

# **Assembly Christian School**

Loving God *and* Loving Children

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**ACS**



## **Early Childhood – Pre-k 3 & 4 and Kindergarten Parent & Student Handbook**

*2017-2018 Revision*

Approved by  
The Louisiana State Department of Education

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

Member of  
The Association of Christian Educators

## 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!

Krystan Judice,  
Principal

*“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*

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# **PURPOSE~ADMISSIONS**

## **STATEMENT OF FAITH**

### **The inspired Scriptures**

We believe the Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct.

### **God in three persons**

We believe the one true God has revealed himself as being the eternally self-existent Creator of heaven and earth and the Redeemer of mankind. He has further revealed himself as a Trinity, that is, one being existing in three Persons — Father, Son and Holy Spirit.

### **The Lord Jesus Christ**

We believe the Lord Jesus Christ is the eternal Son of God, as revealed in the Scripture, by His virgin birth, His sinless life, His miracles, His death on the cross, His bodily resurrection from the dead and His position at the right hand of God.

### **Creation and fall of man**

We believe that man was created good and upright. However, man willfully sinned and thereby was subjected not only to physical death but also to spiritual death, which is separation from God.

### **Salvation**

We believe man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Salvation is received through repentance toward God and faith in the Lord Jesus Christ.

### **The ordinances**

Water baptism: We believe the ordinance of baptism by immersion in water is commanded of all who repent and believe on Christ as Savior. It represents having died with Christ and being raised with Him to walk in newness of life.

Communion: We believe the Lord's Supper is a memorial of Christ's suffering and death and a prophecy of His second coming. It is commanded of all believers "until he comes."

### **Baptism in the Holy Spirit**

We believe all Christians are entitled to and should seek the baptism in the Holy Spirit with the initial physical sign of speaking with other tongues according to Acts 2:4. This experience gives a Christian power to witness by his/her life and words.

### **Sanctification**

We believe sanctification is an act of separation from that which is evil, and of dedication unto God.

### **Church and its mission**

We believe the Church is the body of Christ with a divinely called ministry. Its purpose is to evangelize the world, worship God and encourage believers to grow in the likeness of Christ.

### **Divine healing**

We believe deliverance from sickness is provided for in the Atonement and is the privilege of all believers.

### **Second coming of Christ**

We believe the blessed hope of the Church is Christ's return from heaven to catch up the Christians who have died, together with those who are alive, to be with Him forever.

### **End-time events**

We believe Christ will return with His saints to establish a 1,000-year reign of peace. After this will come the final judgment of the wicked, and then a new heaven and a new earth.

## **Mission Statement**

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.

## **Philosophy of Assembly Christian School**

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.

### **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.

Our traditional curriculum integrates instruction with moral values, patriotism, and Christian principles with strong academics.

### **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 ACC. Assembly Christian School stands with the Assemblies of God position paper on same-sex marriage and gender identity.

### **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, 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.

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 within one week of school starting. 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. Students must be the appropriate age by September 30th to be placed in the appropriate age-level section.

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

- Refusal of parents for their child to receive discipline if school code of conduct or class policies are violated
- Repeated aggressive and/or intimidating behavior by one student to another
- 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 to not attend the school, a meeting will be held with the parents to discuss continued enrollment.

All documents completed by the 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.

### 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.

### Spiritual Life

Families 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.**

### Residence/Domicile of Student

All ACS students must live with a parent or legal guardian(s) throughout their enrollment at Assembly Christian School. Extenuating circumstances must have approval from the administration, or withdrawal from ACS may be required. **In situations where there is joint custody, both parents must agree to the child's enrollment at ACS.** This includes decisions on who has access to the child and all decisions made concerning the child's welfare while enrolled at the school. Parents must inform the teacher of who should receive correspondence. No contact orders must be submitted to the office and kept in the students' file. It is the parent/guardian's responsibility to update these records as needed.

### 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, supply fees and program fees at the end of the year. 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. 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* form 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 in the back of the handbook and instructions for car riders)

**7:00 am-8:30 am**

You may begin dropping off your child at 7:00 am.

#### **Drop-Off Procedure for Pre-k:**

Use Orange Grove Drive and turn behind the church and then follow the gravel drive around the playground to the gravel parking lot on the side of the gym. Walk your child in to the classroom and sign them in at the table by the back doors.

#### **Drop-Off Procedure for Kindergarten:**

Kindergarten students are dropped off in the front of the school. The teacher is available during the 1<sup>st</sup> 9 weeks to guide students to the gym or square.

**Pre-K students are not allowed to be dropped off in the front at any time and must continue to be walked into their classroom from the back entrance.**

**\*After 8:30 am students are considered late and must be signed in through the office, and then walked to their classroom. Please do your best to have your child at school on time! This will model punctuality as well as minimize disruptions.**

#### **Breakfast**

Breakfast will be served at 7:50 am each morning. If you would like your child to eat breakfast, they must be in their classroom by 7:45 am. Breakfast arrives to the classroom by this time. Pre-K students eat breakfast in their classroom. Kindergarten students eat breakfast in the cafeteria.

#### **Lunch**

Pre-k 3 students eat lunch in their classroom. Pre-k 4 and Kindergarten students eat lunch in the cafeteria. On rainy days, students ride the bus from the school to the cafeteria.

### Afternoon Dismissal

#### **2:55pm - 3:30pm**

The pick-up line for students in Pre-K 3 – 1<sup>st</sup> grade will be in between the school and the gym. Enter the line from Admiral Doyle. The gate will open at 2:55 and students will be placed in their vehicles by the duty teachers. Children will be sent to after-school care at 3:30 p.m.

#### **3:30 pm – 5:30 pm**

Pre-K and Kindergarten will be in after-school care, which will be located on the playground if weather permits or in the hall by the Pre-K classroom. You may park in the gravel parking lot, and walk into the building to sign your child out.

**\*If you need to check your child out of school prior to 2:45 pm, please go to the office and sign them out. You may then walk to the room and get them.**

### After-School Care

Preschool After-School Care is offered daily after school until 5:30 p.m. for students in Pre-K and Kindergarten. 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. Bills must be paid by the tenth of the month. Students may not attend after-school care if accounts are not settled as of the 15<sup>th</sup> of the month. Parents interested in After-School 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 After-School Care. Parents must abide by After-School 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.

**AT NO TIME ARE 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 Preschool After Care.** Our coaches cannot coach and be responsible for non-athletes.

### Student Check-In/Check-Out

To check a student in/out of our early childhood program later or earlier than normal, a parent must come to the school office and sign them in/out. Once the parent signs our form they may bring their child to their classroom or receive them from their teacher. Students will not be released to anyone not listed on the student's master-card. Anyone picking up a student must be prepared to show identification. Any court documents prohibiting your child from contact with certain people must be on file in the school office.

### Class Tardies

**We ask that Pre-k and Kindergarten students are not brought to school after 9 am unless there was a doctor's appointment. A doctor's excuse must be presented upon check-in after this time.** Please be reminded that we are not a day care program but rather a school program that teaches curriculum. We encourage all parents to make sure that your child is at school before the day begins. Our instruction begins at 8:30am and the morning is the part of the day when most of the academics are taught.

If a child is often late a phone call or meeting may be set with the parents to talk about the frequent tardies. We believe that having your child at school every day before the day begins and picking them up at the end of the day establishes a consistency with them and a routine that fosters security. A change in routine often can cause a child to have trouble settling into the classroom structure whereby they may be a discipline problem for the teacher. **A student's tardies and absences are taken in to consideration when determining kindergarten readiness.**

### Bus Transportation

Pre-K3 students are not allowed to ride the bus to and from school. They must be dropped off and picked up by a parent. Only Pre-K4 students who have older siblings at ACS may ride the bus to and from school. The older sibling must bring them to their classroom in the morning and must go and get them from the classroom at the end of the day. We understand that some parents do need their K4 children to

ride the bus, but we have seen negative influences on our little ones. **We strongly encourage parents to bring their children to school and pick them up.** Kindergarten students may ride the bus to and from school. Pick up a form from the office and call the bus driver. Please cooperate with the bus driver by discussing proper behavior on the bus with your child. 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.**

### **Progress Reports / Report Cards**

Pre-K students receive a skills-based progress report for the 1<sup>st</sup> and 3<sup>rd</sup> nine weeks. Kindergarten students receive progress reports for the first nine weeks but for the second, third, and fourth nine weeks they will receive grades in the form of a report card. Progress Reports / Report Cards will be issued at the end of the nine weeks and will be presented to parents at a Parent / Teacher conference. Parents will be given advance notice of the time of Parent / Teacher conferences in writing. Students will be given appointment letters and required to return these signed to their teacher. These meetings are encouraged in order to receive one on one conference with the teacher concerning your child. Progress reports do not have to be signed and returned. The fourth nine weeks progress reports and report cards **will be mailed** to parents. The final progress report / report card for the school year will be released only if all tuition is current. Progress Reports / report cards or verbal summaries will NOT be distributed to parents, if, during any given nine weeks grading period, fees to the school are delinquent, including, but not limited to, tuition, breakfast/lunch fees, pictures, etc.

**\*\*NOTE\*\* The 4<sup>th</sup> nine-weeks assessment is what teachers use to evaluate students at the end of the year to determine their readiness for kindergarten. If a teacher feels the student is not ready, a placement test is required for that student to enter kindergarten.**

### **School Supplies**

A supply fee will be required from all parents at the beginning of the school year to pay for all supplies of their child. This will insure that all students have the same supplies and the supplies that the teacher requested. Parents need to provide 2 towels, a book-sack, and an extra change of similar to uniform clothes.

### **End of Year Program for Pre-k:**

At the end of the school year the prekindergarten classes will have a program for students to perform what they've learned for their family and friends. This is not a graduation commencement and does not mean that the child has reached kindergarten readiness. There is a fee that will be announced to help pay for the program.

### **Graduation for Kindergarten:**

At the end of the school year the Kindergarten class will have a graduation for students to perform what they've learned for their family and friends. They will wear a cap and gown and also receive their Kindergarten diploma. There is a fee that will be announced to help pay for the graduation program. Students must have a "D" average in both math and language to be promoted to 1<sup>st</sup> grade.

### **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.**

# **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.

## **DISCIPLINE DEFINED**

Discipline is the process of training, teaching, reproofing, 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 age-appropriate discipline for pre-k like time-out, loss of play time, time out day, etc.

## **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 sent home for time out sessions 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.

## **EARLY CHILDHOOD DISCIPLINE PLAN**

### **CLASSROOM RULES**

It's important to establish clear and consistent rules from the very beginning of the school year. On day one, each student is taught the rules and then they are reviewed and reinforced throughout the school year. The rules of the classroom are:

- 1. Helping hands – refers to offering assistance when needed, emphasizes being considerate of others**
- 2. Listening ears – reminds students to stay on task and listen to the teacher**
- 3. Quiet voices – directs students to keep their voices down**
- 4. Looking eyes – reminds students to pay attention to the teacher and to keep their eyes on visuals being used**
- 5. Walking feet – the correct way to transition in and out of a room; only walking is allowed in the building**

We feel that these rules are important at an early childhood level because they are easy and will help keep order in the classroom. They are age-appropriate, and in no way give off a negative demeanor. Rules are not learned over night. Like any knowledge to be gained, repetition is necessary. We will begin the year modeling these actions and will review them daily. Visuals will be posted on a bulletin board to illustrate these behaviors.

## **HONORABLE CHARACTER TRAITS**

"We are known by our actions, by whether our conduct is pure and right." Proverbs 20:11

The Honorable Character system develops positive character in children by consistently reinforcing their strong points and gently correcting their weak ones.

1. Quiet Voices – A man of knowledge uses words with restraint. (Proverbs 17:27)
2. Listen – Hear and increase in learning. (Proverbs 1:5)
3. Working Hard – Whatever you do, work at it with all your heart. (Colossians 3:23)
4. Tell the Truth – Delight the Lord with truthful ways. (Proverbs 12:22)
5. Sharing – Do good and share, for God is pleased. (Hebrews 13:16)
6. Self-Control – Be quick to hear, slow to speak, & slow to anger. (James 1:19)
7. Helping Hands - Be kind and compassionate to one another. (Ephesians 4:32)
8. Obeying – Obey your parents for this is right. (Ephesians 6:1)

## **DISCIPLINE PLAN**

In the Early Childhood classrooms, we use a Clip Chart to promote positive behavior. During the course of the day, the clothespins move up and down the chart based upon the behavior choices each student makes. Good behavior causes the clothespin to move up one level. Conversely, inappropriate behavior will cause the clothespin to move down one level. There are 7 levels on the clip chart. At the very top is pink level, "Super Student;" next is purple level, "Great Choices;" next is blue level, "Good Choices;" next is green level, "Ready to Learn;" next is yellow level, "Think About It;" next is orange level, "Teacher's Choice;" and last on the chart is red level, "Parent Contact." Every day the students will start out on the green level, "Ready to Learn" and depending on the student's behavior they will move up or down on the chart.

## **PRAISE AND REWARDS**

Positive reinforcement plays a huge role in the classroom. We praise students verbally with compliments. Also, we praise with encouraging stamps or stickers placed on the students' work. When a student exhibits good behaviors or honorable character traits, they will get to move up on the clip chart which will result in a reward (candy, stamp, or sticker). On Fridays, if a student has stayed on green level or higher all week, then they will get to pick from a Treasure Box.

## **CONSEQUENCES**

Consequences will be given immediately following the rule infraction. The knowledge of a consequence can be motivation for students to follow the rules and to obey the teacher. The consequences for disobeying the rules are:

1. Warning - The first time a rule is broken, a verbal warning is given.
2. Time Out - If the same student breaks another rule then they are put in time out. The length of timeout is 1 minute for every year of their age.
3. Move down the chart (Yellow Level) - If the student misbehaves again they are moved down to yellow level, "Think About It". They go in time out again.
4. Move down the chart again (Orange Level) - If the student continues to disobey, they are moved to orange level, "Teacher's Choice". Some of the teacher's choices would be: loss of privileges, or restriction from a favorite activity.
5. Move down the chart again (Red Level) - Students will move to red level, "Parent Contact," if they refuse to obey and their behavior has stopped the class from functioning. A phone call to the parents will be made. If the behavior continues, then they will be sent to Brea (Early Childhood Supervisor) and another phone call to the parents will be made.

**We reserve the right to get Parents may be called to come to the school and take their child home for the day if their child's behavior does not change and they are being a distraction to other students. If at any time a child's behavior turns violent (temper tantrums, screaming, etc.) and they are a danger to themselves and/or others, the parent will be called to take their child from school immediately. In this event, the student may return to school upon permission from the school administrator. Please see the behavior letter at end of the teacher's orientation packet for more information.**

## **ILLNESS POLICY**

### **Illnesses**

Please follow these guidelines and **do not send your child to school if he/she has:**

- Fever of 99.5 degrees or more (AFTER having a high fever, temperature MUST BE NORMAL and students must be FEVER FREE FOR 24 HOURS before returning to school)
- Measles
- Pinworms
- Mumps
- Scabies
- Pneumonia
- Ringworms
- Whooping Cough
- Chicken Pox
- Impetigo
- Lice (hair must be nit-free-students will not be permitted to remain at school until treated and cleared by a health care professional)
- Fifth's Disease
- Mononucleosis
- Pink Eye

We cannot take the chance of any germs spreading to other children and families, so please be considerate and follow this policy. We will not hesitate to call you to come and pick up your child if we sense they are not feeling well. If you are unable to pick-up your child within 45 minutes, we will begin going down the alternate contact list. Remember, illnesses are most communicable at the beginning. If your child goes to the doctor and exhibits some of these symptoms but is not contagious, please send a note from the doctor.

### **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 (this includes cough drops). 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, diabetes, behavior/ attention problems and emergency situations. Antibiotics, Aspirin, Tylenol and Cough Syrup and /or any over the counter medications cannot be administered by school personnel. Bug spray and anti-itch/hydrocortisone creams are also prohibited. 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 you may retrieve a Medication form from the school office.

**\*Any students needing dietary modifications due to allergies must submit a doctor's letter to the cafeteria and the child's teacher stating the prohibited items.**

## **IMMUNIZATIONS**

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. Exemptions to providing immunization records include parent/guardian waivers for religious or personal reasons. The waiver must be provided upon registration, and signed and notarized. Parents choosing not to vaccinate their children must understand that in the event of an outbreak, students will be required to stay home for 2 weeks or a time determined by school administration.

### **Potty-training**

**All K3 and K4 students must be potty-trained upon entering their age-appropriate sections.** We do not have the facilities required to change diapers or pull-ups. However, we do realize that accidents happen. Accidents, by definition, are unusual incidents that should happen infrequently. Here are the characteristics of potty-trained children:

- They no longer wear pull-ups or diapers.
- They can tell the teacher when they need to use the restroom.
- They are able to attend to their own hygiene. A teacher will assist as needed to button/unbutton pants or pull up/pull down pants. As we feel children this age deserve privacy, children must first wipe themselves and then we will give baby wipes as needed for further cleaning.

## **MISCELLANEOUS INFORMATION**

### **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.

### **Invitations** (Birthdays/Social Events)

Students may bring invitations if they are inviting the entire class. The teacher will place the invitation in their "take home" folder.

### **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. Pre-K participates in school wide fundraisers such as the cookie dough fundraiser.

### **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. 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. K 3 and K 4 students do not go on field trips due to state regulations. They will, however, participate in some school activities and functions that do not require transportation off campus. Kindergarten students attend the Children's Museum in Lafayette in the fall.

### **Photographs:**

Student photographs may be featured in Assembly Christian School/Assembly Christian Center 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. **Please refer to photo waiver in registration packet.**

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.

## **UNIFORM ~ DRESS CODE POLICY**

Ideas regarding neatness and modesty vary even at an early age. 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 economy 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. 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.acsni.net](http://www.acsni.net)). **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.**

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. Warm-up pants may not be worn below skirts on cold days; rather stockings may be worn. Though we are not as strict on our little ones about uniforms as we are on the older students, we do require all students to be in uniform according to what is required for their age level.

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.

### **JEWELRY AND ACCESSORIES:**

Girls may wear small earrings. Please do not send students to school with necklaces, bracelets, watches, etc. They do not stay on and have a tendency to become lost or broken.

### **GROOMING**

Students must be well groomed before getting to school each day.

### **GIRLS**

Hair should be neat and clean and out of eyes. Hair should not be styled or colored in a manner that could be deemed as distracting or unnatural as judged by the administration. Bows and/or headbands worn should fit snugly in your child's hair.

## **BOYS**

Hair should be neat, clean, above eyes, half-ear length, and off the collar. Hair should not be partially shaved and designs, letters or lines of any kind are not acceptable. Boys may not wear braids in their hair. Extreme hairstyles will not be permitted.

### **DAILY UNIFORM CODE for 2017-2018**

#### **PANTS:**

(Boys/Girls) **Long gray or navy** pants of any brand purchased from an approved vendor.

#### **SHORTS:**

(Boys) Regulation **gray or navy** shorts of any brand purchased from an approved vendor. Preferably elastic waist.

(Girls k4) Regulation **ACS plaid NAVY shorts** custom-made to meet school specifications.

Shorts must be less than 4 inches from floor when kneeling.

(Girls k3) Regulation **ACS plaid NAVY shorts or regulation gray or navy shorts with elastic waist.**

#### **SKIRTS, JUMPERS:**

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

#### **SHIRTS:**

(Boys/Girls) Regulation polo shirt, long or short sleeve. Shirts may be banded or un-banded pique or knit. Short-sleeved white button-down oxford shirts are also allowed. ALL SHIRTS MUST HAVE SCHOOL LOGO EMBROIDERED ON THE FRONT LEFT SIDE. Shirt colors may be **white, navy, or gray**. Logos must be navy or white. **Official ACS School Spirit Shirts** are available in the school office and worn on designated School Spirit Days or for field trips, as designated.

#### **T-SHIRTS**

Boys/Girls - Only **plain, solid white** T-shirts may be worn under uniform shirts. No turtle-neck or thermal shirts.

#### **CHAPEL UNIFORM**

Chapel uniforms are not required for early childhood students.

#### **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 gray, navy, or white stockings** on cold days.

#### **BELTS:**

Boys/Girls - NO BELTS REQUIRED FOR PK AND K STUDENTS. If a belt is desired for students, the student must be able to undo and/or buckle their own belts.

#### **SHOES:**

Girls/Boys– Gray, black or white (or any combination of those colors) are the only color shoes permitted. No slip on shoes, ballerina shoes, crocs, boots, etc. Only shoes with bands across the top that allow for support are allowed to be worn. Tennis shoes with Velcro only, please. **NO LACED SHOES!!! NO LIGHT-UP SHOES!!!**

#### **COATS & JACKETS**

In cold weather students are encouraged to wear lined jackets available from uniform suppliers. Students may wear any jacket/coat to school, however; only official ACS hoodies or jackets are allowed inside the building. 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 parents being called to bring student another jacket/coat. More details are available on the current uniform code given to students at the time of registration. **Official ACS School Spirit Zip Jackets** are available in the school office. **PLEASE LABEL ALL OUTER WEAR.**

**ALL UNIFORMS can be PURCHASED at one of the following suppliers: Iberia Sewing Center (364-5070), Educational Outfitters (339-0499) Fashion World (Lafayette) or various other department stores.**

## **COMMUNICATION**

### **Renweb:**

Parents must create a Renweb account upon registration. Notices from the office, administration, teachers, accounting, etc. will be sent via email. If you do not have an account, you will not be able to receive correspondence from school

1. Go to [www.renweb.com](http://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](http://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.

### **Remind.com**

ACS uses Remind to send quick, simple messages to mobile devices. Remind is a communication tool that helps administrators connect instantly with parents. In the event of emergencies (such as severe weather) we will be able to send a text message to your phone. Standard messaging rates apply. We encourage all parents to join our entire school remind group by sending a simple text. Please join by sending a text to: 81010. The message you need to text is: @l10npride

We also have a remind group for just grades PreK- K. This group will be for text message reminders that pertain only to PreK-K. To join just the PreK-K group the phone number you need to text is: 81010 and the message you need to send is: @acsprek-k

### **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 or email the teacher for an appointment. 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.

### **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.

### **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. Many times differences can be quickly resolved at this level. When dealing with grievances, all staff members 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.

### **Abuse Reporting Policy**

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes, mandates that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Medical 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.

### **Crisis Management Plan including Drills and Emergency Codes**

Numerous events may constitute a crisis for a school. There are natural disasters, such as hurricane, flood, tornado, or lightning; there are man-made disasters, such as civil riot or bomb threat; and there are other situations such as a fire or explosion.

Fire drills are held monthly. Exit routes are posted in each classroom; all personnel must evacuate. Students exit in single file staying close to the wall unless otherwise instructed. Teachers see that all students have safely left the building, checking roll after students have taken their positions outside. The administrator shall be notified immediately if any student is not with his class.

Emergency drills utilizing codes are posted in each classroom and reviewed on a routine basis to prepare the students, faculty and staff of ACS for crisis situations.

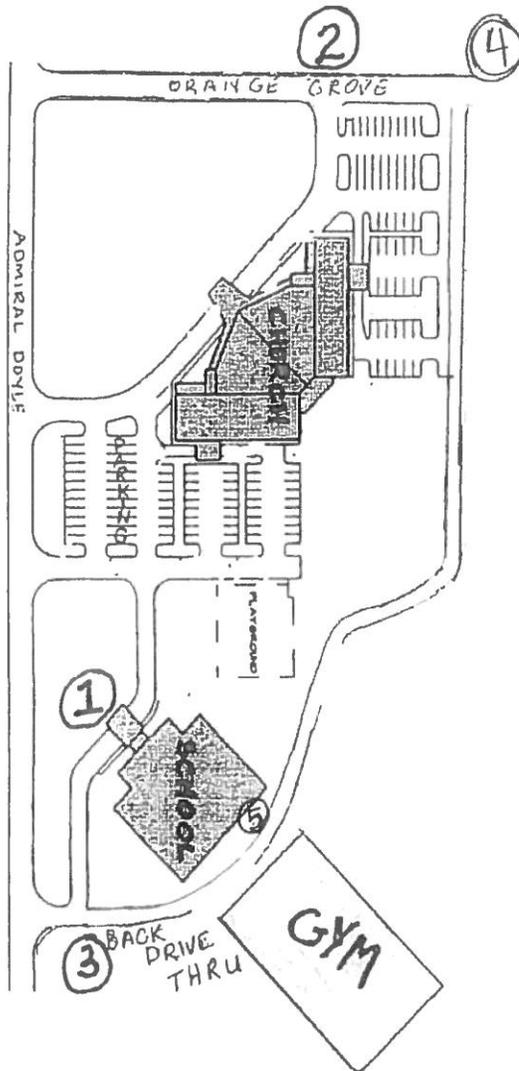
### **Emergency School Closures**

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 an e-mail will be sent out via Renweb and Remind.

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. Also, parents will be notified via email through Renweb and Remind.

### **School Office**

Office hours are 7:30 a.m. until 4:00 p.m. Parents who have custodial agreements or any students who have restrictions on whom they may leave with must 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.**



**Morning Drop-off:**

PK 3 and 4

All parents park in the gravel area beside the gym and walk their child to the appropriate classroom. All K3 and K4 children must be signed in at the preschool table upon arrival. (AREA 5)

**Afternoon Pick-up – K3-1<sup>st</sup> grade, and all siblings of those students**

**SUNNY/RAINY DAY**

AREAS #3 and #4 ON MAP

1. Enter driveway from Admiral Doyle but take BACK DRIVE (Area #3) between school and gym.
2. Pick students up at the rear door on the elementary side.
3. Follow the drive around behind the Church building and exit Onto Orange Grove. (Area #4)

**School Contact Information**

Assembly Christian School  
4219 E. Admiral Doyle Drive  
New Iberia, LA 70560

Phone: 337-364-4340

Fax: 337-3648310

[www.acsni.net](http://www.acsni.net)

**EMAIL ADDRESSES**

Mrs. Krystan Judice, Principal  
[krystan@acsni.net](mailto:krystan@acsni.net)

Brea Young, Early Childhood Supervisor  
[brea@acsni.net](mailto:brea@acsni.net)

Samantha Bridges, Bookkeeper/Secretary  
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