



ABILENE  
CHRISTIAN  
SCHOOL

**SECONDARY  
PARENT/STUDENT HANDBOOK**

**2019-2020**

## TABLE OF CONTENTS

1. INTRODUCTION	3
2. GENERAL INFORMATION	4
3. GENERAL STATEMENT OF PHILOSOPHY AND GOALS	6
4. POLICIES AND PROCEDURES	9

Revised July, 2019\*

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\*Provisions of the handbook are subject to change at the discretion of the ACS administration. Therefore, there may be revisions to the handbook during the school year that revise, supersede or eliminate one or more existing policies. ACS will provide notice of any changes. Still, it is impossible to provide published policies that anticipate every situation that occurs. In the event there is a question regarding a principle or activity on which the handbook is silent, the administration has the right to make a decision that is equitable to the student, the parent, and the school.

## INTRODUCTION

Greetings!

Abilene Christian Secondary School is a part of Abilene Christian School (ACS), which was established in 1906. The secondary school includes the middle school and high school, encompassing grades 6-12. ACS is a growing, vibrant place where young people come every day to learn not only about the world, but also about the God who created it. Our teachers love God, love children, and love teaching. Our students are happy and eager, and our parents are supportive and involved. I love my job because I have the opportunity to work in a positive, loving, nurturing environment where kingdom impact is taking place.

Being a Christian school means much more to us than the fact that we have Bible as part of our daily curriculum and meet for chapel on a regular basis. It defines what we teach and how we teach it. The Christ-centered education we provide distinguishes itself from popular culture in that we strive to “prepare the child for the path, in lieu of preparing the path for the child.” We also believe that our middle name obligates us to strive for excellence in every facet of the educational process, including academics, extra-curricular programs, and community service.

ACS is a college preparatory institution and has an exemplary record of graduates being accepted to prestigious universities. The curriculum follows the guidelines set forth by the Texas Education Agency and the school is accredited by the National Christian Schools Association and AdvancED. Students also have the opportunity to participate and compete in the Texas Association of Private and Parochial Schools (TAPPS). We are proud of these credentials, but our mission is greater. We are not working to prepare students to leave this place, go into the world, and be successful. Our desire is to equip students to leave this place, go into the world...and change it!

The information found in this handbook can answer many of the questions you may have with regard to procedures and expectations at the secondary school. Please take time to read the material and discuss it with your child. Should you have questions, please feel free to call the school office for clarification.

Our mission is to equip students to excel academically, serve meaningfully, and walk faithfully with God. The leadership at ACS is passionate about this mission and we look forward to partnering with you to help your child grow spiritually, mentally, emotionally, physically, and socially throughout the school year.

In His Service,  
Van Gravitt

## **GENERAL INFORMATION**

### **CONTACT INFORMATION**

Abilene Christian School  
2550 N. Judge Ely Blvd.  
Abilene, Texas 79601

325-672-9200 (Phone)  
325-672-1262 (Fax)

[info@abilenechristian.com](mailto:info@abilenechristian.com) (Email)  
[www.abilenechristian.com](http://www.abilenechristian.com) (Website)

### **BOARD OF TRUSTEES**

DR. BRAD CRISP, BOARD CHAIRMAN

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DR. CHARLES ANDERSON  
DR. NEAL COATES  
DR. JOHN L. ESTES, III  
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### **ADMINISTRATION**

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MR. VAN GRAVITT  
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PRESIDENT  
SECONDARY PRINCIPAL  
ELEMENTARY PRINCIPAL  
DIRECTOR OF CURRICULUM &  
INSTRUCTION, COUNSELOR  
ADMISSIONS/TUITION  
BUSINESS MANAGER

### **SCHOOL COLORS**

Royal Blue, Black and White

### **SCHOOL MASCOT**

Panther

## **SCHOOL SONG**

We'll cherish thee, our glorious school,  
Let Honor crown thy name.  
We'll serve thee best and love thee most  
and give thee Christian fame.  
For the Panthers, blue and white,  
we will fight with all our might.  
We pledge to thee our loyalty,  
Dear Abilene Christian High.

## **GENERAL STATEMENT OF PHILOSOPHY**

ACS provides an educational choice emphasizing academic, spiritual, social, and physical development. Subjects offered are predominately from the liberal and fine arts. They are designed to prepare graduates to pursue higher education.

On the belief that each person is created in the image of God, ACS exists to provide the student an environment in which he may develop “in wisdom and stature, and in favor with God and men” (Luke 2:52).

This philosophy is based upon acceptance and application of the Bible as the inspired Word of God and declares that Jesus Christ is the Lord of all the universe and is, therefore, the Lord of all the subjects taught at ACS. We reject the idea that religion or religious education can be compartmentalized and practiced only in organized chapel and Bible classes. As Paul says in II Corinthians 10:5, “...we take captive every thought to make it obedient to Christ.” With God’s help, ACS will make Jesus the Lord of the classroom in mathematics, history, science, and every other academic discipline.

At Abilene Christian School, our goal is to develop moral excellence, knowledge, self-control, perseverance, godliness, brotherly kindness, and love in the young people with whom we have the opportunity to work. While the school can serve to reinforce Christian values, responsibilities, and conduct, it is mainly the parent’s obligation to help the child develop godly character traits. To accomplish these objectives, the parent:

- Teaches the child respect for the law, for authority, for the rights of others, and for private and public property.
- Shares with the child and with the school an active interest in the child’s schoolwork and personal development.
- Arranges for the child’s regular school attendance.
- Cooperates with the school in carrying out disciplinary action when such action is necessary.

Our role as a Christian school is to play an integral part in the development of the family, church, and school. Our mission is to compliment home and church in a manner that builds up and affirms our children’s faith in God and guides them in their service to our fellow man through the church, their family, and society.

## **GENERAL STATEMENT OF GOALS**

Academic development will be attained by the following:

- Providing opportunities for logical thinking processes including analysis, evaluation, synthesis, and problem solving.
- Encouraging creative thinking processes in terms of developing new ideas and solutions.
- Encouraging an understanding and appreciation for literature and the cultural arts.

- Providing opportunities for participation in the “fine arts” (art, music, drama) and cultural programs.
- Recognizing the following steps to academic success:
  - High expectations - The course of study at Abilene Christian School is designed to prepare students to pursue college entrance and achievement.
  - Motivation and instruction - Teachers will strive to motivate and instruct all students toward these high expectations. Curriculum is the same for all students, regardless of individual weaknesses. Teachers, who continue to learn how to better serve their students, will employ a variety of methods to encourage and challenge students while guiding them to a higher level of skill, appreciation, and self-confidence.
  - On-campus tutoring - Teachers will be available to tutor any student experiencing difficulties in that teacher's subject area(s). These tutoring sessions may be requested or required by the student, parents, or teacher.
  - Counselor - Students may be referred to the counselor for an evaluation that may include the following: conference (student/teacher(s)/parents) or recommendation by the classroom teacher.
  - Formal evaluation - Students may be referred for further evaluation and recommendations that may include the following: parent education on symptoms of learning problems and methods to use in helping equip a child for success in school; written plan for overcoming difficulties for the individual student; screening for learning disability/ADD/ADHD/etc. and appropriate follow-up; professional testing and diagnosis through AISD; or professional tutoring.
  - Relocation - Students who are unable to maintain an acceptable level of success, or who do not follow the steps above, may be asked to relocate.

Spiritual development will be achieved by the following:

- Promoting an understanding of the Christian faith and an appreciation of Christian values by participating in chapel, devotionals, and worship.
- Studying the Bible and learning scriptures that will provide needed strength in everyday living.
- Encouraging the internalization of ethical and moral standards, personal faith, and respect for devotion.
- Teaching skills for Christian living, including decision-making strategies, methods of communicating Biblical faith, acceptance of personal responsibility, and showing honor for those who are placed in authority.

Citizenship will be developed by the following:

- Exemplifying pride in our American heritage and encouraging a sense of patriotism through loyalty and service to one's country, community, congregation, school, and family.
- Examining other cultures and languages and stressing the importance of respect for the rights of others.
- Encouraging a sense of self-respect and worth.

- Providing current information on local, state, national, and world affairs, seeking through all available means to be well informed.

Physical development will be pursued by the following:

- Encouraging the achievement and maintenance of good health, wholesome habits, and physical fitness.
- Emphasizing the importance of physical fitness and interest in lifetime sports.
- Encouraging a healthy spirit of competition and sportsmanship through all athletic programs.



## **POLICIES AND PROCEDURES**

### **1.0 ADMISSION AND NON-DISCRIMINATION**

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

As a private institution, ACS reserves the right to deny admission or continued enrollment to any applicant it determines is unqualified for any reason including personal conduct, character, or academic preparation inconsistent with the purposes, objectives, and religious tenets of the school. ACS may request additional information, including, but not limited to, testing, academic, character or behavioral references. Below is a list of criteria that may be considered before accepting or rejecting a student for admission to ACS. The student shall meet the following criteria:

- be eligible for re-enrollment in school last attended;
- not have been suspended or expelled from school last attended;
- have a cumulative grade average no lower than 70 and an acceptable score on standardized achievement tests;
- present a transcript of grades from present and past school year;
- have a favorable recommendation from last school attended;
- give authorization to school last attended to release needed information;
- be free of severe learning and/or behavioral problems;
- not be coming directly from any type of rehabilitation or inpatient program- i.e. drugs, alcohol, mental, etc.;
- present a current immunization record;
- participate in a parent/student interview, if requested;
- not be married or a parent (including pregnant or responsible for a pregnancy); and
- receive approval for enrollment from the ACS Admission Committee and Principal.

Admission is considered probationary for the first nine weeks and may be subject to review and reconsideration at that time.

### **2.0 REGISTRATION AND TUITION**

All details concerning registration, tuition, and refunds are contained in the yearly enrollment contract. Because questions sometimes arise concerning tuition refunds, the policy is restated for your reference below. For any questions or more complete information, please contact the administrative offices.

Because financial obligations must be made for personnel and other expenses long before the school year begins, a financial strain is experienced when students enroll and then withdraw before the year is completed. ACS has adopted a policy whereby parents or guardians are responsible for the entirety of the tuition and fees.

**Therefore, ACS will not refund any tuition or fees on withdrawals, except in rare instances with approval by Administration.**

It is further agreed that enrollment as specified within this Enrollment Contract, may be cancelled in writing, without penalty (except forfeiture of the deposit or registration fee) prior to July 1 of the contract school year. If the enrollment is cancelled after July 1, parents or guardians financially responsible for the students will be obligated to pay the full annual charges.

### **3.0 CLASS PLACEMENT**

While the school values parental input about the needs, interests, and abilities of children, class placement will remain within the discretion of the school.

### **4.0 DRESS AND GROOMING**

Modesty in clothing (tightness and/or length of certain pieces) and grooming should be taken into consideration by all students attending ACS. This is required to foster a positive educational environment and encourage a Christ-like attitude and behavior. Both parents and students should take an active role in determining what visually presents appropriate dress and grooming.

**Clothing must be purchased from CFj Manufacturing and should follow the prescribed CFj uniform dress code.** Brochures are available in the office and on our website. Uniforms are to be worn during the official school day, Monday through Friday. Administration may declare certain days throughout the school year “spirit wear” days. These days will require uniform bottoms (shorts, skirts, pants, etc.) and an ACS shirt/sweatshirt.

#### **4.1 Young Men**

- Hair is to be maintained so that it is not extreme. Hair should be neat and well groomed.
- No stripes, designs or letters cut in hair.
- Hair should be no longer in the back than the bottom of the collar, nor be longer than the bottom of the ear on the sides. Hair should not fall below the eyebrows.
- Hair color and any highlights must be of a natural hair color.
- Students must be clean shaven with sideburns worn no lower than the bottom of the ear lobe.
- All shirts (with the exception of the dri-fit shirt) must be tucked (not rolled) into pants or shorts.

- A black, brown, royal blue, grey, white, or khaki belt must be worn with shirts that are required to be tucked in to pants or shorts (3<sup>rd</sup>-12<sup>th</sup>).
- Casual shoes, including cowboy boots, should be neutral or school colors that coordinate with the uniform. Dress shoes should be traditional black or brown. All shoes should have closed toes and closed heels (i.e. no crocs). Cowboy boots may only be worn with long pants, and students are not allowed to tuck the pants into the boots. Cowboy boots are the only boots that meet the ACS dress code.
- White, black, grey or royal blue socks are to be worn with shorts.
- All undershirts must be solid white, grey, royal blue, or black.
- Tears, rips, embellishments, and “bling” do not meet the ACS dress code.
- All pants must be worn at the natural waistline.
- Hats, toboggans, headgear, and hoods may not be worn indoors. Bandanas and sunglasses are not allowed.
- No visible tattoos will be allowed.
- No earrings, clips, studs, spacers, protectors, wire, or anything in a piercing may be worn to school or school-sponsored activities.

#### 4.2 Young Women

- Hair color and any highlights must be of a natural hair color.
- Length of dress or skirt must be no shorter than 3 inches above the top of the floor when student is in kneeling position. This includes both the front and back of the skirt.
- Modesty shorts (black, grey, or royal blue) should be worn underneath all skirts.
- All shirts and blouses are to be tucked (not rolled) into shorts, pants, and skirts. The exception to this is the women’s shirt with the “Academic A” new in 2015.
- Casual shoes, including cowboy boots, should be neutral or school colors that coordinate with the uniform. Dress shoes should be traditional black or brown. All shoes should have closed toes and closed heels (i.e. no crocs). Cowboy boots may only be worn with pants, and students are not allowed to tuck the pants into the boots. Cowboy boots are the only boots that meet the ACS dress code.
- A black, brown, royal blue, grey or khaki belt must be worn with shorts and pants (3<sup>rd</sup>-12<sup>th</sup>).
- White, black, grey, or royal blue socks are to be worn with shorts, pants, or skirts. Solid color tights or leggings in white, grey, royal blue, or black may be worn with skirts. The tights and leggings should be devoid of lace and/or designs.
- All undershirts must be solid white, grey, royal blue, or black.
- Tears, rips, embellishments, and “bling” do not meet the ACS dress code.
- Hats, toboggans, headgear, hoods, bandanas, and sunglasses are not allowed.
- No visible tattoos will be allowed.
- Visible body piercings, with the exception of the ears, is not allowed.
- Accessories should be neutral or school colors that coordinate with the uniform.

### 4.3 Outerwear and PE Uniforms

Only outerwear and PE uniforms purchased from CFJ Manufacturing will be allowed and includes the following items:

- Grey and Royal sweatshirts.
- Black pullover sweaters and sweater vests.
- Men's and Women's PA pique fleece jacket (black)
- Men's and Women's 3 in 1 Colorblock (black)
- Youth team jacket (royal blue)
- Youth thermo jacket (grey)
- Grey "Panther Athletics" shirt
- Royal blue "Panther Athletics" shorts

Accessories should be neutral or school colors that coordinate with the uniform.

Solid white, grey, royal blue, or black undershirts may be worn underneath the sweatshirts and sweaters. Students choosing this option must keep the sweatshirt or sweater on during the course of the school day. One of the uniform polo shirts must be worn underneath the sweater vest.

Students are allowed to wear ACS letter jackets and jackets purchased for a specific team/sport (i.e. cheerleading team jacket) as approved by administration.

PE uniforms must be worn for PE, for off-season, and for practice for any sports that do not provide their own practice gear. Students not in uniform may be subject to a daily grade reduction.

### 4.4 Backpacks

No rolling backpacks are allowed.

#### 4.5 Consequences for Dress Code Violations

Students violating dress code policies may be removed from class (with loss of credit during time missed) until the standards are met. Multiple infractions will result in progressively serious consequences at the discretion of the responsible administrator.

If a student is in doubt about wearing something that may not meet the dress code standards, he/she should not wear it. Administrators are happy to discuss, in advance, what is acceptable attire for school and school-related activities.

**As with all discipline policies, these dress and grooming regulations cannot define the entire scope of these complicated issues. Administrative discretion will be used where policy statements are not definitive.**

#### 5.0 ATTENDANCE AND PUNCTUALITY

Daily attendance and punctuality are essential to academic achievement and total student development. While ACS realizes that absences are sometimes necessary due to illness, death, and other emergencies, unnecessary absences should be avoided. Moreover, to meet school accreditation standards, **students must attend at least 90% of classroom contact hours each semester to receive credit.** Consequently, a student can miss no more than 9 class periods of a MTWTF class.

For a MWF class, the limit of classes missed is 6 periods; for a TTR class the limit is 4 periods. **All absences, excused and unexcused, are included in the 90% rule.** However, absences for school-sponsored activities do not count against the 90% rule.

The Attendance Review Committee may waive absences for extenuating circumstances, or provide alternatives for students to make up credit lost for absences over the 90% maximum in any class. The last three Saturdays of each semester will be designated for students allowed the opportunity to reclaim lost time. Students will report in uniform at 8:00 a.m. Location and length of stay will be determined by the principal. The cost for students to attend Saturday School will be \$30 for each occurrence.

**For absences based on illness**, the school will accept the parent's authorization for up to five times during a semester. A doctor's note will be required for further excused illnesses. A doctor or dentist appointment that cannot be scheduled outside school hours may be excused **if written documentation from physician, dentist, or parent is submitted to the high school office.** Other excused absences may include illness or death in immediate family, quarantine, weather or road conditions making travel dangerous, and unusual circumstances approved by the principal.

Abilene Christian School may excuse a student from attending school for the purpose of observing **religious holy days, church sponsored campaigns, or trips deemed educationally valuable.** Written request to the principal should be submitted at least one week before the absence occurs. These absences will be included in the 90% rule.

**Perfect attendance** will be awarded to those students who are in attendance every period of every day in which roll is taken. Students must be in attendance at least twenty-five minutes of the scheduled class period to be counted present for that period.

### 5.1 Procedure to Follow When Absent

**Parents must contact the secondary office by 9:00 a.m.** to notify the school of a student's absence. It is the student's responsibility to check with the teacher for all schoolwork missed due to absence. A student is discouraged from depending on classmates alone for this information. Each student should talk with each teacher the first day back in class in order to avoid receiving a zero on work left incomplete. Students who know they will be absent are required to obtain all assignments available from teachers in advance. A student will be given the same number of days to make up work missed as days absent, unless the assignment was given in advance of the absence. This is the maximum time allowed. On the day of his/her return, a student should be prepared to take any missed exam that was scheduled before his absence. A student should also be prepared to turn in any advance-notice assignments when he/she returns. In special circumstances, the principal or teacher is authorized to give an extension for completion of make-up work.

If the parent does not call the school office about an absence, the attendance clerk will record an unexcused absence. A detailed note from a parent may be brought the next school day or the parents must call the next day to remove the unexcused absence.

**Daily work missed due to unexcused absences may not be made up and zeros will be recorded. Major projects or tests may be made up with a maximum grade of 70.** It is the student's responsibility to make up all the work missed due to excused absences. If a student receives an 'I' on a report card, the work must be made up within two weeks. The principal must approve any exceptions to this time allowance. If the 'I' has not been changed by the assigned deadline, a zero will be recorded and averaged for all incomplete work.

### 5.2 Procedures for Arriving Late to School/Class

**Students are expected to be on time for school/class.** Upon arriving late to school, students must go directly to the office and obtain an admit-to-class slip. ACS does not differentiate between excused and unexcused tardies unless the student arrives with a doctor's note. Consequences for excessive tardies to first period will be as follows:

- Tardies 1-4: no administrative consequences
- Tardies 5-9: Email to parents on 5th, break detention on day of tardy
- Tardies 10-14: Phone call to parents on 10th, lunch detention either day of tardy or following day
- Tardies 15-19: Phone call/conference with parent on 15th, break detention day of tardy and lunch detention either day of tardy or following day
- Tardies 20+: Parent conference if not already occurred (if so, phone call), after school detention until 4:30 on day of tardy

Tardies to school are a level one offense and demerits will accrue according to the ACS Discipline Plan.

Students entering the classroom after the tardy bell rings (2<sup>nd</sup>-8<sup>th</sup> periods) will be marked tardy by the teacher and will receive a discipline slip. Tardiness resulting from lunch with a parent still equals a tardy. **Please keep in mind that tardiness of 20 minutes or more equates to an absence in any class.**

### 5.3 Procedure When Leaving School Before Dismissal

Students will be granted an early dismissal for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside of school hours. All other activities (driver's license renewal, haircuts, etc.) should be scheduled after school hours. All requests for early dismissal must be made in writing (**text messages will not be accepted as documentation**), or the parent may call the office to make dismissal arrangements. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment, if time permits, and are to check in at the office immediately upon return to the campus. Students will not be allowed to transport other students for appointments.

No student will be excused from school before 3:40 p.m. to attend any school-related extracurricular activities, unless he/she is participating in some capacity, or has special permission from his/her parents and the principal. Students who fail to follow the proper procedure are subject to disciplinary action.

### 6.0 DROP OFF AND PICKUP (NON-DRIVING STUDENTS)

When entering the parking area from Judge Ely Boulevard, drivers should use the north entrance and follow the arrows to the secondary loading area. Please allow your children to leave your car as quickly and safely as possible and then clear the lane by moving out through the south exit. Please do not drop students off or pick them up on the north road leading to the gym. Please do not pick up students from the gym. Coaches trying to load athletes and equipment for extra-curricular activities need to park in front of the gym.

If you need to park for some reason, please do so in the designated parking spaces and **not** in the flow of traffic. Be considerate of those behind you and move out as quickly as possible. **Please do not leave your car unattended or use your cell phone in the traffic lanes.** A speed limit of 10 mph will be in effect for all vehicles on campus at all times.

## **7.0 STUDENT VEHICLES**

Students who drive a motor vehicle to school must know and obey the following general directives for use of the parking lot. Violation of any of these vehicle regulations will be sufficient cause for students to lose their right to bring a vehicle on campus. **All vehicles on campus are subject to search at any time at the discretion of the administration.**

- Every student's vehicle will be parked only in student designated parking during school hours. Row A (west) is reserved for teachers and visitors. Row B is for teachers and students. Row C (east) is for students, and the back lot is open for anyone's parking.
- A speed limit of 10 mph will be in effect at all times on campus for all vehicles.
- Students may only be in the parking lot when arriving at or leaving school. No loitering in, on, or around cars is permitted.
- Students are not allowed to drive their own vehicles to school functions without expressed parental and administrative permission.

## **8.0 EARLY ARRIVAL AND AFTER SCHOOL HOURS**

Students that arrive before the tardy bell can report to the locker room or first period class.

It is not in the best interest of the student, parent, or the school for students to be on campus unsupervised after 3:50 p.m. No provision has been made for students who need a place to stay after school hours. Faculty, staff, and administration of ACS are not responsible for students who remain on campus after 3:50 and are not involved in an approved school-sponsored activity or after-school care. Students are not allowed to loiter on campus.

## **9.0 INCLEMENT WEATHER DAYS**

School closing or delays due to inclement weather will be announced via e-mail, text alerts, social media, and TV stations by 6:30 a.m.

## **10.0 EMERGENCY SITUATIONS**

ACS has developed a Crisis Management Plan. Additionally, we will conduct fire, tornado, and intruder drills during the year.



## **11.0 CLOSED CAMPUS**

ACS is a closed campus. **All visitors must report to the principal's office.** Parents wishing to make an extended visit to the classroom will need to make prior arrangements with the principal.

Generally, to avoid disruption of classes, only those students who are applying for admission may visit ACS classes. Students are not to leave the school grounds for any reason without parental permission and approval by administration. Except for seniors who can leave for lunch, **students who are permitted to leave campus must sign out and sign in when they return.**

## **12.0 LUNCH**

A hot meal is served each day in the school cafeteria. A school menu will be regularly provided to the students. Students may bring a sack lunch if preferred. Students who leave campus for lunch must do so with their own parent(s), not with the parent of another student. The only way a student may be excused to leave campus for lunch is if a parent checks them out in person. Students may not order food to be delivered to campus. Seniors may be allowed off campus for lunch; however, seniors who violate any school rule (i.e. chapel attendance/punctuality) may have their off-campus privileges revoked. Special groups may have occasional off-campus lunch with prior approval of the principal. Students who fail to follow the proper procedure are subject to disciplinary action.

## **13.0 WEBSITE**

This handbook, the school calendar, and other information about ACS may be accessed through our web site at [www.abilenechristian.com](http://www.abilenechristian.com) and [www.renweb.com](http://www.renweb.com). Certain information about students attending ACS is considered directory information and accessible on Renweb.

## **14.0 TELEPHONE AND CELL PHONE/TECHNOLOGY USAGE**

Cell phones and other portable devices capable of Internet web access, file or picture storage, or other types of communication may not be used in any way during class time unless authorized by a teacher. Students will be required to deposit cell phones in teacher-supplied receptacles upon entering the classroom. Parents or students should not call or text each other during scheduled class time. Emergency calls and important messages delivered to the principal's office will be promptly delivered to students. Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others.

The cafeteria is designated as a technology-free zone. Electronic devices will be confiscated and subject to the consequences listed below:

If a device is taken up and turned in to the office, the student may pick it up after school

the following school day for a \$15 fee. In the case of subsequent offenses, the student's parent will have to claim the phone after school the following day for a \$15 fee. In either case, the phone may be picked up the same day for \$25.

Headphones, earbuds (including airpods), and any other listening devices are not to be worn at any time whether in use or not. Teacher discretion will supersede this if they are needed in a classroom for a curricular-based project.

**Administration, faculty, and staff reserve the right to question the usage of any device used, seen, or heard on campus at any time, or at any school sponsored event, if, in his or her judgment, usage may be disruptive, inappropriate, or in violation of any other ACS policies or rules. Final discretion shall be up to the administrator.**

### **15.0 LOCKERS**

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. **Anything brought to school or bought for school use must fit inside a closed student locker.** Any backpack or item left out of the locker after school hours will be confiscated and a discipline slip will document this infraction. Students should not write or place stickers on lockers. The school reserves the right to inspect all lockers at any time with or without the presence of students. Locks are available and may be checked out in the Secondary Office.

### **16.0 IMMUNIZATION RECORDS**

Please click on this link <http://www.dshs.state.tx.us/immunize/school/default.shtm> for the current Texas Minimum Vaccine Requirements for Students in **Grades K-12**. ACS requires all students to be in compliance with the state of Texas immunization requirements.

Please click on this link <http://www.dshs.state.tx.us/immunize/school/default.shtm> for the current Texas Minimum State Vaccine Requirements for Childcare Facilities: K3 and K4.

Please be aware that students without the proper documentation of the required immunizations or a valid exemption will not be allowed to attend school. If you have any questions related to immunization requirements, you may contact the school nurse at 672.1200.

## **17.0 STUDENT ILLNESS AND MEDICATIONS**

The school nurse, principal, secretary, and/or teacher(s) will make the determination of the child's needs when an illness or accident occurs. Parent(s)/Guardians will be called if consultation is deemed necessary.

Any student who has a fever of 100.0 degrees or more, who has vomited, has diarrhea, or who has any other communicable illness may not remain at school. When this occurs, a parent will be called to pick up the student from school as soon as is possible. **Students must be FEVER FREE, without the use of medication, before returning to school.**

The school is not allowed to give any type of medication (prescription or over-the-counter) to students without written consent from the parent. If it is necessary that a medication be given during school hours, we will adhere to the following requirements:

- Medication will not be administered in school or during school-sponsored activities without a **Medication Authorization** form being signed by the parent(s) or guardian.
- Prescription medication must be brought to school in the current original container with pharmacy label intact. The label must have the student's name, name of medication, dosage, and time to be given. If the medication is not properly labeled, it will not be given.
- Over-the-counter medications must be in an unopened original container. Student's name must be written on the box/bottle. The dosage and frequency to be given must be consistent with the label instructions.
- Medications will not be accepted in baggies or envelopes.
- Medication must be brought to the school by the parent(s)/guardian, not with the student.
- Student may self-carry emergency medication with proper forms signed by physician, parent(s)/guardian, and school nurse.

If a student is unable to participate in physical education due to any medical or physical condition, the student must submit a written statement from a physician to the school nurse.

### **17.1 Epi Pen Policy**

See Appendix A

## **18.0 INSURANCE**

A student accident insurance policy is offered to parents at the beginning of the school year.

## **19.0 PARENT/TEACHER CONFERENCES**

Conferences between parents and teachers can be a useful tool in monitoring and stimulating student success in school. Parents are encouraged to contact teachers directly to schedule conferences if they have questions or concerns about their students' progress. Most conferences should be scheduled after regular school hours or during teacher conference periods. Teachers may contact parents to schedule conferences as well. Records of student progress are available to parents online on the school's RenWeb site and weekly progress reports are emailed to parents. Collaboration between parents and teachers is encouraged.

## **20.0 GRIEVANCES**

As a Christian community, it is expected that all grievances will be handled in keeping with a Biblical model (Matthew 18) as set out below:

- (1) **Go to the person and address your grievance with him/her.** Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff- or faculty-related grievance, an attempt must be made to settle the matter first with the staff/faculty member.
- (2) If no satisfactory solution is reached, **direct the grievance to the next level above the person with whom you have the problem.** At this level, a record of the grievance will be made.
- (3) Finally, if the grievance remains unresolved, **communicate to the President**, who may refer items of concern to the ACS Board Grievance Committee.

By following this plan, we hope we can resolve any concern in a cooperative, Christian atmosphere. In this spirit, we will model peacemaking for each other and for our children.

## **21.0 BOOK CHALLENGE**

The following procedure will be followed in the event that a parent challenges an ACS library book. The parent will be asked to fill out a **Book Challenge Form** stating the title of the book and the specific objections. One member of the library staff, one ACS teacher, and one library review volunteer will read the book in question. The reviewing teacher will be chosen from the student's appropriate school level (i.e. elementary, middle school, high school). Library review volunteers will be selected at the beginning of each school year. These volunteers will consist of at least one elementary parent, one middle school parent, and one high school parent whom the administrators deem to be capable of fair and unbiased reviews. After reading the book in question, the library staff member and the library review volunteer will each fill out a **Book Challenge Reviewer Form**. The library staff, in conjunction with school administrators, will review the **Book Challenge Form** and the **Book Challenge Reviewer Forms** and determine what should be done with the book in question.

One of the following will be done with the book: it will be left on the shelf in its current location; it will be left on the shelf, but be moved to a more age-appropriate location; or it will be removed from the ACS library. The parent who presented the challenge will be informed of the decision regarding the book in question, and the reasons that particular decision was reached.

## **22.0 GUIDANCE COUNSELING**

Our guidance counselor is a wonderful resource available to students upon need or request. Students on their own or by teacher or parent referral may schedule individual appointments.

## **23.0 STUDENT ACTIVITIES**

### **23.1 Eligibility**

Eligibility for extracurricular activities will be based on three week grade checks. If a student has any grade below 70 (including conduct) at the end of a three week period, they will become ineligible the following Friday at 3:40 p.m., and will be ineligible for at least three weeks. If they are passing all subjects at the following three week check, they will become eligible the following Friday at 3:40 p.m.

Exceptions will be made for the first three week check each quarter. If a student who was previously ineligible is passing all subjects at the grade check three weeks into a quarter, they will be eligible to participate the following Friday at 3:40. If they were passing all subjects at the previous grade check, a failing grade(s) will not cause them to lose eligibility. Grade checks three weeks into a quarter can only enable students to regain their eligibility, they cannot cause students to lose it.

Ineligible students may participate in practice, but are not allowed to participate in games/performances in any manner. This includes traveling with the team/group, sitting on the bench, and wearing the uniform during a game/performance.

All students are eligible during the Christmas holidays, spring break, and the first six weeks of the school year.

Note: The “following Friday” refers to the next Friday of a week in which school is in session. For example, if a student became ineligible at the end of the grading period leading into Christmas break, they would be eligible to play during the break, and until 3:40 on Friday after the break. At that point, they would be out for at least three weeks.

To participate in a performance for any extracurricular activity (athletics, cheerleading, band, choir, theatre, etc.) students must attend school for at least 50% of the class periods for which they are enrolled on the day of the game or performance.

Any student who transfers to ACS from any school, private or public, is eligible to compete in TAPPS varsity contests **according to the dates published on the official TAPPS calendar.**

### 23.2 Student Organizations

The following student organizations are the only official student organizations available to students at ACS. The discipline record of the student will always be considered before membership is granted. Student organizations and performing groups, such as the band, choir, and athletic teams, may establish rules of conduct--and consequences for misbehavior--which are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

- **Student Council** - Representatives from each class, 6<sup>th</sup> through 12<sup>th</sup> grades, are chosen by the classes. Representatives must maintain a 70 average or above with a satisfactory record of citizenship. Officers of the student council are elected by the student body. An officer must be a senior or junior during his/her term of office and must receive permission to run for office from the principal. In order to be qualified to hold an office in student council, a student must have a satisfactory record of citizenship and maintain an 80 average or above. Candidates must be cumulatively passing each class for the academic year. A student may not run for an office or be a representative if he/she has been suspended during the current school year.
- **National Honor Society and National Junior Honor Society** - National Honor Society (NHS) membership includes students completing grades 10-12 who are invited by the faculty to become members. National Junior Honor Society (NJHS) membership includes students completing grades 7-9 who are invited by the faculty to become members. Candidates are evaluated in four areas: Scholarship, Service, Character, and Leadership. To meet the Scholarship criteria, candidates must have a minimum cumulative average of 92 in non-elective classes. To meet the Service requirement, candidates for both NHS and NJHS must complete service hours by the end of the third nine weeks. Candidates for NHS must complete nineteen hours of service, three of which must be through participation in school-sponsored service projects. Candidates for NJHS must complete five hours of service, one of which must be through participation in school-sponsored service projects. Candidates will be vetted by a faculty committee based on the four pillars: Scholarship, Service, Character, and Leadership. Failure to maintain an overall average of 92, any semester average below 70, insufficient service hours, excessive demerits, or suspension from school will result in the student being placed on probation or dismissed from the NHS and NJHS.

- **Class Officers** - Class officers must be elected from those students who meet the following requirements: minimum grade point average of 80; satisfactory citizenship average of 80 or above; enrollment at ACS for a minimum of one semester; and approval of class sponsor and principal.
- **High School and Middle School Cheerleaders and Mascots** - As dictated by regulations for similar activities, students trying out for the cheerleading squad must have attended ACS for 15 calendar days before the day of tryouts. High school squad will be selected from those who will be in 9th-12th grades who have re-enrolled for the next school year. Middle school squad will be selected from those who will be in the 7th and 8th grades who have re-enrolled for the next school year.

### 23.3 Fundraisers

Fundraisers are a good way to raise money needed by classes, athletics teams, and other campus groups. Each class grades six through eleven, athletics team, and campus group may have one fundraiser that sells to the ACS community (students, parents, etc.) per year and the senior class may have two. **All fundraisers must be approved by the using the Fundraiser Request form, which is located in the Secondary Office.** Students should work closely with their class or group sponsor(s) to determine the purpose of the fundraiser; estimate the profit margin, which should be over \$100, in order to ensure it is a worthwhile undertaking; and ensure sponsors have all money collected before any orders are made. If proper procedures are not followed, individuals, students or groups may be disciplined including but not limited to forfeiture of any profits or a ban on fundraising in future years.

### 23.4 Field Trips

Field trips that enhance classroom activities are encouraged. Normally students will be transported on the school bus. At the beginning of each year, parents will be asked to sign a Medical Liability Form that covers field trips, athletic participation, and medication disbursement.

## 24.0 CONDUCT

It is the intent of the Board of Trustees, administrators, and faculty to maintain an atmosphere where exemplary Christian behavior and quality academic studies are developed. Students are encouraged and expected to exhibit those behaviors that contribute to the growth of such an atmosphere.

While it is impossible to briefly write all regulations of proper behavior, the following outlines some basic expectations. **In short, students at ACS are expected to be ladies and gentlemen who reflect Christ-like behavior that influences their community for good.** ACS reserves the right to address and punish any inappropriate student conduct not listed here.

#### 24.1 Respect for Property

Students are expected to respect the property of the school and others. Damage of someone else's property will result in restitution by the responsible party. Intentional acts of vandalism are subject to student dismissal.

#### 24.2 Academic Integrity

ACS expects all students to practice the highest standards of honesty in their schoolwork. The value of academic integrity is far greater than any grade received for work. To do what is morally right, to speak the truth, and to display one's academic ability honestly define integrity. Cheating, in any form, contradicts the moral and spiritual values of ACS. Cheating includes, but is not limited to, the following: plagiarism, providing answers to another to use as his/her own, copying, revealing privileged information regarding quizzes or tests completed; unauthorized use of information on tests or quizzes.

Cheating on any written work will result in a zero for all involved parties and documentation by discipline slip. These grade and citizenship penalties will affect the course involved. Individual classroom teachers may further define cheating for specific assignments. Teachers may establish and require students to sign academic integrity statements/pledges in regard to daily work, notebooks, compositions, tests, projects, etc.

#### 24.3 School Representation

A significant portion of the influence of Abilene Christian School depends on the conduct of the students. Student conduct reflects on the school both on and off the campus. As a result, a student must be aware of his or her representation of ACS as long as he or she is enrolled. Any time a student is representing ACS in an activity, the student is asked to behave in a way that will bring honor and respect to our school. Recognizing that ACS students represent our school at all times, ACS administration reserves the right to impose consequences on students for inappropriate off-campus behavior even if the conduct was not related in any way to a school activity.

#### 24.4 Classroom Behavior

Students are required to do all assignments given to them by teachers. They should not disrupt the classroom or disturb other students. Since different subjects require different forms of behavior (for example: P.E., science lab, or history lecture), each teacher is free to set up individual classroom rules that students must follow. In addition, students are required to come to classes prepared to study; that is, they should bring textbook, paper, pen or pencil, and any other materials required by the teacher. Students must take the responsibility of accepting each teacher's classroom procedures and requirements. Students must respect the rights of others. Students not performing their duties, disrupting the class, or being disrespectful or disobedient to a teacher either will be disciplined by the teacher or, if the problem is serious, will be sent to an administrator.



## 24.5 Cafeteria Behavior

Students are expected to stand quietly in a single-file line. Moreover, loud talking, noise, rowdy behavior, or cutting in line is not acceptable. After eating, students should properly discard all their own left-over food, wrappers, cartons, and other trash.

## 24.6 Chewing Gum, Food, Drinks

No food, drink, or gum is permitted in the Digital Learning Center, chapel, or assemblies. Following the standards previously set by the administration, individual teachers may determine if food, drink, or gum is permitted in their classrooms during class time.

## 24.7 Computer Network Usage

Students are provided access to computers in their classrooms, the library, the Digital Learning Center, and through the use of iPads. Using computers is a privilege, and students are expected to abide by certain rules of conduct. Students participate in computer orientation sessions and are asked to review the Acceptable Use of Technology Policy, which is available on the ACS website. ACS has taken available precautions to restrict access to controversial and inappropriate materials; however, it is impossible to totally prevent access to such material. Students who seek such materials or damage equipment deliberately will be disciplined.

## 24.8 Respect for Others

As a Christian community, ACS seeks to promote a safe environment where all involved may participate in educational and extra-curricular activities without compromising their health, safety, and welfare. Therefore, **ACS prohibits bullying, physical or verbal assault, hazing, abuse, or harassment, and regards such acts as serious discipline offenses.** These rules pertain regardless of the medium, in direct personal interactions, in any electronic or voice communication, and on blogs, social networking sites, web forums or other online sites. In addition, **ACS will not tolerate retaliation against any person who reports improper behavior, provides information during an investigation, or witnesses or has reliable information about misconduct.** Any person knowingly in the presence of these rule violations adds support by his/her presence and may also be held accountable. Examples of prohibited behavior include but are not limited to:

### 24.8.1 Bullying

Bullying is defined as negative conduct intended to intimidate, demean, or systematically exclude one or more persons, and he or she has difficulty defending him or herself. The conduct must be severe, persistent or pervasive enough to create an intimidating, hostile or abusive educational environment or disrupt or interrupt the educational environment. Bullying also typically involves an imbalance in power. Bullying may include physical, written, or verbal expression, such as threats to self or property, taunting, confinement, assault, and ostracism and often involves power differentials. Bullies may even use electronic communications, a practice referred to as cyberbullying.

#### 24.8.2 Hazing

This is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a person for the purpose of initiation or membership in or affiliation with any student group, organization, or team. “Endanger the physical health” shall include, but not be limited to, any brutality of a physical nature or other forced physical activity that could adversely affect the physical health or safety of the individual. “Endanger the mental health” shall include any activity that would subject an individual to extreme mental stress such as forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates.

#### 24.8.3 Child Sexual Abuse

In addition to any other reporting required by this policy, suspected abuse of a child under the age of 18, including sexual, physical, or emotional abuse, **MUST be reported to the Texas Department of Family and Protective Services at 1-800-252-5400.**

Current law requires that professionals such as teachers must make a verbal report **within 48 hours.** Failure to report suspected child abuse or neglect is a misdemeanor punishable by imprisonment of up to 180 days and/or a fine of up to \$2,000. **Reporting suspected child abuse to your principal, school counselor, or superintendent will NOT satisfy your obligation under this law.**

Faculty and staff behavior with respect to students must be above suspicion. Faculty and staff should avoid even the appearance of an improper relationship with students. Moreover, under no circumstances will a sexual relationship between an adult member of the ACS community (someone over 18 not in the status of student) and an ACS student be construed as consensual. Any employee suspected of abuse will be subject to civil and criminal prosecution to the fullest extent of the law.

#### 24.8.4 Sexual Harassment

*Sexual Harassment* includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, including sexual assault or exploitation, when submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or participation in a program or activity; submission to or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting the individual; or such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits the individual’s work or educational performance or one’s ability to participate in or benefit from ACS’s educational program or activity.

Sexual harassment of an individual student, a staff member or a group of students includes, but is not limited to: letters, notes, telephone calls, e-mail, distribution or display of materials of a sexual nature; deliberate touching, leaning over, cornering or

pinching; sexually suggestive looks or gestures; pressure for sexual favors; pressure for dates; or sexual teasing, jokes, remarks or questions.

#### 24.8.5 Discriminatory Harassment

Discriminatory harassment is verbal or physical conduct or other detrimental action based upon sex, religion, race, color, national origin when such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits the individual's work or educational performance or one's ability to participate in or benefit from ACS's educational program or activity or creates a working or learning environment that a reasonable person would find intimidating, hostile, or offensive.

#### 24.8.6 Reporting Misconduct

**Students:** Any student who feels that he or she or any other student has been the victim of such misconduct or retaliation is strongly encouraged to report the matter promptly to the principal or President if the principal is not available. A student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action, up to and including dismissal.

**Parents/Guardians:** ACS urges the parents or guardians of a student who is the target of bullying or of a student who has witnessed or otherwise has relevant information about misconduct or retaliation to promptly notify the principal or President if the principal is not available.

**Faculty and Staff:** All administrators, teachers, and staff - every person who is employed by the School in any capacity - must immediately report any single action of misconduct that the person has witnessed or otherwise become aware of to the principal or President if the principal is not available. An employee who knowingly makes a false accusation or who fails immediately to report an instance of misconduct to which he/she is aware shall be subject to disciplinary action, up to and including dismissal.

Because information must be shared in order to conduct effective investigations, ACS cannot promise strict confidentiality. However, ACS will normally release information concerning complaints only on a legitimate need to know basis.

#### 24.8.7 ACS Response

Once any allegation of misconduct is received, an investigation of the charge will be conducted by the principal pursuant to the "Responding to Misconduct" process set out on page 30. ACS will also notify relevant authorities where required. The principal will also notify local law enforcement if he/she believes that criminal charges may be pursued against a perpetrator. If a violation is found, ACS will take all reasonable efforts to ensure that the behavior is stopped and to prevent its reoccurrence.

## 24.9 Harmful Items

Items are not to be brought to school that may be hazardous or might interfere with the educational atmosphere. This is not limited to but includes laser lights, fireworks, weapons of any kind, knives, lighters, matches, guns in vehicles, etc.

## 24.10 Drugs, Alcohol, and Tobacco (to include e-cigarettes)

ACS does not condone the use of drugs, alcohol, tobacco, or e-cigarettes. Moreover, ACS is committed to the health and safety of all members of the school community and will take action to safeguard their well-being. We seek to enroll and support families who insist on a strictly chemical-free lifestyle for their children. We take steps to promote student welfare by a) teaching the dangers of substance abuse; b) counseling students involved in substance abuse; and c) disciplining those who endanger themselves and others through substance abuse. The following are examples of the most common ways in which a student's use of chemicals will be handled by the school. This list should not be taken to be all-inclusive, nor does it limit the possibilities of ways the school might choose to react in an effort to diminish the use of mood-altering chemicals.

- If a student or parent voluntarily seeks help for use of alcohol, drugs, and/or tobacco products before he/she has been implicated by school personnel or arrested, he/she will be referred for appropriate help. If the student makes satisfactory progress in the help program, the student will not be dismissed for this incident.
- The school reserves the right to require any student to submit to a drug test. The test will be performed by a school-approved laboratory and may include a complete chemical dependency assessment. All findings and recommendations must be made available to the school. Failure to fully cooperate will result in dismissal.
- If a student is observed on campus or while attending any school activity, on or off-campus, in possession of, or under the influence of drugs, alcohol, and/or use of tobacco products, he/she can be suspended from school and subject to expulsion. The student's school history and behavioral record will bear weight relative to a decision. If a student should be expelled for drug use or abuse, the student may apply for readmission the next school year. For any legal violations occurring on campus or while attending any school activity, on or off-campus, ACS may choose to refer the matter to the authorities for prosecution under federal, state, and local laws and cooperate with the authorities in the investigation.

## 24.11 Serious Conduct Violations

Additionally, the following are considered serious conduct violations:

- **Using profane, obscene, indecent, immoral, crass, or offensive language** and/or gestures to others.
- **Leaving the classroom or school grounds without permission** or cutting class.
- Exhibiting any **unacceptable physical contact**, which could but does not result in injury.
- **Altering school records** or documents or signing another person's name on school documents.
- **Interfering with the school authorities** and programs through boycotts or sit-ins.
- **Trespassing** or posting or distributing unauthorized communicative materials on the school grounds.
- **Fighting**, which is defined as physical conflict between two or more individuals.
- **Stealing**, which is defined as the act of taking and carrying away the property of another without the consent of the owner.
  
- **Engaging in or threatening to engage in any behavior** that may prove detrimental to the school or the education process, be harmful to health and safety of self or others, or inhibit to the rights of others.
- Failing to uphold the **Biblical principles of abstinence** before marriage.
- Showing **disrespect toward school personnel** or failing to comply with the requests of school personnel.
- **Failure to report** to a teacher or administrator the knowledge of an event, device, object, or substance that could cause bodily harm to a person/persons on school property.
- **Any behavior that qualifies as a felony** regardless of whether charges are filed.

## 25.0 DISCIPLINE

Above all, teaching self-discipline is the goal. Where discipline is required by faculty or school administrators, such shall be administered with the intent that maximum educational value be attained. In this way, administrators show students a vision of what they could be and then help them achieve it.

For learning outcomes to be impacted, it is imperative that discipline begin in the classroom. Because the teacher-student relationship is the key to our educational program, teachers must command respect from their students. Effective classroom management is vital to the academic success of ACS. Each teacher is required to distribute a written set of classroom rules consistent with the policies of ACS. Rules must be submitted to the principal by the first day of class. Furthermore, **it is suggested that each student and his parent/guardian(s) sign these rules in order to clarify expectations for each class.** It is also suggested that each teacher review the consequences of an infraction of each classroom rule prior to the beginning of school. This will help ensure fairness and consistency in the classroom.

## 25.1 Citizenship Grades

To track and provide feedback regarding discipline, students receive citizenship grades. The following demerit-based discipline-slip system will be used to document student behavior.

### **(-5 each – Level One)**

- \_\_\_\_\_ 10 - Tardy
- \_\_\_\_\_ 11 - Missing class materials
- \_\_\_\_\_ 12 - Food, candy, drinks in unauthorized areas
- \_\_\_\_\_ 13 - Not following class rules
- \_\_\_\_\_ 14 - Dress code violation
- \_\_\_\_\_ 15 - Locker room violation

### **(-10 each – Level One)**

- \_\_\_\_\_ 20 - Disruptive behavior
- \_\_\_\_\_ 21 - Disrespect
- \_\_\_\_\_ 22 - Inappropriate language and/or conversation
- \_\_\_\_\_ 23 - Displaying excessive physical affection
- \_\_\_\_\_ 24 - Unauthorized area
- \_\_\_\_\_ 25 - Vandalism (minor)
- \_\_\_\_\_ 26 - Leaving campus without permission
- \_\_\_\_\_ 27 - Other minor violation\_\_\_\_\_

### **(-20 each – Level Two)**

- \_\_\_\_\_ 30 - Office visit
- \_\_\_\_\_ 31 - Cheating
- \_\_\_\_\_ 32 - Fighting or provoking a fight
- \_\_\_\_\_ 33 - Tobacco
- \_\_\_\_\_ 34 - Stealing
- \_\_\_\_\_ 35 - Vandalism (major)
- \_\_\_\_\_ 36 – Leaving campus without permission (Habitual)
- \_\_\_\_\_ 37 - Other major violation\_\_\_\_\_

### **(Administration only)**

- \_\_\_\_\_ 40 - Detention (-10 pts.)
- \_\_\_\_\_ 41 - ISS (-20 pts.)
- \_\_\_\_\_ 42 - OSS (-30 pts.)

The following scale is used to assign and communicate citizenship grades for in-class and out-of-class behavior:

100	=	0 demerits
95	=	5 demerits
90	=	10 demerits
85	=	15 demerits
80	=	20 demerits
75	=	25 demerits
70	=	30 demerits
65 - 0	=	35 demerits or more

Reports generated from this system will be used by administration to manage school-wide discipline and as a reference tool when evaluating students who apply for tuition scholarships, run for office, qualify for honor society, or try out for student council, cheerleading, or other extra-curricular activities. The principal will impose consequences when cumulative demerits have reached 30. Consequences may include the following:

- 30 Break Detention for 2 days, e-mail to parents
- 45 Break Detention for 1 week, e-mail to parents
- 60 Lunch Detention for 1 week, phone call to parents
- 75 Break Detention and Lunch Detention for 1 week, phone call to parents
- 90 3 Days After School Detention, parent conference
- 105 ISS with ineligibility attached, parent phone call and/or conference
- 120 Meeting with Principal, possible OSS, behavior contract
- Lunch detention students will be assigned to a teacher's room. They must bring a lunch on these days including a drink and report directly to that teacher's room at the beginning of lunch. They will not be allowed to go to the cafeteria or have anyone bring them food from the cafeteria. **Demerits will accumulate per semester.**

## 25.2 Disciplinary Consequences

In addition to the citizenship grade and above consequences, students may also receive disciplinary consequences for individual conduct violation. Consequences relate to the level of offense as outlined below and may be combined. The following are guidelines only and are not intended to be all encompassing.

*\*Guidelines on following page*

Level	Consequences
Level One	<ul style="list-style-type: none"> <li>• Teacher/student conference.</li> <li>• In-class disciplinary action (i.e., verbal reprimand, isolation).</li> <li>• Parent contact.</li> <li>• Parent conference.</li> <li>• Behavioral contracts.</li> <li>• Confiscation of a prohibited nuisance item.</li> <li>• Withdrawal of various student privileges.</li> <li>• Environmental change.</li> <li>• Detention - assigned and kept by the teacher in his/her room.</li> <li>• Assigned school service work.</li> </ul>
Level Two	<ul style="list-style-type: none"> <li>• Principal's detention, which will be served as necessary. (Students assigned a detention or other Level II options for misbehavior for the second time from the principal may also lose all privileges to participate in extra-curricular activities, whether as a participant or a spectator, for the week after the detention is received.)</li> <li>• Administrator/teacher/student conferences.</li> <li>• Required restitution before issuance of final transcripts, diplomas, and other school records.</li> <li>• A mandatory zero for cheating on any written work, including all involved parties.</li> <li>• Parent contact (mandatory).</li> <li>• Exclusion from extra-curricular activities.</li> <li>• In-School Suspension.</li> <li>• Out-of-School Suspension with grade penalty.</li> <li>• Expulsion</li> </ul>

### 25.3 Detention

Detention will be held as needed. Each student should bring study materials and be prepared to study or perform manual labor during the entire time. Missing assigned detention, failure to complete assigned work, or repeated offenses will result in further disciplinary action. Teachers may assign classroom detention, which is separate from principal's detention.



#### 25.4 In-School Suspension

There may be situations that require a student to be isolated from regular class routines and activities. On the day ISS is assigned, the student will report directly to the Secondary Office by before 1st period begins. All books and assignments should be with the student. Restroom breaks and a lunch break will be the only times the student in ISS will be permitted to leave the assigned area. The student will eat lunch with a designated staff person and will not have any contact with other students during the day. Students will be ineligible for extra-curricular during days served. There is no grade penalty involved with In-School Suspension.

#### 25.5 Out-of-School Suspension

Suspension, either on a short-term or long-term basis, may be implemented for flagrant violation of school policies. Students will be ineligible for extra-curricular activities during days served. Students are responsible for all course assignments and work during a suspension that lasts for less than the remainder of the current semester. **All out-of-school-suspension work receives a maximum grade of 70%. However, any assignment or work not completed receives a grade of zero. RE-ENROLLMENT FOR ANOTHER SEMESTER FOLLOWING LONG-TERM SUSPENSION WILL BE AT THE DISCRETION OF THE ADMINISTRATION.**

#### 25.6 Responding to Misconduct

Typically, all Level One consequences will be assigned by the teacher. In regard to Level Two, these forms of behavior not only interrupt instruction but also cause a major disturbance and may impact the safety of other students. The teacher should try to calm the student and remove the student from the classroom if necessary. When a teacher encounters situations such as these, he/she will complete a discipline slip and send it to the office with the student. The administration will respond immediately. Whether a student is referred to the principal's office by repeated Level I behaviors or Level II behaviors, the consequences of his/her actions are dependent on the severity of the rule infractions.

**All disciplinary matters** should include an explanation to the student as to the nature of the disciplinary infraction, the reasons for the action to be taken, and listening to the student's side of the infraction to the extent appropriate.

If preliminary facts suggest **the possibility of out-of-school suspension or expulsion**, the parents/guardian will be notified. Facts are gathered and confirmed by the principal. If needed, the student may be sent home during the investigation phase. If the decision is made by the principal to suspend or expel the student, the student and the parents of the student are informed of that outcome (if appropriate, a withdrawal may be suggested).

## 25.7 Appeal of Disciplinary Action

Once a discipline decision is made, other than suspension or expulsion, any questions regarding the decision should be directed to the person who made the decision. The decision of the principal on discipline matters is final (except expulsions where appeal may be made to the President as discussed below).

Following the notification of an expulsion, parents have 24 hours to request an appeal in writing and submit it to the appropriate principal. If an appeal is requested, the President will review the situation and talk to all parties involved to the extent possible and within reason. Moreover, the President may ask the parents, student, and appropriate principal or faculty to meet and discuss the situation. The decision of the President to uphold, overturn, or modify the administration's decision is final. All relevant parties will be notified of the outcome.

## 26.0 ACADEMIC POLICIES

### 26.1 Curriculum and Graduation Requirements

Curriculum standards for all levels at ACS are available from the central office. Seniors who fail more classes than can be retaken during the subsequent summer school will not be allowed to participate in the graduation ceremony. Graduation requirements and the curriculum schedule for the current year are detailed on the following pages:

### 26.2 Course Load

Underclassmen (grades 6-11) are required to attend classes at ACS for the entire school day (8:00 a.m.-3:40 p.m.). Senior students are required to have a minimum of five (5) classes. Some senior students may be approved to take college classes as a part of this requirement. College classes may not be taken in lieu of any available ACHS required classes without written permission from the principal.

Seniors who have not demonstrated readiness for college-level math, reading, and English courses, as evidenced by their scores on ACT and/or SAT tests by August 1, will be required to take a minimum of 5 classes on campus, one or more of which must be approved to specifically address this deficiency.

### 26.3 Graduation Requirements

**Students MUST meet the following graduation requirements. Any exceptions to the published graduation requirements for students enrolling after the beginning of the 9<sup>th</sup> grade year must be made by the principal.**

English (Eng. I, Eng. II, Eng. III,*Eng. IV)	4 units
Math (*Alg.I, *Alg.II, *Geo., Pre-Cal-H, College Alg., AP Calculus-H)	4 - 5 units
Science (IPC, Biology I, *Chemistry, *Physics, Biology II-H)	4 - 5 units
Foreign Language (Span. I, Span. II, Span. III-H)	2 - 3 units
Social Studies (U.S. Hist., W. Geog., *W. Hist., Gov't)	3 ½ units
Economics	½ unit
Health	½ unit
Digital Learning	2 units
Fine Arts (Theatre, Art, Band, Choir)	1 unit
Bible	4 units
Electives	4 units

\*Denotes class may be taken for honors credit.

### 26.4 Graduation Plans

There are two advanced graduation tracks:

Recommended (29 ½ Credits):

- Two years of foreign language
- Four years of math
- Four years of science

Distinguished (32 ½ Credits):

- Three years of foreign language;
- Must complete AP Calculus (5 math classes total);
- Must complete Honors Biology II (5 science classes total)
- Must complete Honors World History OR Honors English IV; and
- Combination of any four of the following criteria:
  - Achieve commended scholar level using PSAT (min. 95%)
  - Complete an approved three-hour college course with a 3.0 minimum
  - Complete an additional approved three-hour college course (3.0 minimum)
  - Demonstrate readiness for college-level math, reading, and English courses, as evidenced by scores on ACT and/or SAT tests
  - Earn membership in National Honor Society
  - Achieve a minimum grade point average of 90
  - Meet community service requirements for graduation

## 26.5 Bible Requirements

Each student enrolled in the secondary school is afforded the privilege of studying the Bible during a regular class period. In high school, one full credit may be earned in Bible each year. If a student does not receive a Bible credit, that credit must be made up during the summer before the student may enroll for the next school year. The textbook for all Bible classes is the Bible itself, plus such aids that the instructor feels will enrich the study.

## 26.6 Grade Reports

Parents will receive progress reports each weekend, and nine weeks grade reports will be available online through email. Parents may request a paper copy of these grade reports.

## 26.7 School Records

Certain information about students attending Abilene Christian School is considered directory information and is accessible on Renweb. Transcripts may be obtained by completing a Transcript Request and submitting to the registrar. No records will be released on behalf of students that leave ACS and have an outstanding balance.

## 26.8 Class Schedule Changes

Schedule changes may be made, or a course dropped, **during the first two weeks of the semester** only in certain justifiable instances and only with the approval of the parent, teacher, counselor, and principal. The parent/guardian must approve any changes related to the student's schedule.

## 26.9 Honors Classes

ACS offers Spanish III, World History, English IV, Chemistry, Physics, Biology II, Algebra I, Geometry, Algebra II, Pre-cal, and AP Calculus as honors classes. Students who earn a semester average in these classes of 80 or above will receive a bonus of 10 points added to the grade.

## 26.10 Top 35/Senior Honors/Class Rank

Students in grades 6-11 who have attended ACS for the entire school year and earned the top five weighted academic averages for the school year will be chosen for Top 35 honors.

Selection of the top five senior students will be based on the 4-year cumulative grade point average (including Algebra I and IPC taken in the 8<sup>th</sup> grade.) The top two graduates will be selected valedictorian and salutatorian. Senior honor graduates must have attended ACS for a minimum of two full years beginning at least with the first day

of classes their junior year. They must have attended high school for four full years and have a U.S. transcript from an accredited school to validate credits. In the case of any credit validated by successful completion of the designated higher-level course, a P (passing) will be recorded on the transcript. Transferred international student successful coursework will receive a P (passing) for transcript/credit purposes. Because of the rigorous academic standards at ACS and the disproportionately high overall performance of our students, class rank is not reflected on transcripts and will not be published in any form, with the exception of valedictorian and salutatorian.

### 26.11 Testing Program

Students in grades 6 - 9 will take the NWEA Test. The PSAT is required for all freshmen, sophomores, and juniors each fall and PACT for all sophomores. Juniors will begin college entrance tests (ACT and SAT) during the spring of the junior year. These tests may also be taken during the senior year to improve test scores and scholarship opportunities.

### 26.12 Summer School/Correspondence Courses

Students who fail required courses must make up the work in summer school. Middle school semester grades are averaged together to determine a passing or failing grade. Middle school students who fail a core course for the year must repeat the course in summer school. In grades 9-12, semester grades may be averaged for students who fail a class for the FIRST semester and pass the second. In all other cases, each core course failed for the semester must be repeated. Unless a specially designed course is offered, summer school is for remedial work only and cannot be substituted for courses offered in the regular term. The principal must approve all summer course credit.

When a transfer cannot fit into the ACHS schedule, a student may earn as much as two (2) credits toward graduation through correspondence courses. Students desiring to take correspondence courses must have approval in advance from the director of curriculum. Approval will be considered only for students who are unable to fit the current ACHS schedule. Graduating seniors must have correspondence courses finished by the last of April.

### 26.13 Grading Scale

90-100	A
80-89	B
70-79	C
Below 70	F (no credit received)

## 27. COMMUNITY SERVICE

ACS requires each high school student complete a minimum of 12.5 hours of community service for each year enrolled in high school. The community service requirement for graduation is designed to help students learn servant leadership in the way of Christ. In community service, we look for opportunities to help those less fortunate than ourselves without the expectation of recognition or compensation in any form. Through community service efforts, we seek to help others and exemplify a Christ-like heart of a servant as described in Luke 14. We hope that students will develop a love for serving others and that the 12.5 hours per year is merely the floor and not the ceiling of a student's benevolence.

### 27.1 Specific Guidelines for Community Service

- The student cannot be paid for the service provided; any compensation for a service automatically disqualifies the service for credit.
- Any service performed for an *individual* must have prior approval from the principal.
- Credit for service provided will be given on a minute-for-minute basis (i.e., 1.5 hours of service equals 1.5 hours of credit).
- Transportation to and from service projects will not be considered in the total hours served.
- Service hours will only be accepted during the course of the school year. The school year (for purposes of community service) will be defined as June 1 - May 31.

### 27.2 Examples of Service Opportunities in the Community

- Christian Service Center
- Meals on Wheels
- Homeless shelters
- Habitat for Humanity
- Retirement/Nursing homes
- Salvation Army
- Special Olympics
- Local hospitals
- Public Library or other civic opportunities
- Animal shelters

### 27.3 Examples of Service Opportunities at Church

- Youth Mission Trips
- Community Workdays for the elderly or disadvantaged

While volunteering at ACS functions, your church nursery, or assisting in a Bible class/VBS are worthy opportunities, these are viewed as part of your ministry at church and school and will not qualify for community service according to the ACS guidelines. Any exceptions for special church/school programs or camps must be approved in advance by the secondary principal.

The examples provided in these Guidelines for Community Service are not intended to be comprehensive. If a student questions whether any community service activity would receive credit, he or she is encouraged to contact the high school principal or secretary. The secondary principal is the final authority on matters pertaining to community service.

Seniors failing to complete the required community service hours will not be allowed to participate in the graduation ceremony and activities.

#### 27.4 Procedure for Completing Community Service

- Choose an activity that falls under the guidelines for acceptable community service or seek approval.
- Pick up a community service form in the high school office. You may also print the online version from the website.
- Fill out the top portion with your student information and that of the organization.
- Perform your community service and keep track of the hours of service.
- Complete the remainder of the form. Have a supervisor write down the hours volunteered and sign the form. The form will not be accepted without a signature and phone number from the supervisor.
- Turn in the completed form to the high school office. Incomplete forms will not be accepted.

### 28.0 CURRICULUM SCHEDULE 2018-19

#### Grade 6

Bible  
Language Arts  
Reading  
Math  
Social Studies  
PE  
Band  
Digital Learning 6/7  
Science 6

Electives  
Choir  
Art  
Theatre

#### Grade 7

Bible  
English  
Texas History  
Science 7  
PE  
Digital Learning 6/7

Electives  
Band  
Art  
Choir  
Theatre  
Math Enrichment

**Grade 8**

**Bible**

English  
Algebra I (HS credit) or  
Pre-Algebra  
IPC (HS credit)  
Digital Learning 8  
US History  
PE

Electives

Band  
Choir  
Art  
Theatre  
Math Enrichment

**Freshmen**

Bible I  
English I  
Algebra I or  
Geometry  
Biology I  
US History  
Digital Learning 9/Health  
Spanish I

Electives

Band  
Choir  
Art  
Coding (Alg. I Pre-req)

Athletic Period  
Theatre  
Yearbook  
Digital Media

**Sophomores**

Bible II  
English II  
Algebra II or  
Geometry  
Chemistry  
World Geography  
Spanish II  
Digital Learning

Electives

Band  
Choir  
Art  
One Voice  
Exploring Medical Sciences

Theatre  
Athletic Period  
Yearbook  
Digital Media  
Coding

**Juniors**

Bible III  
English III  
Spanish III  
Pre-Calculus or  
Math Applications  
World History (dual credit)  
Physics  
Digital Learning

Electives

Band  
Choir  
Art  
One Voice  
Coding  
Exploring Medical Sciences

Theatre  
Athletic Period  
Yearbook  
Digital Media

**Seniors**

Bible IV  
English IV (dual credit)  
Government/Economics  
Digital Portfolio  
AP Calculus - or  
College Algebra (dual credit)  
Testing enrichment  
(English, Reading, Math)

Electives

Band  
Choir  
Biology II – H (dual credit)  
Theatre  
One Voice  
Athletic Period

Art  
Yearbook  
Coding  
Digital Media  
Exploring Medical Sciences

**All classes may not be offered every semester or academic year.**



## 29.0 CLASS SCHEDULE

<u>Periods</u>	<u>Time</u>
1	8:00 - 8:45
2	8:50 - 9:35
Chapel/Break	9:35 - 10:05
3	10:10 - 11:00
4	11:05 - 11:50
LUNCH for Middle School	11:50 - 12:20
5	11:55 - 12:40 (H.S.) / 12:25 - 1:10 (M.S.)
LUNCH for High School	12:40 - 1:10
6	1:15 - 2:00
7	2:05 - 2:50
8	2:55 - 3:40

On pep rally days, students will follow their regular schedules until 2:00 and then attend the pep rally from 2:05-2:35.

# **Abilene Christian School**

## **POLICY REGARDING EPINEPHRINE AUTO-INJECTOR USE**

### **STORAGE AND MAINTENANCE**

Epinephrine auto-injectors will be stored securely in the nurse's office located in the elementary office building and will be accessible to authorized employees and volunteers trained in their proper administration. If a student has a signed authorization from his or her physician, conservator, and the school nurse then he/she may self-carry his/her epinephrine auto-injector on his/her person. Students who choose to self-carry and have the proper authorization take personal responsibility in ensuring their epinephrine auto-injector is on their person always, and that an authorized/trained employee of Abilene Christian School is made aware of the epinephrine auto-injector's location.

Epinephrine auto-injectors stored on campus in the nurse's office will be monitored monthly for expiration. Documentation will be kept on monthly monitoring.

### **TRAINING**

Training will be conducted annually through a formal training session during school in-service at the beginning of each new school year and on an as needed basis. Training will include the signs and symptoms of anaphylaxis, administration of an epinephrine auto-injector, implementing emergency procedures, and proper disposal of used or expired epinephrine auto-injectors. Abilene Christian School will maintain records on the required training.

### **ADMINISTRATION**

Abilene Christian School authorizes the school nurse as well as those trained by the school nurse to administer an epinephrine auto-injector prescribed by the Abilene Christian School's physician or prescribed by the student's physician to a person who he or she reasonably believes to be experiencing anaphylaxis.

After the administration of an epinephrine auto-injector an employee of Abilene Christian School will immediately call 911, and an employee of Abilene Christian School will stay with the person experiencing the anaphylactic event until emergency personnel arrive. Emergency contacts for the individual will also be notified.

### **OFF CAMPUS INSTRUCTIONS**

Epinephrine auto-injectors will be kept in the nurse's office unless the appropriate self-carry epinephrine auto-injector paperwork is completed and signed by the student's physician, conservator, and the school nurse. Abilene Christian School keeps an emergency epinephrine auto-injector in the epinephrine storage box located in the nurse's office. Abilene Christian School does not carry an emergency epinephrine auto-

injector to off campus events unless it is an epinephrine auto-injector prescribed by the student's physician for anaphylaxis and is provided by the conservator to the school. If a student is diagnosed with an allergy that could result in anaphylaxis, it is the sole responsibility of the student's conservator to ensure the school is notified and to provide an emergency epinephrine auto-injector for the student's use at school. The epinephrine auto-injector provided will be sent on all off-campus activities in which the student participates.

## **REPORTING**

In the event that an employee or volunteer of Abilene Christian School administers an epinephrine auto-injector in accordance with the school policy, it is mandatory the school report to the prescribing physician of the epinephrine auto-injector, the Commissioner of State Health Services at [anita.wheeler@dshs.texas.gov](mailto:anita.wheeler@dshs.texas.gov), and the Texas Education Agency at [healthandsafety@tea.texas.gov](mailto:healthandsafety@tea.texas.gov) within 10 business days.

## **NOTICE TO CONSERVATORS**

It is the sole responsibility of the conservator of the student to notify the school nurse if a student has been diagnosed with an anaphylactic reaction by his/her physician. Furthermore, it is the conservator's responsibility to supply (if able) Abilene Christian School with a physician prescribed epinephrine auto-injector. The school does not carry a non-prescribed, emergency epinephrine auto-injector to off-campus events. Therefore, it is the responsibility of the conservator to provide the school the epinephrine auto-injector to be sent for the student to off-campus activities.