other school events such as chapel, the electronic device will be confiscated, turned in to the office and the student will have the device returned to them at the end of the school day. The Principal reserves the right to assign further disciplinary consequences if warranted.

ILLEGAL SUBSTANCE ABUSE POLICY

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant. No student shall possess, use, transmit, or be under the influence of an illegal drug substitute, herbal smoking blends, synthetic drugs. These include, but are not limited to K2 and Spice. The same applies to the selling, or transferring of alcohol, drugs, drug related paraphernalia or other illegal substances. Such activity will not be tolerated and will result in disciplinary action up to and including dismissal. The specific discipline will be assigned at the discretion of the Principal. The school will notify appropriate law enforcement officials of possession, distribution, or use of illegal substances by students to the extent that the school, upon advice of its counsel, determines that it is required to do under applicable laws.

Substances represented to be a drug or an alcoholic beverage shall be treated as drugs or alcohol for the purpose of student discipline.

Furthermore, if a student has knowledge of such activity on school property and fails to inform school officials, that student is subject to disciplinary action up to and including dismissal. Students' personal effects which are on school premises, including automobiles operated or parked on school premises and personal effects taken on school sponsored trips or events may be inspected.

Azle Christian School reserves the right to demand approved professional counseling and drug testing at the student's expense. Parents/guardians will be notified prior to drug testing.

Students who violate the Illegal Substance Abuse Policy for alcohol are subject to the following disciplinary action at the discretion of the Principal:

Self-Reported:

1st Violation = 2-Day Suspension

2nd Violation = 5-Day suspension + Counseling at parent's expense

3rd Violation = Dismissal

Non Self-Reported:

1st Violation = 5-Day Suspension + Counseling at parent's expense

2nd Violation = Dismissal

SOCIAL MEDIA

Azle Christian School recognizes the popularity of social networking sites. Students using and/or participating in any online Internet communities will be held responsible for information transferred between themselves and others and all other information posted. This responsibility extends to, but is not limited to all social media, personal homepages, instant messages, chat rooms, and other postings on the Internet. Students should take extreme caution when posting on such sites. All postings should positively represent the person posting. Students are representatives of Azle Christian School and must recognize that all postings should be a positive reflection on our school, the employees, and other students and their families. What is posted in the form of words and pictures should represent a person who is in subjection to Jesus Christ as their Lord. These guidelines apply during the school year and at times when school is not in session including our summer break.

Students are especially cautioned against using electronic devices to take pictures or videos of teachers, other staff, or students and posting them on social media websites. Students who post such media will be subject to disciplinary action up to dismissal.

INTERNET

Many sites on the Internet can be potentially dangerous. Azle Christian School makes every effort to block these sites by using security software loaded onto each device. The Internet filter system used by Azle Christian School is stringent and blocks access to nearly all inappropriate Internet sites. Students are in violation of school policy if they access these sites through proxies or deactivate or bypass the security software.

Students caught tampering with or bypassing the filtering systems are subject to disciplinary action including but not limited to suspension and dismissal.

Internet usage for any purpose other than for the completion of school assignments, college or career planning or other appropriate educational activities is inappropriate.

Any parent/guardian wishing to restrict their children's access to any Azle Christian School's Online Services will provide this restriction request in writing.

Parents/guardians will assume responsibility for imposing restrictions only on their own children.

Expectations

- The student in whose name a system account and/or device is issued will be responsible at all times for its appropriate care and use.
- Students are responsible for their ethical and educational use of the computer online services at Azle Christian School.
- Although the School has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the library of each campus.
- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Unacceptable Conduct (includes but is not limited to the following)

- Transmitting or using any material, which is in violation of any federal or state law, is prohibited. This includes, but is not limited to, confidential information, copyrighted material, license or contract violations, inappropriate materials, threatening or obscene material, viruses, hacking, and host file sharing violations.
- Attempting to copy, alter, or use data, the configuration of a computer, files, password, account, ID, or device of another user without the consent of the individual, campus administrator, or technology staff member.
- Vandalizing, gaining unauthorized access to, or tampering with equipment, programs, files, software, system performance or other components of a device or network.
- Causing congestions on the network or interfering with the work of others by intentionally wasting resources. This includes but is not limited to chain letters, broadcasting messages to groups or individuals, and real-time music.
- Falsifying permission, authorization or identification documents.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are not appropriate for school assignments such as, but not limited to, pornographic sites.
- Using the device or network for financial or commercial gain, advertising, or political lobbying.

Azle Christian School cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of email and network communications; proper authorities will be given access to their content. Violation of local, state or federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution and/or disciplinary action by Azle Christian School.

Conduct Grades

Conduct grades shall reflect E-S-N-U grading system:

- Excellent- student's behavior and attitude continuously exceed the teacher's expectations.
- Satisfactory- student's behavior and attitude continuously meet the teacher's expectations.
- Needs Improvement- student's behavior and attitude do not continuously meet the teacher's expectations. Two "Ns" will result in the student being ineligible to participate in extra-curricular activities.
- Unsatisfactory- student's behavior and attitude consistently and repeatedly fail to meet

Release of students

Only a child's parent or those persons whose names are on the registration forms in the office will be allowed to pick up a child. Identification will be required of a person other than the parent. 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:

Elementary (Prekindergarten- 6th grade)

Tardy bell will ring at 8:00 am

Dismissal at 3:00 pm

Secondary (7th grade-12th grade)

Tardy bell will ring at 8:00 am

Dismissal at 3:10 pm

Students are not permitted to be dropped off before 7:30am.

TARDY POLICY

- Each student is allowed one unexcused tardy per class each six-week grading period without penalty. On the second and third unexcused tardy, the teacher will assign a disciplinary consequence.
- Upon the fourth unexcused tardy and for every subsequent unexcused tardy, the student is referred to the office and will be assigned Saturday school.
- The teacher keeps records of tardies, and he/she is the final authority in this regard.
- Tardies are unexcused unless considered excused by a member of the school staff due to extenuating circumstance beyond the student's control.
- A student is considered tardy if he/she enters the classroom after the tardy bell rings.
- The staff records an absence if the student is more than 20 minutes late.

EARLY DISMISSAL POLICY

Any student leaving early before 2:30 p.m. must be signed out by an adult in the office.

If a student leaves school prior to 10:00 a.m., and does not return, they will be counted absent for the day.

Students present for any part of the school day are responsible for turning in assignments due on that day whether or not they attend the specific class in which the assignment is due.

ABSENCE POLICY

Absences are considered **excused** for personal illness, illness or death in the immediate family, emergency medical or dental attention, and written requests approved in advance by the Principal. Absences are excused only if a parent/guardian has sent a note or has contacted the school to report one of these reasons. Excused absences count toward a student's total absences.

Absences are considered **unexcused** if a parent/guardian does not send a note and if the absence does not fall within the criteria listed above. When a note is supplied (during the allowable time period), the absence can be changed to excused absence (AE).

The following procedures will be adhered to in regard to absences:

- Upon returning to school from an absence, a student will report to the attendance clerk/receptionist and present a note signed by the student's parent/guardian or doctor giving the reason for the absence.
- Students are responsible for initiating and completing all work done during an unplanned excused absence within a timetable of one day of make-up for each day of absence. In the event that a student is absent from a class on the day that a major project is due or a scheduled test is administered, and he/she reports to school later in the same day, the project or test must be completed that same day or a grade of a zero will be entered. This also applies to work missed because of school-sponsored activities.
- Assignments, projects, and tests that were assigned prior to an absence will be due upon the student's return to school.
- Students present for any part of the school day are responsible to turn in assignments due on that day, whether or not they attend the specific class in which the assignment is due.
- For major, long-term assignments such as research papers, etc., teachers, with advanced notice to students, can require a "no exceptions" turn-in policy. In this case, students are expected to get the assignment to school on its due date even if absent on that day.
- Students participating in extra-curricular activities that miss class due to participation will not be allowed extra time to complete their assignments and are responsible for any assignments made during their absence. Assignments, tests, etc., are expected to be due upon the student's return to class.
- Each year, students shall be allowed up to five absences for family, educational, or recreational travel provided that such absences are requested in writing and approved prior to the absence. **These days will not be excused during six-week tests or semester tests.** All assignments are due upon return to class. Please take into consideration your child's educational wellbeing and refrain from allowing your child to miss class unnecessarily. Any exceptions to this will be at the discretion of the Principal.
- In order to receive credit in a class, a student must be in attendance 90% of the school days during each semester (no more than nine absences per semester, per class, and this includes excused and unexcused absences.) Once a student receives the tenth absence in any class period, the student will be required to meet with the campus attendance committee and is subject to being denied credit for the class(es) in which the absences occurred. The Attendance Committee and/or Principal will make the final decision to determine the granting of credit in all cases.
- Attendance Probation may be assigned if a student does not meet the attendance requirements of Azle Christian School. Once on probation, a note from a medical professional will be required to excuse absences and tardies to school. Students may also be restricted from participation in extra-curricular activities. Students with ongoing attendance issues may be asked to withdraw.
- All students who fail to attend 90% of the time will have the opportunity to appeal their case to the attendance committee.

AFTER SCHOOL SUPERVISION

- The school day ends at 3:00 for elementary and 3:10 for HS.
- There is no after school care for ACS students.
- It is imperative that parents arrange for students to leave campus immediately after classes have ended each day.
- Students are NOT allowed to be in the building or any other place on the ACS campus unless they are under the direct supervision of an ACS faculty member or coach.
- The parents of unsupervised HS students will be contacted. Any unsupervised HS student found on campus after dismissal will be taken outside of the main school office to wait for his/her parent.
- *The administration and faculty are not liable for unsupervised students who remain on campus after the school day ends.*

SCHOOL LUNCH POLICY

Azle Christian School does not provide lunch. Students bring their own lunch. There are microwaves available in the kitchen to heat up food.

Lunches may be delivered by parents before the lunch period to the office. If you would like to have lunch with your student you must check-in at the office and get a visitor badge first.

DAMAGE TO SCHOOL PROPERTY

Any damage to school/church facilities or furniture caused by a student or his or her guest will be paid for by the student. This amount will be submitted to the ACS Business office and the student's parent will be billed.

VISITORS

Parents/guardians are always welcome on our campus. Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval; however, such visits will not be permitted to interfere with the delivery of instruction or disrupt the school environment.

All visitors must check in with the school office. We respectfully request all visitors including parents/guardians to maintain modest dress.

Parents/guardians will be required to check in at the front office if visiting a child for lunch.

Due to safety issues and possible allergic reactions, animals are not allowed on school grounds at any time without express permission from the Principal.

Volunteers

All Volunteers are required to fill out a Background Records Search Consent Form. Once the background search is completed and approved you will be notified by the front office. The background search renewed every two years.

DOORS

All doors will remain locked except during times when students are arriving, leaving, or moving between classes. When entering the front entrance, please press the entrance button at the front doors to be admitted into the building.

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.

MAKE-UP WORK

It is the responsibility of the student (parents of elementary students) to make arrangements with the teacher for all work that was or will be missed for any absence. Makeup work will be due and coordinated at the teacher's convenience. For unscheduled absences (primarily illness), the student will have the same number of school days as the number missed in which to make up the missed work.

If a student is absent because of a school-sponsored co-curricular activity, any assignments, including reports, projects, and papers are due on the originally scheduled date(s). It is the student's responsibility to communicate with their teachers to ensure that this occurs. Failure to do so will result in a grade penalty to be determined by the individual instructor. In addition, the student must be prepared to make up any missed quizzes or tests immediately upon their return to that class.

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.

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.

RESOLUTION OF DISAGREEMENTS

Azle Christian School is a family that is based on the teachings and example of the Word of God, the Bible. When there is a question, concern or disagreement between the student, parent/guardian, and staff member, the policy of Azle Christian School is to follow the principle of Matthew 18:15-19.

- A parent/guardian or student who has a question, concern or disagreement with a staff member should go to that staff member and present the concern to him/her.
- A meeting should be scheduled between the two parties and should take place within a two-week period.
- If the parties involved cannot come to a satisfactory resolution, the following steps should be taken:
 1. Bring the issue of concern to the Principal.
 2. Bring the issue of concern to the Lead Pastor.
 3. If, after these steps, the issue is unresolved you may appeal to the Board of Directors in writing.

NOTE: Concerns which are voiced anonymously (through letters, phone calls, etc.) cannot be dealt with by Azle Christian School staff or administration since anonymity does not allow for resolution between the parties.

God calls each of us to listen to one another's concerns and to be willing to offer God's forgiving love to one another. Your concerns and issues should never be shared with other parents/guardians, teachers, or staff members who are not directly involved in the situation. "Let the peace of Christ rule in your hearts, since as members of one body you were called to peace." Colossians 3:15

ATHLETICS

To be eligible for participation in athletics, the student must meet the following requirements:

- Good moral character including adherence to the code of conduct.
- Physical fitness (physical examination by a medical doctor before practice begins in the first sport in which the athlete participates each year).
- Academic Eligibility
- Dress – Students participating in athletics shall be instructed by the coach of each respective sport regarding appropriate dress for practice and team travel. All students using the gym floor must wear acceptable basketball or tennis shoes.

If any athlete is forced to leave Azle Christian School for any disciplinary reason or is dismissed from or quits the sport, he/she forfeits all rights to receive an athletic award.

STUDENT COUNCIL

Students participating in student council must demonstrate Christian character by maintaining good citizenship, respectful attitudes, and appropriate actions speech. The high school student council assists with Spirit Week, Red Ribbon Week, Homecoming, Spring Formal, and other such activities as needed.

The student council represents the student body by having representatives from each grade serve on the council. The high school student council officers and representatives will be elected each fall. To be eligible to run or serve as a class representative or student council officer, each student must have a grade of 70 or above and no conduct grade of N or U for each course at the end of the first six weeks and the most recent progress report prior to the election. A conduct grade of an N or lower or a major disciplinary offense will disqualify a student from council membership. Students desiring to be candidates must also complete an election form and be approved by the school faculty.

The administration and student council sponsors may place a student council member on probation at any time for inappropriate conduct or attitudes.

COLLEGE DAYS

College days are **pre-approved**, scheduled absences. Students in grades 11 and 12 are allowed three (3) days to visit college campuses.

- **College days must be requested in writing at least 24 hours in advance.**
- These three days are **not** counted in the total number of absences. Documentation from the college visited is required. Visitation forms are available in the office.
- When college days are scheduled, **it is the student's responsibility to request assignments BEFORE missing school for the college day. The work is due upon the student's return to school.**
- **After March 1, administrative approval is required for senior college days to be excused absences. It is not recommended that students take college days after April 1.** Requests for necessary exceptions may be made to the Principal.