

WELCOME!

Congratulations on your selection of Assembly Christian School. You have enrolled in a school designed for quality Christian education. We are happy that you will be part of the ACS “family”. Assembly Christian School is designed to assist parents in the God- ordained training of their children. Here at ACS, it is our desire to offer academic excellence without moral compromise. We desire to help you in the intellectual, emotional, social, and spiritual development of your children. It is not the intention of ACS to take the place of the parent! Rather, we desire to come alongside the family, partnering with the family in developing champions for Christ. It is our goal to promote godliness and moral integrity in young people, teaching cultural literacy, communication skills, and critical thinking. We attempt to provide such a program in an environment that also provides social and athletic opportunities. We are here to serve you. Please feel free to contact us if you ever have any suggestions or questions. May the Lord Jesus Christ bless and anoint you with a great year!

Principal Mrs. Lizbeth Jackson

8 OUR PHILOSOPHY, OUR MISSION

STATEMENT OF FAITH

9 MANAGEMENT STATEMENT

LIFE SUCCESS OUTCOMES

10 SPIRITUAL LIFE

PRAYER

11 ADMISSIONS

NOTICE OF STUDENT NONDISCRIMINATION

ADMISSION TO ASSEMBLY CHRISTIAN SCHOOL

12 TRANSFERS AND WITHDRAWALS

13 FINANCIAL AGREEMENT

REFUND POLICY

14 ACADEMICS

STUDENT ACADEMIC RECORDS

STATE REQUIRMENTS FOR GRADUATION

15 TOPS PROGRAM

HONORS COURSES

INTEGRATED APPROACH

BIBLE CLASSES

CHAPEL SERVICES

16 ACHIEVEMENT

THE SCHOOL DAY

MORNING ARRIVAL/TARDIES

STUDENT CHECK OUT

17 CLASS TARDIES

SCHOOL ATTENDANCE

ABSENCES

EXCUSED ABSENCE

18 UNEXCUSED ABSENCE

SKIPPING CLASS

AFTERNOON DISMISSAL

19 AFTER SCHOOL SUPERVISION

20 ACADEMICS

HOMEWORK

TEACHER RESPONSABILITIES

STUDENT RESPONSABILITIES

21 CIRRICULUM

REPORT CARDS

PROGRESS REPORTS

22 MAKE UP WORK

GRADING SCALE

23 INCOMPLETES

ACADEMIC HONORS

FAILURE

24 HELPS CLASS AND TUTORING

ACADEMIC PROBATION/DISMISSAL

PHYSICAL EDUCATION

25 TESTING

NINE WEEK EXAMS

ACHIEVEMENT TESTS

VALEDICTORIAN/SALUTATORIAN

26 UNIFORM~DRESS CODE POLICY

27 COATS & JACKETS

JEWLERY & ACCESSORIES

28 HATS/CAPS/SUNGLASSES

GROOMING

GIRLS

BOYS

29 STUDENT CONDUCT

PHILOSOPHY OF DISCIPLINE AT ACS

30 DISCIPLINE DEFINED

PREVENTATIVE AND CORRECTIVE DISCIPLINE

31 ROOT CONVICTIONS FOR CONDUCT

Respect for God

Respect for Authority

32 Respect for Others

Respect for Self

Respect for Property

33 Respect for School Rules

SCHOOL POLICIES

CARS DRIVEN BY STUDENTS

34 LEAVING FROM ACTIVITIES

35 SCHOOL PROPERTY

GENERAL ON-CAMPUS CONDUCT 36

CLASSROOM EXPECTATIONS

36 DRUG TESTING POLICY

37 MEDICATION

TOBACCO

WEAPONS

ELECTRONIC DEVICES

38 PORNOGRAPHY

OTHER PROHIBITED OBJECTS

ACCOUNTABILITY DURING SCHOOL ACTIVITIES

39 INTERNET USE

DAMAGE TO PROPERTY

GENERAL OFF-CAMPUS REGULATIONS

40&41 VIOLATIONS OF STANDARD CONDUCT

MINOR VIOLATIONS

MAJOR VIOLATIONS

42 DISCIPLINARY MEASURES

43 ELEMENTARY DISCIPLINE

TIME OUT DAY

SCRIPTURAL BASIS FOR DISCIPLINE

45 HONOR SYSTEM

PROBATION, SUSPENSION, DISMISSAL AND EXPULSION

REPENTENCE AND RESTORATION POLICY

PROBATION

46 SUSPENSION

DISMISSAL

47 EXPULSION

DUE PROCESS OF STUDENT

DENYING RE-ADMISSION TO ACS

48 SEXUAL HARASSMENT

BULLYING, THREATENING OR VIOLENT BEHAVIOR

49 ATHLETICS

FIELD TRIPS

50 MISCELLANEOUS INFORMATION

AWARDS DAY

COMMUNICATION

PARENT – TEACHER CONFERENCES

CONCERN/COMPLAINT PROCEDURE

51 EMERGENCIES

 EMERGENCY SCHOOL CLOSINGS

52 FIRE DRILLS

ILLNESS

FUND RAISING

53 LOST AND FOUND

LUNCHES

PARENTAL INVOLVEMENT

PARENT VISITS

PARTIES

PERMISSION SLIPS

54 PHOTO RELEASE

PICTURES

TELEPHONE CALLS

TEXTBOOKS

SCHOOL SUPPLIES

55 SCHOOL OFFICE

VISITORS

TUTORING

OUR PHILOSOPHY

Assembly Christian School has a desire to provide parents with the opportunity of educating their children totally- body, mind, and spirit-engraving the Word of God on their hearts (Deut. 6:6). Our philosophy centers on Jesus Christ as the focal point of all teaching and learning. Because we believe the Bible is the infallible, divine Word of God, we desire those students be conformed into the image of Jesus (Rom. 8:9), that they learn to think like Him and to execute life from biblical perspectives and principles. The school’s role is to impress each student with the knowledge that God is the source of all subjects in the curriculum (Col.1:17,17; II Cor. 8:6). Accordingly, teachers implement biblical principles into their classroom instruction and discipline. ACS sees education as a succession of instruction and internal discipline based upon the teachings and principles found in the Bible. Education is:1) to shed light on the student’s academic comprehension and to expose his mind to justice, truth, and ownership of property (right of possessing, enjoying, or disposing of a thing inherent or natural) 2) to set free the mind so that the student will reason based upon the criteria of truth set forth in the Word of God 3) to mold the student’s behavior so that he may pursue the course of life which Jesus Christ has chosen for him or her and, thus, be a beneficial and asset to society. In so doing, ACS will endeavor to train a generation that will provide leadership among their peers and into their community. We desire that the disciples that are produced in this school will impact the world for Christ.

OUR MISSION

The mission of Assembly Christian School is based on I Thessalonians 5:23 which says, “May your whole spirit, soul, and body be kept blameless at the coming of our Lord Jesus Christ.” Our focus is to train disciples of Christ in all areas so that they may be prepared to impact the home, the workplace, the community, and the world. We also desire to teach gospel values in an environment of spiritual and academic excellence.

STATEMENT OF FAITH

The members of Assembly Christian School hold the following truths in common: · We believe the Bible to be the inspired and only infallible authoritative Word of God (IITimothy 3:16). We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Mk 1:10-11; Matt 28:19). We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (I Cor. 15:3; I Peter 2:21-30; Lk 1:34-35; Gal. 4:4-7).· We believe that, for the salvation of lost and sinful man, regeneration by the Holy Spirit is Essential (Romans 3:21-30; Matthew 3:11).· We believe that the full consummation of the baptism of believers in the Holy Ghost is evidenced by the initial, physical sign of speaking with other tongues as the Spirit gives utterance and by the subsequent manifestation of spiritual power in public testimony and service (Acts2:4,42-43; Acts 10:44-46; Acts 19:2,6; Acts 1:8).· We believe in the resurrection of both the saved and the lost--they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John5:24,28,29). · We believe that deliverance from sickness is provided for in the atonement and is the privilege of all believers. (Isaiah 53:4; Matthew 8:16-17; Mark 16:19; John 5:14; I Peter 2:24).· We believe in the imminent return of our Lord and Savior Jesus Christ (I Thess. 4:18;Rev. 21:20).

MANAGEMENT STATEMENT

Assembly Christian School is an independent Christian School supported by, but not a ministry of, First Assembly of God, La Place. The goals of Assembly Christian School reflect those of the Assemblies of God and are within the scope of the vision for Assembly Christian School.

LIFE SUCCESS OUTCOMES

It is the goal of Assembly Christian School to have graduates who meet the following Life-Success Outcomes: · Born-again Christians, exhibiting the Fruit of the Spirit (Gal. 5:22-23) · Disciples of Jesus, empowered by the Holy Spirit (Acts 1:8) · Motivated believers, able to lead others to Jesus (Matt. 28:18-20) · Positive community leaders and role models (Eph. 4:11-12) · Responsible citizens and international ambassadors (I Peter 2:13-14) · Effective communicators (Eph. 4:29) · Well-educated, self-directed, life-long learners (II Tim 2:15)

SPIRITUAL LIFE

Students are encouraged to read God’s Word and to pray daily. Biblical principles are taught to the students. Christ-like character is modeled by the teacher and other adults. The Christian school does not take the place of the church or the home in the training of the child.

PRAYER

Our school is a testimony to the power of prayer. Our teachers pray daily for their students and our school. We also depend on the prayer support of our school families and friends. We are grateful that God has ordained certain individuals in our church and school community to intercede daily for our students, teachers, and staff by name. ACS intercessors are worthy of our prayer for them and their families.

***“When we depend upon education, we get what education can do. When we depend upon man, we get what man can do. But when we depend on prayer, we get what God can do.” Thank you for your support in prayer for our administration, faculty, and student body.***

**Admissions**

**NOTICE OF STUDENT NONDISCRIMINATION**

Assembly Christian School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. ACS does not discriminate based on race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, or school-administered programs. For this handbook, “he” is not to denote gender, but to refer to the “student.”

**ADMISSION TO ASSEMBLY CHRISTIAN SCHOOL**

It is important that families coming to Assembly Christian School have a strong commitment to Jesus Christ as well as the basic biblical standards as described in God’s Word. It is the philosophy of ACS that we exist to be an extension of the Christian home and therefore a family’s spiritual heart must be one of the deciding factors in the admission process. Conditions for enrollment may change as well as the opportunity to remain as a student at ACS if, at the discretion of the administration, there has been a detrimental change in academic performance, behavior, or parental support. It is strongly felt that an incompatible relationship between the school and a family is not in the best interest of an enrolled student. “How can two walk together unless they are in agreement?” (Amos 3:3) A clear lack of acceptance on a family’s part regarding the decisions of the school are firm grounds for requesting that a student be withdrawn from the school immediately. Acceptance is based on a decision by the school administration. Grade placement for all students will be determined by the administrative staff. ACS reserves the right to adjust and/or modify course offerings, selections and/or combination of classes at each grade level based on final enrollment. Please submit an up-to-date immunization record or a Statement of Exemption from Vaccinations (LDOE) form (this form can be filled out & signed by the custodial parent) to the front office. Contact the school office with any questions or concerns. Additionally, a copy of a birth certificate, a social security number, and a student application must be submitted to be considered for enrollment, along with payment of registration fee. Any false information provided during the enrollment process will result in student(s) not being allowed to enroll in ACS or being dismissed upon discovery.

The following criteria are used to evaluate candidates for admission to ACS:

· Academic records (both academic and behavioral performance) · An initial interview with each applicant and his parents. Families must be actively attending a church, as well as following a Christian example in the home, to the best of their ability. Any student who has not met the academic or behavioral requirements of his former school or who, in the view of the ACS administration, has a history of serious behavioral problems will not be admitted to ACS. For students transferring to ACS, all provisions of the school’s admission policy apply.

It must be understood that Assembly Christian School will not tolerate the following:

· Refusal of parents for their child to receive discipline if school conduct is violated · Repeated aggressive and/or intimidating behavior by one student to another or towards the teacher · Repeated disruptive behavior that hinders the learning/teaching process ·

Failure of parents to support administrative decisions and policies set forth in this handbook or announced as a part of expected conduct on the part of students and their families Should, in the opinion of the administration, these situations arise and cannot be resolved, a student and their family will be asked to withdraw from ACS immediately or be formally dismissed by ACS. If a student does not desire to enroll at ACS or, while enrolled, desires not to attend the school, a meeting will be held with the parents to discuss continued enrollment. All documents completed by the student and his/her parent represent the commitment between Assembly Christian School and the student’s family. They must all be completed as part of the registration process and no student will be allowed to officially enroll at ACS unless documents are completed and required monies due are current.

**Transfers and Withdrawals**

Only high school students with a certified, valid transcript will be given credit for courses completed. Credit will be given for honors courses taken at another school only if ACS offers that same course as an honors course. If it does not, the letter grade earned will be on a 4.0 scale. Because of the nature of the order of coursework varying from school to school, transfer students may be required to repeat coursework at ACS due to scheduling limitations. Grades for a previous course may not be erased. Rather, the average of the two grades will become the final grade listed on the transcript, using a numerical averaging if possible. If a course was an honors course at one school and is a non-honors course here at ACS or vice-versa, ACS grading scale will be applied to the numerical grade achieved. After the start of school, transfer students will be required to pay full enrollment/registration fee. Tuition will be pro-rated for the year, with full payment required for the month in which they enter, regardless of the calendar date. Students who wish to transfer from Assembly Christian School must be in full payment of all debt to the school/c prior to the completion of withdrawal paperwork. Parents must request and sign a formal withdrawal form. Withdrawal effective date will be the date the form is turned in to the office. ACS will not send records or transcripts to any other school unless all accounts are paid in full.

**Financial Agreement**

All students enrolled in ACS must meet all financial obligations to remain enrolled as a student. This includes tuition payments along with all fees assessed as part of the school program. Fees may include, but are not limited to class fees, planner, electives, athletics, drug screening, etc. All families are expected to promptly make payment for any services or goods received during the school year. Failure to do so may result in the student not being allowed to attend class until the debt is paid in full. Any time money is owed because of a non-sufficient payment or lack of payment, the financial department of the school will collect fees owed along with a non-sufficient fee no greater than $25.00 to cover the expense of attaining school monies, regardless of the amount of the non-sufficient payment.

**REFUND POLICY**

Assembly Christian School makes budgetary decisions based upon anticipated revenue. If a family withdraws any time prior to the end of the school year, it causes hardship for the school. Therefore, if the student attends any part of the month, the family will be charged that month’s tuition. Failure to attend school, or a telephone call to the school office, is not sufficient notice of withdrawal. A formal request for withdrawal must be completed. The official date of withdrawal will correspond with the date the completed request is submitted to the office. Monthly tuition will be charged until a student has officially withdrawn from school. All Tuition, Athletic fees, lab fees, supply/class fees are non-refundable.

**Academics**

**STUDENT ACADEMIC RECORDS**

Assembly Christian School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of parents and, in the event of divorce, the rights of custodial and non- custodial parents. In the latter case, absent a court order to the contrary, the school will provide the non- custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that no information is to be given, ***it is the responsibility of the custodial parent to provide the school with a copy of the court order.*** Parents are encouraged to file any legal documents that affect the child with ACS as soon as possible after acceptance to the school.

**STATE REQUIREMENTS FOR GRADUATION**

Minimum requirements for High School Graduation follow:

**ENGLISH 4 Units**

**MATHEMATICS 3 Units**

**SCIENCE 3 Units**

**SOCIAL STUDIES 3 Units**

 **HEALTH AND P.E. 2 Units**

**ELECTIVES 6 Units**

**FOREIGN LANGUAGE 2 Units**

**TOTAL 23 Units**

**TOPS PROGRAM**

This will be addressed as ACS develops the high school program.

**HONORS COURSES**

Depending on staffing as well as student eligibility, ACS will offer honors courses in academic areas. A student who participates in an honors course, dependent upon course availability, will be eligible for honors credit. Such credit for participating in a rigorous study successfully will result in a weighted scaled score. See “Transfers and Withdrawals”.

**INTEGRATED APPROACH**

The spiritual program of our school is not separated from the other programs and activities but is integrated into everything we do. Our desire is to honor Jesus Christ in all that we do by affirming Scripture, by exalting His Name, and by exhorting students toward godliness in living. The development of moral integrity and spiritual discernment is one of the primary goals of our school. Our traditional curriculum integrates instruction with moral values, patriotism, and Christian principles with strong academics.

**BIBLE CLASSES**

Students are privileged to be instructed in the Holy Scriptures. Successful completion of Bible classes are required for graduation and are designed to meet the spiritual needs of students.

**CHAPEL SERVICES**

Chapel is part of ACS’s total philosophy and curriculum. It is an opportunity for all students and faculty members to experience worship, praise, and fellowship. Chapel presenters can be youth pastors, invited guest speakers, and students. The chapel schedule is announced in the fall of the school year and remains consistent unless otherwise directed. The chapel is under the direction of the Church and school leadership.

**ACHIEVEMENT**

Students should plan & prepare to be attentive, alert, and responsive in the classroom. They should also plan to study outside of class. No teacher, regardless of his capabilities, can adequately teach a student who is unwilling to learn. Judas ‘rejection of Christ and His teachings is an example of how a student can fail even under a perfect teacher. A child’s role at ACS is that of a “student.” They have a responsibility to God, his parents, his teachers, and himself to be the best student possible. All students and their parents are expected to follow the line of authority in the school.

**The School Day**

MORNING ARRIVAL/TARDIES

Students should arrive no earlier than 8:30am. We have before care from 6:00 am to 8:15 am. Dismissal for all students will be at 3:30pm. We have After-Care from 3:00pm to 6pm. See our office staff for further information.

Students that arrive after 8:30 am will be considered tardy.

 STUDENT CHECK OUT

Students who check out early for any reason will have the recorded early checkouts placed in their school records. The school day does not officially end until 3:30 p.m. Important instructions and reminders are given at the end of the day, as well as written communications to parents from the teacher and the office that are important for the following school day. A student will not be allowed to leave class and wait for the parent outside because a student unsupervised in the front of the school creates a potentially dangerous situation. The parent must come to the school office to notify the secretary s/he is ready to pick up his/her child. A student will not be taken out of class until the parent, or another approved adult has checked in with the school office. At no time should any student be allowed to leave the campus with individuals unless they are listed on the student’s emergency contact sheet. ***It is the responsibility of the parents of students to keep this information updated in the school office.*** Once again, students are expected to be in class during normal school hours and checkouts for personal convenience will be deemed unexcused and count toward total days absence.

CLASS TARDIES

Students are required to be in their classrooms and in their seats, ready to begin work, when the bell sounds. Failure to be on time and seated causes disruption to the class and takes away from a teacher’s preparation. Teachers/Administration will handle such tardies according to policy.

**School Attendance**

ABSENCES

Parents MUST CALL THE SCHOOL OFFICE PRIOR TO 8:30 am if their child will be absent from school on a given day. Please check with your child’s teacher for any missed assignments for that day. See that your student completes those assignments and returns them to their teacher in a timely manner. If your student will be absent for an extended period, please notify the office and we will see that assignments are available to you for that time.

10 days of absence are allowed per school year. The classification of an absence as excused or unexcused is determined by the administration. When a student has been absent, he must report to the school secretary with a parent’s or doctor’s note explaining the absence. Failure to obtain an absence permit will cause a student’s absence to be recorded as an unexcused absence. If a student has excessive absences, only a physician’s record of the illness will serve to validate absences.

EXCUSED ABSENCE

Absences due to school functions (athletic events, science fairs, etc.), personal illness, medical appointments, death in the family, serious family situations, or other circumstances approved by an administrator are excused absences. All requests for excused absences must be made in writing and given to the school secretary. Verification of absences may be made by the administration. It is the student’s obligation to find out if there were assignments for which he will be held responsible.

UNEXCUSED ABSENCES

A student is unexcused if he is absent from school without a legitimate reason or simply as a matter of convenience to the student or the family. This also includes events that the family chooses to participate in together for a day or more rather than the student attending school, unless prior permission is gained from the administration. For example, in such instances as going to the beauty salon, staying home to study for a test or finishing an assignment, running errands, babysitting or family vacations, the absence is unexcused. The student must make up the assignments missed during the absence, and the teacher classroom policy in this area will be applied. Students will receive an F (50%) on any tests missed due to an unexcused absence. Family vacations may be excused by the administration if permission is given in writing one (1) week prior to the absence. Tests missed during the student’s absence should be taken before leaving for the vacation, if possible. Absences will NOT BE EXCUSED during exams. In cases where a student purposely avoids a class to avoid a test or turning in a paper, the principal will apply the policy listed for skipping class. Please note in the case of suspensions for disciplinary reasons, those consequences given by the principal will stand on their own and may or may not include consequences associated with unexcused absences.

SKIPPING CLASS

Skipping school or “cutting class” is defined as not attending school and not having the proper excuse from either a parent or school official. All daily work is recorded as an ‘F’ when a student skips class. Also, the student will have to make up the work missed, *even though his daily grade will be an ’F’*. All work due or tests to be taken on such a day will be assigned a grade ‘F’. Skipping class may result in a one-day suspension.

AFTERNOON DISMISSAL

In order to provide for the safety of our students, parents must follow the directions for arrival and pick-up. If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment. If a student is picked up during the school day, Parents are asked to park and enter through the front of the building. ACS students may not leave the school campus with peers unless a written statement by a parent or guardian has been submitted to the school office indicating such arrangements. Assembly Christian School will not take responsibility for the safety or well-being of a student who violates this regulation.

 Our teachers on duty have other responsibilities after 3:30 p.m. and students will not be left unsupervised in the car rider line. PARENTS MAY NOT GO DIRECTLY TO THE CLASSROOM to pick up students early or at the end of the day. Each teacher will escort his/her elementary students to the appropriate waiting area or students will be dismissed by a faculty representative. Students may not remain on campus after 3:30 p.m. unless they are participating in an organized extracurricular activity, or are in our aftercare program. They may not remain unsupervised for any reason. If a group of student’s desire to work on a group project, they must have adult supervision from a school representative or prearrange assistance of a parent and work in a designated area.

ASSEMBLY CHRISTIAN SCHOOL WILL NOT BE LIABLE FOR UNSUPERVISED STUDENTS AFTER THE SCHOOL DAY ENDS AT 3:30 pm

Students who ride home with school employees must be in the care of that employee immediately afterschool dismissal. Students in junior high or high school may not remain on the school campus after dismissal waiting for a game, youth service or a music practice unless permission has been given by school and church administration.

AFTER SCHOOL SUPERVISION

All car riders are expected to be off the school campus by 3:30 p.m. Monday through Friday, or they will be required to go to After Care. Students involved in extra-curricular activities are the only students allowed to remain on campus during that activity. After the activity, they must report to After Care or leave campus. Siblings of players are not allowed to wait at practice for their parents. They MUST report to After Care.

**Academics**

HOMEWORK

Here at ACS we believe in Family time. We do not assign our students homework, however, any classwork not completed in class should be finished at home ready to submit the following day.

TEACHER RESPONSIBILITIES

ACS Teachers are responsible for the following: Unfinished classwork is not considered homework but should be finished at home. No more than 3 assessments (quizzes and tests) can be given in a single school day. No tests or quizzes will be given on Thursday (except for math) unless it is exam week or a short week. The teacher will reply to any form of communication promptly.

STUDENT RESPONSIBILITIES

Students are expected to complete all classwork and to make sure it is turned in when due. In case of an excused absence, students are permitted to make up assignments that were assigned when absent at the teacher’s discretion. However, major projects and research papers that are assigned days or weeks in advance must be turned in on the day the student returns to school for the student to receive full credit, even if the student has an excused absence. The only exception to this will be made selectively by the classroom teacher. Some other guidelines that the student should be aware of are the following:

~Cliff Notes or other abridged works will not be accepted as resources for reading or written assignments. Research papers will be given a grade of ‘F’ if it is evident that the student used abridged works. ~Many Hollywood productions of the classics have a different plot or ending to make them attractive to the popular taste. If a teacher detects that a student has attempted to use a movie of a classic rather than reading text for a reading assignment, the student can receive a grade of ‘F’. ~ Any copying of information from the internet which a student uses to represent his own work will be considered an intentional act of deception and dealt with as such. Parents should take the responsibility to instruct their children in this area and monitor work submitted.

CURRICULUM

Because we are a Christian school and dedicated to teaching the truth of God’s Word and His ways throughout our curriculum, we choose courses of study that challenge our students as well as help them to see godly principles in all areas of learning. The method of study is quite varied, and students will learn through a variety of mediums. In most cases, students will participate in class instruction as directed by the classroom teacher.

REPORT CARDS

Report cards will be issued at the end of each quarter and will be presented to parents at a fall and spring parent conference. Parents will be given advance notice of the time of fall/spring conferences in writing. Students will be given appointment letters and required to return these signed to the homeroom teacher the next school day. These meetings are mandatory in order to receive report cards. The second nine weeks report cards will be sent home with students. Report cards should be signed and returned promptly (the next school day). The fourth nine weeks report card will be mailed to students. The final report card for the school year will be released only if all books have been returned, all fines and fees, have been paid, and tuition is current. Report cards or verbal summaries will not be distributed to students/parents, if, during any given nine weeks grading period, fees to the school are delinquent, including, but not limited to, tuition, orientation fees, etc.

PROGRESS REPORTS

Elementary students receive graded papers on a weekly basis. These serve as weekly progress reports. If a clarification of grades is needed, parents should contact their child’s individual teacher. Middle School students: At the mid-point of each nine-week grading period, the school will send home a progress report which indicates the student’s estimated grade for each class. A parent must sign this progress report, and the student must return it to his homeroom teacher the following day. Demerits and the nature of the infractions earned up to the progress report will be attached. Aside from the progress report form, if a student is obviously not performing well, the teachers will attempt to notify the parents. This may be through a phone call, an email, or a request for a personal conference. Test scores of below-average grades (D and F) are sent home by middle and high school teachers shortly after grading. Students must have the test copy signed by a parent and returned to the teacher the next school day. Failure to do so will result in earning demerits.

MAKE UP WORK

Students are required to make up any work missed due to an excused absence. The responsibility for making up work is the responsibility of the student and not the teacher. If tests were missed, students must take test/s at the times/dates selected by teacher. Each teacher will have their own requirements for make-up work and students must adhere to class policy. Unexcused absences may result in not being able to make up a test. The individual teacher policy regarding missed class work, quizzes and projects will be honored. This applies to grades 1st-12th.

GRADING SCALE

All grades are recorded numerically and placed on the report cards and transcripts as letter grades.

· 93 - 100 = A

· 86 - 92 = B

· 78 - 85 = C

· 70 - 77 = D

· 0 - 69 = F (failing)

· 0 = F (cheating on test/quiz/assignment)

For Middle School students, demerits will be cumulative every nine weeks and the total number will be subtracted from 100 points. The remaining number will be the numerical grade for conduct. For example, if a student has 13 demerits in a nine- week grading period the conduct grade will then be 87, which is a ‘B’. A student who has been suspended, for any reason, will have their conduct grade lowered to be- tween a “C” and “F” depending on the nature of the suspension. This will be decided by the administration.

INCOMPLETES

An incomplete grade signified by an “I”, may be recorded on a report card or progress report when a student has been absent several days during the last two weeks of the grading period or late entry into academic program. An extension of two weeks into the new grading period will be given to make up the incomplete. If it is not made up within that time, the student will receive a ‘F’ for any missing assignments, and the ‘F’ will be averaged in with other grades earned for the course.

ACADEMIC HONORS

Academic honors have been established to recognize students who have demonstrated excellence in academics. These honors are determined and posted each grading period. The following are the three categories that are used in the middle school system:

· A Honor Roll Each subject for the period has a letter grade of an A · A/B Honor Roll Each subject for the period has a letter grade of a B or higher · Straight A Conduct Elementary student – ‘A’ in conduct during designated grading period.

Middle and High School students - Less than 7 total demerits in a designated grading period \*\*A student earning a ‘C’ in conduct will not be eligible for academic honor roll. Students who have served a detention or suspension will have their conduct grade lowered, which may impact honor roll eligibility. Here at ACS we our honor roll system is not based solely upon a letter grade, we evaluate students character as well.

FAILURE

An average numeric grade of “D” or better is required for passing. Students who have a final year average below a D in a class are considered to have failed that class. Students in grades 4-8 will be required to repeat the grade level if the year’s average in two major subjects is a failing grade (Language Arts, Math, History, Science). However, this does not mean that the student will be automatically accepted back to ACS. Following summer school, the student and parents must meet with the administration to determine if continuation in our academic program is in the best interest of the student. Students in grades K-3 must pass both Language Arts and Math in order to be considered for promotion. All placement recommendations will be evaluated by the school administration and assigned placement decisions are ultimately up to the principal.

HELPS CLASS AND TUTORING

ACS teachers will offer HELPS classes at their convenience. It is the student’s responsibility to discover when classes will be offered and how they may take advantage of such. Elementary students are also provided with time during the school day to request assistance during individual seat work. The administration does not allow faculty members to become financially involved in tutoring their own students.

**ACADEMIC PROBATION/DISMISSAL**

In some instances, a student may be placed on academic probation by the administration because of a low-grade point average. · Upon admission to ACS · Upon re-enrollment to ACS · During the school year at the end of a grading period. If placed on academic probation, the student must achieve a minimum of a 2.0 grade point average on course work during each nine-week grading period throughout the year. If, at the end of a single nine-week grading period, the grade point average of that grading period is below 2.0 (averages will not be rounded off), the student is subject to immediate dismissal at the discretion of the administration. The administration also reserves the right to deny admission the following academic year if the student appears not to be capable of performing up to the school’s academic standards. Once placed on academic probation, a student will remain in that status until the administration deems it fitting to remove the probation.

PHYSICAL EDUCATION

Planned physical education classes are conducted for Middle School students. Goals of the P.E. program include character building as well as skill building. Students should always practice Christ-like attitudes and actions whether their team wins or loses. Students are taught specific skills appropriate to their age and skill level. Participation, behavior, and attitudes are more important than a child’s ability to perform physically. Students are required to “dress out” for PE in school-approved uniforms. A student who has a note restricting physical activities must “dress out” if possible. The student will be expected to sit quietly and observe the skills being taught or complete PE coursework on skills being taught. Being dressed in the P.E. uniform is a part of the P.E. grade; therefore, each day a student fails to have a part of the required uniform, the daily grade will be adversely affected.

TESTING

Examinations are a part of schooling. They are a way of evaluating a student’s progress. At the elementary level, all test papers are sent home weekly and must be returned immediately. At the middle and high school level, any test with a D or F grade will be sent home and a parent signature will be required. The test copy must be returned the next day. Parents who wish to view tests not sent home may make an appointment with the teacher and come to the school and do so. In some cases, pop quizzes are an effective method of determining student progress and may be included at the teacher’s discretion.

NINE WEEK EXAMS

Nine-week tests are taken in grades 7-12. The information covered will be announced by individual teachers. Teachers will keep on file copies of student work until the first week of the upcoming school year. Students or parents who may contend with the grades earned must do so no later than one week after the final report card of the given school year.

ACHIEVEMENT TESTS

Each student in grades K-12 is administered a standardized achievement test in the spring of the year to determine individual progress and scholastic strengths and weaknesses. The results of these tests will be made available to the parents when final report cards are issued. Parents should realize these assessments are nationally normed, therefore our students are compared with students around the nation. This is a single assessment and should not be construed as being a complete picture of the student’s overall functioning.

VALEDICTORIAN AND SALUTATORIAN

The following guidelines will determine the Senior Class Valedictorian and Salutatorian: ~Only those students who have attended ACS for the last two consecutive years will be considered. ~Students must have a GPA of 3.5 or above and meet all other criteria to be eligible for the valedictorian position. ~Only those students who have completed a college preparatory curriculum will be eligible for either position. ~Only those who have not received disciplinary probation (i.e., suspension) during the last semester of their senior year will be considered for these two positions. ~Only those who have all class work and assignments completed will qualify for either of these positions. ~A student who participates in an honor course, dependent upon course availability, will be eligible for honors credit. Such credit for participating in a rigorous study successfully will result in a weighted scale score. In the event of a tie for valedictorian, Honors core courses will be given additional weight (5.0scale) and will determine the ranking. · In the event of multiple students graduating from ACS with the same grade point average, and tied for top honors, the Valedictorian will be determined by the following criteria:

*First tiebreaker*: longest total years at ACS

*Second tiebreaker*: highest ACT score

In the event the tiebreakers do not determine one valedictorian, the students will be considered “co-valedictorians”.

**UNIFORM ~ DRESS CODE POLICY**

Ideas regarding neatness and modesty vary. The biblical principle we seek to follow is defined in I Peter 3:3-4: “Don’t be concerned about the outward beauty that depends on fancy hairstyles, expensive jewelry, or beautiful clothes. You should be known for the beauty that comes from within, the unfading beauty of a gentle and quiet spirit, which is so precious to God. “A dress code goes a long way in producing a peaceful atmosphere at Assembly Christian School. There are several important reasons why a uniform is required at ACS:

· To dispense with competition due to outward appearance and affluence. · To de-emphasize outward appearance and stress in its place the need for inner beauty and character development. · To serve as an economy measure for parents. · To enhance school spirit. · To allow students to demonstrate a submission to the authorities placed over them.

The regular uniform should be worn each day. Students who apply for admission are provided information about uniform regulations. Each year, a uniform sheet describing the exact uniform to be worn and the selections for optional wear will be available at the time of registration. Jackets should be solid navy with the option to have the logo and/or your student’s name applied. Students are required to be in their uniforms during school hours. Other than dressing out for athletic practices, students are to remain in uniform until the end of the school day, unless given special permission.

Students are required to arrive at school and to leave school in dress code. They should not arrive in any other clothing other than the full school uniform. Students will not dress in the bathroom in the morning. This should be taken care of in their home. Warm-up pants may be worn below skirts on cold days. Uniform requirements for a school day end at 3:00 p.m. Violation of uniform policy will result in demerits. Parents will be contacted if a student repeatedly comes to school wearing improper uniform attire for a conference to take place to correct this problem. P.E. Uniform: All students enrolled in physical education classes must wear regulation uniforms as detailed in the PE program guidelines. Students must dress daily for P.E. class. Students who do not follow guidelines will have their academic grade lowered.

COATS & JACKETS

In cold weather students are encouraged to wear lined jackets available from uniform suppliers. Students may wear solid navy jackets to school. Approved sweatshirts with the school logo are permitted. If students wear t-shirts under their school shirt, they may be short or long sleeved. They may be white or navy in color.

JEWELRY AND ACCESSORIES

Girls are permitted to wear no more than one pair of earrings at a time. Earrings may be worn on the ear lobe only. Elementary students are required to wear “stud” earrings, no dangling earrings. Gauges are not permitted to be worn at any time. No body piercing is permitted. Boys are not permitted to wear earrings. Tattoos, permanent or temporary, are not permitted at any time. A student who has received a tattoo should consider having it removed or insure it is always covered while on school campus. Necklaces/chains must be worn inside a uniform shirt. No more than a single necklace or two bracelets may be worn at a time, one on each wrist. Bracelets may NOT exceed one inch in width. A headband must be worn as such. Whole head coverings are not allowed. Necklaces made of retractable material should not be worn to school for safety reasons. At no time may necklaces, bracelets, or rings be worn during P.E. classes or athletic practices or games. ACS is not responsible for the loss or theft of any jewelry on campus or at any school activity. Students are encouraged to leave special items at home.

HATS/CAPS/SUNGLASSES

Hats, caps, or sunglasses may not be worn in the building at any time.

GROOMING

 Students will not write or draw on the body, hair, or uniform clothing at any time. Students whose grooming is unacceptable will call parents and will be sent home until grooming conforms to school standards. Demerits will be earned by students violating the school dress code. Any class time missed because of improper grooming will be considered an unexcused absence (UA). Students will not engage in grooming (brushing hair, applying lotions, etc.) in the classroom. If necessary, students will make grooming adjustments in accordance with school policy. Extreme hairstyles will not be permitted.

GIRLS

Hair should be neat, clean, and not partially shaved. Hair should not be styled or colored in a manner that could be deemed distracting or unnatural as judged by the administration. When hair is highlighted and there are clear definitions/color changes, then such is considered distracting. Fingernail polish must not call attention or distract others, meaning that polka-dots or designs, etc. should not be painted on nails. Only clear or shades of red and pink will be permitted. In addition to the light shades of red and pink, as noted, we will allow blue and gray nail polish. NO black polish at any time. If a hand lotion is brought to school, it should be kept in a purse and not taken out during class time.

BOYS

Hair should be neat, clean, above eyes, half-ear length, and off the collar. If hair falls below the eyes at any time during the school day, student will be required to get their haircut. Hair should not be partially shaved, and designs, letters or lines of any kind are not acceptable. Sideburns may not extend beyond the lobe of the ear. Hair may not be highlighted or colored. Hair should be tapered so obvious lines are not visible. Extreme hairstyles will not be permitted.

Uniform code for 2023-2024:

**PANTS / SHORTS:** Boys: Navy Blue Shorts or Uniform Pants Girls: Navy Skorts

 **SHIRTS:** Boys & Girls: Baby Blue Oxford Shirts (ALL UNIFORM SHIRTS MUST BE MONOGRAMMED)

**SOCKS:** Boys’ and girls’ socks should be solid white or navy blue.

**SHOES:** Gold Sperry Shoes

Uniforms may be purchased at Krewe Uniform Boutique 1336 W. Airline Hwy.

Laplace, La. 70068 504214-8177 (Next to Planet Fitness in the Mathernes shopping center)

Student Conduct

PHILOSOPHY OF DISCIPLINE AT ASSEMBLY CHRISTIAN SCHOOL

Assembly Christian School’s primary goal is the total Christian education of the student. The school believes it can attain that goal only within a highly disciplined environment. Therefore, ACS has developed a Behavior Policy designed to provide for the orderly growth and development of the individual student and to promote the health and safety of all. Students must behave in a manner consistent with their status as a student at Assembly Christian School. Student conduct, therefore, must contribute to: · Meeting the personal and academic needs of the student as well as those of his classmates · Supporting the good name, reputation, and integrity of Assembly Christian School.

SPECIAL NOTE: It is neither the jurisdiction nor the desire of ACS to prescribe what limits our freedoms parents may specify for their child’s behavior. Nevertheless, there are times (including the summer months) and places in which the behavior of students reflects on Assembly Christian School. In all such cases, student behavior is within the jurisdiction of ACS and the school’s policy will be administered judicially by the school administration. Students sign a Code of Conduct in order as part of the registration/admission process and expectations agreed to are binding unless the student officially withdraws from the school. See “General Off-Campus Regulations”.

DISCIPLINE DEFINED

Discipline is the process of training, teaching, reproving, and correcting students in order to help them accept responsibility for their own actions. Discipline is an act of love and, according to Hebrews 12:6, everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables the student to be at peace with both God and others. The goal of all discipline is restoration and renewed relationships. Discipline is essential to life. When a student learns to accept responsibility for his or her own behavior and to submit to authority, he or she follows the example of Christ who knew the discipline of obeying His

Father’s will even to death. The student’s prayer should be as Christ’s was, namely*: “Not my will, O Lord, but Thine be done.”*

PREVENTIVE AND CORRECTIVE DISCIPLINE

There are two types of discipline: preventive and corrective. Both are important in maintaining good relationships and Christ-like behavior. Preventive discipline for the parent and teacher involves the building of relationships, forming clear guidelines, modeling Christ-like behavior, expressing unconditional love, spending quality time, expressing personal convictions, understanding, expressing approval or disapproval of certain types of behavior, and many other attitudes and actions dealing with relationships. Corrective discipline occurs when the student has stepped outside of determined guidelines and boundaries. It is the consequence of wrong actions. Examples of corrective discipline at ACS include demerits, probation, suspension, dismissal, and expulsion.

It must be understood that ACS will not tolerate the following:

· Refusal of parents for their child to be disciplined/corrected regarding behavior that interferes with the educational process at ACS · Repeated aggressive and/or intimidating behavior by one student to another or towards a teacher· Repeated disruptive behavior that hinders the learning and/or teaching process · Failure of parents to support administrative decisions and policies set forth in this handbook

**ROOT CONVICTIONS FOR CONDUCT**

There are six (6) basic convictions that the school attempts to instill in students. These convictions are the basis for all discipline performed at our school. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these six convictions. These convictions are respect for God, respect for authority, respect for others, respect for self, respect for property, and respect for school rules.

***RESPECT FOR GOD***

We are a Christian school. We believe in a supreme God who holds men accountable for their actions, their words, and the thoughts of their hearts. He is a God who is to be loved (because He first loved us), worshipped (because He only is worthy), honored (for all that He is and has done), and entreated (because of His many promises). At ACS, we desire to develop a deepening relationship with God through Jesus Christ. Any student who demonstrates a lack of respect for God is of great concern to the school. Such a student will be jointly counseled by parents and staff. Such a counseling session may result in the student’s dismissal.

***RESPECT FOR AUTHORITY***

Respect for God leads to respect for authority. The development of humility and submission to authority are essential qualities necessary for receiving God’s grace for growth and service (I Peter 5:5). Everyone needs to grow in humility and submission. Teachers are under the authority of the administration, and the administrators are under the authority of the School Board. Students must learn to demonstrate a willingness to submit to those who have been placed in authority over their lives, including their parents, teachers, administrators, coaches, pastors, and governmental authorities. A student’s lack of respect for authority is of great concern to the school because, through his attitude, the student is challenging the order of authority established by God. A student who demonstrates a lack of respect for authority will be counseled by school staff. Such a counseling session may result in the student’s being suspended or being asked to leave the school.

***RESPECT FOR OTHERS***

Jesus teaches us that the two greatest commandments are “to love the Lord your God, and to love others as yourself.” In practice, these commandments teach us that we need to be sensitive to those around us and to act in a manner that edifies, encourages, strengthens, and assists our neighbor. Students, at times, can hurt, degrade, or hinder others by their actions. Such students will be corrected immediately once the problem is made known. Students demonstrating a pattern of such behavior will be dealt with according to the best judgment of the administration. Students need to realize that Jesus deemed love for others the chief characteristic which enables the unbelieving world to recognize His followers. Honesty and trustworthiness are two virtues that demonstrate respect for others. The individual who lies or is untrustworthy manifests a lack of concern for others. When others cannot trust a person’s words or actions, his own witness toward God becomes suspect. Honesty and faithfulness will be encouraged at ACS by every reasonable means that is available.

***RESPECT FOR SELF***

God has a plan for each of our lives. As we respect ourselves, we demonstrate respect for the plan that God is working out in our lives while here at ACS. He has ordained that we spend our lives in service to each other, therefore, respecting ourselves will help us to see and have a desire to use the gifts and talents we have to be a blessing to others.

***RESPECT FOR PROPERTY***

A large portion of any country’s laws has to do with property. Even the atheist recognizes the importance of respect for property and has designed laws to punish those who steal, destroy, or abuse other people’s property. Students who steal, cheat, plagiarize, vandalize, or put graffiti on walls or any other school property such as books, bleachers, etc. are expressing a disregard for other people’s property. A student exhibiting such behavior will be promptly disciplined.

***RESPECT FOR SCHOOL RULES***

In any institution, certain guidelines unique to that institution must exist for the purpose of accomplishing its goals and purposes. These rules are only necessary at a given time or place. At ACS, there are some rules designed to promote our goals and purposes which do not apply to other areas of life. Such rules include our uniform guidelines, classroom procedures, absence notes, and tardies. Students need to learn to respect man-made rules that are designed to accomplish beneficial goals. (See Jeremiah 35:1-19.) To say that these rules can be ignored because they are not God-given or are not universally applicable would cause chaos and prevent a teacher from accomplishing the task of educating students. Therefore, some degree of discipline is necessary to prevent the violating of school rules. The discipline is usually mild since the behavior is not considered as severe as breaking a moral law. A student, however, who consistently refuses to respect school rules, who consistently disrupts a class, who is often out of class, or who in some other manner shows disrespect for the school may be suspended or even asked to withdraw from ACS.

**SCHOOL POLICIES**

CARS DRIVEN BY STUDENTS

Students are permitted to drive to and from ACS and to park in parking spaces assigned. This permission is considered a privilege, however, and not a right. Consequently, students who abuse this privilege by driving recklessly near the campus or violating parking guidelines may have this privilege revoked. Students driving to school are given permission to do so under these conditions: · A car permission slip must be signed by the parents at the beginning of each school year. · Cars driven to school should be parked, locked, and not driven again until school dismissal. Students are not allowed to go back into the parking lot after exiting their vehicle without teacher or administrative permission after school begins. Cars must be parked and locked in designated parking areas. · Loitering in cars or in the parking areas is strictly prohibited. Students must exit personal vehicles immediately after arriving on the school campus. · Unless special permission is granted by administration, no student will be allowed to return to his vehicle until the end of the school day. · Safe driving habits must be always maintained on the school property. The speed limit on the property is 10 miles per hour. Any safety violation or any speeding or “peeling out” on property will result in a suspension from parking/driving privileges for at least one week. · Automobiles with stickers or messages deemed inappropriate by the administration will not be allowed to be parked on campus. · ACS assumes no liability for damages to any vehicle or for any materials left in or connected to these vehicles which are damaged by acts of vandalism, accidents, thefts, storms, etc. Students are advised not to leave vehicles on campus while attending overnight activities. It is recommended by ACS that students driving to school only bring home those · students who arrived with them in the morning. If another student desires to ride home after school with a driver, written permission from both parents should be filed in the office regarding this arrangement. ACS is not liable for monitoring student passengers in student driver cars. Students may not have any type of weapon, ammunition, or other explosive devices such as fireworks in their cars. Any type of alcoholic beverages/containers, illegal drugs, tobacco or associated wrappings shall not be in student vehicles. Such possession will result in immediate suspension and possible dismissal from school. Periodic checks will be made by the administration and/or by the St John Parish Sheriffs Department trained narcotic detection dogs. · Rules for vehicle use are always in place, including after athletic events. · Drivers who have siblings attending ACS must personally escort them to their vehicle at the end of the school day. This also applies for car riders. At no time should any student, other than a driver or escorted rider, walk through the school parking lot at the beginning and/or end of the school day. Siblings of drivers who violate this safeguard may be disciplined.

LEAVING FROM ACTIVITIES

Upon the completion of a school activity or extracurricular activity, all participating students must leave the premises. Students should arrange ahead of time for their rides to pick them up immediately following a school activity. ACS is not responsible for the behavior or safety of students beyond the conclusion of a school activity. Parents will be held financially responsible for all damages to school property or to the property of a “host” facility incurred by their child. Depending upon the circumstances, disciplinary action (probation, suspension, or expulsion) may be imposed on the student by the ACS administration. Students who do not adhere to regulations in this area will be required to resign from a given activity.

SCHOOL PROPERTY

Students are expected to take care of school property as if it were their own. This includes desks, lockers, student bins, walls, gym property, playground property, etc. Discipline measures will be exercised if any damage is noted on school property. Personal property brought on the school campus should reflect the high standards that are expected of students at Assembly Christian School. While individuality is allowed, students may not bring items with graffiti or other writings that serve no academic purpose in the classroom, as distraction may result. This includes student book sacks and binders. Classroom teachers reserve the right to organize student materials to benefit the learning process as well as make requirements for the care of materials so that no distractions exist in the learning environment. The order and appearance of each classroom is the responsibility of the classroom teacher and students are expected to help maintain order with their cooperation and effort.

General On-Campus Conduct

Expectations regarding student conduct on campus are rather pleasant and rewarding. In order for the school atmosphere to be peaceful, cooperative, and enjoyable, expectations regarding student conduct are necessary to place in writing and will be given to students verbally. This produces an environment conducive to learning. Furthermore, because Assembly Christian School desires to be a place where students, parents, and teachers sense the presence of God, it is our desire that anything that would disturb the peace of God and the flow of the Spirit of God be removed. Thus, behavior that is pleasing to God in all that is said and done on the school campus is encouraged and rewarded.

CLASSROOM EXPECTATIONS

Students at Assembly Christian School must agree to do their very best to obey those in authority over them, for this is right in the sight of God. They will always agree to follow the following classroom rules:· Be in their seats when the tardy bell rings. (8:30AM) · Remain quiet during instruction and as directed. ·Face the front of the class. · Work independently. · Pay attention in class and be recognized to speak. · Behave in a manner that will not disrupt the attention and/or activities of the teacher or other students. · Bring the appropriate books and supplies to class. · Have lessons prepared on time and arrive to class prior to the tardy bell. · Be responsible. In addition, the student at Assembly Christian School: · Will accept all school policies with a positive attitude because discontentment can become nothing more than a bad habit--a costly attitude that can rob him of the pleasure of being a positive student. · Will refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting. · Will refrain from chewing gum or eating candy in the classroom. · Will not lie, cheat, or steal; will not condone such behavior in other students; will not only adhere to this policy but will promote and encourage his/her peers to follow it. · Will confront peers who have violated ACS conduct standards and encourage them to right their wrong. · Will adhere to the signed Code of Conduct. Following this classroom code will require courage, consistency, conviction, diligence, and a genuine enthusiastic effort. Failure to follow this classroom code may result in several consequences. Certain substances and objects are considered harmful, dangerous, or otherwise inappropriate for

students to possess on the campus. Such materials, which are subject to confiscation, include but are not limited to the following:

· ***DRUGS***: The sale, purchase, possession, or consumption of drugs, including anabolic steroids or alcohol, is strictly prohibited. Anyone observed violating this regulation is subject to expulsion. ACS is a drug free zone. Any confiscated drugs, drug paraphernalia, and individuals involved may be turned over to the police. Possession of prescription medication with intent to distribute or possession of falsely represented or illegal or counterfeit drugs will also be grounds for legal prosecution.

**Drug Testing Policy:**

Students in grades 9-12, in accordance with school policy, are subject to random drug screening. Parents and students will receive a drug screening policy and procedures notification at the time of enrollment application. All students requesting enrollment, along with their parents, must consent to the drug screening process or will not be accepted as a student at ACS. As part of the condition for enrollment, high school students must also pay the assessed drug screening fee no later than the assigned due date. Any student who does not comply with payment of the assessed fee will be asked not to return to school until payment is made.

**MEDICATION**

As a general principle, medications are not to be given at school. Acutely ill students will be sent home. Students convalescing from acute illness should remain at home until the need for medication no longer exists. Students are not allowed to have medication in their possession on the school grounds or on the school bus. Medications shall be administered to students with special health care needs that can be expected to be of long duration. This policy limits the medication to be given to only those students that have chronic health problems such as asthma, behavior/attention problems and emergency situations. Antibiotics, Aspirin, Tylenol and Cough Syrup and/or any non-prescription medication is not permitted at school. Parents may come to school and administer medication to their child at any time during the school day after checking with the office.

**TOBACCO**

Smoking or the use of smokeless tobacco by a student is always prohibited on school or church property. Also, use of any tobacco product, including electronic cigarettes, is prohibited for students at all school-related functions, on or off-campus.

**WEAPONS**

A weapon is defined as any instrument that is used or may be used (within reason) to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. Accessories to weapons or portions of weapons may not be brought on the school campus at any time. Anyone violating this regulation is subject to suspension or dismissal.

**ELECTRONIC DEVICES**

Radios, recorders/players, I-pods, or CD players are not permitted in school. If a student wishes to record a classroom lecture or bring a recorder for academic purposes, he must secure permission from a teacher and principal. Other items not permitted at school include any electronic entertainment units, games, and/or laser pointers. Cameras may be brought to school only when given prior permission and in conjunction with a class or club activity. Cellphones are always prohibited from school. Athletes may not bring phones to school on game days. Students who need to make arrangements during school hours or after school will use the school phone or coach’s phone. Unless directed by a classroom teacher, there is no reason for any music CD’s to be brought to school for any reason because students do not have access to devices to utilize the CD. Failure to adhere to this policy will result in the confiscation of non-academic electronic devices (cellphone, game unit, IPOD, IPADS, pointer, CD player, music disc, tape recorder, video recorder, camera, etc.) and parents must retrieve the device after an assigned period of time. Repeated offences may result in suspension and/or dismissal.

**PORNOGRAPHY**

Pornographic material is always prohibited on school and church property, and at any school functions off campus. Inappropriate sexual material includes, but is not limited to magazines, music, videos, and anything off the Internet. Suspension may result for possession of these materials. No magazines of any nature are to be brought on the school campus or to school activities (bus trips).

**OTHER PROHIBITED OBJECTS**

Fireworks, water guns, stink bombs, matches, knives, bullet shells, and similar objects that serve no purpose at school must not be brought onto the campus (including parking lots). Bringing such objects onto the campus could result in corrective action, including suspension or dismissal. Students are not to bring items to school in glass containers. This also includes colognes and other fragrances. No spray items should be brought to school. This includes any hair spray, cologne, or paints.

**ACCOUNTABILITY DURING SCHOOL ACTIVITIES**

ACS reserves the right to conduct random breathalyzer checks at any school-sponsored activity or monitor questionable behaviors to insure a safe and drug-free environment. Any student attending extracurricular activities are expected to behave in a manner that is expected during the usual school day. Guidelines regarding modesty and godly actions towards others should be followed.

**INTERNET USE**

Assembly Christian School has Internet connections for student use for research purposes. Students ‘online activities must be consistent with the general behavior policies outlined in this handbook. Unacceptable behavior includes but is not limited to hacking, bringing inappropriate materials onto campus, retrieving such materials, or sending them from school sites, and unauthorized use of e-mail or copyrighted materials. Any student who engages in such activity is subject to appropriate corrective action. At no time may a student utilize school computers or access the web if an online usage agreement is not on file with the school office. A student who has not returned his/her agreement will miss out on class activities. ACS reserves the right to monitor all access made by all students on the school computers.

**DAMAGE TO PROPERTY**

Students doing damage to property that is not their own will replace or pay for the damaged property. Students may be subject to disciplinary action for damaging property. This also includes school property: graffiti (lockers, desks, walls, gym) sitting on desktops, misuse of school items, etc. ACS IS NOT RESPONSIBLE FOR DAMAGE DONE BY ONE STUDENT TO THE PROPERTY OFANOTHER STUDENT OFF ACS GROUNDS.

**GENERAL OFF CAMPUS REGULATIONS**

Students of ACS are always representatives of their school, their parents, and their Lord. Therefore, a student must conduct themselves off campus in a manner consistent with their status as a student of ACS. There are certain guidelines that go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review and possible action, such as suspension, up to and including dismissal, ***even if the event occurred away from school***:

· Stealing or shoplifting · Drinking any alcoholic beverage · Sexual immorality · Smoking or possession of cigarettes · Possession of illegal drugs · Vandalism · Malicious prank against a school representative (e.g. teacher, staff) or a student · ***Internet/cyber pranks including posting an ACS student or staff name, picture or profile on the internet without the express written consent of the individuals involved*** · Involvement in a felony crime · Shameful behavior (e.g. mooning) · Involvement with the occult, new age, or any type of eastern mysticism, or any philosophy that does not promote Jesus or the Bible. ACT 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows: the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a

firearm, or an infraction involving assault or battery on a member of the school faculty or staff. In accordance with R.S. 17:416(D), the principal at a private school must notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as defined in this statute, so that they may process the request for suspensive action in accordance with R.S. 32:431. The suspension will not exceed the student’s eighteenth birthday. The student may appeal this process and they may also request a hardship license.

**VIOLATIONS OF STANDARDS OF CONDUCT**

**MINOR VIOLATIONS**

Chewing gum, dressing sloppily (shirt tails out, shoes untied, etc.), eating in the classrooms, eating or drinking in the hall, etc., will result in demerits.

**MAJOR VIOLATIONS**

Major violations of this handbook will result in an office referral in which consideration will be given for suspension or expulsion. Listed below are some additional explanations of some major violations. This is not an all-inclusive list. ***Cheating***: Cheating is any attempt to deceive a teacher concerning the extent of one’s work or knowledge to cause the teacher to grant a higher grade than deserved. Cheating is a type of lie and demonstrates both a lack of respect for the one in authority as well as a lack of respect to another person. Cheating in any form is a major violation of school ethics and morality that can result in suspension and expulsion. At the very least, parents will be notified, and zeros will be given for any schoolwork that is involved. Copying homework, misrepresenting information on assigned projects or papers, as well as using sources to complete test or quiz demands are all considered cheating. ***Music***: ACS believes music which promotes rebellion, violence, sexual perversity, disrespect for authority, promiscuity, vulgarity, suicide, or Satanic activity is not an acceptable form of entertainment for the Christian. Therefore, while at school or school-sponsored functions, students may not listen to such music or have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of music. A student who violates this policy will go through normal disciplinary procedures which may ultimately result in the student’s dismissal. ***Plagiarism***: A student who submits written work must be the author of the paper. When a student uses facts or ideas originating with others, he must make clear which ideas are his and which are not. A student who knowingly plagiarizes, offering as his own what is in fact someone else’s, participates in a form of cheating and the student will receive a grade of zero for the work submitted. ***Fighting***: Fighting is an indication of a lack of respect for another person and is inappropriate behavior. A student who is witnessing a fight by another student should inform the teacher. If fighting actually occurs, the students involved will be sent to the principal. Punishment for a student who has assaulted another student may be suspension or even dismissal. In addition, the parents may be informed of the fight. ***Stealing***: Taking items, whether of great or small value, constitutes violating another person’s property and rights of ownership. Such action is seen as very serious and students who are found to have committed theft will be disciplined. Parents will also be notified of the choice their child has made and the student will be made to repay the person from whom they stole, at a minimum, the value of the object stolen. ***Profanity and Vulgarity***: While we are aware that cursing and profanity are common in our society, we firmly believe that Christian institutions need to demand speech free from profanity or cursing. Profane or vulgar speech demonstrates a lack of respect for God’s name as well as a lack of respect for others who find such speech offensive. The discipline of the tongue is a sign of Christian maturity and a topic of frequent discourse in Scripture. An undisciplined tongue can cause much grief to others and can undermine the witness of an individual or school. (See James 3:1-12.) A student using profane or vulgar language will be corrected and parents will be informed of the problem. They will also receive the appropriate number of demerits. A parent conference may then be held. In certain situations, the administrator may choose to take strong disciplinary measures, such as suspension or dismissal. Anything the administration deems pornographic may result in immediate dismissal. ***Disrespect towards Authority***: A student’s lack of respect for authority is of great concern to the school because, through his attitude, the student is challenging the order of authority established by God. A student who demonstrates a lack of respect for authority will be counseled by school staff and receive an appropriate number of demerits. Such a counseling session may result in the student’s being suspended or being asked to leave the school. ***Disrespect to Other Students***: Name calling, slander, derogatory notes, insults, vulgar texting, and other actions that demean another will result in discipline up to and including expulsion. ***Internet***: Criticism of Assembly Christian School, it’s staff, faculty or students will not be discussed on the internet (including social media) and is strictly forbidden by ACS students and parents of ACS students. Violation of this may lead to dismissal from Assembly Christian School.

***DISCIPLINARY MEASURES***

At times disciplinary measures are necessary and will be implemented. The actual forms of discipline for middle and high school students will vary and may go through a process. It depends upon the seriousness of the infraction, the circumstances involved and the spirit of the student. Discipline for elementary students is announced at the start of the year and the classroom policy will dictate consequences. The following measures may be used in discipline, but not necessarily all, or in sequence:

· Polite and appropriate verbal correction and/or warning · A personal conference and prayer with the student · Telephone call to parents · Requirement to write a paper · Parent conference Loss of privileges Demerits · Suspension · Dismissal · Expulsion

MIDDLE/HIGH SCHOOL DISCIPLINE DEMERITS MAY BE ISSUED TO MIDDLE AND HIGH SCHOOL STUDENTS FOR INFRACTIONS THAT INTERFERE WITH THE TEACHING PROCESS OR DEMONSTRATE DISRESPECT FOR GUIDELINES AND BEHAVIORS EXPECTED OF A STUDENT AT ASSEMBLY CHIRSTIAN SCHOOL.

Teachers are given the liberty to use their judgment when determining the number of demerits issued. Students will be given a detailed explanation of the system and will be expected to cooperate as teachers attempt to shape behaviors that will enhance a life-long love for learning and obedience. Students who earn demerits will receive a written copy of the infraction. At the discretion/request of the individual issuing demerits, it may have to be returned with parent/guardian signature. Once 15 demerits are earned in each nine-week grading period, a letter will be sent home notifying the parents that the student is halfway to 30 demerits, and suspension. (It is possible a student could get several demerits in on day, going from less than 15 to significantly more. The parents will be notified as soon as possible.) If30 demerits are earned in a single grading period, the student will receive a one-day suspension. Classroom policy will be in effect for any assignments, projects, or tests missed. A student earning 30 or more demerits during a nine-week period will be suspended for one day due to excessive demerits. For every 10 demerits earned after suspension in the same nine-week period, student will receive another one-day suspension. After three suspensions, students may be dismissed from ACS. Three suspensions in a school year may be grounds for dismissal from Assembly Christian School.

**ELEMENTARY DISCIPLINE**

Each classroom teacher at the elementary level (grades 1-6) will administer a discipline plan laid out by the administration. Grades 1-6 will use the demerit system incorporating their own guidelines as to when demerits will be administered. If a student reaches a certain point after multiple corrections from a teacher, he/she will then administer the appropriate demerits that will be on the students behavioral record for a nine week period. This system will reflect the accurate behavior of a child for that quarter. Please note that teachers do their best to not administer demerits. If a child does receive them, they have been warned multiple times.

**Time Out Day**

Elementary student disciplinary problems are not always best resolved by suspension. In these cases, the administration will inform the parents by phone that a “Time Out Day” is necessary. The parent will then be required to come and pick up the child from school and discuss with the administration behavioral changes that must take place before the student may return to school. Suspension may be used for cases of severe misbehavior, such as fighting, vandalism, defying the teacher or in some way stopping the entire class from functioning. In these cases, the student loses the right to proceed through the hierarchy of consequences. Infractions resulting in suspension include but are not limited to: Jr. High and High School students can be suspended for any of the following reasons. Students receive a 50/“F” for all missed work: 1. Accumulation of unexcused tardies 2. Accumulated demerits 3. Stealing (minor offenses) 4. Using profanity 5. Disrespect to school official/teacher 6. Cheating 7. Causing personal injury to someone 8. Open defiance 9. Fighting 10. Repeated misconduct in class 11. Forgery 12. Possessing any items not allowed on campus 13. Repeated disobedience 14. Skipping school 15. Bullying (For Elementary suspension guidelines see “Elementary Section”.)

**SCRIPTURAL BASIS FOR DISCIPLINE**

“Train up a child in the way he should go” means “to mold character, to direct the growth of, to make prepared, and to point in an exact direction. “Discipline is “training that corrects, molds, or perfects character.” Our goal in discipline is to “link up” with the parent in the training of the child. Each teacher seeks to build a loving relationship with each child in order that discipline can be individualized as the parent and teacher work together to train the student to grow toward a Christ-like image, using the Scriptures as the student’s foundation. The Scriptures clearly show us that discipline is an act of love, and God sets the example, “as many as I love, I rebuke and chasten” (Revelation 3:19). Scriptures also show that discipline brings life and salvation: “He disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it” (Hebrews 12:10-11).The school and home must be in unity for the moral training to be effective. Assembly Christian School strives to cooperate with the home in forming good habits in each student. While the discipline of the child is the parent’s responsibility, parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. Mutual understanding can be gained by conferring with and praying for one another. Disciplinary measures may include counseling, a warning, withdrawing privileges, temporary isolation, parent conference, referral to the principal, suspension, or expulsion.

**HONOR SYSTEM**

Each teacher will teach the meaning and proper use of the ACS Honor System. Each student it is on his honor to tell teacher, privately, when he hears or sees: · Swearing, · Lying, · Stealing, · Cheating, · Defacing Property He is also on his honor not to tell other students. The parent will be informed by the teacher if his child has been dealt with regarding any of the above five areas.

**PROBATION, SUSPENSION, DISMISSAL, and EXPULSION**

The administration takes quite seriously any decision to put a student on probation or to consider him for suspension, dismissal, or expulsion. Dismissal and expulsion are two different measures of discipline rendered by the school. Dismissal requires that the student immediately withdraw for the balance of the semester or school year. A dismissed student may reapply for admission to ACS one calendar year after the dismissal. Evidence of repentance for the offense or a visible change in attitude and behavior along with pastoral recommendation will be required before consideration of application occurs. Expulsion is the most severe measure of discipline imposed upon a student. If a student is expelled, returning to ACS later is not possible.

**REPENTANCE AND RESTORATION POLICY**

The goal of discipline is to produce a harvest of righteousness in a student’s life, to see a life changed. Hebrews 12 states that a father who loves his son will discipline him. Jesus learned obedience through the things He endured. Therefore, as a goal of Assembly Christian School, if a student is convicted by the Holy Spirit for violating the school’s behavior policy and confides in a pastor or school administrator, then the school’s dismissal policy may be waived if there is evidence of a changed heart and behavior. There will be consequences for the misbehavior as well as repenting before the student body because restoration involves discipline over a period of time.

**PROBATION**

A student may be placed on behavioral probation at the discretion of the administration because the student has not lived up to the school’s standards in action or attitude. The probation period will be up to the discretion of the administrator. Any serious violations during the probationary period could result in immediate dismissal or expulsion. After the probation period, a review will be conducted to re-examine the student’s life and attitude. The student will be taken off probation if it is deemed that the student’s life reflects positive spiritual changes.

**SUSPENSION**

Suspension of a student will be at home for a period of one, two, or three days. It may be for a longer period in order to call an administrative meeting to consider dismissal or expulsion of a student. An administrator may suspend a student. Parent notification is a part of this procedure. A student may be suspended for violating the Code of Conduct. *Violations may include but is not limited to*: · disrespect for authority, · 30 demerits in a nine-week period, · cheating, · stealing, · skipping class, · using vulgar language, · having inappropriate physical contact, · vandalizing, · possessing pornography, · participating in other such activities. Suspension is a time of soul-searching and re-evaluation for the student, a time for him to re-evaluate his relationship both with God and with the school. If appropriate, the student may be referred to the administration for possible dismissal. The student remains at home and receives an ‘F” for any tests/quizzes, projects missed. The value of the quiz grade will be the average point value of quizzes administered during the nine-week period. Absence is considered unexcused. Three suspensions in one school year may be grounds for dismissal.

**DISMISSAL**

Dismissal requires that a student withdraw immediately from Assembly Christian School. Appeal of dismissal may be made to the principal only. An appeal will be considered only if the principal agrees that: · Additional (new) relevant information has become available, or· Procedures in the Student Handbook were not followed in the dismissal. Dismissal of a student will be for the balance of the semester or the school year. Such behavioral problems may include those listed under suspension, serious breaches of discipline, violating the Code of Conduct, or other misbehavior deemed inappropriate by the school administration. During this time of separation, the school administration will look for the following in the student: · Evidence of a repentant heart; · An interest in spiritual growth as evidenced by a discipling relationship with an appropriate spiritual leader;· Making things right by asking forgiveness and/or restoration;· A genuine desire to return to ACS and to be under the authority of the school. If allowed to return to ACS, the student will be on probation for the school year. ACS is under no obligation to accept the reapplication for enrollment.

**EXPULSION**

Expulsion is the most severe consequence ACS can impose upon a student. For a student to be expelled, his behavior would be of such a severe nature that continuation at ACS would be impossible. Reasons for expulsion might include a student’s making a threat to a teacher or classmate, possession of illegal drugs, drunkenness, possession of a weapon with intent to do bodily harm, possession of pornographic or profane material, defiance of authority, fighting, inappropriate language, overt rebellion, scoffing of God or of Christ, involvement with the occult or eastern mysticism, sexual immorality, or any other action deemed inappropriate by the administration. Only the administration may expel a student.

**DUE PROCESS OF STUDENT**

If the student is accused of misconduct by the administration. Parental contact is made. Student is given the opportunity to respond to the charge. Appeal: If a student is dismissed or expelled, the student may appeal the decision by contacting the principal and pastoral representative. Appeal Committee: Consists of one or two teachers, principal and pastoral representative.

**DENYING READMISSION TO ACS**

Attending Assembly Christian School is a privilege and not a right. Readmission to school each year is not automatic for students. Application for readmission must be made by using the registration form, and the student will be notified of his/her acceptance into the new school term by the end of July. Assembly Christian School reserves the right to deny readmission to any student found to be in violation of school policy or involved in activities that conflict with school principals or philosophies. It also reserves the right to deny admission to any student whose family member/s have been unsupportive of school policy through word or action, or if the student has verbalized a clear desire to not attend the school. If the school administration becomes aware of inappropriate activities on the part of either the student or the student’s family but does not choose to dismiss or expel the student at that time, the student and his family will be given the opportunity to correct the behavior/activity or risk not being allowed to re-enter

school for the following year. Students in this situation may be assigned a mentor with whom they must meet throughout the school year in order to remain accountable in their area of weakness.

**SEXUAL HARASSMENT**

Assembly Christian School emphasizes to all students, faculty, and staff members that sexual. Harassment is prohibited behavior and should be taken seriously by all members of the school. Community. Any student who feels this directive is being violated has the right and responsibility to report the situation so that it can be corrected, if found to be a legitimate case. If anyone’s attentions, actions, or statements are making a student’s school situation uncomfortable, the student should advise a member of the administrative team, who will immediately investigate the complaint. Immediate reporting is necessary to properly investigate a claim. Students who allow time to pass between the allegation and reporting it only make it more difficult for a fair evaluation of the situation.

**BULLYING, THREATENING, OR VIOLENT BEHAVIOR**

ACT 220 of LA law defines harassment, intimidation, and bullying as an intentional act, gesture, verbal, written, or physical that: 1) a reasonable person, under all circumstances, should know the harmful effects done to a student when he is placed in reasonable fear of harm to his person, his life, or his property 2) is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student. School and school bus environments are to be safe and secure for all. Statements of a bullying, threatening, or violent nature made on campus, at school-sponsored activities or school buses, will not be tolerated. Even if made in a joking manner, these statements threatening other students, school personnel, or school property are unacceptable. Behaviors that involve the above should be reported immediately for evaluation by the administration. Discrimination between playful behaviors that need correction and intentional bullying will be made by the administration. Disciplinary actions for bullying, threatening, or violent behavior may include: 1st Offense: Student meeting with principal/administration. Demerits may be given and 1st offense bullying recorded. 2nd Offense: Multiple day suspension and meeting with parent. 3rd Offense: Student may be dismissed or expelled from ACS. Students will sign a designated code of conduct as part of the enrollment process on a year-by-year basis regarding expected Christ-like behavior. It is provided at the time of enrollment and must be returned to school as part of the process. Bullying will not be tolerated and may lead to suspension and expulsion. (3) ACS is not responsible to handle conflicts between ACS students who publicly criticize each other outside of school. We encourage both families to reconcile issues that occur between students outside of school.

**ATHLETICS**

This will be addressed as ACS develops an athletic program.

**FIELD TRIPS**

Field trips are planned for educational purposes to meet classroom objectives, which may include specific curricular activities and/or celebrations of accomplishments. When a teacher arranges a field trip, all students are expected to participate. Parental participation is encouraged but may be limited due to restrictions of activity placed on the school by the cooperating organization. Academic follow-up activities may be required as part of the activity. Students missing a field trip may still be required to complete follow-up activity at the discretion of the teacher. An absence from a field trip is considered as an unexcused absence, unless the parent sends a written notice upon return that the student was ill and could not attend the activity. Parents are sometimes needed to help provide sponsorship and sometimes to provide transportation. Buses will be used for most field trips. The following guidelines should be followed in all school functions requiring transportation if a private vehicle must be used: · Seat belts must be worn. · Radios should be off or placed on Christian radio programming. No individual tape decks are allowed for students. No cell phones or I-pods. · Drivers must not drive over the speed limit. · Students must return in the same vehicle in which they went unless arrangements were made beforehand with the teacher. · The driver’s car insurance becomes the primary coverage in the event of an accident or injury. The school accepts no liability for the use of individual cars. · A copy of driver’s insurance and license must be on file in the school PRIOR to driving for ACS. These regulations hold true for all parents transporting students for athletic or enrichment events also.

**MISCELLANEOUS INFORMATION**

**AWARDS DAY**

At the conclusion of each school year, student performance is evaluated, and awards are presented incertain areas of achievement. Parents are invited to attend. Among awards presented are the following: · Christian Character-Lion Award · Merit Award (1C and honor roll) · Top Academic Award/Individual Classes · Straight “A” Honor Roll · “A & B” Honor Roll · Perfect Attendance

**COMMUNICATION**

**PARENT-TEACHER CONFERENCES**

Any parent who desires to have a conference with a teacher is welcome to do so. The parents may call the school office for an appointment. The school secretary will work out a suitable time. Should a conference with the administrator be desired, the same procedure should be followed. Please do not attempt to see a teacher or an administrator without an appointment, except in emergency cases. Regularly scheduled conferences for students are held at the end of the first and third nine weeks. (Another conference may also be scheduled at the second nine-weeks as well). At this time, parents will receive report cards. At the elementary level, a scheduled meeting time will be arranged. At the middle and high school level parents will receive report cards from the homeroom teacher and may meet briefly with each teacher. If a situation warrants more than 5 to 10 minutes of discussion, a separate appointment should be made with the respective teacher apart from Report-card pickup, because other parents are waiting their turn to meet with teachers. Please be aware that teachers are daily involved in morning devotions, so they are not available for conferences until lunch break or after school.

**CONCERN ~ COMPLAINT PROCEDURE**

The following procedure is used by the faculty and staff of ACS and is taught to the students. Parents and students are requested to use this procedure because it is His Way!

*IF YOU HAVE A CONCERN ~ COMPLAINT* · Pray. Seek God. If you feel God is leading you to voice your concern, ask Him to help you to present it in such a way that it will result in the betterment of ACS and, thus, in the glory and growth of His kingdom. Read and think about passages such as Ephesians 4:1-3 and Colossians 3:12-13. · Express the concern promptly. Jesus says that we cannot properly worship or serve God if we are in disagreement with someone else (Matt. 5:23-24). · Voice the concern to the right person. Concerns about a particular problem or situation should be expressed first to the individual in question and then through the proper chain of command. · Express the concern clearly. Make sure the person you are expressing your complaint to knows all the details of the situation and exactly what you are complaining about and why. · Do not broadcast the concern. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to people other than those directly involved. · Trust God to work in the situation to bring about His will. · Anytime a parent or student brings any type of recording device, unknown to other persons in the conversation, whether the device is activated, that family may be asked to immediately remove their child/children from the school.

*IF YOU OVERHEAR OR ARE TOLD A CONCERN ~ COMPLAINT*

Do not participate in complaints that do not directly involve your child. See Proverbs 26:17.

*IF A COMPLAINT IS MADE TO OR ABOUT YOU*

· Understand what the complaint is and why it is being made. · Give it prompt attention and agree on an effective solution. · Make it a growth experience and learn from your mistake. · Pray about it. Ask God’s wisdom in solving the problem.

**EMERGENCIES**

In the event of an extreme emergency, parents will be notified, and the student will be transported to the nearest hospital unless designated otherwise by the parent(s). Parents will be called concerning any injury to the head.

**EMERGENCY SCHOOL CLOSINGS**

ACS follows the decisions made by the St. John Parish Schools for emergency school dismissal in case of bad weather or for other reasons. The only additional school closing would be in the case of extreme flooding or electrical failure on our campus. In the event of a chemical or life-threatening emergency, parents will be notified when and where to pick up their children. ACS will follow the direction of our parish officials, making the safety of your student our top priority.

**FIRE DRILLS**

Fire drills are practiced regularly. Other periodic emergency drills are conducted to ensure that students can rapidly and safely exit the building and/or follow correct procedures in an emergency.

**ILLNESSES**

Students who have a fever, diarrhea, or are vomiting should not be sent to school. Both parents and students should demonstrate concern about spreading diseases and should use common sense as to when the student should return to school. Students, however, do at times come down with illnesses while at school. If that happens, the student or the teacher will complete a phone request slip and the school office will immediately attempt to contact parents or emergency contacts. Please be certain that individuals listed as emergency contacts also be authorized to pick up students in the event of illness. Please provide at least 3 emergency contacts/pick-up individuals. School employees are not permitted to give a student even simple nonprescription medication such as aspirin, Tylenol, cough drops and/or asthma medications without express written permission of one of the student’s parents.

**FUND-RAISING**

Tuition payments do not cover all the costs of operating ACS. We are endeavoring to keep tuition rates low to make Christian education affordable to as many Christian families as possible. ACS depends on your support and God’s blessing to keep our program operating. All families are asked to participate in ACS’s fund-raising events, and we thank you in advance for your support. Parents and students will be notified in writing of details for each event and may contact the school office if there are questions about procedures.

**LOST AND FOUND**

The school maintains a lost and found section within our school. We will hold items for one calendar school year. At the end of the year, we will dispose of the said items accordingly. Please call our front office if you have any questions.

**LUNCHES**

For now, we ask that all students bring a packed lunch from home along with a beverage.

**PARENTAL INVOLVEMENT**

Because our school desires to be in partnership with the Christian home, parents are encouraged to play an important part in our school. Each parent is encouraged to become involved in their child’s life at ACS and to participate in some of the volunteer projects available. A parent interested in volunteering may contact the school office to receive directions for becoming involved.

**PARENT VISITS**

We encourage parents to visit the school, however, the safety of our students is our top priority. We ask all parents to call or check in with the front office and obtain clearance to visit the student’s classroom.

**PARTIES**

The teacher may request assistance from parents for class parties. Parties may include Thanksgiving, Christmas, Valentine’s, and Easter. As a Christian school, *we do not celebrate Halloween*. We reserve all the precious time we have at school to teach and celebrate the birth of our Lord Jesus during December and to focus on the meaning of His death and resurrection prior to Easter.

**PERMISSION SLIPS**

A permission slip must be signed to allow students to participate in any field trips or special events. Permission slips must be signed and returned for the student to be allowed to participate. Permission slips are also waivers of responsibility while on a field trip and for this reason, they MUST be returned signed by a parent.

**PHOTO RELEASE**

Photos may be used in Assembly Christian School/First Assembly of God Church publications, billboards, newspaper articles or ads, television, and school website. Parents release all claims against Assembly Christian School/First Assembly of God Church with respect to copyright ownership and publication including any claim for compensation related to the use of the materials. Acceptance as a student at ACS will constitute permission to use pictures of students in any way ACS deems suitable.

**PICTURES**

Notices will be sent home regarding dates and times for our individual & class pictures.

**TELEPHONE CALLS**

School phones may only be used by students for emergency purposes, the staff will place a call for the student. If you have a message for your child during school hours, we ask that you only call in the case of an emergency so as not to disrupt office daily operations.

**TEXTBOOKS**

The school issues textbooks to the students for use during the school year. These texts are the property of ACS and should be treated with care. They must be kept always covered and every attempt should be made to protect them from water and abuse. There will be fees associated with lost, stolen, or damaged textbooks including but not limited to, the full cost of the book, or partial cost, at the discretion of the principal.

**SCHOOL SUPPLIES**

A detailed list of school supplies for each grade will be sent to each family during the summer. This list will be as complete as possible but may vary according to the requirements of individual teachers. Any changes or additions will be announced at our school orientation.

**SCHOOL OFFICE**

Office hours are 8:30 am – 3:00 pm Mon – Fri ~Our staff will happily assist you with any questions or concerns you may have. Parents who have custodial agreements or any students who have restrictions on whom they may leave with are encouraged to file such judgments or documents with the school office. If you have a change of address, home/business phone number, or place of work, please notify the office immediately. Equally important would be to notify the office of a change of information for the students emergency contact.

**VISITORS**

We ask that all visitors check in at the school office to receive a visitor’s pass. ACS is a closed campus for non-ACS students. Students considering enrollment at ACS are welcome to visit by appointment. Such students should contact the office upon arrival for further details. Friends of ACS students may not enter hallways during the school day. ACS buildings are not open to visitors after school hours except for interscholastic or public events unless permission has been granted by the administration. Students who invite friends to school functions should inform them that they will be expected to maintain the same standards of behavior as an ACS student. Visitors not meeting those standards of conduct will be asked to leave. At no time may ACS students be on campus without an adult chaperone who is approved by the school. At no time may any nicotine, alcohol, drugs, or weapons be in the possession of individuals on the school campus. ACS reserves the right to insist on the immediate departure of any individuals who violate this standard of conduct.

**TUTORING**

When a student needs more long-term academic assistance due to a significant educational gap, tutoring is appropriate. While we may recommend local tutors, we will not accept the responsibility for the accomplishments of the tutor or become involved financially in setting or collecting fees.

**School Contact Information:**

Assembly Christian School

3550 W. Airline Hwy Reserve, La. 70084

Phone: 504-909-0190

Email: assemblyofgodlaplace@gmail.com