



Parent and Student Handbook

2024-2025

The mission of Azle Christian School is to educate, inspire and equip Christian disciples through academic and spiritual excellence; so they can impact our culture in a way that glorifies Jesus.

1801 S. Stewart St. Azle, TX 76020

817-444-9964

www.azlechristianschool.org

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**The board and administration of Azle Christian School
reserve the right to change any policy herein at any time at the school's sole
discretion should it be determined that such changes are in the best interest of the
school.**

Changes will be communicated to affected groups and individuals.

SCHOOL ADMINISTRATION

April Geeslin, Head of School
Angela Holt, Secondary Principal
Holly Hamilton, Elementary Principal
Jonathan Tucker, Campus Pastor
Clayton Sanders, Boys Athletic Director
Danelle Skartvedt, Girls Athletic Director
Robert Cornelius, Business Administrator
Jessi Nichols, Director of Admissions
Mike Miles, Senior Pastor
Chad Geeslin, Lead Pastor

CONTACT INFORMATION

Campus Phone: (817) 444-9964
Campus Fax: (817) 752-8459
Business Office: (817) 444-9973
Website: www.azlechristianschool.org

*Create in me a pure heart, O God,
and renew a steadfast spirit within me.
Psalm 51:10*

Mission

The mission of Azle Christian School is to educate, inspire and equip Christian disciples through academic and spiritual excellence; so they can impact our culture in a way that glorifies Jesus.

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 (Titus2:1)
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. (IITim2:15).
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. 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.

SCHOOL ELDER BOARD

The Azle Christian School School Board is a self-perpetuating, policy-making body, responsible for the philosophy and objectives of the school as well as the implementation of policy through school administration. Board members' regularly pray for all aspects of the school in order to be prepared to fulfill the following duties:

- Guard the school's mission;
- Ensure that the school's philosophy and programs embody that mission;
- Guarantee the school's financial health; and
- Hire, advise, and when necessary, dismiss the staff person who heads the organization.

In short, board members focus on mission, policy, and budget approval and implementation, leaving to the head of school and administration the day-to-day operation of the school.

Azle Christian School's board policy defines the limitations of individual board members. Members perform their roles only during duly called board meetings and their authority exists only in called board meetings. Although members may have contact with the staff, teachers, students and parents, as any other parent may have, they are expected to exercise discretion in what is said and done in relation to the staff, teachers, parents and students as well as their own children.

Regular meetings of the School Board convene approximately once a month at an established time and place during the school year unless agreed upon by the majority of the Board.

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, birth certificate, copies of parent's drivers license, 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 May 31st or payable in pre-arranged payment plans. Diplomas, transcripts and school records will not be released until financial contracts are paid in full.

Withdrawal/Refunds

The tuition contract o Azle Christian School is binding. After the contract is

executed, the pay-or is obligated to pay the entire amount of the contract even if a student withdraws at any time before the end of the school year. While this may seem harsh, Azle Christian School is financially committed to provide an education for its students for the full school year. The withdrawal of a student does not alter that financial commitment which is based upon the tuition contract and all of the other contracts for students who are enrolled for the school year. The elder board will consider a null of contract in the following situations:

1. The student moves more than a 50-mile radius from Azle Christian 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.

ACS Tuition breakdown

TUITION:

Pre-Kindergarten	\$6500
Kindergarten	\$7100
1 st Grade – 6 th Grade	\$8200
7 th Grade – 12 th Grade	\$9000

FAMILIES W/MULTIPLE STUDENTS:

- 1ST Child Full Discount
- 2ND Child 5% Discount
- 3RD Child 10% Discount
- 4th Child 15% Discount

Registration Fee: \$350

Tuition Discounts: (Cannot be combined with other discounts)

- 5% Discount If Paid in Full by June 1st
- 10% Discount for Active/Retired Military, Law Enforcement, Fire & Rescue
- 10% Discount for Fulltime Educators
- 30% Discount for Fulltime Ministry (Majority of Income must be from ministry)

FUNDRAISING

ACS does not receive financial support for operating expenses from the state or other institutions and, unlike many private schools, operates almost exclusively on revenue from tuition and fees. In order to remain accessible for our families, we rely on fundraising to provide for many of the “extras” that our students enjoy.

ACS does one major, school wide fundraising event, the Crusader Walk. Each student must either fully participate in the fundraising raising \$100 for the

Crusader Walk, or choose the fundraiser BUYOUT OPTION by adding \$100 to their registration fee.

Clubs, organizations, and classes may hold small fundraisers and collections during the year with administrative approval.

PARENT INVOLVEMENT AND PARTNERSHIP

ACS welcomes and encourages parents to be involved in areas that support our School programs. All parents are expected to always lead in a manner consistent with the school's Christian principles and beliefs and encourage their children to do the same.

ACS believes that a positive and constructive working relationship between ACS, each student, and all the student's parent(s)/legal guardian(s) is essential to the accomplishment of ACS's educational mission and responsibilities to its students. Accordingly, if, in the sole judgment and discretion of ACS, the student's, the parent's/legal guardian's, other family member's, or other adults associated with the student's behavior, communications, or interactions, on or off campus (including during school-sponsored events and non-school related conduct), is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, Statement of Faith, Code of Conduct, methods of instruction, or discipline, or otherwise interferes with ACS's safety procedures, responsibilities, or accomplishment of its educational and Christian purpose or program, ACS reserves the right to withdraw the student or family and any sibling of the student from the community.

We have 10 expectations that we believe will help us have a positive and cooperative partnership throughout the entire school year:

1. As a part of our joint role to help students grow and mature, parents are expected to encourage their child to address perceived inequities appropriately and independently, including reporting if necessary.
2. Parents should strive to cut the constant phone ties from their children. It is very important to their growth and maturity to let your children make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged, and that's fine too. This helps to grow their problem-solving skills, resiliency, coping skills, and independence.
3. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have skilled and knowledgeable staff members available to your child for this purpose.
4. When parents contact the school without the child's knowledge ("John doesn't know I'm calling, but ..."), the school will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality regarding your phone call. Refer to expectation No. 1.

5. The school will typically investigate issues and question students without the parent's presence, which helps us move quickly to resolve issues. Discipline at ACS is handled with love and a discipleship focus, so we appreciate your trust.
6. Although your child's issue is important, concerns take time to address. Please be patient, and do not call or email repeatedly for an update. We will be in touch with you as soon as we have updated information to pass along.
7. Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your child to others and expect that you understand the same principle applies to other students.
8. The school will not communicate everything that occurs in the student's daily life to a parent. We have many students under our care (including your child) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused and prioritized there.
9. Neither the teachers nor the school will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your child. Additionally ACS staff will not use text messaging to communicate with students or parents.
10. All communication between the parents and any person at the school must be Christ-like, professional, cooperative, respectful, kind, and appropriate. If we cannot have this type of relationship, this school may not be the right one for your child.

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

DUAL CREDIT

WHAT IS DUAL CREDIT?

Dual credit is a process through which a student may earn high school credit for successfully completing a college course that provides advanced academic instruction beyond, or in greater depth than, the Texas Essential Knowledge and Skills (TEKS) for a corresponding high school course. The "dual credit" earned is college credit and high school credit for one course.

WHY DUAL CREDIT?

Dual credit provides several benefits to students:

- Earning college credits while in high school increases the likelihood that a student will complete high school and enroll in and persist in college.
- Rigorous and meaningful coursework in high school prepares the student for success in college.
- College credits earned in high school provide a way to earn a Performance Acknowledgment.
- A dual credit student leaves high school already having begun his/her post-secondary degree, leading to reduced college costs and eliminating duplication of effort for highly capable students.
- Students may complete their college degree earlier, leading to earlier entrance into the workforce, which benefits both students and the economy.

WHO IS ELIGIBLE FOR DUAL CREDIT?

To be eligible for dual credit, a student must:

- Obtain written permission from high school counselor or principal
- Apply, enroll and pay for classes at the college/university offering the course(s)
- Meet the entrance requirement of the college/university including the required placement exams
- Cumulative GPA of 3.25 or higher
- Satisfactory discipline record
- Freshman and Sophomore students are limited to one dual credit course per semester.
- Junior and Senior students are limited to two dual credit courses per semester.

Students receive high school credit for a dual credit course if they earn a grade of A, B, or C.

If a student receives a D or F in a dual credit course, they will not receive high school credit and they will not be allowed to continue in the dual credit program for the remainder of high school.

To earn a Performance Acknowledgement, a student must earn an A or B in at least 12 hours of college courses.

All dual credit courses taken for high school credit will be recorded on the high school transcript as a pass/fail grade and will not be included in the GPA calculation.

Students should be aware that taking college classes concurrently while in high school results in the establishment of a collegiate academic record and students earn a college grade point average. Students must submit an official college transcript to any institution where admission is sought.

If a student is not being successful in a dual credit course, they may choose to drop that course with a “W” instead of failing the course. There is a deadline that must be met. Student will be notified of that deadline at the beginning of each semester by the college. It will be their responsibility to meet with their college counselor to initiate the drop.

ENROLLMENT AT ORAL ROBERTS UNIVERSITY

Students who are interested in taking dual credit classes from Oral Roberts University must meet these entrance requirements:

- Apply for “Dual Enrollment” admission to ORU online at apply.oru.edu
- Available courses for ACS students:
 - BLIT 111: Christian Life I: Old Testament
 - BLIT 122: Christian Life II: New Testament
 - BIO 101: Principles of Biology Lecture & Lab
 - CHE 101: Principles of Chemistry Lecture & Lab
 - COM 101: Oral Communication
 - COMP 101: Composition 101: College Reading & Writing
 - COMP 102: Composition 102: Reading & Writing in the Liberal Arts
 - ENG 201: Introduction to Literature
 - FRE 101: Elementary French I
 - FRE 102: Elementary French II
 - GOV 101: American Government & Politics
 - HIS 110: American History Survey
 - HIS 111: American History Survey II
 - MAT 105: College Algebra
 - MAT 106: Trigonometry
 - MAT 232: Elementary Statistics
 - SPA 101: Elementary Spanish I
 - SPA 102: Elementary Spanish II

ENROLLMENT AT WEATHERFORD COLLEGE

Students who are interested in taking dual credit classes from Weatherford College must meet these entrance requirements:

- Apply for admission to WC online at www.applytexas.org
- Complete Pre-Assessment Activity prior to TSI testing
- Meet TSI eligibility requirements (See chart below to see if you qualify for TSI exemptions)
- Complete a Substitute From W-9S: Request for Student’s Taxpayer Identification Number
- Complete an Early Admission Application Form
- Provide an up-to-date transcript of high school work

Weatherford College	Course Code	# of Coll. Credits	H.S. Equivalent	# of H.S. Credits
ENGL	1301	1	ENGL 1	0.5 CREDIT
ENGL	1302	1	ENGL 1	0.5 CREDIT

GOVT	2305	1	GOVT	0.5 CREDIT
ECONOMICS	2301	1	ECONOMICS	0.5 CREDIT
HIST	1301	1	US HISTORY	0.5 CREDIT
HIST	1302	1	US HISTORY	0.5 CREDIT
MATH	1314	1	ALGEBRA	0.5 CREDIT
MATH	1342	1	ELEM STATS	0.5 CREDIT

ENROLLMENT AT TARRANT COUNTY COLLEGE

Students who are interested in taking dual credit classes from Tarrant County College must meet these entrance requirements:

- Apply for admission to TCC online at www.applytexas.org
- Complete Pre-Assessment Activity prior to TSI testing
- Meet TSI eligibility requirements (See chart below to see if you qualify for TSI exemptions)
- Complete the Online Readiness Test Assessment for enrollment in an online course (<http://tccd.readi.info>)
- Provide an up-to-date transcript of high school work
- Complete a TCC High School Enrollment form

DUAL CREDIT TEST SCORE EXEMPTIONS:

A student may be classified as TSI exempt based on the achievement of the scores listed below:

SAT		ACT	
Combined Score	1070	Combined Score	23
Math	500	Math	19
Critical Reading	500	Critical Reading	19

TSI ASSESSMENT COLLEGE READINESS STANDARDS:

A student who is not TSI exempt based on SAT or ACT may be classified as having met the requirements of the Texas Success Initiative (TSI) based on the achievement of the scores listed below:

Math	350
Reading	351
Writing	Essay score of 5 OR Essay score of 4 with multiple choice score of 363

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 28 credits.

Credits	Courses
4	Bible
4	English (English I, II, III, IV)
4	Math (Algebra I, Geometry, Algebra II, Pre-Cal)
4	Science (Biology I and II, Chemistry, Other Science)
4	Social Studies (US history, Government/Economics, World History, World Geography)
1	Physical Education
2	Foreign language (same language)
1	Fine Arts
1	Technology
½	Speech
½	Teen Leadership
½	Health
4	Electives

Multidisciplinary Endorsement: All ACS graduates completing our standard graduation program will earn the Multidisciplinary Endorsement.

Students must attend the full year for both 11th grade and 12th grade to be eligible for ACS Valedictorian and Salutatorian.

Students must have a minimum of a 3.75 GPA in order to be eligible for Valedictorian and/or Salutatorian.

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 point deduction per day for the first five days. On the sixth day, students will receive a zero and will not be able to receive credit. 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. If it is the 6th week of the grading period and the student has failed to submit their assignment by Friday at 3:30 pm it will be an automatic 0 in the gradebook and will not be eligible for correcting.

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 class averages 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

High School Students may be exempt from semester tests for the following:

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

If students meet the above criteria:

- Freshman: may choose 1 test to be exempt from
- Sophomore: may choose 2 tests to be exempt from
- Juniors: may choose 3 tests to be exempt from
- Seniors: may choose 4 tests to be exempt from

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.

TESTING

PSAT®

The PSAT® is administered each year to all eighth, ninth, tenth and eleventh grade students. It tests the same skills and knowledge as the SAT®- at an appropriate grade level.

SAT® and ACT

Completion of the Scholastic Aptitude Test (SAT) or the American College Test (ACT) is required for graduation at ACS and by many universities for admission. Information is available from the school administrator. Registration must be completed by students and their families online.

TSI (Texas Success Initiative)

Azle Christian School partners with the Tarrant County College (TCC) system. TCC officials will administer the TSI (Texas Success Initiative) to senior students who are not yet exempt through their SAT or ACT scores. ACS will use this test to measure students' college readiness. The needs of each individual student will be evaluated by the school leadership team. The testing is administered on the

TCC-NW campus, free of charge, with immediate results. Academic advisors will be present to help students understand the meaning of their test results. These test scores can be used for course placement in any state college or university in Texas, and in some out-of-state institutions of higher education.

HEALTH AND SAFETY

Minor first aid will be administered by school personnel. 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.

A student may not return to school unless they are fever and/or vomit free for 24 hours without the use of medication.

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. Families who do not immunize their children must have an immunization exemption affidavit on file. For more information visit: <https://dshs.texas.gov/immunize/school/exemptions.aspx>

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 station:
Channel 8

Announcements should be made by 6:00 a.m when possible. Parents will also receive an email through GRADELINK.

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 adopted a uniform dress code. Student's dress must be modest and appropriate at all times.

Dress code for Mondays, Tuesdays, Thursdays, and Fridays

- Boys:
 - Shirt: Solid red, black, gray, or white polo shirt. Shirts must be tucked in at all times.
 - Pants/Shorts: Navy, khaki, gray, black, or blue jeans. No basketball shorts. Shorts must be to the knees when kneeling. All pants/shorts must have belt loops with a belt, and there must not be any holes in the pants/shorts.
 - PreK-1st grade students are not required to keep their shirt tucked in or wear a belt.
 - House shoes are not permitted. Athletic shoes are required for PE/Athletics.

- Jacket: black ACS zip up jackets, letterman jackets, ACS ¾ zip pullovers, school sport zip up jackets, and red, gray or black Crusader crewneck sweat shirt purchased from the spirit gear website may be worn daily. No other outwear options are permitted. Polos must still be worn underneath the jackets and pullovers.
 - On Fridays, students are allowed to wear an ACS hoodie with a polo or an ACS spirit shirt.
- Girls:
 - Shirt: Solid red, black, gray, or white polo shirt. Girls' polo shirts are not to be left partially unbuttoned to reveal the undershirt, and no cleavage shall be revealed. Shirts must be tucked in at all times.
 - Pants: Navy, khaki, gray, black, blue jeans or capri pants. All pants must have belt loops with a belt at all times, and there must not be any holes in the pants.
 - PreK-1st grade students are not required to keep their shirt tucked in or wear a belt.
 - Shorts/Skirts: navy, khaki, gray, black, or blue jean but must not be shorter than 4" from the floor when in a kneeling position. The overall appearance must be modest.
 - Elementary: Dresses: uniform dresses in navy or khaki or solid color polo dresses in red, black, white, or gray only. Leggings may be worn under dresses or skirts.
 - House shoes are not permitted. Athletic shoes are required for PE/Athletics.
 - Jacket: black ACS zip up jackets, letterman jackets, ACS ¾ zip pullovers, school sport zip up jackets, and red, gray or black Crusader crewneck sweat shirt purchased from the spirit gear website may be worn daily. No other outwear options are permitted. Polos must still be worn underneath the jackets and pullovers.
 - On Fridays, students are allowed to wear an ACS hoodie with a polo or an ACS spirit shirt.

Dress code for Wednesdays: Wednesdays are reserved for our Chapel attire dress code.

Boys: Button up dress shirt with khaki, black, navy, or gray slacks. Grades 2nd-12th grade must wear a belt with their shirt tucked in at all times. The button up may be any pattern/color and may be long or short sleeve as well.

Girls: Dresses or a skirt with a blouse/non-graphic tee. Sleeveless dresses or tops must be worn with a jacket. They may not be low cut or off of the shoulder. Girls may wear leggings underneath a dress or tunic type dress as long as it is not shorter than fingertip length. The overall appearance must be modest and not skintight.

- Dress code for grooming:

- Hair should be neatly cut and kept. Extreme hairstyles in cut and/or color are not permitted.
- High school male students may have facial hair that is neatly groomed in appearance that does not extend down the neck.
- Tattoos must be covered at all times including all school events.
- Male students may have stud earrings only. Girls may have a small stud nose piercing. No other body piercing jewelry will be permitted to be visible with the exception of earrings and small nose piercing.
- The administration has the final say in what is considered “acceptable”, and these privileges can be revoked at any time.

Dress code for Casual, Themed, School Events, and Games:

The following guidelines also apply to the overall appearance of the uniform dress code.

- Attire that displays inappropriate messages will not be permitted.
- No clothing is to be worn that can be deemed immodest in appearance.
- Sleeveless tops/tank tops are only permitted during athletic practices.
- No exposed midriff.
- Saggy/baggy pants, shorts, or jeans are not permitted. Shorts must be modest in length and appearance.
- No sunglasses or hats of any kind will be worn in the academic building unless it is part of a school-wide dress up themed day.
- Clothing or accessories are not to be worn in such a way that it disrupts the learning environment.
- School appropriate shoes are to be worn at all times. House shoes or house type shoes are not permitted. Cleats are not to be worn inside the academic buildings.
- Girls may wear longer t-shirts with leggings as long as they completely cover the appropriate areas of the body.

Dress Code Violations:

Once a student has received 3 dress code violations, that student will be required to attend Saturday school and will incur the \$20 fee. The dress code violations will reset each Semester.

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, mortality 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 to accept the following guidelines and expectations.

- Students will be considerate and not impede learning in the classroom environment.
- Students will be respectful to the teacher and to fellow students.
- Students will participate fully in the learning process.
- The teacher has the 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.

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 of results of 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.

CELL PHONES/ELECTRONIC DEVICE

In general, Azle Christian School is a cell phone free zone during the school day (8:00 a.m. - 3:30 p.m.). However, because of increased dependence on cell phones for important communication, limited access will be allowed during lunch. If such use creates a problem, the administration reserves the right to revoke this privilege or take away the device until the end of the school day. Cell phones are not to be seen, heard, or utilized during class at any time unless specific approval is given by an administrator or teacher. Consequences for violation of ACS electronic device policy are listed below. Azle Christian School is not liable or responsible for a student's personal property.

- 1st Violation: Staff will confiscate the cell phone/electronic device and turn it into the front office. It will be released to the student at the end of the school day.
- 2nd Violation: Staff will confiscate the cell phone/electronic device and turn it into the front office. It will be released to the students' parent/guardian at the end of the school day. A \$25 fee will be charged.
- 3rd Violation and beyond: Staff will confiscate the cell phone/electronic device and turn it into the front office. It will be released to the students' parent/guardian at the end of the school day. A \$50 fee will be charged.

MESSAGES

In order to prevent classroom interruptions, only EMERGENCY MESSAGES, as determined by the administration, will be delivered to students. The delivery of gifts or flowers will be held in the attendance office and distributed at the end of the day.

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: Prekindergarten- 6th grade students

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 3:15 pm

Secondary (7th grade-12th grade)

Tardy bell will ring at 8:00 am

Dismissal at 3:30 pm

Students are not permitted to be dropped off before 7:30am. Students will remain in the court until 7:50am.

TARDY POLICY

- Each student is allowed one unexcused tardy per class each six-week grading period without penalty. On the second and third unexcused tardies, the teacher may 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. If your student is assigned to Saturday school they will be required to pay a \$20 fee (this fee will be charged at every Saturday school assigned)
- 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 at or 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. Students will not be able to leave early after 2:30 p.m. Parents/Guardians will have to wait in the designated car line any time after 2:30 p.m.

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 they 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.
 - Elementary attendance is taken at 10 am each day. If a student arrives after 10am, without a doctor's note, they will not be counted present.
 - 7th-12th grade students' attendance is taken per class period.
- 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.

ATTENDANCE CAMP

Students whose absences exceed the maximum allowed days; per the guidelines listed by the State of Texas, may be required to attendance summer attendance camp. The attendance committee will review each students' case individually. They will take in to count any medical concerns and/or documentation or extenuating circumstances that might have caused excessive absences. The committee will determine how many days the student will need to attend in order to attain course credit/grade level completion. High School students' absences will be looked at on an individual class basis. For example, a student who has missed 1st period for more than the allowed 18 days may be given hours/days bases upon the absences accrued in specific classes.

AFTER SCHOOL SUPERVISION

- The school day ends at 3:15 for elementary and 3:30 for Junior High and High School 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 JH/HS students will be contacted. Any unsupervised JH/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 are for students in grades 3-12th.

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.

High school parents: Please do not sign out your student to allow them to go get lunch. This is not a safe option for the short amount of time they have during their lunch period.

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. First time visitors will need to bring their drivers license in to be scanned through the RAPTOR system. We respectfully request all visitors including parents/guardians to maintain modest dress.

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 year.

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.

TEXTBOOKS

Issuance

The school issues all basic classroom textbooks to the students for use during the school year. These texts remain the property of ACS and should be treated as such. Students may choose to cover their textbooks in order to protect their cover. The condition of the text will be recorded at the time of issuance and examined again at the end of the school year.

Consumable workbooks become the property of the student at the end of the year.

Lost and Damaged Books

Whenever a book is lost, it must be paid for before a replacement book is given. Payment should be given to the school office. Students will be charged replacement cost of the book. Also, fines are assessed for damage to textbooks. These fines must be paid to the school office before the student checks out on the last day of school. Academic records may be held until payment is remitted.

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.

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.
- Students participating in sports are required to participate in off-season.

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. If an athlete quits a sport after the season has begun, he/she will be ineligible to participate in further sports for the remainder of the year.

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.

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