Assembly Christian School
Loving God and Loving Children

2419 E. Admiral Doyle Drive
New Iberia, LA 70560
337-364-4340
www.acsni.net

Parent & Student Handbook
2015-2016 Revision

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future. Then you will call upon me and come and pray to me, and I will listen to you. You will seek me and find me when you seek me with all your heart. I will be found by you,” declares the Lord.”

Jeremiah 29:11-13

Approved by
The Louisiana State Department of Education

Accredited by
Association of Christian Teachers and Schools
Southern Association of Colleges and Schools
Advanced Ed
WELCOME!

Congratulations on your selection of Assembly Christian School. You have enrolled in a school that is well known for quality Christian education. We are happy that you will be part of the ACS “family”.

Assembly Christian School is designed to assist parents in the God-ordained training of their children. Here at ACS, it is our desire to offer academic excellence without moral compromise. We desire to help you in the intellectual, emotional, social, and spiritual development of your children.

It is our goal to promote godliness and moral integrity in young people; teaching cultural literacy, communication skills, and critical thinking. We attempt to provide such a program in an environment that also provides social and athletic opportunities.

We are here to serve you. Please feel free to contact us if you ever have any suggestions or questions.

May the Lord Jesus Christ bless and anoint you with a great year!

Rev. Armand E. Prentiss
Principal
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Our Philosophy~

Assembly Christian School has a desire to provide parents with the opportunity of educating their children totally—body, mind, and spirit—engraving the Word of God on their hearts (Deut. 6:6). Our philosophy centers on Jesus Christ as the focal point of all teaching and learning. Because we believe the Bible is the infallible, divine Word of God, we desire that students be conformed into the image of Jesus (Rom. 8:9), that they learn to think like Him and to execute life from biblical perspectives and principles.

The school’s role is to impress each student with the knowledge that God is the source of all subjects in the curriculum (Col.1:17,17; II Cor. 8:6). Accordingly, teachers implement biblical principles into their classroom instruction and discipline.

ACS sees education as a succession of instruction and internal discipline based upon the teachings and principles found in the Bible. Education is: 1) to shed light on the student’s academic comprehension and to expose his mind to justice, truth, and ownership of property (right of possessing, enjoying, or disposing of a thing inherent or natural); 2) to set free the mind so that the student will reason based upon the criteria of truth set forth in the Word of God; 3) to mold the student’s behavior so that he may pursue the course of life which Jesus Christ has chosen for him and, thus, be a beneficial and valuable asset to society.

In so doing, ACS will endeavor to train a generation that will provide leadership among their peers and into their community. We desire that the disciples that are produced in this school will impact the world for Christ.

Our Mission~

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

STATEMENT OF FAITH

The members of Assembly Christian School hold the following truths in common:

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

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

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

PRAYER
Our school is a testimony to the power of prayer. Our teachers pray daily for their students and our
school. We also depend on the prayer support of our school families and friends. We are grateful that
God has ordained certain individuals in our church and school community to intercede on a daily basis for
our students, teachers, and staff by name. ACS intercessors are worthy of our prayer for them and their
families.
“When we depend upon education, we get what education can do.
When we depend upon man, we get what man can do.
But when we depend on prayer, we get what God can do.”
Thank you for your support in prayer for our administration, faculty and student body.

PASTORAL COUNSELING
First Assembly of God Church, doing business as Assembly Christian Center, provides pastoral
counseling for any and all persons who would desire such. The ministers providing pastoral counseling do
not claim to be licensed or professionally trained psychologists or psychiatrists. The counseling presented
is to listen, share what the Bible has to say on the topic, and pray with the counselee. In situations
including but not limited to attempted or threatened suicide, life controlling addictions, or other activities or
mental states which could result in injury or death, the supplicant is advised to seek professional help.

Admissions

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

ADMISSION TO ASSEMBLY CHRISTIAN SCHOOL
It is important that families coming to Assembly Christian School have a strong commitment to Jesus
Christ as well as the basic biblical standards as described in God’s Word. It
is the philosophy of ACS that we exist to be an extension of Assembly Christian Center and the Christian home and therefore a family’s spiritual heart must be a deciding factor in the admission process.

Conditions for enrollment may change as well as the opportunity to remain as a student at ACS, if, at the discretion of the administration, there has been a detrimental change in academic performance (see Academic Probation), behavior, or parental support. It is strongly felt that an incompatible relationship between the school and a family is not in the best interest of an enrolled student. A clear lack of acceptance on a family’s part regarding the decisions of the school are firm grounds for requesting that a student be withdrawn from the school immediately.

Acceptance is based on a decision by the school administration. The school’s administrators choose carefully from the broad range of applicants who seek admission to ACS. The administrators are committed to selecting a diverse student body and show special concern for continuing the school’s Christian vision. Grade placement for all students will be determined by the administrative staff. ACS reserves the right to adjust and/or modify course offerings, selections and/or combination of classes at each grade level based on final enrollment. Only those students with an up-to-date immunization record will be admitted. All students must have proof on file in conformance to the immunization requirements of the State of Louisiana. Contact your physician or the school office for more information. Additionally, a copy of a birth certificate, a social security number, and a student application must be submitted to be considered for enrollment, along with payment of registration fee. Any false information provided during the enrollment process will result in student(s) not being allowed to enroll in ACS or being dismissed upon discovery.

The following criteria are used to evaluate candidates for admission to ACS: Academic records (both academic and behavioral performance), a signed pledge by the student regarding spiritual and personal commitment at the time of enrollment application, a commitment of cooperation signed by the parents, and an initial interview with each applicant and his parents. Any student who has not met the academic or behavioral requirements of his former school or who, in the view of the ACS administration, has a history of serious behavioral problems will not be admitted to ACS. Any student who does not want to attend ACS will not be invited to attend. Students under suspension or expulsion from another school are not eligible to enroll at ACS. It is the desire of ACS that the student in question return to his former school as soon as possible and place himself under the proper authority of his school; he may then apply to ACS if he desires to receive a Christian education. If he is then accepted, the student will automatically be placed on probation for the first semester. During this time, the student will be evaluated as to whether they are a good “fit” at ACS. If it is determined that it is in the best interest of the child and/or ACS that the child be withdrawn, the parents will immediately withdraw the child. This does not imply that the child is not a Christian or of great worth, merely that ACS may not be the best place for him/her at this time.

For students transferring to ACS, all provisions of the school’s admission policy apply. In addition, any grades expressed in percentages will be converted to letter grades. If a transfer student has incurred a financial debt with their prior school and a plan has not been arranged to clear that debt, the student may not be admitted to Assembly Christian School.

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

- Refusal of parents for their child to receive discipline if school conduct is violated
- Repeated aggressive and/or intimidating behavior by one student to another or towards the teacher
- Repeated disruptive behavior that hinders the learning/teaching process
- Failure of parents to support administrative decisions and policies set forth in this handbook or announced as a part of expected conduct on the part of students and their families

Should, in the opinion of the administration, these situations arise and cannot be resolved, a student and their family will be asked to withdraw from ACS immediately, or be formally dismissed by ACS. If a student does not desire to enroll at ACS or, while enrolled, desires not to attend the school, a meeting will be held with the parents to discuss continued enrollment.

All documents completed by the student and his/her parent represent the commitment between Assembly Christian School and the student’s family. They must all be completed as part of the registration process and no student will be allowed to officially enroll at ACS unless documents are completed and required monies due are current.
RE-ADMISSION OF STUDENTS
If a student is asked to leave ACS because of academic or behavioral problems, he may be re-admitted according to the guidelines under Dismissal. If he leaves for other reasons, re-admission will be contingent on available space, as defined by the principal, at the time the student wishes to be readmitted to ACS. If space is available, then the regular admission criteria and procedures apply. Assembly Christian School reserves the right to evaluate its student body at the end of the school year for re-admission into the following school year. Evaluation will include a review of academics and behavioral history as well as parental cooperation.

HOME-SCHOOLED STUDENTS
Home-schooled students enrolling in ACS must present evidence of work completed, attendance records, curriculum samples, etc. To receive high school credit, home-schooled students must be able to demonstrate competency in those subjects as evidenced by grades earned and administration of a standardized achievement test and/or competency examination in subject areas for which they claim credit. Credit will be granted when these competencies are established. To be considered for honors status, or position of Valedictorian and Salutatorian, any newly enrolled student, whether home schooled or transferred from another school, must complete their entire Junior and Senior year at Assembly Christian School.

PACE SCHOOLS
Bulletin 741, Paragraph 6.026.08 (Louisiana Department of Education) states “Local school principals from any state-approved school receiving a student from an unapproved school, in-or out-of-state, will determine the placement and/or credits for the student. The principal and/or superintendent may require the student to take an entrance examination on any subject matter for which credit is claimed. The school issuing the high school diploma shall account for all the credit required for graduation, and its records will show when and where the credit was earned.” Students applying for admission to ACS who have completed course work in PACE Schools, must present evidence of course completion, score at or above grade level on an individual achievement test and/or pass a course proficiency exam in areas in which credit is requested.

TRANSFERS AND WITHDRAWALS
Students who transfer from other schools must have all previous accounts paid. Transfer students are not accepted the last four weeks of school unless moving from another state or city outside the New Iberia area. Only those high school students with a certified, valid transcript will be given credit for courses completed. Credit will be given for honors courses taken at another school only if ACS offers that same course as an honors course. If it does not, the letter grade earned will be on a 4.0 scale. Because of the nature of order of coursework varying from school to school, transfer students may be required to repeat coursework at ACS due to scheduling limitations. Grades for a previous course may not be erased. Rather, the average of the two grades will become the final grade listed on the transcript, using a numerical averaging if at all possible. In the event that a course was an honors course at one school and is a non-honors course here at ACS or vice-versa, ACS grading scale will be applied to the numerical grade achieved. After the start of school, transfer students will be required to pay full enrollment/registration fee. Tuition will be pro-rated for the year, with full payment required for the month in which they enter, regardless of the calendar date.

Students who wish to transfer from Assembly Christian School must be in full payment of all debt to the school/cafeteria prior to the completion of withdrawal paperwork. Parents must request and sign a formal withdrawal form. Withdrawal effective date will be the date the form is turned in to the office. ACS will not send records or transcripts to any other school unless all accounts are paid in full. Additionally, the school reserves the right to a three workday time period in which to complete all information necessary to finalize withdrawal from Assembly Christian School, which may include official transcripts. Students who are currently enrolled in Assembly Christian School may request transcripts for varied reasons, but must allow three days for processing.

RESIDENCE/DOMICILE OF STUDENT
All ACS students must live with a parent or legal guardian throughout their enrollment at Assembly Christian School. In situations where there is joint custody, both parents must agree to the child’s
enrollment at ACS  All students attending ACS must live with their legal guardian(s). Extenuating circumstances must have approval from the administration, or withdrawal from ACS may be required.

FINANCIAL AGREEMENT

All students enrolled in ACS must meet all financial obligations in order to remain enrolled as a student. This includes tuition payments along with any and all fees assessed as part of the school program. Fees may include, but are not limited to, class fees, planner, electives, athletics, locker or storage bins, drug screening, retreat, etc. Parents/guardians must sign a tuition agreement as part of the enrollment process which indicates that they commit to a specific payment plan selected in exchange for their child's admission to Assembly Christian School for the school year. The agreement states, "I am aware that if I withdraw my child from school or he/she is dismissed, a refund of pre-paid full or monthly tuition will be limited as described in the registration agreement.

Any student's tuition that is in arrears for more than a single month is subject to being asked to remain out of school until tuition is current. Any work missed will have to be made up if the student is out of school for up to one week. If student is out of school for a period longer than one week, absences may be considered unexcused and student will receive an 'F' for all quizzes and tests missed. At the discretion of the administration, after two months in arrears with tuition, a family will be asked to withdraw their child. Should the student desire re-entry into ACS at a later time, full registration will be required, along with registration fees. Orientation and classroom fees will not be assessed again.

All families are expected to make quick payment for any services or goods received during the school year. Failure to do so may result in the student not being allowed to attend class until the debt is paid in full. Any time money is owed because of a non-sufficient payment or lack of payment, the financial department of the school will collect fees owed along with a non-sufficient fee no greater than $25.00 to cover the expense of attaining school monies, regardless of the amount of the non-sufficient payment.

REFUND POLICY

Assembly Christian School makes budgetary decisions based upon anticipated revenue. If a family withdraws any time prior to the end of the school year, it causes a hardship on the school. Therefore, if the student attends any part of a month the family will be charged that month's tuition. Tuition paid for the year will be pro-rated according to school days remaining, with the remaining days of the month due immediately. This fee will help cover the cost of running the school in their absence.

Failure to attend school, or a telephone call to the school office, is not sufficient notice of withdrawal. A formal Request for Withdrawal must be completed. The official date of withdrawal will correspond with the date the completed request is submitted to the office. Monthly tuition will continue to be charged until a student has officially withdrawn from school. Registration, athletic fees, lab fees, and supply/class fees are non-refundable.

The School Day

MORNING ARRIVAL
(See Map and instructions for car riders)

Students should arrive no earlier than 7:00 a.m. Office personnel will watch the children from 7:00 to 7:30. School personnel report to their duty stations at 7:30 a.m. daily.

If parents must take care of school business, they should park in the designated parking lot. Between 7:30 a.m. and 8:20 a.m., students will wait outside on sunny days or sit in their respective hall on rainy days. Students may be moved to the gym at the discretion of the duty teacher.

MORNING TARDIES

Students and parents should realize that being tardy to first period is just as disruptive to class learning as being tardy to any other class. Any student who is tardy for school MUST be signed in by their parent or guardian. An excessive number of tardies to any class can affect the acquisition of a high school credit. If a test is missed the teacher will retain privilege to administer the test or not. Teachers will also decide when a missed test will be administered. Parents will be issued a letter of written notification when their child has been excessively tardy in a nine-weeks grading period (4 tardies). If
tardies continue, parents will be asked to attend a meeting with the school administration to determine the reasons for the tardies as well as a plan to eliminate such disruptions to our school. A student is considered tardy if he is not physically in class by the 8:30 a.m. bell. A student will receive 5 demerits for every 3 unexcused tardies in a nine weeks period. Example: 6 unexcused tardies in a nine weeks will result in 10 demerits; 9 unexcused tardies in a nine weeks period will result in 15 demerits.

**STUDENT CHECK OUT**

Students who check out early for any reason, whether excused or unexcused will have the recorded early checkouts placed in their school records. Early check-out is prior to :50 p.m. Early check-outs can affect the acquisition of high school credit for a given class. The school day does not officially end until 3:10 p.m. Important instructions and reminders are given at the end of the day, as well as written communications to parents from the teacher and the office that are important for the following school day. Early checkouts prevent some students from receiving this important information.

A student will not be allowed to leave class and wait for the parent outside because a student unsupervised in the front of the school creates a potentially dangerous situation. The parent must come to the school office to notify the secretary s/he is ready to pick up his/her child. A student will not be taken out of class until the parent or another approved adult has presented himself to the school office. At no time should any student be allowed to leave the campus with individuals unless they are listed on the student’s emergency contact sheet. It is the responsibility of the parents of students to keep this information updated in the school office. Students able to drive must present written parental permission to the school office before checking out. Once again, students are expected to be in class during normal school hours and checkouts for personal convenience will be deemed unexcused and count toward total absences. ACS is not responsible for secondary students leaving campus with student drivers.

**CLASS TARDIES**

Students are required to be in their classrooms and in their seats, ready to begin work, when the bell sounds. Failure to be on time and seated causes disruption to the class and takes away from a teacher’s preparation. Elementary teachers will handle such tardies according to class policy. Middle and High School teachers will administer demerits to students who violate this standard. In cases where a teacher is helping a student after class, that teacher must write the student an admit to the next class.

**AFTERNOON DISMISSAL**

In order to provide for the safety of our students, parents must follow the directions for arrival and pick-up. They are listed in the back of this handbook. If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment.

If a student is picked up during the school day, parents or guardians should not park in front of the school after 2:00 p.m. because this area is reserved for buses. Parking should be in school parking lot.

No student will be allowed in the teacher/student parking area after school unless they are a car driver or are riding home with a sibling OR are accompanied by an adult. ACS students may not leave the school campus with peers unless a written statement has been submitted to the school office indicating such arrangements. Assembly Christian School will not take the responsibility for the safety or well-being of a student who violates this regulation.

At 3:30 p.m., all car riders who remain will be taken to Student Care and will be charged the Student Care fee, which is $3.00 per hour. A registration fee will also be incurred if late arrival occurs more than three times in a given nine week period. Our teachers on duty have other responsibilities after 3:30 p.m. and students will not be left unsupervised in the car rider line.

**PARENTS MAY NOT GO DIRECTLY TO THE CLASSROOM to pick up students early or at the end of the day.** Each teacher will escort his/her elementary students to the appropriate waiting area or student will be dismissed by a faculty representative.

**Students may not remain on campus after 3:30 p.m. unless they are participating in an organized extracurricular activity.** They may not remain unsupervised for any reason. If a group of students desire to work on a group project, they must have adult supervision from a school representative or prearrange assistance of a parent and work in a designated area. **ASSEMBLY CHRISTIAN SCHOOL WILL NOT BE LIABLE FOR UNSUPERVISED STUDENTS AFTER THE SCHOOL DAY ENDS AT 3:30 P.M.**
Students who ride home with school employees must be in the care of that employee immediately after school dismissal. Students in junior high or high school may not remain on school campus after dismissal waiting for a game, youth service or a music practice unless permission has been given by school and church administration.

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

STUDENT CARE
Student Care is offered daily after school until 5:30 p.m. for students in grades K-6. Student Care fee requirements are available in the school office and in the registration packet. An extra charge of $5.00/minute will be assessed for students picked up after 5:30 p.m. Parents interested in Student Care must complete registration before leaving their child in the program.

A student who shows repeated behavioral problems or who is continually picked up late will not be permitted to remain in Student Care. Parents must abide by student-care guidelines regarding prompt payment in order for their child to remain in after-care. Statements will be sent via email at the beginning of each month.

STUDENTS ALLOWED TO REMAIN ON CAMPUS OR ON THE CHURCH PROPERTY WITHOUT PROPER SUPERVISION. Siblings of athletes are not allowed to wait at practice for their parents. They MUST report to Student Care. Our coaches cannot coach and be responsible for non-athletes.

BUS TRANSPORTATION
Parents are responsible for contacting the Iberia Parish School Board for bus availability and schedules at 365-2341. Please cooperate with the bus driver by discussing with your child proper behavior on the bus. The school board reserves the right to refuse transportation to anyone who violates bus safety regulations. Parents are then notified and will be asked to transport their own children. If a child who usually rides the bus is to be picked up by car that day, the parent must write a note and send it to the teacher who will file it in the office. Any calls about these changes MUST be made before 2:00 p.m. After this time we cannot guarantee that the student will receive the message. Any student who wants to ride home on the bus with a friend must have written permission from the parents. This note must be presented to the administration prior to noon on the day the student desires to ride the bus. They must also contact the bus driver personally to obtain permission from him.

BELL SYSTEM
The school bell system is set according to cell phones. This information is helpful when planning what time to leave for school or when school is released.

School Attendance

ABSENCES
Now that ACS is using the Renweb system, we encourage parents and students to use this system for homework assignments on days absent. Please check Renweb for missed assignments. Should the student need books or paperwork, they may be picked up at school between 2:30-2:45 p.m. Please call before 10 am to request needed materials. Because of the nature of changing activities in a given class, teachers are able to anticipate assignments on a day to day basis. If a student will be out for multiple days, parents should check Renweb daily so that the teacher may accurately convey what will be covered on a given day.

Sixteen days of absence are allowed per school year (eight per semester). More than sixteen can cause a pupil to forfeit credit for the year’s work. The classification of an absence as excused or unexcused is determined by the administration. When a student has been absent, he must report to the
school secretary with a parent’s or doctor’s note explaining the absence. He may then secure an absence permit to re-enter class. Failure to obtain an absence permit will cause a student’s absence to be recorded as an unexcused absence. In the event that a student has excessive absences, only a physician’s record of the illness will serve to validate absences.

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

**EDUCATIONAL/EXTRACURRICULAR ABSENCE**
When students are absent from school due to school functions (athletic events, science fairs, etc.) the coach, teacher, or sponsor is responsible to issue a name list for teacher and office use. Such absences are not counted as days absent from school, and the student is required to make up any assignments or other responsibilities.

**EXTENDED ABSENCE**
Ordinarily, more than eight days of absence per semester per class will cause a pupil to forfeit credit for that semester’s work. A case of prolonged illness will be an exception if the pupil is able to make up the work. A Doctor’s statement recommending an extended absence must be submitted to the school office. Students will be required to make up assignments in a timely manner as directed by his/her teachers. See information in ‘absences’ above for details about calling in for assignments.

**UNEXCUSED ABSENCES**
A student is unexcused if he is absent from school without a legitimate reason or simply as a matter of convenience to himself or his family. This also includes events that the family chooses to participate in together rather than the student attending school for a day or more, unless prior permission is gained from the administration. For example, in such instances as obtaining a driver’s license, going to the beauty salon, staying home to study for a test or finish an assignment, running errands, babysitting or family vacations, the absence is unexcused. The student must make up the assignments missed during the absence, and teacher classroom policy in this area will be applied. Students will receive an F (50%) on any tests missed due to an unexcused absence. Family vacations may be excused by administration if permission is given in writing one (1) week prior to the absence. Tests missed during the student’s absence should be taken before leaving for the vacation, if possible. Absences will NOT BE EXCUSED during exams. Please refer to the school calendar for exam dates.

In cases where a student purposely cuts a class to avoid a test or turning in a paper, the principal will apply the policy listed for skipping class. Please note: in the case of suspensions for disciplinary reasons, those consequences given by the principal will stand on their own and may or may not include consequences associated with unexcused absences.

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

**COLLEGE VISITS**
Students are encouraged to visit colleges of interest during school holidays. College visits by freshmen and sophomores during school hours are considered unexcused absences. Seniors will be allowed two excused absences for college visits during the academic school year. Written notes from a parent or guardian must be given to the school administration at least one week prior to the college visit. Students must attend such visits with an adult chaperone/designee and provide evidence of the visit upon return as
Seniors invited to attend College Spring Testing are given additional excused absences if they have followed proper checkout procedures.

Academics

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

STATE REQUIREMENTS FOR GRADUATION
Minimum requirements for High School Graduation follow:

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<th>Subject</th>
<th>Units</th>
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<tr>
<td>ENGLISH</td>
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<td>MATHEMATICS</td>
<td>3</td>
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<td>SCIENCE</td>
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<td>SOCIAL STUDIES</td>
<td>3</td>
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<tr>
<td>HEALTH AND PHYSICAL EDUCATION</td>
<td>2</td>
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<tr>
<td>ELECTIVES</td>
<td>6</td>
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<td>FOREIGN LANGUAGE</td>
<td>2</td>
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<td><strong>TOTAL</strong></td>
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TOPS PROGRAM
At this time, all TOPS awards require 17.5 units of high school coursework. TOPS Core Curriculum requirement information is available from the TOPS website: www.osfa.state.la.us. Students will be provided basic information about the program when updates occur, but the responsibility lies with the student and his/her parents to ensure that coursework is completed and the entrance test (ACT) is taken in a timely manner. Students should begin serious preparation for the ACT in their Sophomore year and take it initially no later than their Junior year.

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

STATE APPROVED STATUS
Assembly Christian School is a state approved school with the State of Louisiana Department of Education and is nationally accredited through the Association of Christian Teachers and Schools. All students graduating from ACS meet the required standards of the Louisiana State Department of Education relative to academic preparation. Faculty and administration participate in professional development activities.

INTEGRATED APPROACH
The spiritual program of our school is not separated from the other programs and activities, but is integrated into everything we do. Our desire is to honor Jesus Christ in all that we do by affirming Scripture, by exalting His name, and by exhorting students toward godliness in living. The development of moral integrity and spiritual discernment is one of the primary goals of our school.

Our traditional curriculum integrates instruction with moral values, patriotism, and Christian principles with strong academics.
**BIBLE CLASSES**
Students are privileged to be instructed in the Holy Scriptures. Successful completion of Bible classes are required for graduation and are designed to meet the spiritual needs of students. High school Bible courses are considered as elective credits for graduation. School organized retreats are part of our Bible program, with much effort and care placed into providing an opportunity for personal reflection upon relationships with God. Fall retreats are a mandatory part of our program. Additional retreats may be scheduled during the school year.

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

**ACHIEVEMENT**
In order for a student to receive the maximum benefit from his educational program, he should plan to be attentive, alert, and responsive in the classroom. He should also plan to study outside of class. No teacher, regardless of his capabilities, can adequately teach a student who is unwilling to learn. Judas’ rejection of Christ and His teachings is an example of how a student can fail even under a perfect teacher. A child’s role at ACS is that of a “student.” He has a responsibility to God, his parents, his teachers, and himself to be the best student possible. All students and their parents are expected to follow the line of authority in the school.

**HOMEWORK**
Homework is an important part of the total educational process and is assigned as it is deemed necessary for learning. Students in grades 1 through 12 will record homework and project assignments in a student planner (optional) or may retrieve assignments on Renweb. Parents should make an account on Renweb and should review assignments and use Renweb to communicate with the teacher if necessary. The teachers reserve the right to not accept any homework that is not neatly or accurately done. Teachers will dictate proper way to label homework papers at the beginning of school year. Parents should encourage their children to complete their homework in the manner instructed by the teacher.

**TEACHER RESPONSIBILITIES**
ACS Teachers are responsible for the following:
- No homework will be given on Wednesdays to encourage participation in church midweek worship.
- Unfinished seatwork is not considered homework but should be finished at home.
- No more than 3 assessments can be given in a single school day.
- No tests or quizzes will be given on Thursday (except for math) unless it is exams or a short week.
- The teacher will post grades on Renweb in a timely manner.
- Homework will be posted daily before 4:00 pm.
- The teacher will reply to any form of communication promptly.
- The teacher will post upcoming tests and quizzes on Renweb (with exception of pop quizzes).

**STUDENT RESPONSIBILITIES**
Students are expected to complete all assigned homework and to make sure it is turned in when due. In case of an excused absence, students are permitted to make up assignments that were assigned when absent at teacher direction. **However, major projects and research papers that are assigned days or weeks in advance must be turned in on the day the student returns to school for the student to receive full credit, even if the student has an excused absence.** The only exception to this will be made selectively by the classroom teacher. Some other guidelines that the student should be aware of are the following:
- Cliff Notes or other abridged works will not be accepted as resources for reading or written assignments. Research papers will be given a grade of ‘F’ if it is evident that the student used
• Many Hollywood productions of the classics have a different plot or ending to make them attractive to the popular taste. If a teacher detects that a student has attempted to use a movie of a classic rather than reading text for a reading assignment, the student can receive a grade of ‘F’.
• Any copying of information from the internet which a student uses to represent his own work will be considered an intentional act of deception and dealt with as such. Parents should take the responsibility to instruct their children in this area and monitor work submitted.

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

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

PROGRESS REPORTS
Elementary students receive graded papers on a weekly basis and grades can also be seen on Renweb. These serve as weekly progress reports. If a clarification of grades is needed, parents should contact their child’s individual teacher.

Middle and High School students: At the mid-point of each nine-week grading period, the school will send home a progress report which indicates the student’s estimated grade for each class. Grades can also be seen on Renweb. Progress Report dates are listed on school calendar as well as the school website and will be on monthly calendar as the dates near. A parent must sign this progress report, and the student must return it to his homeroom teacher the following day. Demerits and the nature of the infractions earned up to the progress report will be attached. Aside from the progress report form, if a student is obviously not performing well, the teachers will attempt to notify the parents. This may be through a phone call, an email, or a request for a personal conference. Test scores of below average grades (D and F) are sent home by middle and high school teachers shortly after grading. Students must have the test copy signed by a parent and returned to the teacher the next school day. Failure to do so will result in earning demerits.

MAKE UP WORK
Students are required to make up any work missed due to an excused absence. The responsibility for making up work lies with the individual student and not the teacher. If tests were missed, students must take test/s at the times/dates selected by teacher. Each teacher will have their own requirements for make-up work and students must adhere to class policy. Unexcused absences may result in not being able to make up a test. The individual teacher policy regarding missed class work, quizzes and projects will be honored. This applies to grades 1st-12th. A student will earn a 50% on a test if they have received an unexcused absence.

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

- 93 - 100 = A
- 86 - 92 = B
For Middle and High School students, demerits will be cumulative each nine weeks and the total number will be subtracted from 100 points. The remaining number will be the numerical grade for conduct. For example, if a student has 13 demerits in a nine week grading period the conduct grade will then be 87, which is a ‘B’. A student who has been suspended, for any reason, will have their conduct grade lowered to between a ‘C’ and ‘F’, depending on the nature of the suspension. This will be administratively decided.

**INCOMPLETES**

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

**ACADEMIC HONORS**

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

- **A Honor Roll**
  Each subject for the period has a letter grade of an A

- **A/B Honor Roll**
  Each subject for the period has a letter grade of a B or higher

- **Straight A Conduct**
  Elementary students – ‘A’ in conduct during designated grading period.
  Middle and High School students - Less than 7 total demerits in a designated grading period

**A student earning a ‘C’ in conduct will not be eligible for academic honor roll. Students who have served a detention or suspension will have their conduct grade lowered, which may impact honor roll eligibility.**

**FAILURE**

An average numeric grade of D or better is required for passing. Students who have a final year average below a D in a class are considered to have failed that class. High school courses in which the student received a failing grade can only be made up by repeating that course. Students in grades 4-8 will be required to repeat the grade level if the year’s average in two major subjects is a failing grade (Language Arts, Math, History, Science). Students may attend summer school in order to obtain a passing grade in the subject and be promoted. However, this does not mean that the student will be automatically accepted back to ACS. Following summer school, the student and parents must meet with administration to determine if continuation in our academic program is in the best interest of the student.

Students in grades K-3 must pass both Language Arts and Math in order to be considered for promotion. All placement recommendations will be evaluated by school administration and assigned placement decisions are ultimately up to the principal.

Teachers will keep, on file, copies of student work until the first week of the upcoming school year. Students or parents who may contend with the grades earned must do so no later than one week after the final report card of the given school year.

**HELPS CLASS AND TUTORING**

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

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

All new students will be placed on Academic Probation for the first nine-weeks. In some instances, current students may be placed on academic probation by the administration because of a low grade point average:

• Upon admission to ACS
• Upon re-enrollment to ACS
• During the school year at the end of a grading period

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

PHYSICAL EDUCATION

Planned physical education classes are conducted for Middle School and High School students. Goals of the P.E. program include character building as well as skill building. Students have the opportunity to practice Christ-like attitudes and actions whether their team wins or loses. Students are taught specific skills appropriate to their age and skill level. Participation, behavior, and attitudes are more important than a child’s ability to perform physically.

Students are required to “dress out” for PE in school-approved uniforms. A student who has a note restricting physical activities must “dress out” if at all possible. The student will be expected to sit quietly and observe the skills being taught or complete PE coursework on skills being taught. A student who forgets his P.E. clothes is required to rent items at $1.00 an item as well as be penalized in grade form.

All P.E. items (including socks) are to be labeled with permanent ink. A student will not be permitted to dress out and participate in P.E. until clothing items have been properly labeled. ACS reserves the right to label any clothing not labeled with the students name/initials.

Being dressed in the P.E. uniform is a part of the P.E. grade; therefore, each day a student fails to have a part of the required uniform, the daily grade will be adversely affected. If a student owes money for PE rentals, progress reports and/or report cards will be held until this account is cleared. The P.E. uniform can be purchased from the school office. Demerits will be issued to any students who do not return rented items promptly.

TESTING

Examinations are a part of schooling. They are a way of evaluating a student’s progress. The surest way to demonstrate progress is to conscientiously and consistently apply effective study techniques.

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

NINE WEEK EXAMS

Nine week tests are taken in grades 7-12. Information covered will be announced by individual teachers. The percentage of the student’s grade that an exam constitutes is worth 200 points. Absences will not be excused during exams.

ACCELERATED READER

Students in grades 2-12 are required to earn accelerated reader points each nine-weeks and over the summer. The number of points required is determined by the student’s grade level. Testing over the
books read is done at school during a prearranged time. Accelerated reader is a portion of each student’s language arts grade. Information concerning accelerated reader is distributed with 4th nine-week report cards and can be found in the school office.

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

SAT AND ACT TESTING
The SAT and ACT tests are college entrance exams. Information concerning testing dates, location, and application forms are made available through the school as well as are available at respective websites. Students in grades 9 -12 are strongly encouraged to take the SAT or ACT exams on several occasions. By the end of the Sophomore year, students should have begun active preparation for the ACT. It is the student’s responsibility for registering for the exams in a timely manner. Parents assume the costs of these tests.

Students entering grade 12 are recommended to take the ACT or SAT national exam no later than the June date entering their Senior year. To complete registration for the senior year, any student who has not taken the ACT prior to registration must show evidence of registration for the June testing date.

PROMOTION
To be promoted each year, a student must satisfactorily complete the previous grade. Secondary students must earn the number of credits required to be considered for the next grade:

- 10th grade 6 credits
- 11th grade 12 credits
- 12th grade 18 credits

Exceptions may be made for transfer students.

SENIOR INFORMATION
Assembly Christian School is a college preparatory school. All seniors are required to take a minimum of five academic courses. At the discretion of the administration, and course availability, students may participate in up to seven courses per day. ACS seniors are required to fulfill graduation standards set by the Louisiana Department of Education.

If a senior leaves the school campus after completing their academic day and must return to school for an organized activity/practice in which other students participate, they should return in uniform or in complete practice uniform. All students at ACS are expected to remain in school uniform, unless instructed to dress out for practices, until 3:45 p.m. If a student returns to pick up a sibling or friend and is not in school uniform, access to the school hallways will be limited.

DETERMINING CLASS RANK
In deciding a senior’s class rank, the student’s complete grade average from grades 9-12 must be determined. This average is computed by the school at the end of the year when all work is complete. Seniors will not be allowed to graduate until all requirements of accountability are met: books returned (if damaged, fine paid according to damage), all athletic uniforms returned or paid for, lunch account cleared, tuition cleared, locker cleared and any other accountability issues cleared.

In the event that a student repeats a course because of a failing grade or very low performance, the following directive from the Department of Education will apply: “If a student takes the same course more than once, the GPA must be calculated using each of the grades earned in the repeated course.” (TOPS Bulletin T2001-2003). In order to retake a high school core course, the student must first obtain approval.
from the administrator. The course SHOULD be retaken and completed within twelve months of the original course. Correspondence courses that are approved by the ACS administration for the purpose of retaking a failed course or a course taken because of limited course selection at ACS may be considered. Such a course would count as a high school credit and will be averaged into the student’s grade point average.

Academic class ranking will be determined by the following criteria:

- If a student transfers from out-of-town during his senior year, a cumulative GPA will be determined but the student will not qualify for honors ranking.
- Transfer students must attend ACS for their entire junior and senior years to qualify for honors status. This includes home schooled students who might transfer to ACS.
- Students who transfer to ACS must have followed a college preparatory curriculum to be considered for honors status.
- Academic courses considered for ranking will be those required by the state for graduation and electives offered and required by Assembly Christian School, other state approved school, or coursework pre-approved by school administration from a home schooling or PACE program. See also, “Transfers and Withdrawals” and “Honors Courses”.

VALEDICTORIAN AND SALUTATORIAN

The following guidelines will determine the Senior Class Valedictorian and Salutatorian:

- Only those students who have attended ACS high school during their entire junior and senior years, will be eligible for either of these positions.
- Students must have a GPA of 3.5 or above, and meet all other criteria to be eligible for the valedictorian position.
- Only those students who have completed a college preparatory curriculum will be eligible for either position.
- Only those who have not received disciplinary probation (i.e., suspension) during the last semester of their senior year will be considered for these two positions.
- Only those who have all class work and assignments completed will qualify for either of these positions.
- A student who participates in an honor course, dependent upon course availability, will be eligible for honors credit. Such credit for participating in a rigorous study successfully will result in a weighted scale score.

- In the event of a tie for valedictorian, Honors core courses will be given additional weight (5.0 scale) and will determine the ranking.

In the event of multiple students graduating from ACS with the same grade point average, and tied for top honors, the Valedictorian will be determined by the following criteria:

First tie-breaker: longest total years at ACS
Second tie-breaker: highest ACT score

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

Uniform and Dress Code Policy

Ideas regarding neatness and modesty vary. The uniform code and special codes for a ‘free dress’ or school spirit shirt days will serve as standards of modesty for all students enrolled in ACS. The biblical principle we seek to follow is defined in I Peter 3:3-4:

“Don’t be concerned about the outward beauty that depends on fancy hairstyles, expensive jewelry, or beautiful clothes. You should be known for the beauty that comes from within, the unfading beauty of a gentle and quiet spirit, which is so precious to God.”
A dress code goes a long way in producing a peaceful atmosphere at Assembly Christian School. There are several important reasons why a uniform is required at ACS:

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

The regular uniform (those uniform selections that are optional for daily wear) is worn each weekday. Chapel uniforms are not required. Students who apply for admission are provided information about uniform regulations. At any time a parent or student may request a copy of uniform regulations from the ACS office or check the school website (www.accni.com). Each year, a uniform sheet describing the exact uniform to be worn and the selections for optional wear will be available at the time of registration. P.E. uniforms are available in the school office.

Students are required to be in their uniforms during school hours. Other than dressing out for athletic practices, students are to remain in uniform until 3:45 p.m. daily, unless given special permission.

Students are required to arrive at school and to leave school in dress code. They should not arrive in any other clothing other than the full school uniform. Students will not dress in the bathroom in the morning. This should be taken care of in their home. Warm-up pants may not be worn below skirts on cold days; rather stockings may be worn. Students will not untuck shirts as they exit the building at the end of the day, or tuck clothes in while entering the building. Uniform requirements for a school day end at 3:45 p.m. Violation of uniform policy will result in demerits. Students with violations of the uniform standards will be required to contact parents to bring proper uniform item and remain in the school office until uniform code is met. Students may rent needed items from the office (if available) should a parent not be able to bring in uniform garment.

Parents will be contacted if a student repeatedly comes to school wearing improper uniform attire for a conference to take place to correct this problem.

**P.E. UNIFORM**

All middle and high school students enrolled in physical education classes must wear regulation uniforms as detailed in the PE program guidelines. Students must dress out daily for P.E. class. Students who do not follow guidelines will have their academic grade lowered and be required to rent necessary items in order to conform to dress code.

**COATS & JACKETS**

In cold weather students are encouraged to wear lined jackets available from uniform suppliers. Students may wear any jacket/coat to school, but only official school jackets, sweaters, or sweatshirts will be allowed in the building. All other jackets/coats must be stored in the student’s locker/class closet during the school day. Personal jackets/coats may not display any form of inappropriate advertising nor may jackets from any other school be worn on the school campus. Violation of this policy will result in demerits as well as removal of the item for storage. More details are available on the current uniform code given to students at the time of registration.

**JEWELRY AND ACCESSORIES**

Girls are permitted to wear no more than one pair of earrings at one time. Earrings may be worn on the ear lobe only. Elementary students are required to wear “stud” earrings; no dangling earrings. Gauges are not permitted to be worn at any time. No body piercing is permitted. Boys are not permitted to wear earrings. Tattoos, permanent or temporary, are not permitted at any time. A student who has received a tattoo should consider having it removed or insure it is covered at all times while on school campus.

Necklaces/chains must be worn inside uniform shirt. No more than a single necklace or two bracelets may be worn at a time, one on each wrist. Bracelets may NOT exceed one inch in width. A headband must be worn as such. It may not be more than two (2) inches in width. Whole head coverings are not allowed. Sweatbands for the head or arms are not considered a necklace or bracelet. Necklaces made of retractable material should not be worn to school for safety reasons. At no time may necklaces, bracelets, or rings be worn during P.E. classes or athletic practices or games. ACS is not responsible for
the loss or theft of any jewelry on campus or at any school activity. Students are encouraged to leave special items at home.

**HATS/CAPS/SUNGLASSES**

Hats, caps, or sunglasses may not be worn on the campus during school time. During baseball season, players may not wear caps in the building at any time.

**GROOMING**

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

**GIRLS**

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

**BOYS**

Hair should be neat, clean, above eyes, half-ear length, and off the collar. If hair falls below the eyes at any time during the school day, student is subject to demerits. Hair should not be partially shaved and designs, letters or lines of any kind are not acceptable. Sideburns may not extend beyond the lobe of the ear. Hair may not be highlighted or colored. Hair should be tapered so obvious lines are not visible. Boys may not wear braids in their hair. Extreme hairstyles will not be permitted. Afro haircuts should not exceed two inches in length.

**Uniform code for 2015-2016:**

ALL UNIFORMS must be PURCHASED at one of the following suppliers: Educational Outfitters (Winn-Dixie Parking Lot -New Iberia), Iberia Sewing Center (364-5070), Young Fashions (Lafayette), Fashion World (Lafayette). Students must adhere to uniform requirements at all times. If not, parents will be asked to bring the appropriate item(s).

**PANTS:**

(Boys/Girls) Regulation gray Tom Sawyer, Elder, or Royal Park brands. Pants must be hemmed; no slits are allowed. Navy uniform pants are also permitted. Skinny or tight-fitting pants are not allowed. Waist-bands must cover the hip-bone. Visible logos on pants are not permitted. All pant styles will be subject to the approval of ACS Administration.

**SHORTS:**

(Boys) Regulation gray Tom Sawyer, Elder, or Royal Park brands. Navy shorts may also be worn.

(Girls) Regulation ACS plaid NAVY shorts are the only style of shorts permissible for girls. *Shorts must be less than 4 inches from floor when kneeling.

**SKIRTS, JUMPERS:**

(Girls) Regulation NAVY ACS plaid only, BOX PLEATS ONLY, less than 4 inches from floor when kneeling. Jumpers may be bib-front or V-neck.

**SHIRTS:**

(Boys/Girls) Regulation polo shirt, long or short sleeve. Shirts may be pique or knit and the arm sleeves (not waists) may be banded or un-banded. ALL SHIRTS MUST HAVE SCHOOL LOGO SCREENED ON THE FRONT LEFT SIDE. Shirt colors may be white, navy, or gray. The ACS logo must either be the screened-on navy or white version. The logo patch is also permissible.
**T-SHIRTS:**
Boys/Girls - Only **plain, solid white** T-shirts may be worn under uniform shirts. No turtle-neck or thermal shirts.

**SOCKS:**
Boys/Girls - Crew socks or ankle socks, solid white, gray, navy, or black socks. NO "HIDDEN" SOCKS. No socks with logos may be worn. Girls may wear **plain, solid white, navy or gray stockings** on cold days.

**BELTS:**
Boys/Girls - Solid black, brown, navy, gray or white. No studded, striped, or jeweled belts. Belts must be worn with pants.

**SHOES:**
Boys/Girls - Leather or leather-type shoes may be worn in the colors of black, brown or navy. (Such as a penny loafer, etc.) If you do not choose to wear a leather loafer then tennis shoes must be worn. They must lace up and be tied at all times and can be worn in the colors of white, gray, navy blue, black or brown. The above specified colored shoe may have a minimal accent color. Toms may be worn if they are the correct color and they lace up. Prohibited shoes include: ballet/slipper type shoes, boots, half boots, crocs, sandals, light-up shoes, bright colored shoes (no red, green, yellow, purple etc.), no checker-board, no turquoise, no cleats, no sequined shoes. If students or parents aren't sure about regulations, they should check with the office.

**OUTERWEAR:**
Boys/Girls: JACKETS may be solid white, gray, or navy and my not have any logos. BLACK JACKETS ARE NOT PERMITTED. SWEATSHIRTS may be solid white, gray, or navy. Students may wear school sweatshirts at any time. Cardigan SWEATERS in white, gray, or navy are permitted. Any of these uniform outerwear garments may also be worn in the building. Hoods on any of these garments ARE NOT to be worn on the head in the building at any time. Students should not wear uniform colored casual shirts as outerwear. Scarves may be worn only outside, during cold months, not inside the building or classrooms. The administration will reserve the right to determine if clothing is not in code.

**Student Conduct**

**PHILOSOPHY OF DISCIPLINE AT ASSEMBLY CHRISTIAN SCHOOL**

Assembly Christian School’s primary goal is the total Christian education of the student. The school believes it can attain that goal only within a highly disciplined environment. Therefore, ACS has developed a Behavior Policy designed to provide for the orderly growth and development of the individual student and to promote the health and safety of all.

Students must behave in a manner consistent with their status as a student of Assembly Christian School. Student conduct, therefore, must contribute to:

- meeting the personal and academic needs of the student as well as those of his classmates
- supporting the good name, reputation, and integrity of Assembly Christian School.

**SPECIAL NOTE:** It is neither the jurisdiction nor the desire of ACS to prescribe what limits or freedoms parents may specify for their child’s behavior. Nevertheless, there are times (including the summer months) and places in which the behavior of students reflects on Assembly Christian School. In all such cases, student behavior is definitely within the jurisdiction of ACS and the school's policy will be administered judicially by the school administration. Students sign a Code
DISCIPLINE DEFINED
Discipline is the process of training, teaching, reproving, and correcting students in order to help them accept responsibility for their own actions. Discipline is an act of love and, according to Hebrews 12:6, everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables the student to be at peace with both God and others. The ultimate goal of all discipline is restoration and renewed relationship.

Discipline is essential to life. When a student learns to accept responsibility for his own behavior and to submit to authority, he follows the example of Christ who knew the discipline of obeying His Father’s will even to death. The student’s prayer should be as Christ’s was, namely: “Not my will, O Lord, but Thine be done.”

PREVENTIVE AND CORRECTIVE DISCIPLINE
There are two types of discipline: preventive and corrective. Both are important in maintaining good relationships and Christ-like behavior.

Preventive discipline for the parent and teacher involves the building of relationships, forming clear guidelines, modeling Christ-like behavior, expressing unconditional love, spending quality time, expressing personal convictions, understanding, expressing approval or disapproval of certain types of behavior, and many other attitudes and actions dealing with relationships.

Corrective discipline occurs when the student has stepped outside of determined guidelines and boundaries. It is the consequence of wrong actions. Examples of corrective discipline at ACS include demerits, probation, suspension, dismissal, and expulsion.

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

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

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

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

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

**RESPECT FOR OTHERS**

Jesus teaches us that the two greatest commandments are “to love the Lord your God…and to love others as yourself.” In practice, these commandments teach us that we need to be sensitive to those around us and to act in a manner that edifies, encourages, strengthens, and assists our neighbor. Students, at times, can hurt, degrade, or hinder others by their actions. Such students will be corrected immediately once the problem is made known. Students demonstrating a pattern of such behavior will be dealt with according to the best judgment of the administration. Students need to realize that Jesus deemed love for others the chief characteristic which enables the unbelieving world to recognize His followers.

Honesty and trustworthiness are two virtues that demonstrate respect for others. The individual who lies or is untrustworthy manifests a lack of concern for others. When others cannot trust a person’s words or actions, his own witness toward God becomes suspect. Honesty and faithfulness will be encouraged at ACS by every reasonable means that is available.

**RESPECT FOR SELF**

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

**RESPECT FOR PROPERTY**

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

**RESPECT FOR SCHOOL RULES**

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

**STUDENT DRIVERS**

Students are permitted to drive to and from ACS and to park in parking spaces assigned. This permission is considered a privilege, however, and not a right. Consequently, students who abuse this privilege by driving recklessly near the campus or violating parking guidelines may have this privilege revoked.

Students driving to school are given permission to do so under these conditions:

- A car permission slip must be signed by the parents at the beginning of each school year.
- Cars driven to school should be parked, locked, and not driven again until school dismissal.
Students are not allowed to go back into the parking lot after exiting their vehicle without teacher or administrative permission after school begins. Cars must be parked and locked in designated parking areas.

- Loitering in cars or in the parking areas is strictly prohibited. Students must exit personal vehicles immediately after arriving on the school campus.
- Unless special permission is granted by administration, no student will be allowed to return to his vehicle until the end of the school day.
- Safe driving habits must be maintained at all times on the school property. Speed limit on the property is 10 miles per hour. Any safety violation or any speeding or “peeling out” on property will result in a suspension from parking/driving privileges for at least one week.
- No thru traffic is permitted between the school and the gym during the hours of 7:30am to 3:30pm.
- Automobiles with stickers or messages deemed inappropriate by the administration will not be allowed to be parked on campus.
- ACS assumes no liability for damages to any vehicle or for any materials left in or connected to these vehicles which are damaged by acts of vandalism, accidents, thefts, storms, etc. Students are advised not to leave vehicles on campus while attending overnight activities.
- It is recommended by ACS that students driving to school only bring home those students who arrived with them in the morning. If another student desires to ride home after school with a driver, written permission from both parents should be filed in the office regarding this arrangement. ACS is not liable for monitoring student passengers in student driver cars.
- Students may not have any type of weapon, ammunition, or other explosive devices such as fireworks in their cars. Any type of alcoholic beverages/containers, illegal drugs, tobacco or associated wrappings shall not be in student vehicles. Such possession will result in immediate suspension and possible dismissal from school. Periodic checks will be made by the administration and/or by the Iberia Parish Sheriff Department trained narcotic detection dogs.
- Rules for vehicle use are in place at all times, including after athletic events.
- Drivers who have siblings attending ACS must personally escort them to their vehicle at the end of the school day. This also applies for car riders. At no time should any student, other than a driver or escorted rider, walk through the school parking lot at the beginning and/or end of the school day. Siblings of drivers who violate this safeguard may be disciplined.

Assembly Christian School primarily uses a school-owned bus for the transportation of students to school-sponsored activities. Private vehicles are used only in circumstances where there are too few students to warrant use of the bus or when the bus is unavailable.

**LEAVING FROM ACTIVITIES**

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

**SCHOOL PROPERTY**

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

**SEARCH AND SEIZURE**

When there is reasonable cause in the opinion of the ACS Administrator, a teacher, principal, or any other school official may search a student or personal property of a student to seize anything in violation of the law, ACS rules, or school policy. Ransom searches may be conducted of book-sacks, lockers, and automobiles by school personnel or law enforcement, with or without canine inspectors. Refusal to cooperate with the school or law may result in dismissal from ACS.

### General On-Campus Conduct

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

### CLASSROOM EXPECTATIONS

Students at Assembly Christian School must agree to do their very best to obey those in authority over them, for this is right in the sight of God. They will agree at all times to follow the following classroom rules:

- Be in their seats when the tardy bell rings. *(8:30AM)*
- Remain quiet during instruction and as directed.
- Face the front of the class.
- Work independently.
- Pay attention in class and be recognized to speak.
- Behave in a manner that will not disrupt the attention and/or activities of the teacher or other students.
- Bring the appropriate books and supplies to class.
- Have lessons prepared on time and arrive to class prior to the tardy bell.
- Be responsible.

In addition, the student at Assembly Christian School WILL:

- Accept all school policies with a positive attitude because discontentment can become nothing more than a bad habit- a costly attitude that can rob him of the pleasure of being a positive student.
- Refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting.
- Refrain from chewing gum or eating candy in the classroom unless authorized by the teacher as part of a classroom party/special treat occasion.
- **NOT** lie, cheat, or steal; will **NOT** condone such behavior in other students; and not only will the student adhere to this policy, but promote and encourage his/her peers to follow it.
- Confront peers who have violated ACS conduct standards and encourage them to right their wrong.
- Adhere to the signed Code of Conduct.

Following this classroom code will require courage, consistency, conviction, diligence, and a genuine enthusiastic effort. Failure to follow this classroom code may result in several consequences. See “Disciplinary Measures” in this handbook.

Certain substances and objects are considered harmful, dangerous, or otherwise inappropriate for students to possess on the campus. Such materials, which are subject to confiscation, include but are not limited to the following:
- **DRUGS:** The sale, purchase, possession, or consumption of drugs, including anabolic steroids or alcohol, is strictly prohibited. Anyone observed violating this regulation is subject to expulsion. ACS is a drug free zone. Any confiscated drugs, drug paraphernalia, and individuals involved will be turned over to the police. Possession of prescription medication with intent to distribute or possession of falsely represented or illegal or counterfeit drugs will also be grounds for legal prosecution.

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

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

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

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

- **ELECTRONIC DEVICES**
  Radios, recorders/players, I-Pods, or CD players are not permitted in the school or on field trips. Other items not permitted at school include any electronic entertainment units, games, and/or laser pointers. Cameras may be brought to school only when given prior permission and in conjunction with a class or club activity. Unless directed by a classroom teacher, there is no reason for any music CD’s to be brought to school for any reason because students do not have access to devices to utilize the CD.

- **CELL PHONES**
  Cell phones are prohibited from school at all time and prohibited at all school functions off campus. Athletes may not bring cell phones to school on game days. Students who need to make arrangements during school hours or after school will use the school phone or coach’s phone.
  * Failure to adhere to this policy will result in the confiscation of non-academic electronic devices (cell phone, game unit, IPOD, pointer, CD player, music disc, tape recorder, video recorder,
camera, etc.) and parents must retrieve the device after an assigned period of time. 1st offense: If a cell phone or electronic device is recovered from a student, a $20.00 fine will be incurred and 5 demerits given to the student. Parents will be allowed to come and pick up the phone. 2nd offense: The student will receive 10 demerits and phone or electronic device becomes the property of Assembly Christian School, never to be returned to the student. 3rd offense: Student may be suspended.

- **PORNOGRAPHY**
  Pornographic material is strictly prohibited at all times on school and church property, and at any school functions off campus. Inappropriate sexual material includes, but is not limited to: magazines, music, videos, and anything off the Internet. Suspension may result for possession of these materials. No magazines of any nature are to be brought on the school campus or to school activities (bus trips) unless specifically assigned by classroom teacher.

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

**ACCOUNTABILITY DURING SCHOOL ACTIVITIES**

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

**INTERNET USE**

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

**DAMAGE TO PROPERTY**

Students doing damage to property that is not their own will replace or pay for the damaged property. Students may be subject to disciplinary action for damaging property. This also includes school property: graffiti (lockers, desks, walls, gym) sitting on desk tops, misuse of school items, etc.

**General Off-Campus Regulations**

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

- Stealing or shop-lifting
• Drinking any alcoholic beverage
• Sexual immorality
• Smoking or possession of cigarettes
• Possession of illegal drugs
• Vandalism
• Malicious prank against a school representative (e.g. teacher, staff) or a student
• Being present during, or participating in toilet-papering the home or property of a staff member, parent, student, or the school or church building or property.
• Internet/cyber pranks including posting an ACS student or staff name, picture or profile on the internet without the express written consent of the individuals involved
• Involvement in a felony crime
• Shameful behavior (e.g. mooning)
• Involvement with the occult, new age, or any type of eastern mysticism, or any philosophy that does not promote Jesus or the Bible

ACT 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows: the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff. In accordance with R.S. 17:416(D), the principal at a private school must notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as defined in this statute, so that they may process the request for suspensive action in accordance with R.S. 32:431. The suspension will not exceed the student's eighteenth birthday. The student may appeal this process and they may also request a hardship license.

VIOLATIONS OF STANDARDS OF CONDUCT

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

MAJOR VIOLATIONS
Major violations of this handbook will result in an office referral in which consideration will be given for suspension or expulsion. Listed below are some additional explanations of some major violations. This is not an all-inclusive list.

Cheating: Cheating is any attempt to deceive a teacher concerning the extent of one’s work or knowledge so as to cause the teacher to grant a higher grade than deserved. Cheating is a type of lie and demonstrates both a lack of respect to the one in authority as well as a lack of respect to another person. Cheating in any form is a major violation of school ethics and morality that can result in suspensions and expulsion. At the very least, parents will be notified and zeros will be given for any school work that is involved. Copying homework, misrepresenting information on assigned projects or papers, as well as using sources to complete test or quiz demands are all considered cheating.

Music: ACS believes music which promotes rebellion, violence, sexual perversity, disrespect for authority, promiscuity, vulgarity, suicide, or Satanic activity is not an acceptable form of entertainment for the Christian. Therefore, while at school or school-sponsored functions, students may not listen to such music or have in their possession magazines, T-shirts, note-books, or other personal items that promote this type of music. A student who violates this policy will go through normal disciplinary procedures which may ultimately result in the student’s dismissal.

Plagiarism: A student who submits written work must be the author of the paper. When a student uses facts or ideas originating with others, he must make clear which ideas are his and which are not. A student who knowingly plagiarizes, offering as his own what is in fact someone else’s, participates in a form of cheating and the student will receive a grade of zero for the work submitted.

Fighting: Fighting is an indication of a lack of respect for another person and is inappropriate behavior. A student who is being goaded into a fight by another student should inform a teacher. In the event that
fighting actually occurs, the students involved will be sent to the principal. Punishment for a student who has assaulted another student may be suspension or even dismissal. In addition, the parents will be informed of the fight.

**Stealing**: Taking items, whether of great or small value, constitutes violating another person's property and rights of ownership. Such action is seen as very serious and students who are found to have committed theft will be disciplined. Parents will also be notified of the choice their child has made and the student will be made to repay the person from whom they stole, at a minimum, the valued amount of the object stolen.

**Profanity and Vulgarity**: While we are aware that cursing and profanity are common in our society, we firmly believe that Christian institutions need to demand speech free from profanity or cursing. Profane or vulgar speech demonstrates a lack of respect for God’s name as well as a lack of respect for others who find such speech offensive. The discipline of the tongue is a sign of Christian maturity and a topic of frequent discourse in Scripture. An undisciplined tongue can cause much grief to others and can undermine the witness of an individual or school. (See James 3:1-12.) A student using profane or vulgar language will be corrected and parents will be informed of the problem. They will also receive the appropriate number of demerits. A parent conference may then be held. In certain situations, the administrator may choose to take strong disciplinary measures, such as suspension or dismissal.

**Anything the administration deems pornographic will result in immediate dismissal.**

**Disrespect towards Authority**: A student’s lack of respect for authority is of great concern to the school because, through his attitude, the student is challenging the order of authority established by God. A student who demonstrates a lack of respect for authority will be counseled by school staff and receive an appropriate number of demerits. Such a counseling session may result in the student’s being suspended or being asked to leave the school.

**Disrespect to Other Students**: Name calling, slander, derogatory notes, insults, vulgar texting and other actions that demean another will result in discipline up to and including expulsion.

**Internet**: Criticism of Assembly Christian School, its staff, faculty or students will not be discussed on the internet and is strictly forbidden by ACS students and parents of ACS students. Violation of this may lead to dismissal from Assembly Christian School.

**DISCIPLINARY MEASURES**

At times disciplinary measures are necessary and will be implemented. The actual forms of discipline for middle and high school students will vary and may go through a process. It depends upon the seriousness of the infraction, the circumstances involved and the spirit of the student. Discipline for elementary students is announced at the start of the year and the classroom policy will dictate consequences.

The following measures may be used in discipline, but not necessarily all, or in sequence:

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

**MIDDLE/HIGH SCHOOL DISCIPLINE**

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

Teachers are given the liberty to use their judgment when determining the number of demerits issued. Students will be given a detailed explanation of the system and will be expected to cooperate as teachers attempt to shape behaviors that will enhance a life-long love for learning and obedience.

Students who earn demerits will receive a written copy of the infraction. At the discretion/request of the
individual issuing demerits, it may have to be returned with parent/guardian signature. Once 15 demerits are earned in a given nine week grading period, a letter will be sent home notifying the parents that the student is halfway to 30 demerits, and suspension. If 30 demerits are earned in a single grading period, the student will receive a one-day suspension. Classroom policy will be in effect for any assignments, projects, or tests missed. A student earning 30 or more demerits during a nine week period will be suspended for one day due to excessive demerits. For every 10 demerits earned after suspension in the same nine week period, student will receive another one day suspension. After three suspensions, student may be dismissed from ACS. Three suspensions in a school year may be grounds for dismissal from Assembly Christian School.

**ELEMENTARY DISCIPLINE**

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

**Time-Out Day**

Elementary student disciplinary problems are not always best resolved by suspensions. In these cases, the administration will inform the parent by phone that a “Time Out Day” is necessary. The parent will then be required to come and pick up the child from school and discuss with the administration behavioral changes that must take place before the student may return to school.

Suspension may be used for cases of severe misbehavior, such as fighting, vandalism, defying the teacher or in some way stopping the entire class from functioning. In these cases, the student loses the right to proceed through the hierarchy of consequences. Infractions resulting in suspension include, but are not limited to:

- Accumulation of unexcused tardies
- Accumulated demerits
- Stealing (minor offenses)
- Using profanity
- Disrespect to school official/teacher
- Cheating
- Causing personal injury to someone
- Open defiance
- Fighting
- Repeated misconduct in class
- Forgery
- Possessing any items not allowed on campus
- Repeated disobedience
- Skipping school
- Bullying

(For Elementary suspension guidelines see “Elementary Section”.)

**SCRIPTURAL BASIS FOR DISCIPLINE**

"Train up a child in the way he should go" means “to mold character, to direct the growth of, to make prepared, and to point in an exact direction. “Discipline is “training that corrects, molds, or perfects character.” Our goal in discipline is to “link up” with the parent in the training of the child. Each teacher seeks to build a loving relationship with each child in order that discipline can be individualized as the parent and teacher work together to train the student to grow toward a Christ-like image, using the Scriptures as the student’s foundation.

The Scriptures clearly show us that discipline is an act of love, and God sets the example, “as many as I
love, I rebuke and chasten” (Revelation 3:19). Scriptures also show that discipline brings life and salvation: “He disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it” (Hebrews 12:10-11).

The school and home must be in unity for the moral training to be effective. Assembly Christian School strives to cooperate with the home in forming good habits in each student. While the discipline of the child is the parent’s responsibility, parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. Mutual understanding can be gained by conferring with and praying for one another.

Disciplinary measures may include counseling, a warning, withdrawing privileges, temporary isolation, parent conference, referral to the principal, suspension, or expulsion.

**HONOR SYSTEM**
Each teacher will teach the meaning and proper use of the ACS Honor System. Each student is on his honor to tell teacher, privately, when he hears or sees:

- *Swearing*
- *Lying*
- *Stealing*
- *Cheating*
- *Defacing Property*

He is also on his honor not to tell other students. The parent will be informed by the teacher if his child has been dealt with regarding any of the above five areas.

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

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

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

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

**SUSPENSION**
Suspension of a student will be at home for a period of one, two, or three days. It may be for a longer period of time in order to call an administrative meeting to consider dismissal or expulsion of a student. An administrator may suspend a student. Parent notification is a part of this procedure. A student may be suspended for violating the Code of Conduct. Violations may include disrespect for authority, 30 demerits in a nine week period, cheating, stealing, skipping class, using vulgar language, having inappropriate physical contact, vandalizing, possessing pornography, or participating in other such activities. Suspension is a time of soul-searching and re-evaluation for the student, a time for him to re-evaluate his relationship both with God and with the school. If appropriate, the student may be referred to the administration for possible dismissal. The student remains at home and receives an ‘F’ for any
tests/quizzes, projects missed. An absence due to suspension is considered unexcused. Three suspensions in one school year may be grounds for dismissal.

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

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

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

DENYING READMISSION TO ACS
Attending Assembly Christian School is a privilege and not a right. Readmission to school each year is not automatic for students. Application for readmission must be made by using the registration form, and the student will be notified of his/her acceptance into the new school term by the end of July. Assembly Christian School reserves the right to deny readmission to any student found to be in violation of school policy or involved in activities that conflict with school principles or philosophies. It also reserves the right to deny admission to any student whose family member/s have been unsupportive of school policy through word or action, or if the student has verbalized a clear desire to not be in attendance at the school.
If the school administration becomes aware of inappropriate activities on the part of either the student or the student’s family, but does not choose to dismiss or expel the student at that time, the student and his family will be given the opportunity to correct the behavior/activity or risk not being allowed to re-enter school for the following year. Students in this situation may be assigned a mentor with whom they must meet throughout the school year in order to remain accountable in their area of weakness.
SEXUAL HARASSMENT
Assembly Christian School emphasizes to all students, faculty, and staff members that sexual harassment is prohibited behavior and should be taken seriously by all members of the school community. Any student who feels this directive is being violated has the right and responsibility to report the situation so that it can be corrected, if found to be a legitimate case. If anyone’s attentions, actions, or statements are making a student’s school situation uncomfortable, the student should advise a member of the administrative team, who will immediately investigate the complaint. Immediate reporting is necessary to properly investigate a claim. Students who allow time to pass between the allegation and reporting it only make it more difficult for a fair evaluation of the situation.

BULLYING, THREATENING, OR VIOLENT BEHAVIOR
ACT 220 of LA law defines harassment, intimidation, and bullying as an intentional act, gesture, verbal, written, or physical that:
1) a reasonable person, under all circumstances, should know the harmful effects done to a student when he is placed in reasonable fear of harm to his person, his life or his property
2) is so severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

School and school bus environments are to be safe and secure for all. Statements of a bullying, threatening, or violent nature made on campus, at school-sponsored activities or school buses, will not be tolerated. Even if made in a joking manner, these statements threatening other students, school personnel, or school property are unacceptable. Behaviors that involve the above should be reported immediately for evaluation by the administration. A discrimination between playful behaviors that need correction and intentional bullying will be made by the administration.

Disciplinary actions for bullying, threatening, or violent behavior may include:
1st Offense: Student meeting with principal/administration. Demerits may be given and 1st offense bullying recorded.
2nd Offense: multiple day suspension and meeting with parent.
3rd Offense: student may be dismissed or expelled from ACS.

Students will sign a designated code of conduct during the first week of school. This code of conduct regards expected Christ-like behavior, and must be signed on a year-by-year basis. It is provided at the time of enrollment and must be returned to school as part of the process. Bullying will not be tolerated and may lead to suspension and expulsion.

(3) ACS is not responsible to handle conflicts between ACS students who publicly criticize each other outside of school. We encourage both families to reconcile issues that occur between students outside of school.

Athletics/Extracurricular Activities
Participation in sports can develop one mentally, physically, socially, and spiritually, and is an important part of the total educational program at ACS. One of the major purposes in our athletic program is to train students to “have the mind of Christ” even under the pressure of competition. Our goal in academics and athletics is to develop godly Christian character in students who are willing to be used of the Lord Jesus Christ. The policies outlined here are designed to encourage discipline and consistency, two vital ingredients for the success of the student athlete.

*Please see the ACS Athletic Handbook for more detailed information concerning student/parent athletic policies.

7TH AND 8TH GRADE, HIGH-SCHOOL ELIGIBILITY REQUIREMENTS
ACS will follow the scholastic requirements as stated in the Association of Christian Educators of Louisiana (ACEL) official handbook. In general, the student must maintain a 2.0 grade point average and may not have more than one “F” average in any given subject.

Each coach has the authority to set specific standards of conduct and training rules within the guidelines stipulated by ACS. The respective coaches will assume the responsibility for enforcing those rules with oversight by administration. Athletic policy and procedures are defined for all athletes verbally and in writing in the Athletic Handbook. Parents are responsible for gathering information regarding guidelines from their children and for reading and signing the parental code of expectations sent home.
with athletes at the start of a season. Boys may participate in football, basketball and/or baseball. Girls may participate in volleyball, softball and/or cheerleading.

**FEES**
Each student who participates in an interscholastic athletic team will be required to pay an athletic fee for each sport in which s/he participates. All students and their parents are also expected to actively participate in fund raisers, for this is the only means of funding our programs.

**ELEMENTARY/MIDDLE SCHOOL ATHLETIC PROGRAM**
Athletic competition is available for grades 4-8, dependent upon availability of sponsor/coaches. Practices are held after school. Girls may be offered volleyball, soccer, basketball, and softball. Boys may be offered basketball, and baseball. Middle school and elementary athletics are designed to give students exposure to the respective sport, teach them teamwork, and train them in godly character.

**CHEERLEADERS**
ACS Cheerleading squad includes girls who wish to cheer our teams to victory in an organized manner. Our program involves participating in pep rallies and home games. Middle School and High School students are invited to participate in this extracurricular activity. Tryouts are held as announced and allow coaches to determine if interested students have skills that may be developed for the rigorous demands of cheering.
The following rules and regulations pertain to each individual in the cheerleader squad:
- Must purchase uniform
- Must be able to attend all athletic activities to which the cheerleaders are scheduled to attend
- Must be able to attend practices on a regular basis
- Must meet eligibility requirements as set forth in the cheerleading constitution

**BETA CLUB**
The purpose of the Assembly Beta Club is to promote scholarship, leadership, and good citizenship, not only at school, but also within the community. During the school year, Beta Club members participate in the annual state convention as well participate in various school and community service projects. Members must exhibit leadership qualities, maintain a 3.30 GPA, and perform the required number of service hours per year in order to remain in good standing (submitted quarterly). There is a new membership fee and a returning membership fee. If there is a significant interest in a Junior Beta Club and parental support, one will be established on a year by year basis.

**FIELD TRIPS**
Field trips are planned for educational purposes to meet classroom objectives, which may include specific curricular activities and/or celebrations of accomplishments. When a teacher arranges a field trip, all students are expected to participate. Parental participation is encouraged, but may be limited due to restrictions of activity placed on the school by the cooperating organization. Academic follow-up activities may be required as part of the activity. Students missing a field trip may still be required to complete follow-up activity at the discretion of the teacher. An absence from a field trip is considered as an unexcused absence, unless the parent sends a written notice upon return that the student was ill and could not attend the activity.

Parents are sometimes needed to help provide sponsorship and sometimes to provide transportation. Buses will be used for most field trips. The following guidelines should be followed in all school functions requiring transportation if a private vehicle must be used:
- Seat belts must be worn.
- Radios should be off or placed on Christian radio programming. No individual tape decks are allowed for students. No cell phones or I-pods.
- Drivers must not drive over the speed limit.
- Students must return in the same vehicle in which they went unless arrangements were made beforehand with the teacher.
• The driver’s car insurance becomes the primary coverage in the event of an accident or injury. The school accepts no liability for the use of individual cars.
• A copy of driver’s insurance and license must be on file in the school PRIOR to driving for ACS. These regulations hold true for all parents transporting students for athletic or enrichment events also.

JUNIOR-SENIOR FORMAL
The Junior-Senior Formal occurs in the spring of the school year and is for Juniors and Seniors and their dates. A banquet is held and senior class favorites are announced. Dress guidelines may be obtained from the school administration. This activity is not considered a “prom”, therefore students and parents should not expect activities of the evening to include social dancing. Specific details are released in the early spring regarding all aspects of the formal. While seniors and juniors are encouraged to participate, it is not mandatory. When choosing a queen, students in the junior and senior class will vote. All girls in the senior class are eligible to become queen unless they were voted Homecoming Queen. The Homecoming Queen may not be eligible to hold the title of “Miss ACS” as well.

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

Communication

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

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

IF YOU HAVE A CONCERN ~ COMPLAINT
• Pray. Seek God. If you feel God is leading you to voice your concern, ask Him to help you to present it in such a way that it will result in the betterment of ACS and, thus, in the glory and growth of His kingdom. Read and think about passages such as Ephesians 4:1-3 and Colossians 3:12-13.
• Express the concern promptly. Jesus says that we cannot properly worship or serve God if we are in disagreement with someone else (Matt. 5:23-24).
• Voice the concern to the right person. Concerns about a particular problem or situation should be expressed first to the individual in question and then through the proper chain of
command.

• Express the concern clearly. Make sure the person you are expressing your complaint to knows all the details of the situation and exactly what you are complaining about and why.

• Do not broadcast the concern. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved.

• Trust God to work in the situation to bring about His will.

• Anytime a parent or student brings any type of recording device, unknown to other persons in the conversation, whether or not the device is activated, that family may be asked to immediately remove their child/children from the school.

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

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

**IF A COMPLAINT IS MADE TO OR ABOUT YOU**

• Understand what the complaint is and why it is being made.

• Give it prompt attention and agree on an effective solution.

• Make it a growth experience and learn from your mistake.

• Pray about it. Ask God’s wisdom in solving the problem.

**Slanted News**

One of the most critical areas of parent-school communication involves “slanted news.” Slanted news is information regarding the school that is reported by a child, from his perspective, for his benefit. A parent should carefully weigh each comment made by his child because, at some time, almost every child will report events at school in a manner favorable to himself and unfavorable to others. **In front of the child, the parent should support the school, even if what the child says is alarming or upsetting.** Later, in private, the parent should call the teacher or administrator involved in order to get an accurate view of the situation. We encourage our students to “support in public and confront in private”.

ACS asks that parents give the school the benefit of the doubt. Parents should call the school to get a full explanation of any “slanted news” a child brings home. If something seems very strange and wrong, the parent should contact the teacher or administrator involved to get the “other side” of the story.

**Conflict Resolution**

Courtesy of Pastor Rick Warren

We encourage families to use the following steps to resolve conflict:

1. **Take the initiative:** You be the peacemaker. Set up a meeting with the intent of reconciling the relationship. Time should be spent in prayer for the situation before meeting. Keep in mind that time, place, and attitude also play an important part in the reconciliation.

2. **Confess your part of the conflict:** Humility breaks through situations that seem impassable.

3. **Listen for the hurt:** This is key to understanding another’s perspective.

4. **Consider their perspective**

5. **Tell the truth tactfully:** Proverbs 12:18 says, “Reckless words pierce like a sword, but the tongue of the wise brings healing”.

6. **Fix the problem, not the blame:** Put all your energy into correcting the problem, not assigning blame.

7. **Focus on reconciliation, not resolution:** We don’t have to agree on everything. It is more rewarding to resolve the conflict than to dissolve the relationship.

**Grievance Procedure**

The grievance/complaint procedure for ACS applies to student, parent, faculty, administration, or ACS School Board member. One should pay particular attention to Colossians 3:12-13, “Therefore, as the elect of God, holy and beloved, put on tender mercies, kindness, humility, meekness, longsuffering; bearing with one another, and forgiving one another, if anyone has a complaint against another, even as Christ forgave you, you also must do.

**Level 1** – The individual with the complaint must go first to the source of the grievance in an effort
to resolve the situation at the lowest level possible. Parents are to address the teacher as the first attempt in resolving a grievance, before coming to school administration. Many times differences can be quickly resolved at this level. When dealing with grievances, all parties involved should adhere to the following guidelines:

- Discuss the grievance only with those who are a part of the problem and apart of the solution.
- Be open, friendly, and willing to listen.
- Make certain the complaint is understood and circumstances surrounding the problem are clarified.
- Come to some type of resolution even if the decision is to go to a higher authority.

**Level 2** – Once it becomes evident that resolution is not possible, the complaint should be brought to the next higher authority in the chain of command. If appropriate, a joint session with both parties should be arranged. If resolution is not possible, then the complaint should go to the School Administrator. Efforts should center on resolution of the grievance in a friendly, cooperative, and Christ-like manner. Arrangements should be made to monitor the situation on an on-going basis, so the problem does not reoccur. Once addressed at the school administrator level, if no resolution can take place, the problem may be dealt with by the ACS School Board.

**Level 3** - The ACS School board will, in a written statement, offer a decision or recommendation. No further appeal process is possible after this step.

**EMERGENCIES**

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

**EMERGENCY SCHOOL CLOSINGS**

ACS follows the decisions made by the Iberia Parish Schools for emergency school dismissal in case of bad weather or for other reasons. The only additional school closing would be in the case of extreme flooding or electrical failure on our campus. Radio station KANE 1240 AM, and television channels 3 (KATC), and 10 (KLFY) will be notified of any emergency closing for ACS. Christian radio station KAJN 102.9 FM is also notified in the event of school closure and emails are sent through Renweb.

In the event of a chemical or life threatening emergency, parents are asked to come immediately upon hearing of the emergency to pick up their children. Parents are not to call the school and tie up the school lines. Classes are to move in an orderly manner to their pick-up area where they wait for their ride or bus pick up.

**Miscellaneous Information**

**FIRE DRILLS**

Each room has a designated evacuation route posted by the door. Fire drills are practiced regularly. Other periodic emergency drills are conducted to insure that students can rapidly and safely exit the building and/or follow correct procedures in an emergency.

**ILLNESSES**

Students who have a fever, diarrhea, or are vomiting should not be sent to school. Both parents and students should demonstrate concern about spreading diseases and should use common sense as to when the student should return to school. We ask that students experiencing the above symptoms not return to school until they have been symptom-free for 24 hours. Should a student come down with an illness while at school the school office will immediately attempt to contact parents or emergency contacts. Please be certain that individuals listed as emergency contacts also be authorized to pick up students in the event of illness. Please provide at least 3 emergency contacts/pick-up individuals.

School employees are not permitted to give a student even simple nonprescription medication such as
aspirin, Tylenol, cough drops and/or asthma medications without express written permission of one of the student’s parents. See section on MEDICATION.

**LICE**
In the event that a student is suspected of having lice, a doctor’s note clearing the student of lice and/or nits must be presented to the office before the student can return to school. Students are not permitted to remain at school until they have been treated and cleared by a doctor.

**INVITATIONS** (Birthdays/Social Events)
Students are asked to not hand out written invitations or make verbal invitations during school hours for birthday or social events. We ask that students and parents take care of inviting others at home on their personal time.

In the event a parent/guardian desires to send flowers or balloon bouquet, it can be delivered to the office. The office will notify the student at an appropriate time, acknowledge the occasion, and bring the bouquet back to the office for safe keeping until the end of the school day.

**FOOD ITEMS**
All food items must be kept in lockers or classrooms until lunch time. Absolutely no food is allowed in class or between classes with the exception of approved class parties. Vending machines are to be used at designated times. Students are to eat prior to arriving at school and may not bring morning foods, coffee, drinks, etc. and consume them. Parents should attend to students as they arrive as car-riders so they are not bringing breakfast foods to the building or in the wait area. Students may purchase breakfast between 8:00-8:15 a.m. in our school cafeteria. Late arrivers will not be able to be served because school takes in shortly thereafter. Breakfast is not served when school is in session for only one half of the day.

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

**LIBRARY**
The library has a collection of books available to use for study and research. Teachers may mandate the use of the library at selected class times.

**LOST AND FOUND**
The school maintains a lost and found bin. A student may stop by the office before or after school, or during lunch to look into the lost and found, with adult supervision only. Items that are not claimed by the end of a calendar month may be donated to charity.

Parents, please clearly label all articles of clothing and any items brought to school with the name of the student by using a permanent marker. This includes lunch boxes, coats, sweaters, notebooks, book sacks, P.E. clothes, and any other such items. If items are not labeled, ACS reserves the right to label items with the students' initials. Items located in lost and found are cleared out each month, just after the 1st of the month.

**LUNCHES**
Parents are encouraged to pay for student lunches at least one month at a time. Students are permitted to bring their lunch to school and eat it in the school cafeteria. Students MAY NOT bring carbonated beverages with lunch. ONLY milk, water and juice are allowed in the cafeteria. If you need to reach the cafeteria, call 369-8000 and request the cafeteria line.

During lunch, milk, water, fruit juices and ice cream are available for purchase. If a student forgets his lunch money, the lunchroom manager will debit his/her account for that day and provide a verbal reminder that lunch money must be sent at least a week in advance. Progress reports as well as report
cards will be held if students are in arrears with their lunch account. Parents who wish to eat lunch with their child are welcome to do so. They must first notify the cafeteria manager prior to lunch, and check into the school office before proceeding to the school cafeteria for lunch. Parents must pay full lunch price. A parent may also bring a lunch for his child, provided that the parent stays to eat with the child. By federal law, no carbonated beverages may be brought into the cafeteria with a student’s lunch. Parents should remember that our lunch time is limited. Parents are strongly discouraged not to remove their children from the school campus for lunch. If the student is late for class, the entire class is disrupted. This tardy will be considered unexcused and demerits will be issued. Students MAY NOT leave the campus with other parents to have lunch. Friends who do not attend ACS will not be allowed to bring lunch or eat lunch with ACS students. This is a closed campus and all visitors must check in with the school office.

MONEY AND NOTES
All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher. Money should always be sent in a sealed envelope with the following information on the outside: (1) Child’s name, (2) amount and purpose of enclosed money, (3) teacher’s name. Please send money or a check for the EXACT amount due. Please do not ever combine two or more fees (example: lunch and field trip money) in the same envelope. Also, do not combine money for brothers and sisters from different classes. Combined monies complicate teacher bookkeeping and robs the class of precious academic time. Please help our teachers by sending the exact amounts of money.

PARENTAL INVOLVEMENT
Because our school desires to be in partnership with the Christian home, parents are encouraged to play an important part in our school. Each parent is encouraged to become involved in their child’s life at ACS and to participate in some of the volunteer projects available. Some areas where parents are encouraged to volunteer include athletics, library, prayer support, social activities, and in school organizations. A parent interested in volunteering may contact the school office to receive directions for becoming involved.

Furthermore, ACS expects full cooperation from both parents and students in the educational process. There may be areas that need to be discussed or points that need to be clarified. We ask that all this be done in the spirit of unity (I John 4:7-11). If at any time the school feels cooperation is lacking from either the parents or from the student and it is determined that the parents are not satisfied with the school, then the parents will be asked if they would like to withdraw their child from ACS. If the child is not withdrawn and if, after an effort has been made by the school to solve the problem that exists, the school continues to feel that cooperation is lacking from the parents, the child (or children) will be dismissed.

PARENTS IN THE CLASSROOM
We encourage parents to visit the classroom in order to observe, first hand, the responses and interactions of their children. However, parents should recognize that such visits, while beneficial to observe certain behaviors in their own child, may be disruptive to a class full of other students. Therefore, parental visitation requires administrative approval. Parents will need to sign in at the office and receive a visitor’s pass. Younger children should not come when a parent is visiting in a classroom. Also, we ask that parents do not plan to visit during the first few weeks of school or the last few weeks of the year, since these times are hectic for teachers and administrators. Parents should return the pass to the office before they leave campus. ACS assumes that parents enroll their children in our school because they trust our integrity and decisions. Should parents feel that trust has been violated, they should openly discuss such concerns with the teacher and/or administration. If resolution cannot occur, perhaps another school setting would be more adaptable for the special need of the student.

PARTIES
The teacher may request assistance with parents in the planning of class parties. Parties may include a Thanksgiving Celebration, Christmas Party, Valentine’s Day Party, and an Easter Celebration. Since
class parties are designed for a particular age group of students, parents are requested not to bring additional children to class parties.

As a Christian school, we do not celebrate Halloween. We also do not give any teaching time to Santa Claus or the Easter Bunny, nor do we celebrate St. Patrick’s Day. We reserve all the precious time we have at school to teach and celebrate the birth of our Lord Jesus during December and to focus on the meaning of His death and resurrection prior to Easter.

PERMISSION SLIPS
A permission slip must be signed to allow students to participate in any school sponsored field trips, competitive sports, and other special events. Failure to return the permission slip could prevent a student from attending the event. Permission slips are also waivers of responsibility while on a field trip and for this reason, they MUST be returned signed by a parent.

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

PICTURES
Individual student pictures are taken each fall in the school uniform and class group pictures are taken mid-year. Each spring, individual pictures in casual or dress clothes are taken. Each may be purchased by the student as desired. Teachers will assist in the “touch-up” of hair; however, each child must bring his own comb or brush. Under no circumstances are students allowed to share combs and brushes.

SUGGESTIONS
Parents are encouraged to share their thoughts concerning Assembly Christian School by sending them in a sealed envelope to the school office. Those thoughts should be signed so that the administration may follow up on suggestions.

TELEPHONE CALLS
School phones are not to be used by students. In an emergency, the staff will place a call for the student. Parents are asked to refrain from calling the school office to leave messages for students. Only emergency messages from parents will be delivered.

TEXTBOOKS
The school issues all basic classroom textbooks to the students for use during the school year. These texts remain the property of ACS and should be treated as such. They must be kept covered at all times and every attempt should be made to protect them from water and abuse. Students will be charged fines according to the following guidelines for damaged or destroyed books:

- Lost books that are less than a year old......Cost of book
- Lost books that are more than a year old......75% of replacement cost
- Damage beyond use (at discretion of administration)......Fined as if lost and student may keep the book
- Excessive wear but still usable......$1.00 to $10.00

Report cards will not be issued, nor records sent to other schools, until all books are turned in and accepted in usable condition. If a student does not return his/her book and does not pay for it the day of the exam, a final exam will not be administered to said student.

SCHOOL SUPPLIES
A detailed list of school supplies for each grade level will be sent to each family in a summer newsletter. This list will be as complete as possible, but may vary according to the requirements of individual teachers. Any changes or additions will be announced at orientation in August.

SCHOOL OFFICE
Office hours are 7:30 a.m. until 4:00 p.m. Because we desire our students to develop responsible, independent behavior, parents are not encouraged to bring homework, books, lunches, etc. to school. Parents who have custodial agreements or any students who have restrictions on whom they may leave with are encouraged to file such judgments or documents in the school office. **If you have a change of address, home/business phone number, or place of work, please notify the office immediately at 364-4340.** Equally important would be to notify the office of a change in phone number of a person to contact in case of EMERGENCY.

**VISITORS**

Immediately upon entering the campus, all visitors should check in at the school office to receive a visitor’s pass. ACS is a closed campus for non-ACS students. Students considering enrollment at ACS are welcome to visit by appointment. Such students should contact the office upon arrival for further details. Friends of ACS students may not enter hallways during the school day. Former students may not enter the hallways or the cafeteria during school hours while classes are in session. They should check in with the office to determine the optimal time to ‘visit’ with former teachers.

ACS buildings are not open to visitors after school hours except for interscholastic or public events unless permission has been granted by the administration. **Students who invite friends to school functions should inform them that they will be expected to maintain the same standards of behavior as an ACS student.** Visitors not meeting those standards of conduct will be asked to leave. At no time may ACS students be on campus without an adult chaperone who is approved by the school. At no time may any nicotine, alcohol, drugs, or weapons be in the possession of individuals on the school campus. ACS reserves the right to insist on immediate departure of any individuals who violate this standard of conduct.

**TOYS**

No personal toys should be brought to school for play without the teacher's permission. Radios, cassette or CD players, I-pods and skateboards are not permitted at school for any reason. Parents will be asked to come to school to secure such items if they are brought to school. Please use discretion when purchasing lunch boxes and book bags. Many of the current cartoon characters promote anti-Christian values, beliefs, and principles.

**ELEMENTARY SECTION**

Miss Mandy Comb
Elementary Dean of Students

**ADMISSIONS**

It is a requirement for all incoming kindergarten students and new students to take an entrance test to determine readiness and placement. The child must make a passing score to be allowed entrance. Grade placement for all new students will be determined by administration. After placement, the administrative staff may determine it is in the child’s best interest to alter the grade placement of a child. Any time it is determined by the administration that it is in the best interest of the child and/or ACS that the child be withdrawn, the parents will be asked to withdraw the child. This does not imply that the child is not a Christian or of great worth, merely that ACS may not be the best place for him/her at this time. **Note: All incoming kindergarten students must be 5 years old by September 30 to enter kindergarten.**

**ATTENDANCE**

Students are expected to be in class and on time each day. When a student returns to school from an absence, he must bring a written statement with a parent’s signature listing the dates and reason for the absence. The classification of an absence as excused or unexcused is determined by the administration. Eight days of absence are allowed per semester. More than eight can cause a pupil to repeat the grade.

**TARDIES**

Students demonstrate responsibility and dependability through their attendance and promptness to
school. Tardiness disrupts the normal teaching patterns and must be held to an absolute minimum. A student is considered tardy if he/she is not seated in the classroom by 8:30 a.m. When an elementary student is tardy for any reason, they report to the office, be signed in by a parent, and receive a tardy slip from the office staff. They must not report to the classroom first. If a student accumulates an excessive number of tardies (4 or more in a nine week period), a letter of notification will be mailed to the parent. Elementary students who fall under the demerit system will receive 5 demerits for every three unexcused tardies in a nine weeks period. Example: 6 unexcused tardies in a nine weeks will result in 10 demerits; 9 unexcused tardies in a nine weeks period will result in 15 demerits. **Continual tardiness may result in suspension from school because it demonstrates a disrespect for school authority.**

**DISCIPLINE**

The entire elementary school (K-6) is using some techniques found in Lee Canter’s book *Assertive Discipline*. His method consists of three parts: **RULES** that the student must follow at all time; **POSITIVE RECOGNITION** that students will receive for following the rules; and **CONSEQUENCES** that result when students choose not to follow the rules.

Each teacher will provide a classroom policy manual that will detail her classroom rules and guidelines. Discipline is such an important part to learning. In our discipline we want to make sure that parents are aware of their child’s behavior as well, and do their part to help the child change this wrong behavior.

**ELEMENTARY DISCIPLINE PROCEDURE (GRADES 1-6)**

Assembly Christian School Elementary uses the demerit system for discipline for grades 1-6. With the demerit system, the parents will have a written record of child’s behavior per nine weeks through a hard copy being sent home and an email being sent the day the child receives the demerit. Parents can access their child’s behavior record at any time on Renweb. We’re asking all parents to please submit an email address to the school office where the school and/or teacher may connect with you. If you do not have an email address it is very important that you set one up. We will be communicating with our parents through email this year for most of our correspondence. The following will be implemented in our lower elementary for discipline:

1. The student may receive a warning for an infraction before receiving an actual demerit. That warning will also be in written form and parents will be notified through the hard copy of the demerit slip and through email.
2. If a student has multiple infractions in a day. Those infractions may be listed on one demerit slip. (ex: classroom disturbance, cafeteria misconduct, talking during instruction). This will give the parents an accurate account of the child’s behavior.
3. All demerits are cumulative for the nine weeks. Once a student receives a demerit it goes on their record for that nine weeks and will determine their nine week conduct grade. Incentives will be given for student’s behavior to improve but the demerit mark will remain on record.
4. A parent meeting may be necessary if the student is receiving demerits for a repeated infraction. The meeting is for the purpose of helping the student to stop this infraction. Sometimes a phone conference can replace actual face to face meeting.
5. Students receiving 7 or more demerits in a week will be sent to administration. Parents will be notified by the elementary supervisor and a meeting may be set up to discuss child’s behavior. *(Note: Teachers reserve the right to ask administration to speak to a student before they reach the 7 demerit mark to avoid receiving more. In this case parents may not be notified).*
6. If a student reaches 15 demerits parents will be notified through email that their child is in danger of receiving a 1 day suspension if they reach 30 demerits.
7. Suspension will automatically bring the child’s nine week conduct grade to a 60/F if not lower from accumulated demerits.
8. If a child receives 10 or more demerits after a 1 day suspension within the same nine week period, they will receive a 2 day suspension and a conference will be set up with parents, teacher(s) and administration to come to a solution in child’s behavior.

9. Three suspensions in a school year may lead to possible dismissal from Assembly Christian School. Administration reserves the right to make that decision.

10. At times it may be necessary for a child to have a “time-out day”. This is not considered a suspension. If a child has been given medicine that causes them to act out in class and/or fall asleep, it is necessary to send them home as they cannot function in the classroom setting. It will go on their record but will not be counted as a suspension or will not affect their conduct.

11. Other means of discipline may be given by teacher and/or administration along with demerit(s) if it is a repeated infraction. Other means of discipline may include:
   - written work
   - time off at recess
   - time off from parties/school events, etc

Severe Clause is for cases of severe misbehavior, such as fighting, vandalism, defying the teacher or in some way stopping the entire class from functioning. In these cases, the student loses the right to proceed through the hierarchy of consequences.

**KINDERGARTEN DISCIPLINE PROCEDURE**

- General Warning (-0 pts) 100/A
- 1st correction (-3 pts) 97/A
- 2nd correction (-8 pts) 92/B
- 3rd correction (-15 pts) 85/C (10 minutes off recess; note home)
- 4th correction (-25 pts) 75/D (no recess; work; call parents)
- 5th correction (-35 pts) 65/F (visit to supervisor; parents notified)

*Severe Clause will be instated in this grade level also. See class policy packet for more detailed information.

**GUIDELINES FOR SUSPENSIONS—ELEMENTARY STUDENTS (K-6)**

Students can be suspended for any of the following reasons. Students receive an “F” (grade of 40) on all tests missed:

1. Accumulation of unexcused tardies
2. Acquiring a 60 or lower in conduct
3. Stealing
4. Using profanity
5. Disrespect to school official
6. Cheating (will result in a “0” grade on evaluation or partially graded)
7. Causing personal injury to another person
8. Open defiance
9. Fighting
10. Forgery
11. Possessing any items not allowed on campus
12. Repeated disobedience
13. Causing personal damage to another student’s property or school property
14. *Bullying…defined as persistent harming of someone physically, mentally and emotionally

*Bullying, in any form, will not be tolerated at ACS. We are here to protect every student and make sure that everyone has a good experience at ACS.

**TEST FOLDERS**

Test folders will be sent home at the beginning of every week. A specific day is determined by the
teacher and noted in the classroom policy. Parents are to review all tests and quizzes, and sign on the appropriate line, indicating that you have reviewed tests/quizzes. Folders are to be returned the next day, or conduct grades may be affected. **At no time are test papers to be kept at home. Papers must be returned with the folder.** If the parents need to keep the folder an additional day, they should send a written request with the student, so that the student’s conduct grade is not affected. Important notices usually go home in test folders also. Parents, please make sure you check the folders thoroughly for these notices.

**ASSIGNMENT PLANNERS**

Assignment Planners are not required due to Renweb, but lower grade teachers may request one to ensure the child is learning study skills. It is important for students and parents to check Renweb every day for assignments. All teachers will post homework daily on Renweb.

**RENWEB SET-UP:**

All parents are required to have an email on file with the school office and should set-up a Renweb account. This makes all grades, conduct, absentees and other important school information available to the parents or guardians of every student. To set up an account on Renweb you must first have an active email account.

1. Go to www.renweb.com and click on parent logins.
2. Click on “create new parent web account” (in red)
3. Type in school code AC-LA (all capital letters and hyphen)
4. Type in your email address that school has on file and click ‘Create Account’.
5. A notification will be sent to your email address. Open your email from Renweb immediately and click on blue link.
6. The link will take you to Username and Password set up. Use your complete email address as your Username and create a 6 character password with at least one number. Retype password to confirm it.
7. Click save and close your email and go back to renweb.com and login making sure you use the school code (AC-LA) and your complete email address as your username and the password you have created.

Note: If it gives you an error message, please call the school office to get the problem resolved during our office hours of 8:00– 3:30pm Monday-Friday at 337-364-4340.
PARENTAL AGREEMENT
(Complete one per in family.)

TUITION PAYMENT
Since Assembly Christian School has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student enters after the school year has begun, then charges are pro-rated according to actual number of days enrolled. No deductions will be made from tuition for absences during the school year, regardless of the cause of such absence.

DISCIPLINE
I understand that sending my children to Assembly Christian School is a privilege and not a right. The goals of Assembly Christian School are not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child’s teacher and/or other agent of the school to make and enforce classroom regulations and school policies in a manner consistent with Christian principles of discipline as set forth in the Scripture. This may include such measures as instruction, exhortation, correction, rebuke and contacting parents.

ACTIVITIES
I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school (unless restrictions are listed).

WITHDRAWAL NOTICE
I agree that should I choose to withdraw my child, whether before the school year begins or during the year, I will request and complete the Request For Withdrawal Form. The withdrawal will be effective as of the date the completed form is submitted to the office. A one month tuition penalty fee calculated from the official date of withdrawal will be assessed when families withdraw for any reason before the end of the school year. I understand that ACS will not send transcripts or records to any other schools unless all accounts are paid in full.

LOCKERS/DESKS
I understand that school lockers and desks are property of the school and that the school has a right to open and search desks and lockers. The school is not responsible for items lost or stolen.

LIABILITY
I further agree to hold the school and its agents harmless for any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should legal action for any reason be taken against Assembly Christian School or any employee or agent thereof on my child’s behalf and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages, or other cost that Assembly Christian School or its agent should incur to defend itself against such action.

This Parental Agreement Statement will be in effect for as long as my children listed or other to be enrolled attend Assembly Christian School, whether it be Preschool, Elementary, Junior or Senior High.

I understand that should my marital status change, it is my responsibility to have a corrected Parental Agreement Statement signed and updated and delivered to Assembly Christian School.

I realize that Assembly Christian School is an extension of me, the parent, and I pledge my prayerful support to the school administration and faculty. I will make every effort to work with the school personnel to insure the best possible learning experience for my child.

EMERGENCY CARE / USE OF INFORMATION
If emergency medical care is necessary for my child, I give ACS permission to transport my child to the nearest medical facility.

I authorize ACS to take photographs of my child and authorize assignments and transferees to use and publish the same for the purpose of publicity, illustration, commercial art, and in the advertising of Assembly Christian School.

As a parent/guardian I am in agreement with the Assembly Christian School Handbook and Code of Conduct, and understand that I am to cooperate with the school according to the policies and regulations contained therein, along with any other school policies, both verbal and written.
I have read and do understand the above information and request that my child be accepted to attend Assembly Christian School.

ASSEMBLY CHRISTIAN SCHOOL
CODE OF CONDUCT

I understand my attendance at Assembly Christian School is a privilege and not a right. The standards of integrity, honesty, and morality are expected to be maintained. I have chosen to attend ACS because I feel it is God’s place for my spiritual and academic training.

I understand that I am to exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. I realize that my dress and behavior are never to be an offense to others.

In keeping with the character of Christ and the goals of this school, I commit to the following code of conduct:

1. I will submit to the leadership of those God has placed in authority over me, including my parents, teachers, principals, and pastors.
2. I will keep myself pure in spirit, soul, and body.
   - By avoiding participation in drug use of any kind, including tobacco and alcohol.
   - By avoiding any engagement in immoral activities or sexual misconduct, including conversations and pornographic material (magazines, movies, music internet, etc.)
   - By avoiding participation in any occult activity, new age or any eastern philosophy or mysticism.
   - By avoiding the use of profanity, offensive slang, vulgarity, envious rivalry, foolish jesting, lying, stealing, and cheating.
   - By avoiding the use of racial slurs of any kind which results in automatic suspension.
   - By not participating in any form of vandalism.
3. I will keep my conversation in the spirit of the Word by speaking those things which do not demean others.
4. I will settle all difference with others through Biblical guidelines.
5. I will commit myself to building my Christian character through regular church attendance, personal prayer and Bible reading. I will participate in ministry at church, chapel, and devotions.
6. I will not post on the internet: criticism of ACS, its faculty, students or family members.

I understand failure to uphold this code of conduct will result in disciplinary action, which may include suspension and/or expulsion. I also understand that in accordance with Matthew 18:15-17, I have a duty to confront others who may violate this code.

I have prayerfully considered this code of conduct and I understand my signature below is my acceptance of the entire code.
A. We believe the Bible to be the inspired and only infallible authoritative Word of God. (II Timothy 3:16)
B. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (I John 5:4-6)
C. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians 15:3, I Peter 2:21-24, John 3:16)
D. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30, Galatians 4-7)
E. We believe that the full consummation of the Baptism of believers in the Holy Spirit is evidenced by the initial physical sign of speaking with other tongues as the Spirit gives utterance, and by the subsequent manifestation of spiritual power in public testimony and service. (Acts 2:4; Acts 10:44-46; 19:2,6; Acts 1:8, 2:42; Matthew 3:11)
F. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:24, 28, 29).
G. We believe that deliverance from sickness is provided for in the atonement and is the privilege of all believers. (Isaiah 53:4; Matthew 8:16; John 5:14; I Peter 2:24)

We believe in the imminent return of our Lord and Savior Jesus Christ (I Thes. 4:18; Rev. 22:20)

I fully support the Statement of Faith and realize that this is the foundation of the instruction my child will receive. I realize that admission to Assembly depends upon being in agreement with this Statement of Faith.
Drug Screening Policy
And Procedures
(For Middle School/High School Only)

We want to thank you for entrusting your child to us as evidenced by registering your child at Assembly Christian School. It's our desire that each student’s experience at ACS will be one of growing, learning and experiencing the great love of God!

ACS requires that students conduct themselves in a manner that insures that they are drug-free. In keeping with that policy, we have contracted with SECON to assist us in carrying out the screening program. A student fee is assessed to cover the expense of this program. **The fee of $15.00 will be due in the fall of the school year, at our student orientation.** If the fee is not paid, the student will not be allowed to attend classes.

SECON is a fully integrated provider of comprehensive drug testing and specimen collection services for criminal justice, government and professional service clients. This company maintains its headquarters in Lafayette, Louisiana, with additional service centers in New Orleans and Houma, Louisiana. From these sites, the company administers a network of services that include more than 475,000 annual collection and/or test specimens for a large variety of public and private clients.

Drug screening is a common procedure in many work and school settings. ACS administrative representatives are specially trained to carry out this procedure. Students are randomly chosen for the urine screening which occurs periodically during the school year. Details regarding the screening process are given below.

School Procedures for Drug Screening (as trained by SECON)

1. Set of random number will be established and individually assigned for identity protection to each student registered in grades 9-12. Only the Principal and designated staff members will have knowledge of the random student/number relationship.
2. Numbers will be randomly chosen to facilitate screening on screening days. Students chosen will report to the office to participate in the screening procedure during the school day.
3. Students may also be chosen to be screened, if in the opinion of the Administration, their actions and attitudes show reasonable suspicion that they might be under the influence of a controlled substance.
4. The screening will determine if cocaine, marijuana, opiates, methamphetamine, and phencyclidine are present in the sample. These drugs were identified as illegal drugs in the President’s Executive Order 12564 and are the five drugs mandated for screening by the Federal Government in both urine and hair tests.

In the event that a student test positive, the parents have the option to contact SECON to perform a hair sample screening for verification. The parents are responsible for payment.
School Contact Information
Assembly Christian School
4219 E. Admiral Doyle Drive
New Iberia, LA  70560

Phone:  337-364-4340
Fax:  337-3648310
www.accni.com

EMAIL ADDRESSES

Krystan Judice, Principal
krystan@acsni.net

Nancy Richard, Secondary Dean of Students
nancy@acsni.net

Mandy Comb, Elementary Dean of Students
mandy@acsni.net

Samantha Bridges, School Secretary
samantha@acsni.net