

Dear Parents and Students,

Welcome to ACS. We are so pleased to have you as a part of Abilene Christian Schools.

Our goal is that your spiritual and educational experience here at ACS will be the best you have ever experienced. We look forward to working with you as we all pursue academic excellence in a Christian environment. If any of our faculty or staff can be of service in any way, please do not hesitate to call on us.

In His service,

Craig Fisher  
President

Kay Robbins  
Director of Curriculum and Instruction

Mark Coley  
High School Principal

**ABILENE CHRISTIAN SCHOOLS**

**MISSION STATEMENT**

**ABILENE CHRISTIAN SCHOOLS SEEKS**

**TO ENSURE AN ATMOSPHERE**

**IN WHICH STUDENTS CAN GROW**

**IN WISDOM,**

**IN STATURE,**

**AND IN FAVOR WITH GOD AND MAN.**

**ABILENE CHRISTIAN SCHOOLS**

**SEEKS DEVELOPMENT OF**

**MORAL EXCELLENCE, KNOWLEDGE,**

**SELF-CONTROL, PERSEVERANCE, GODLINESS,**

**BROTHERLY KINDNESS,**

**AND**

**LOVE.**

Abilene Christian Schools (ACS), established in 1906, is fully accredited by the National Christian School Association. The NCSA is fully approved and recognized by the Texas Education Agency. ACS participates in the 250-member Texas Association of Private and Parochial Schools (TAPPS), which organizes competition and playoff games in the state of Texas for private schools. When applicable, ACS follows UIL rules for activities and competition.

## I. PURPOSES AND USES OF PARENT/STUDENT HANDBOOK

### A. Purposes

1. To provide information to students, parents, teachers, and administrators about Abilene Christian Schools' philosophy, policies, and practices;
2. To serve as a guideline in spiritual, academic, citizenship, and other functions of the school; and
3. To be distributed to inquiring prospective parents, other schools, colleges, and accrediting agencies to familiarize persons with Abilene Christian Schools.

### B. Implementation

1. This handbook is revised annually. Its provisions are in effect with the opening of school each fall for all students, both new and continuing.
2. 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.
3. All students and parents are expected to read and discuss the handbook so that they will be familiar with its contents. Lack of knowledge of a school policy does not free the student from the responsibility of obeying it.

## II. PHILOSOPHY

### A. General Statement of Philosophy

Abilene Christian Schools provides an educational choice emphasizing academic, spiritual, 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, Abilene Christian Schools exists to provide the whole 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 Abilene Christian Schools.

We reject the idea that religion 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, Abilene Christian Schools will make Jesus the Lord of the classroom in mathematics, history, science, and every other academic discipline.

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:

- Recognizes that the school is an extension of the parent while the child is at school.
- 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 and complies with attendance regulations and procedures.
- Works with the school in carrying out recommendations that both school and parents feel are in the best interest of the child.
- Cooperates with the school in carrying out disciplinary action when such action is necessary.
- Models **Matthew 18:15** by going to the appropriate person (student, teacher/coach, principal, director, president) and communicating with the school regarding his/her child by following this communication policy:
  1. 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, the family will direct the complaint to the principal for resolution. A record of the complaint will be made.
  3. If the concern persists, the parent should contact the director of curriculum and schedule a conference, possibly including all parties. Every attempt will be made at mediation, understanding, and resolution. Finally, unresolved grievances will be communicated to the president, who may contact Board Chairman to form a grievance committee.

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

At Abilene Christian Schools, 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.

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 fellowman through the church, their family, and society.

## B. General Statement of Goals

1. Academic development will be attained by the following:
  - a. Providing opportunities for logical thinking processes including analysis, evaluation, synthesis, and problem solving.
  - b. Encouraging creative thinking processes in terms of developing new ideas and solutions.
  - c. Encouraging an understanding and appreciation for literature and the cultural arts.
  - d. Providing opportunities for participation in the "fine arts" (art, music, drama) and cultural programs.
  - e. Recognizing the following steps to academic success.

## **STEPS TO ACADEMIC SUCCESS**

- I. High expectations --- *The course of study at Abilene Christian Schools is designed to prepare students to pursue college entrance and achievement.*
- II. 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.*
- III. 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.*
- IV. Counselor --- *Students may be referred to the counselor for an evaluation that may include the following:*
  - A. Conference (student/teacher(s)/parents)
  - B. Recommendation by the classroom teacher
- V. Formal evaluation -- *Students may be referred for further evaluation and recommendations that may include the following:*
  - A. Parent education on symptoms of learning problems and methods to use in helping equip a child for success in school
  - B. Written plan for overcoming difficulties for the individual student
  - C. Screening for learning disability/ADD/ADHD/etc. and appropriate follow-up
  - D. Professional testing and diagnosis\*
  - E. Professional tutoring
  - F. Relocation\*\*

\* Professional testing/diagnosis is available to any student in Abilene through AISD.

\*\* Students who are unable to maintain an acceptable level of success, or who do not follow the steps above, may be asked to relocate.

2. Spiritual development will be achieved by the following:
  - a. Promoting an understanding of the Christian faith and an appreciation of Christian values by participating in chapel devotional and worship.
  - b. Studying the Bible and learning scriptures that will provide needed strength in everyday living.
  - c. Encouraging the internalization of ethical and moral standards, personal faith, and respect for devotion.
  - d. 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.
3. Citizenship will be developed by the following:
  - a. 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.
  - b. Examining other cultures and languages and stressing the importance of respect for the rights of others.
  - c. Encouraging a sense of self-respect and worth.
  - d. Providing current information on local, state, national, and world affairs, seeking through all available means to be well informed.
4. Physical development will be pursued by the following:
  - a. Encouraging the achievement and maintenance of good health, wholesome habits, and physical fitness.
  - b. Emphasizing the importance of physical fitness and interest in lifetime sports.
  - c. Encouraging a healthy spirit of competition and sportsmanship through all athletic programs.

### III. ADMISSION TO ABILENE CHRISTIAN SCHOOLS

Abilene Christian Schools is a private educational institution and reserves the right to deny admission or continued enrollment to any applicant it determines is unqualified on the basis of personal conduct, character, or academic preparation inconsistent with the purposes, objectives, and religious tenets of the school.

Below is a list of criteria that will be considered before accepting or rejecting a student for admission to Abilene Christian Schools. Decisions will be based on a combination of the following:

A. Criteria for Admission

1. Shall be eligible for re-enrollment in school last attended.
2. Shall not have been suspended or expelled from school last attended.
3. Shall have a cumulative grade average no lower than "C."
4. Shall score in an acceptable range on standardized achievement tests.
5. Shall present official transcript of grades from present and past school year.
6. Shall have favorable recommendation from school last attended.
7. Shall authorize school presently attending to release all information requested by ACS.
8. Shall be free of severe learning and/or behavioral problems.
9. Shall not be coming directly from any type of rehabilitation program - i.e. drugs, alcohol, mental, etc.
10. Shall present immunization records.
11. Shall participate in parent/student interview.
12. Shall receive approval for enrollment from the ACS administration.

B. Admission is for single students and students who are not parents and are not pregnant or responsible for a pregnancy.

C. Abilene Christian reserves the right to deny admission or continued enrollment to any applicant it determines is unqualified on the basis of personal conduct, character, or academic preparation inconsistent with the purposes, objectives and religious tenets of the school.

D. Acceptance is considered probationary for the first six weeks, and may be subject to review and reconsideration at that time.

E. We reserve the right to request additional information, including, but not limited to, testing, academic, character or behavioral references.

F. Registration, Tuition, and Refunds

For complete information, contact administrative offices. All details concerning registration, tuition, and refunds are contained in the enrollment contract.

Because questions arise concerning tuition refunds, the policy is restated below for your reference:

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 tuition and fees. **Therefore, ACS will not refund any tuition on withdrawals occurring after the first four weeks for present or previously enrolled students, and six weeks for new, first-time students.** Any refund will be prorated. There will be no refund of fees. 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 August 1. If enrollment is cancelled after August 1, parents or guardians financially responsible for the student may be obligated to pay the full annual charges.

## D. Discipline - Expectations

### 1. Statement of Principles

Abilene Christian Schools admits students of different religious and personal persuasions. It is the intent of the Board of Directors, administrators, and faculty to maintain an atmosphere where exemplary Christian behavior and quality academic studies are developed. Students at Abilene Christian Schools are encouraged and expected to exhibit those behaviors that contribute to the growth of such an atmosphere.

### 2. Academic Integrity

Abilene Christian Schools 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 Abilene Christian Schools. Cheating includes, but is not limited to, the following:

- a. acquiring information, knowledge, or material from another source and submitting it as one's own, i.e. plagiarism or using work of another student, parent, tutor, etc.
- b. giving information, knowledge, or material to another to submit as his/her own
- c. copying from another's test or daily work papers
- d. revealing privileged information regarding tests, quizzes, etc. (talking about a test after completion when those who have not taken such are present)
- e. unauthorized use of notes, book, **electronic devices**, etc. on tests or quizzes.

**For standardized testing and all final exams, monitors will collect all electronic devices from students. If a student fails to respect this policy, a zero will be recorded for the student's test/exam.**

**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. **Teachers may require students to store electronic devices in an assigned location upon entering the classroom.**

### 3. Self-Discipline Philosophy

Discipline is always more effective when it is internalized by the individual and exhibited by his or her personal conduct. Ultimately, each person must assume such responsibility if he/she is to mature into a useful and productive citizen. Every opportunity will be given for such development. Where discipline is required by faculty or school administrators, such shall be administered with the intent that maximum educational value be attained. Abilene Christian Schools seeks to maintain a strong academic environment that requires that students who engage in activities that disrupt learning or violate school regulations be disciplined.

#### 4. School Representation

A significant portion of the influence of Abilene Christian Schools 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 Abilene Christian Schools as long as he or she is enrolled.

Any time a student is representing Abilene Christian Schools in an activity, the student is asked to behave in a way that will bring honor and respect to our school. ACS students are always expected to set a Christian example in attitude and behavior.

#### D. Code of Student Behavior - General Guidelines:

##### 1. 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.

##### 2. Campus and Travel Behavior

Students are expected to conduct themselves in a proper manner and adhere to school dress code while on the school campus and while attending school-sponsored activities. **Sponsors will enforce the school dress code and be the final judge of any infractions (refer to page 16-17 for specifics).** Moreover, staff members have legal authority over students. Therefore, all school rules apply to students within school hours or during school events.

##### 3. Cafeteria Procedures

- a. Stand quietly in a single-file line.
- b. Loud talking, noise, rowdy behavior, or cutting in line is not acceptable.
- c. After eating, discard all your own food, wrappers, cartons, and other trash.

##### 4. Chapel and Assembly Behavior

Visitors and presenters at chapels or assemblies are the guests of ACS and deserve our most respectful and courteous behavior.

##### 5. Chewing Gum, Food, Drinks

No food, drink, or gum is permitted in the computer lab, locker room, 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.

E. Discipline Plan

For learning outcomes to be impacted, it is imperative that the ACS discipline plan be initiated 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. Furthermore, it is suggested that each student and his parent/guardian(s) sign these rules in order to clarify expectations for each class.

The following discipline-slip system will be used to document student behavior:

**(-5 each)**

- \_\_\_\_\_ 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)**

- \_\_\_\_\_ 20 - Disruptive behavior
- \_\_\_\_\_ 21 - Disrespect
- \_\_\_\_\_ 22 - Language
- \_\_\_\_\_ 23 - Public display of affection
- \_\_\_\_\_ 24 - Unauthorized area
- \_\_\_\_\_ 25 - Vandalism (minor)
- \_\_\_\_\_ 26 - Leaving campus without permission
- \_\_\_\_\_ 27 - Other minor violation\_\_\_\_\_

**(-20 each)**

- \_\_\_\_\_ 30 - Office visit
- \_\_\_\_\_ 31 - Cheating
- \_\_\_\_\_ 32 - Fighting or provoking a fight
- \_\_\_\_\_ 33 - Tobacco
- \_\_\_\_\_ 34 - Stealing
- \_\_\_\_\_ 35 - Vandalism (major)
- \_\_\_\_\_ 36 - Other major violation\_\_\_\_\_

**(Administration only)**

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

Published citizenship grades will be determined by using this discipline plan. 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 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 for three-weeks cumulative demerits exceeding 30.

1. Level I - Offenses

These acts of misconduct include those student behaviors that interfere with the orderly educational process. These include, but are not limited to, the following:

- a. Being tardy to class.
- b. Running and/or making excessive noise in the halls, building, and/or classroom.
- c. Not following classroom rules.
- d. Eating or drinking in an undesignated area.
- e. Using nuisance items with communication capabilities during the school day (cell phones, ipods, etc.). Individual teachers may further restrict such devices in the classroom.
- f. Not bringing required classroom materials and/or assigned work to class.
- g. Violating the dress code.
- h. Displaying excessive physical affection.
- i. Lunchroom misconduct (i.e., misuse of food, cutting in line, etc.).

2. Level I - Disciplinary Options - (one or more may be used)

- a. Teacher/student conference.
- b. In-class disciplinary action (i.e., verbal reprimand, isolation).
- c. Parent contact.
- d. Parent conference.
- e. Behavioral contracts.
- f. Confiscation of a prohibited nuisance item.
- g. Withdrawal of various student privileges.
- h. Environmental change.
- i. Detention - assigned and kept by the teacher in his/her room.
- j. Assigned school service work.

3. Level II - Offenses

Level II acts of misconduct include those student discipline infractions that are somewhat more serious than those in Level I in their interference with the orderly educational process in the school. These include, but are not limited to, the following:

- a. Any repeated or chronic misbehavior cited.
- b. Posting or distributing unauthorized communicative materials on the school grounds.
- c. Cheating in any form.
- d. Using profane, obscene, indecent, immoral, crass, or offensive language and/or gestures to others.
- e. Leaving the classroom or school grounds without permission, cutting class, or truancy.

- f. Exhibiting any unacceptable physical contact, which could but does not result in injury.
- g. Not abiding by the rules and regulations regarding field trips.
- h. Altering school records or documents or signing another person's name on school documents.
- i. Defacing school property. Student pranks resulting in property damage, cleanup, etc.
- j. Gambling -- which is defined as participating in games of chance for money and/or other things of value.
- k. Interfering with the school authorities and programs through boycotts, sit-ins, trespassing.
- l. Fighting -- which is defined as physical conflict between two or more individuals.
- m. Stealing -- which is defined as the act of taking and carrying away the property of another without the consent of the owner.
- n. Persisting in serious acts of disobedience or disorderly behavior that may prove detrimental to the school, harmful to health and safety, and inhibiting to the rights of others.
- o. Displaying any behavior that is disruptive to the orderly process of education.
- p. Showing disrespect toward school personnel or failing to comply with the requests of school personnel.
- q. Possession, use, or sale of tobacco.
- r. Engaging in sexual activities.
- s. Possession of any dangerous weapons on school premises or at any school-sponsored functions
- t. 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 or persons on school property.
- u. Possession, use, purchase, sale, or distribution of illegal drugs or alcohol.

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.

#### 4. Level II -- Disciplinary Options

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. Consequences may include, but are not limited to, one or more of the following:

- a. 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.)
- b. Administrator/teacher/student conferences.
- c. Required restitution before issuance of final transcripts, diplomas, and other school records.
- d. A mandatory zero for cheating on any written work, including all involved parties.

- e. Parent contact (mandatory).
- f. Exclusion from extra-curricular activities.
- g. Corporal punishment.
- h. In-School Suspension.
- i. Out-of-School Suspension with grade penalty.
- j. Expulsion.
- k. **For drugs and alcohol, also see DRUG POLICY on page 26.**

5. Appeal of Disciplinary Action

As appropriate, appeals about disciplinary action taken by a classroom teacher may be made to the principal. The decision of the principal on discipline matters is final with the exception of long-term suspension or expulsion where appeal may be made to the director and/or president. In all matters of student discipline, the decision of the director shall be final. **IT IS IMPORTANT THAT BOTH PARENTS AND STUDENTS READ AND THOROUGHLY UNDERSTAND ALL RULES AND REGULATIONS. RE-ENROLLMENT FOR ANOTHER SEMESTER WILL BE AT THE DISCRETION OF THE ADMINISTRATION.**

6. Disciplinary Hearings

All disciplinary conferences shall 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. Parents/guardians will be notified regarding decisions concerning suspension or expulsion.

7. Corporal Punishment

Corporal punishment may be administered only by an administrator with a responsible adult witness present. This method of discipline is used only after careful consideration of all circumstances in the case and with consent from the parent/guardian.

8. 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.

9. 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 office by 15 minutes before the 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 activities for two weeks. There is no grade penalty involved with In-School Suspension.

## 10. 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 for two weeks. 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.**

## IV. ATTENDANCE AND PUNCTUALITY

To meet school accreditation requirements, a student must be in attendance for at least 90% of the classroom contact hours each semester to receive credit in a class. 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. **A student who is in attendance less than 90% of the class contact hours shall not be given credit for the class. 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 school will accept the parent's authorization for illness up to five times during a semester. A doctor's note will be required for further excused illnesses.

The principal's office establishes whether an absence is excused or unexcused. 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.

The principal's office may provide alternatives for students to make up credit lost for absences over the 90% maximum in any class. Credit recovery involves time blocks, assigned by the principal, for students to attend extended teacher-monitored hours of the school day. Each time block consisting of 90 minutes earns ½ day's credit and costs \$12.00. In extreme cases, Saturday school, which costs \$27.00, may be assigned.

**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.

**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.

### A. Procedure to Follow When Absent From School

Parents must call 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 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 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.

B. Procedure to Follow When Arriving Late to School

Upon arriving late to school, students must go directly to the office and obtain an admit-to-class slip. The student should present a note from the parent/guardian explaining the reason for tardiness. Only unavoidable reasons for tardiness or any unusual circumstance approved by the principal will be excused. All other tardies are unexcused. Students will not be admitted to class without a permit.

C. Unexcused Absence Permits

If the parent does not call the school office, an unexcused absence will be recorded. 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.

D. Religious Days

Abilene Christian Schools 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 would be included in the 90% rule (see page 14).

E. Procedure to Follow When Leaving School Before Dismissal

Students are required by law to be in school unless they are ill. 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, 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 without parental and administrative approval.

No student will be excused from school before 3:40 p.m. to attend 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.

F. Tardiness to Class

Students entering the classroom after the tardy bell rings will be marked tardy by the teacher and will receive a discipline slip. Tardiness resulting from lunch with a parent still equals a tardy. **Also the student may receive a zero upon being tardy a 3rd time to any one class during a six-week period.** Further tardiness may result in parental contact or other disciplinary action. Remember that **tardiness of 20 minutes or more** equates to an absence in any class.

G. 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.

V. DRESS AND GROOMING CODE

Two major reasons exist for having a dress and grooming code at our school. First, the very nature of Abilene Christian Schools demands that we be concerned about the image we project. Students should take modesty and good taste in dress into consideration at all times. To uphold the Christian values we represent, dress at school and at all school functions must be modest.

Second, appearance can affect learning. Since a significant part of our purpose is to provide an excellent education, we feel that we must encourage appropriate dress. Judgments as to what is neat, clean, modest, immodest, appropriate, or inappropriate are always open to question. The administration and the faculty are hereby authorized to make those judgments in as fair, impartial, and consistent a manner as is humanly possible. The decision of the building principal in these matters is final. The guidelines that we set forth for our school dress, in our opinion, promote Christian values and effective learning. Parents, we ask for your support of the ACS dress code.

A. Dress Code During School Hours

1. Pants, shorts, skirts, and dresses

- a. All clothing should be modest and neat in appearance.
- b. Skirts and shorts must be near knee length and modest. Skirts and shorts must not be noticeably tight. Skirts or shorts in which a slit extends above the appropriate length may not be worn. Skirts with uneven hems may not be worn unless the shortest length is near knee length (measured a maximum 4" from floor when student is kneeling). Even when tights are worn, skirts must be near knee length.
- c. Clothing must not be accessorized by wording or any decoration that is placed inappropriately on the garment (example: words written across the seat of jeans or pants).

2. Shirts, blouses, tops, etc.

- a. Girls may wear traditional blouses, sweaters, and tops. Low-cut necklines or backs or clothing that exposes undergarments may not be worn. The midriff must not be exposed while student is standing, sitting, or bending over.
- b. All shirts worn by males and females must have sleeves. No sleeveless shirts are allowed.

3. Shoes
  - a. Shoes are to be clean and neat and must be worn at all times.
  - b. Only non-marking-soled shoes are allowed on the gym floor.
  
4. Inappropriate school attire
  - a. The following items are not acceptable for wear at school or **on school trips**: halters, dresses with narrow straps, backless dresses, pajama tops or pants, bare midrifts, "tank tops," muscle shirts, mesh tops, bicycle-riding shorts, athletic undergarments, and any apparel that distracts or advertises alcoholic beverages, tobacco, drugs, sex, violence, or vulgarity.
  - b. Any clothing, button, or other item that promotes something against the philosophy of ACS should not be worn. (Examples include some music groups, pro wrestling shirts, some advertisements, slogans suggesting mental or emotional dysfunction, etc.)
  - c. Earrings of any kind should not be worn by boys on campus or at any school-sponsored activities. Girls must avoid an excessive number of earrings.
  - d. Sunglasses or caps may not be worn in the classroom, cafeteria, or chapel and can be confiscated.
  - e. Visible tattoos and jewelry associated with body piercing, other than girls' ears, are not acceptable.
  
5. Grooming
  - a. Hair must be neat, clean, and well groomed.
  - b. Hairstyles should not bring undue attention to the student (tails, multi-colored hair, etc.).
  - c. Sideburns should not extend below the earlobe.
  - d. Boys should be clean-shaven.
  - e. Boys' hair should not extend below the bottom of the regular shirt collar or hang in the eyes.

B. Dress Code for School Functions Taking Place Out of School Hours

Although a slightly more casual style is acceptable for extra-curricular activities (athletic contests, class outings, etc.), students should continue to be sensitive to modesty and appropriateness. The same guidelines as for school wear will generally apply. Casual shirts, sweatshirts, and jerseys may be worn. For athletic activities and outings, **shorts that are mid-thigh or longer length may be worn. The rules for inappropriate school attire or grooming (see above) are in effect at all school functions, regardless of the time or location.**

C. Banquet Attire

Although a different style of dress may be acceptable for formal after-school occasions (awards banquets, other social functions, etc.), students' choices should continue to reflect the ACS policy of modesty as a foundation for all decisions on dress. Boys should maintain neat grooming and avoid any inappropriate school attire. Girls should select formal attire that reflects modesty in neckline, length, and fit of the garment. The final decision on these matters will rest with administrators present at the functions and students immodestly dressed may be asked to leave.

**NOTE:** The administration, faculty, and staff will monitor adherence to the dress code and reserve the right to appraise any current fashion/trend to determine whether it is appropriate for the school year. If attire is inappropriate, a student must comply with the dress code before returning to class. Students who disregard the dress and grooming policy will be subject to disciplinary action.

Students in violation of the dress and grooming code will be asked to comply, or if compliance is not possible, acceptable clothing or a razor will be provided. If more than five minutes of class time is missed, a tardy is assessed each time a student must leave class to correct dress. Disciplinary options will be executed by the administration on the second dress code violation.

The administration is the final authority in dress matters. If questionable styles arise, decisions will be made and communicated. **If a student is in doubt about wearing something that may not meet the dress code standards, he/she should not wear it.** The administrators will be happy to discuss, in advance, what is acceptable attire for school and school-related activities.

## VI. CLOSED CAMPUS

Abilene Christian Schools is a closed campus. No visitors are allowed except parents and youth ministers. Any other requests for visitors must be pre-approved by the principal. All visitors must report to the principal's office. 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. **Students who are permitted to leave campus must sign out and sign in when they return.** Students who leave campus for lunch must do so with their own parent(s), not with the parent of another student.

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.

## VII. MOTOR VEHICLES

Students who drive a motor vehicle to school must know and obey the general directives for use of the parking lot:

- Every student's vehicle will be parked only in student designated parking during school hours. Row C is reserved for teachers and visitors. Row B is for teachers and students. Row A is for students and the back lot is open for anyone's parking.
- A speed limit of 15 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 administrative permission.
- Students are not allowed to transport other students without administrative and parental permission.
- All student vehicles must display a visible ACS decal.

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 are subject to search at any time at the discretion of the administration.

## VIII. ACTIVITIES

## A. Eligibility

To be eligible to represent the school in an extra-curricular activity, a student must maintain an overall cumulative academic and citizenship average of "70" or above **in each subject and/or in out-of-class citizenship.**

Any student who earns a failing academic grade on a report card or a failing citizenship grade during any reporting period will be ineligible a minimum of two weeks (14 days). The "two-week" period will begin the Monday following that reporting period. After the two-week period, the student will check with the principal each Friday. The student will not be eligible to participate in any extra-curricular activity, including travel and/or sitting on the bench with the team, until that student's cumulative academic semester grades are again passing. Students ineligible due to citizenship grades will become eligible if citizenship has improved after the two-week period (14 days). Students who receive an 'I' (incomplete) on their report card will be ineligible until the incomplete grade is made up.

To participate in a performance or a practice for any extracurricular activity (athletics, cheerleading, band, choir, theatre, etc.), students must attend school for more than 50% of the class periods on the day of the 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.**

## B. Student Organizations

The following are organizations that may be available to students at Abilene Christian Schools. The discipline record of the student is a determining factor for membership in the following:

### 1. Student Council (Excerpts from the Student Council Constitution):

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.

### 2. 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 (JNHS) 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.
- To meet the Service requirement, candidates for both NHS and JNHS must complete service hours by the end of the fifth six weeks. Candidates for NHS must complete five hours of service, three of which must be through participation in school-sponsored service projects. Candidates for JNHS must complete three hours of service, one of which must be through participation in school-sponsored service projects. Candidates are responsible for providing the NHS sponsor with signed documentation for all service hours completed for other non-profit organizations.
- Candidates are graded by the faculty on a scale of 1-5 (1 = low, 5 = high) on the qualities of character and leadership. Candidates must average a 3 or above on this scale, and any candidate with 175 or more demerits will not be considered for membership.

All of these qualifications must be maintained to remain a member. Failure to maintain an overall average of 92, any semester average below 70, insufficient service hours, demerits in excess of 175, or suspension from school prohibits admittance or continuance in NHS and JNHS.

### 3. 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
- Approval of class sponsor and principal

### 4. 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 pre-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 pre-enrolled for the next school year.

### 5. Student Organizations and Performing Groups

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.

## IX. SCHOOL RECORDS

Certain information about students attending Abilene Christian Schools is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing to the principal prior to the beginning of school. Directory information includes a student's name, address, telephone number, date and place of birth, participation in activities and sports, rosters of athletic teams, dates of attendance, awards received in school, most recent previous school attended, and other similar information.

X. GENERAL INFORMATION

Curriculum and Graduation Requirements

Curriculum standards for all levels at Abilene Christian Schools are available from the central office.

Graduation requirements and the curriculum schedule for the current year are detailed on the following pages:

Course Load

Underclassmen are required to attend classes for the entire school day. 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 director.

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.

***STUDENTS MUST MEET THE GRADUATION REQUIREMENTS IN THE HANDBOOK. 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 DIRECTOR OF CURRICULUM AND INSTRUCTION.***

Requirements for Graduation

English	4 units
Math (Alg.I, Alg.II, Geometry, Math Applications Pre-Calculus, Calculus-H)	4 - 5 units
Science (IPC, Biology I, Chemistry, Physics, Biology I I-H)	4 - 5 units
Foreign Language	2 - 3 units
Social Studies (U.S. Hist., W. Geog., W. Hist., Gov't)	3 1/2 units
Economics	1/2 unit
Physical Education	1 1/2 units
Health	1/2 unit
Speech	1/2 unit
Computer Information Systems/Business Applications	1 unit
Fine Arts (Theater, Art, Band, Choir)	1 unit
Bible	4 units
Keyboarding	1/2 unit
Electives	3 units

**Two Graduation Plans:**

- A. Recommended = 30 credits
  - 1. Two years of second language
  - 2. Fourth year of math (Pre-Calculus or Math Applications)
  
- B. Distinguished = 33 credits
  - 1. Three years of second language
  - 2. One additional credit of advanced math = 5 math classes total
  - 3. One additional credit of advanced science = 5 science classes total

4. Combination of any four of the following criteria:
  - a. Achieve commended scholar level using PSAT (min. 95%)
  - b. Complete an approved three-hour college course with a 3.0 minimum
  - c. Complete an additional approved three-hour college course with a 3.0 minimum
  - d. Demonstrate readiness for college-level math, reading, and English courses, as evidenced by scores on ACT and/or SAT tests
  - e. Earn membership in National Honor Society
  - f. Achieve a minimum grade point average of 90
  - g. Complete school-approved service project

## Curriculum Schedule for 2009-2010

### Grade 7

Bible	<u>electives</u>
English	Band
Math or Pre-Algebra	Art
Science 7	Choir
P.E.	Theatre
Computer Literacy	
Texas History	

### Grade 8

Bible	<u>electives</u>
English	Band
Algebra I or Pre-Algebra	Art
Science 8	Choir
Computer Literacy	Theatre
U.S. History	
P.E.	

### Freshmen

Bible I	<u>electives</u>	
English I	Band	Athletic Period
Algebra I or Algebra II	Choir	Theater
Biology I	Art	Yearbook
U.S. History		Visual Media
Keyboarding/Health		
Foreign language		

### Sophomores

Bible II	<u>electives</u>	
English II	Band	Theater
Algebra II or Geometry	Choir	Athletic Period
Chemistry	Art	Yearbook
World Geography	Encore	Visual Media
Foreign language	Math Enrichment	
Speech		

### Juniors

Bible III	<u>electives</u>	
English III	Band	Theater
Geometry or Pre-Calculus or Math Applications	Choir	Athletic Period
World History	Art	Yearbook
Physics	Encore	Visual Media
Foreign language	Math Enrichment	General/Cultural Anthropology (dual credit)

### Seniors

Bible IV	<u>electives</u>	
English IV	Band	Pre-Calculus
Government/Economics	Choir	Art
Computer Information Systems/Bus. Applications	Biology II – H (dual credit)	Yearbook
Foreign language	AP Calculus - H	Theatre
	Math Applications	Encore
Testing enrichment (English, Reading, Math)	Math Enrichment	Visual Media
	Athletic Period	General/Cultural Anthropology (dual credit)

Core courses include math, science, English, social studies, and foreign language.

## 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. The aim of each Bible course shall be to present the Bible as the Holy Word of God, which can fully equip mankind in his spiritual life.

## Grade Reports

Progress reports (after three weeks) and six-weeks grade reports will be available online. Parents may request a paper copy of these grade reports. (See calendar page 31.)

## Honors Classes

ACS offers Spanish III, Biology II, 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.

## 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. Classes with increments of 5 students over 20 will have extra honorees. For example, a class with 30 students will have seven students honored, and a class with 42 students will have nine students honored.

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 Abilene Christian Schools 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 coursework will receive a P (passing) for transcript/credit purposes.

Class rank for senior honors is determined by the weighted average of all courses taken during the high school freshman (including Algebra I taken in the 8<sup>th</sup> grade), sophomore, and junior years plus grades earned through the 5th six-week grading period of the senior year. Class rank will be finalized at the close of the 6th six weeks for graduates' final transcripts.

## Testing Program

During the spring semester, students in grades 6 - 7 will take the Stanford Achievement/OLSAT Test. Students in grades 8 – 9 will take the EXPLORE test. In addition, all sophomores will take the PLAN test in the fall. The PSAT is offered to the sophomores and required of the juniors each fall. 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.

## 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, 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.

### Medication/Physical Education Exemption

If a student takes any medication at school, it must be administered and managed by high school personnel. Students on medication must have a medication form, completed and signed by parents or guardian, on file in the school office. State law requires that students bring a written statement from a physician if they are unable to participate in physical education due to any medical or physical condition.

### Emergency Medical Treatment

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary. All students participating in any athletic activity must have a current physical/liability form on file in the school office.

### Drills - Fire, Tornado, and Other Emergency Drills

Students and teachers shall participate in drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or marshals quickly and in an orderly manner.

Emergency bells:	3 bells.....Fire: leave the building.
	1 bell.....Halt: stand at attention.
	2 bells.....Return to room.
	5 bells.....Tornado/disaster: wait for instructions

### Emergency Closing of School

1. After the school day has begun, the school will do everything possible to complete the day. This is essential since many of our parents and students live and/or work long distances from the school. Parents may contact the school and check out their children in the normal way through the office.
2. When there is severe, inclement weather before school, an announcement will be made on several designated television or radio stations. The same stations will be used to announce all school closings. To simplify communication, Abilene Christian Schools will follow the Abilene Independent School District's recommendation for opening or closing school due to inclement weather.
3. ACS has a crisis management plan; all faculty and staff are familiar with this plan. For any school crisis, the ACS Crisis Management Plan will immediately go into effect and may, on occasion, result in emergency closing of school.

## School Support Organization

The Booster Club is available to support various programs. Membership is available at registration or by contacting the school office.

## 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.

## XI. RESOLUTION OF PROBLEMS

It is our sincere hope that every parent of children attending Abilene Christian Schools will be pleased with the administration of its programs and discipline. We believe that any problem can be solved when godly men and women work together in a spirit of gentleness and love. If parents have concerns about the policy of the school, they are asked to take the following standard procedure as modeled by Matthew 18:15: by going to the person or teacher over which the difference has arisen.

If, after visiting with the person responsible for the particular activity, the problem is unresolved, proceed to the appropriate administration in the next level of responsibility. While every reasonable effort will be made to bring about a mutually acceptable resolution to all problems, Abilene Christian Schools must reserve the right to be the final arbitrator in all decisions of discipline and procedure. Refusal of a student or parent to be supportive of school policy or to follow established procedures will result in the dismissal of that student. The administration reserves the right to change policies or to make exceptions to policies if administration determines it is in the best interest of the student and the school.

Any student, new or continuing, not found to be in compliance with the philosophy and policy of Abilene Christian Schools will be counseled to determine if admission or continuance will be granted.

## DRUG AND ALCOHOL POLICY

Drug and alcohol use by students is forbidden by Abilene Christian Schools ("ACS").

DEFINITIONS---For the purposes of this policy, the following definitions apply.

1. A drug is defined as alcohol, prescription drugs used by one other than the person prescribed for, over-the-counter drugs when taken in a dosage or in a manner other than the directions on the packaging, marijuana, narcotics, drug paraphernalia, depressants, stimulants, hallucinogens, solvents, chemical compounds, or other controlled substances defined as illegal by federal, state, or local laws.
2. Alcohol is defined as any beverage that contains alcohol or any substance that will alter cognitive abilities.
3. The term "controlled substance" means any drug listed in 21 U.S.C. section 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP.

## POLICY

1. ACS has a zero tolerance posture for possession, use, distribution, or sale of illegal drugs, whether on campus or at other school-sponsored activities. Discipline for violation of this policy, even in the case of the first offense, may result in immediate suspension for the remainder of the school year. In the case of suspension, the student could reapply for admission at the beginning of the next school year. Involvement with drugs, or the suspicion of same, will require mandatory notification of parents. Also, at any time ACS can require any student to undergo a drug test at the parents' expense. Any conviction, uncontested resolution, or deferred adjudication for violation of a state or federal law will result in immediate suspension for at least the remainder of the school year.
2. Health risks are associated with the use of the illicit drugs and abuse of alcohol.  
Effects of the use of stimulants, such as amphetamines and/or cocaine, may include tolerance and/or physical and/or psychological dependence. Withdrawal from stimulants can result in suicidal depression. Continued high doses can cause heart problems, infections, malnutrition, and death. Chronic cocaine use can destroy nasal tissues and cause lesions in lungs. Unpredictable effects may include convulsions, respiratory paralysis, and death.  
  
Effects of the use of depressants (alcohol, barbiturates, tranquilizers, methaqualone, etc.) may include tolerance and/or physical and/or psychological dependence. Depressants can cause car crashes and other serious accidents due to slowed reaction, confusion, etc. Overdoses cause coma, respiratory arrest, convulsions, and even death. Accidental overdoses are common because the abuser becomes unaware of how much of the depressant has been consumed. Other effects of use of depressants include slowed heart rate and breathing and lowered blood pressure, weakened emotional control, distortion of reality, loss of coordination, changes in personality, hangovers, etc. Long-term heavy consumption of alcohol is a factor in liver and heart damage, malnutrition, cancer, and other illnesses. Withdrawal from depressants can be dangerous and may require medical attention. Depressants taken in combination, such as alcohol plus barbiturates, are very dangerous and may cause coma and death.  
  
Effects of the use of hallucinogens may include a quickly developed tolerance, increased risk of birth defects in users' children, and overdoses causing psychosis, coma, convulsions, and death. "Flashbacks" may result days or weeks after use of hallucinogens and abuse can result in suicide and/or accidents.  
  
Effects of narcotic use include tolerance and/or physical and/or psychological dependence and overdoses causing coma, convulsions, respiratory arrest, and/or death. Withdrawal from use of narcotics is very painful and the risks from long-term use include malnutrition, infection, and hepatitis. Effects from the use of cannabis (marijuana) may include tolerance and/or psychological dependence and overdoses causing paranoia and psychosis-like state. Long-term use is associated with chronic lung disease and possibly lung cancer.
3. Students who need drug and/or alcohol counseling, treatment, or rehabilitation or need further information concerning the health risks associated with drug and alcohol abuse may obtain information about such through the administrative offices of the school.
4. If a student should be suspended for drug use or abuse, such student may apply for readmission the next school year. Abilene Christian Schools may also refer the matter to the authorities for prosecution under federal, state, and local laws and may cooperate with the authorities in the investigation.

NOTE: A more comprehensive list of health risks associated with illicit drugs may be obtained from the central office.

### **CELL PHONE/MESSAGING DEVICE POLICY**

Cell phones and any and all messaging devices are considered potential causes of unnecessary classroom disruption; access to potentially inappropriate and possibly dangerous images, file data, and known or unknown persons; and a potential method of cheating. In addition, it is known that tests, classes, and school activities can provide opportunities for confidential material and/or images that should not be captured, stored, or transmitted. Any and all devices with these capabilities should not be used, seen, or heard between the normal school day hours of 8:00 a.m. and 3:40 p.m. on the ACS campus.

Cell phones and other portable devices capable of Internet web access, file or picture storage, or other types of communication, such as vibrating, talking, text messaging, paging, etc., may not be used in any way during the times listed. Any and all of these devices seen out of pockets, purses, etc. will be taken up and turned in to the office.

If a device is taken up and turned in to the office, the student may pick it up after school. In the case of a second offense, the student's parent will be contacted to pick up the device. **A third offense (and any subsequent offenses) will result in a \$15.00 fine to be paid when the device is picked up.**

Violations of this policy that include an additional violation of ACS policy or rules, expressed or implied, (such as cheating or distribution of inappropriate material) may have additional consequences based upon stated handbook policy or as deemed appropriate by the administration.

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.

Based upon rapidly changing technology, the administration reserves the right to ban any and all such devices from campus if the stated limits are not observed responsibly.

### **COMPUTER NETWORK USAGE**

Students are expected to do the following when using any computer on campus:

1. Take great care of all technology equipment. Do not remove the covers from keys or the inserts in mice. Do not damage the equipment in any way or weaken its utility.
2. Use only software legally available through the network. Students should never delete files from the hard disk, enter or change another person's password, copy others' work, store private software, games, or pirated software on the network, or bring games to play on the system without specific permission of a teacher for educational reasons. Students should use only the programs a teacher or the network places on their menu.

## ACCEPTABLE ACS INTERNET USE POLICY

1. Students will not be allowed to access the Internet (including chat rooms) or E-mail accounts on our campus except when the teacher makes an assignment that requires the use of the programs. In these cases where the programs are needed, that teacher will take responsibility for monitoring the use of these functions of the Internet.
2. The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges.
3. Any use of the Internet for profit-making purposes is prohibited.
4. Extensive use of the Internet for personal and private business is prohibited.
5. Internet accounts are to be used only by the authorized owner.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.
7. All communications and information accessible via the Internet should be assumed to be the private property of the originator.
8. No use of the Internet shall serve to disrupt the use of the Internet by others: hardware and/or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the Internet.
11. The illegal installation of copyrighted software for use on computers is prohibited.
12. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
13. Any attempt to disable or circumvent software or hardware meant to limit access to inappropriate materials is prohibited.
14. From time to time, Abilene Christian Schools will make determinations on whether specific uses of the Internet are consistent with the acceptable use practice.
15. Abilene Christian Schools reserves the right to log Internet use and to monitor file server space utilization by users while respecting the privacy of user accounts.
16. Abilene Christian Schools reserves the right to temporarily or permanently suspend a user from the Internet to prevent any further unauthorized activity.
17. Use of any information obtained via the Internet is at your own risk. Abilene Christian Schools specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Abilene Christian Schools exercises no control whatsoever over the content of the information residing on the Internet.

## **Harassment Policy**

Abilene Christian Schools will not tolerate harassment of or by its employees and students. Any form of harassment related to an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct. Sexual harassment includes unwelcome sexual advances, jokes, statements or remarks, or other actions either verbal or physical that create an intimidating, hostile, or offensive working/academic environment.

Violations of this policy by an employee or student shall subject the employee or student to disciplinary action, up to and including immediate discharge from work or expulsion from school. If one believes that he/she is being harassed by another employee or student, this should be made known to the principal, director, or president within twenty-four hours. The matter will be investigated, and where appropriate, disciplinary action taken. If the person is not satisfied with the way the report has been handled and the decision made by the administration, then the matter can be taken to the grievance committee of the board. Do not assume the administration is aware of the harassment. It is the responsibility of every employee and student to report any questionable incidents. All allegations will be promptly, objectively, and confidentially investigated.

Harassment of employees or students in connection with their work or school activities by non-employees or non-students should be reported to the administration within twenty-four hours. The administration will take appropriate action immediately.

**Abilene Christian Schools admits students of any race, color, sex, religion, and 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, sex, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.**

## CLASS SCHEDULE

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

### Semester Exam Schedule

**December 16 (Wednesday)  
May 26 (Wednesday)**

Home Base study hall 8:00-8:25  
Bible final exam 8:30-10:00  
Chapel/Break 10:00-10:25  
English final exam 10:30-12:00

**December 17 (Thursday)  
May 27 (Thursday)**

Home Base study hall 8:00-8:25  
Science final exam 8:30-10:00  
Chapel/Break 10:00-10:25  
Math final exam 10:30-12:00

**December 18 (Friday)  
May 28 (Friday)**

Home Base study hall 8:00-8:25  
Social studies final exam 8:30-10:00  
Clean lockers 10:00-10:25  
Foreign language final exam 10:30-12:00

### Pep Rally Schedule

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

### Deviations from Normal Schedule

DATE	EVENT	SPECIFIC SCHEDULE INFORMATION AND CHANGES
Fri., Sept. 25	Early Release	1 <sup>st</sup> 8:00-8:40; 2 <sup>nd</sup> 8:45-9:25; Chapel 9:30-9:45; 3 <sup>rd</sup> 9:50-10:30; 4 <sup>th</sup> 10:35-11:15; 5 <sup>th</sup> 11:20-12:00
Fri., Oct. 2	Early Release/Homecoming	Meet with class/hang signs, etc. 8:00-9:25; Chapel 9:30; Pep Rally 10:10-12:00
Fri., Nov. 6	Early Release	1 <sup>st</sup> 8:00-8:40; 2 <sup>nd</sup> 8:45-9:25; Chapel 9:30-9:45; 3 <sup>rd</sup> 9:50-10:30; 4 <sup>th</sup> 10:35-11:15; 5 <sup>th</sup> 11:20-12:00
Dec. 16,17,18	Finals	See Semester Exam Schedule
Fri., Feb. 19	Early Release	1 <sup>st</sup> 8:00-8:40; 2 <sup>nd</sup> 8:45-9:25; Chapel 9:30-9:45; 3 <sup>rd</sup> 9:50-10:30; 4 <sup>th</sup> 10:35-11:15; 5 <sup>th</sup> 11:20-12:00
Fri., Mar. 12	Early Release/Spring Break	1 <sup>st</sup> 8:00-8:40; 2 <sup>nd</sup> 8:45-9:25; Chapel 9:30-9:45; 3 <sup>rd</sup> 9:50-10:30; 4 <sup>th</sup> 10:35-11:15; 5 <sup>th</sup> 11:20-12:00
Fri., April 9	Early Release	1 <sup>st</sup> 8:00-8:40; 2 <sup>nd</sup> 8:45-9:25; Chapel 9:30-9:45; 3 <sup>rd</sup> 9:50-10:30; 4 <sup>th</sup> 10:35-11:15; 5 <sup>th</sup> 11:20-12:00
Fri., April 16	Literary Meet	No school for lit. meet participants only. Planned activity for remaining students.
Fri., April 23	Grandparents' Day	Grandparents' Day 8:00-11:00; Bowl-a-thon 11:00-3:00
Fri., May 21	Senior Chapel	Regular morning classes; Senior Chapel 1:00-3:40
May 26, 27,28	Finals	See Semester Exam Schedule

# ACS CALENDAR 2009-2010

TCSA CONVENTION	AUGUST 7-8	
SECONDARY REGISTRATION (6-12) ELEMENTARY REGISTRATION	AUGUST 11 (P.M.) AUGUST 13 (A.M.)	
FIRST DAY OF SCHOOL	AUGUST 19	
1 <sup>ST</sup> REPORTING PERIOD	AUGUST 19 - SEPT. 25 *	27 days
2 <sup>ND</sup> REPORTING PERIOD	SEPT. 28 - NOV. 6 *	29 days
3 <sup>RD</sup> REPORTING PERIOD	NOV. 9 - DEC. 18*	27 days
4 <sup>TH</sup> REPORTING PERIOD	JAN. 5 - FEB. 19 *	32 days
5 <sup>TH</sup> REPORTING PERIOD	FEB. 22 - APRIL 9 *	29 days
6 <sup>TH</sup> REPORTING PERIOD	APRIL 12 - MAY 28 *	34 days
		<hr/> 178 days
LAST DAY OF SCHOOL	MAY 28 *	

\* EARLY RELEASE (11:30 for ELEM. / 12:00 for GRADES 6-12)

**HOLIDAYS:**

LABOR DAY	SEPT. 7
COLUMBUS DAY	OCT. 12
THANKSGIVING	NOV. 25 - 27
CHRISTMAS	DEC. 21 – JAN. 4
MARTIN LUTHER KING DAY	JAN. 18
PRESIDENTS' DAY	FEB. 15
SPRING BREAK *	MAR. 15 - 19 (Early Rel. Mar. 12)
EASTER HOLIDAY	APRIL 2
ALTERNATE BAD WEATHER DAY	MAY 3

SCHOOL DISMISSED FOR INCLEMENT WEATHER -- ACS will always follow the actions of the Abilene Independent School District as far as cancellation of school, delayed starting time, or early dismissal.

# **ABILENE CHRISTIAN 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**

## **SCHOOL COLORS**

**ROYAL BLUE AND WHITE**

## **SCHOOL MASCOT**

**PANTHER**

