

# ANGLETON CHRISTIAN SCHOOL 2024-2025 PARENT/STUDENT HANDBOOK

*Updated 07/01/24*

***"Home of the Mighty Warriors"***



***"Train up a child in the way he should go." Proverbs 22:6***

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## **FOREWORD**

The Board of Trustees, Administration, and Faculty welcomes you to Angleton Christian School. We are grateful to God for the opportunity to provide a quality, God-centered education to our students. Many hours have been dedicated to ensuring this school year will be a successful one. We are confident it will glorify God and help train up your child in every way. It is our prayer every child will have a positive learning experience and come to know Jesus personally.

Although every effort has been made to include all important rules and regulations, it is impossible to cover all aspects of school life and to foresee what changes may be necessary. Therefore, ACS reserves the right to make changes, additions, and/or revisions to this handbook that it deems necessary for the good of the school. In the event changes are made, families will be notified of the changes.

## **MISSION STATEMENT**

The Angleton Christian School (ACS) is a ministry outreach of the First Baptist Church of Angleton, Texas. Our mission is to provide the students of ACS with quality, God-centered education; training children in the way they should go (Proverbs 22:6), equipping students (II Timothy 3:16-17) to glorify God (Psalm 86:8) by being a witness for Jesus Christ to the world (Matthew 28:19), through a curriculum which challenges students to attain academic, emotional, physical, and spiritual excellence enabling them to pursue the secondary education of their choice and preparing them to be knowledgeable Christian participants in our nation and in our world. We pray that God will continue to use ACS as a blessing to the community, the church, and to Him.

## **PHILOSOPHY**

The philosophy of ACS is that the Bible is the inspired, infallible, authoritative Word of God, and that God created all things and sustains all things. We believe that every person has been created in the image of God with a unique identity, individual strengths and weaknesses, capabilities, and limitations. By faith in Jesus Christ, an individual enters a relationship with God whereby he/she is nurtured and matured. Therefore, ACS is dedicated to the development of moral and spiritual character, as well as the enrichment of the academic and physical well-being of students' lives through growth in Christian ideals.

## **CHRISTIAN SCHOOL BENEFITS**

There are many benefits for a child who attends Angleton Christian School. We relate to students in a Christ-like manner and impact their lives in a positive way to affect the heart. Three main benefits are listed below:

- The Bible is freely taught. Children are taught to love and respect God and His Word. They learn that the Bible and Christian values relate to every area of life. They are shown that God gives us some absolutes by which to live. They memorize portions of the Bible as a guide through life. Often children will confess Jesus Christ as Savior and will therefore have eternal life.
- Quality education is provided through individual attention and encouragement. The basics of reading, writing, and arithmetic are emphasized. ACS graduates have gone on to college or the military and have been successful in many different fields of study.
- Students reach their greatest potential in social development. In a Christian atmosphere, excessive ungodly peer pressure is limited, which promotes an atmosphere of spiritual and social prosperity. Students also are taught to defend their faith and impact their generation for Christ.

## **EXPLICIT GOALS**

- Lend support to and be an extension of the Christian training families provide their children.
- Provide role models for students by employing faculty and staff who are Christ followers.
- Teach Christian principles for daily living through the curriculum, textbooks, Bible classes, sports programs, trips, and extracurricular activities.
- Uphold and integrate Christian values in all aspects of the school including the curriculum, all classes, sports programs, trips, and extracurricular activities.
- Provide leadership training opportunities to students. (II Tim. 2:2)
- Maintain an atmosphere of Christian love. Students will be encouraged to have love and compassion for one another and for others. (John 13:34-35)
- Lead students to trust Christ as Savior and teach them to share Christ with others.
- Provide quality academic instruction (that includes art, music, and physical education) that equips students to achieve their highest potential.
- Teach Christian citizenship in a free society with a democratic republic form of government.

## **PLEDGE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

## **PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

## **PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

## **TEXAS PLEDGE**

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

## **SCHOOL SONG**

Onward, Christian soldiers, marching as to war,  
with the cross of Jesus going on before.  
Christ, the royal Master, leads against the foe;  
forward into battle see his banners go!  
Onward, Christian soldiers, marching as to war,  
with the cross of Jesus going on before.

## **SCHOOL COLORS**

Red, Black & White

## **SCHOOL MASCOT**

Mighty Warriors

## **ADMISSIONS**

Angleton Christian School attempts to serve a large cross-section of students, accepting those with strong potential and abilities who embrace and practice a biblical worldview like the one highlighted in our Statement of Faith. Students who are failing or struggling with one or more classes may not be accepted. **ACS will not accept students who have a history of discipline problems, who are currently under disciplinary action or have been expelled by another school.** ACS reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Because of the general academic pace and rigorous expectations, ACS does not accept students with moderate to severe learning disabilities or other specialized academic needs. ACS provides tutorial support to all students needing extra assistance. For students needing more assistance, parents may need to seek tutorial assistance outside the school.

**The school admits students of any race, color, and national or ethnic origin. Each student is granted the opportunity for the same rights and privileges, which allows all students the same possibility to enlist in any program or activity including educational policies, admissions policies, scholarship programs, athletics, and other school administered programs and clubs.**

## **ADMISSION PROCEDURES**

There is a non-refundable \$125 application fee along with the following paperwork to begin the admission process.

1. Completed registration online
2. Copy:
  - a. Birth certificate
  - b. Immunization records
  - c. Social Security Card
  - d. Report card-current & 2 previous years
  - e. Transcript
  - f. Standardized test score: 2 previous years
3. Parent and Student Photo (a 4x6 snapshot or a photo from your phone is acceptable, email to or [bkearns@acs4me.org](mailto:bkearns@acs4me.org) (Secondary) or [cdavis@acs4me.org](mailto:cdavis@acs4me.org) (Elementary)).
4. Student Essay explaining why the student would like to attend ACS (grades 7-12)
5. The most recent copy of any court documents regarding custody and educational decisions signed by a judge.
6. Current 504 plan, most recent ARD paperwork or any current diagnostic testing applicable
7. Grades 2-12 Academic and Discipline Records
8. Testing, if deemed by administration
9. **Registration is completely online. Any questions regarding the online registration should be sent to** [bkearns@acs4me.org](mailto:bkearns@acs4me.org) (Secondary) or [cdavis@acs4me.org](mailto:cdavis@acs4me.org) (Elementary)

Students in grades 6-12 are required to submit completed physicals to be eligible to participate in ACS Athletics. These forms are available at [www.angletonchristian.org](http://www.angletonchristian.org)

## **AGE REQUIREMENTS**

- Pre-K 3: must be 3 years old by September 1st of the year for which they are applying.
- Pre-K 4: must be 4 years old by September 1st of the year for which they are applying.
- Kindergarten: must be 5 years old by September 1st of the year for which they are applying.

## **ADMISSION INTERVIEW**

The admission interview is an opportunity to discuss philosophy, compatibility, answer your questions and assess whether our program meets your needs. Applicants for grades PK3 – 5 will have an interview scheduled for the student, parents, and Elementary school principal. Applicants for grades 6 - 12 will have an interview scheduled for the applicant and parents with the Secondary principal and/or counselor.

## **ACCEPTANCE**

The decision on acceptance to ACS is communicated to all families via email. Only a Email of Acceptance sent, by the Angleton Christian School Business Manager, guarantees enrollment for your student. The Email of Acceptance will include a deadline for FACTS enrollment and payment of remaining registration fees.

\*Please be aware that enrollment is not finalized until the FACTS account is set up, complete, and registration fees are paid. If a student is denied admission to ACS, the application fee will be refunded.

## **DEADLINES**

ACS utilizes continuous enrollment which means that current ACS students will automatically be enrolled each year. New students may be enrolled throughout the year if space is available. New Student Applications for the following school year will be available following spring break.

## **TUITION AND FEES**

ACS uses FACTS Tuition Management, an electronic fund transfer system, for fee and tuition collection and for incidental billing. Upon notification of acceptance status, the family must enroll in FACTS to process fees and tuition. Students are not officially enrolled until payment is made.

**FEES:** (See website and FACTS for current Tuition and Fee Schedule)

- \$125 per student – **Application Fee** (Non-refundable/Non-transferable) Include with Registration packet
- \$350 per student – **Registration/Curriculum Fee** (Non-refundable/Non-transferable) Due upon acceptance to ACS. The letter of acceptance issued will include the fee due date. Payment of the fee ensures a place for your child.
- \$500 per family – **Building Fee** (Non-refundable/Non-transferable) Due upon acceptance to ACS. The letter of acceptance issued will include the fee due date.
- \$55 per family – **FACTS Fee**
- **Chromebook purchase** option

ACS does not have an application deadline. Students are accepted on a first-come basis; therefore, to ensure the best possible opportunity for acceptance, we recommend that you have your application completed as soon as possible.

## **DELINQUENT FEES AND NON-PAYMENT**

Families who have non-payment for 3 consecutive months or who have a late balance of \$5,000 will be referred to the tuition assistance committee. The family will be required to apply for tuition assistance, if they have not already done so, and establish a payment plan. Any outstanding balances of tuition, fees, lunches, Chromebooks, or any delinquent balances as of June 30<sup>th</sup> (the ACS fiscal year ending) must be paid in full, per the signed agreement, prior to your child/children attending the new school year.

## Miscellaneous **OPTIONAL** Charges and Information

**Tuition Assistance is based on need and must be applied for each school year.**

**After School Care:** After school care charges will be billed to your ACS account at the end of each month.

**Athletic Fees:** Are not included in the above costs and are non-refundable.

Athletic fees will be advised by athletic director and fees will be due prior to first practice.

## **STUDENT WITHDRAWALS**

Withdrawals take 48 hours to process. If you need records by a certain time, please contact [smattheson@acs4me.org](mailto:smattheson@acs4me.org) with advanced notice so that we can prepare all documents. Records, grades, finances, equipment, books, and an exit questionnaire are all items listed on the procedure checklist. Therefore, it takes time to process the information in an orderly, efficient, and precise manner.

**In the event a student is removed from ACS or does not otherwise complete the entire semester for any reason**, including but not limited to withdrawal, expulsion, financial issues, or excessive absences, parents **are still responsible to pay tuition for the semester the student began**. All student records, including official transcripts, will not be released until all accounts have been paid in full. Only students whose accounts are current will be allowed to enroll for the following school year.

## **COMMUNICATION**

Communication between parents and school personnel is most important. School information will come in the form of parent conferences, emails, website calendar and the Weekly Warrior Communication sent by our Head of Schools, Mr. Koelemay. Parents need to have complete confidence in their child's teacher, and this encourages the student to have that confidence as well. This is substantiated in word and deed and is especially illustrated by following the proper chain of command when communicating through issues, disagreements, misunderstandings, and disputes.

When there is a questionable issue between the student/parent and the teacher, the first step is to talk directly to the teacher. Many times, there is a simple misunderstanding when students bring an issue to the parent. Discussion with the teacher does two things. First, it assures that the parent gets the most reliable information in an efficient fashion. Secondly, it forges a relational partnership between the parent and the teacher. Please ensure that when issues arise, the teacher is notified directly and promptly. **Conferencing with administration without prior discussion with the teacher opposes our policy**. If the situation is not resolved after there is discussion between the teacher and student/parent, then administration should be notified.

When you need to speak to the teacher about your child, please arrange to do so in private. Teachers have been asked not to discuss a child's individual needs or progress while they are on duty, in the hallway, in the cafeteria, or while other children or adults are present. Please be respectful of teachers on duty. Their main concern is student safety and should not be distracted.



## **BIBLE/CHAPEL**

A Bible lesson is taught by the teachers each day to every student. For high school graduation, a Bible credit is required for each year in attendance at Angleton Christian School in grades 9-12. All classes participate in scripture memorization. Chapel service is held each week to give students and teachers an opportunity to worship, sing, and fellowship together. The staff, students and outside speakers lead chapel services. A spirit of reverence should be shown in all chapel services. Attentive, courteous conduct that is honoring to the Lord should always be observed.

## **FOREIGN EXCHANGE AND INTERNATIONAL STUDENTS**

Angleton Christian School is authorized and capable of offering education to foreign exchange students. Students seeking this service will be screened, evaluated, and held to the same standards as local students.

## **CODE OF CONDUCT AND EXPECTATIONS**

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, purity, morality, and honesty always. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with a teacher, counselor, or principal. ***The school, home and church must work together*** to produce Christ-like, happy, constructive adults. Angleton Christian School students are expected to conduct themselves properly as Christians and as good citizens both on and off campus and will be held accountable for their actions.

Good citizenship includes an appreciation of American heritage, a sense of patriotism, and pride in and service to the school, church, community, and family. It means having a sense of worth as an individual, showing respect for the rights and property of others, showing helpfulness and courtesy, and showing respect for a lawful society by adhering to lawful practices.

**It is important for students to be aware that they represent God, their families, their church and ACS.** Angleton Christian School expects each student to practice Christian ideals inside and outside the classroom. The school proposes specific rules and when these guidelines are violated the student will be disciplined. Discipline for misconduct may not be specified in some of these rules because it is impossible to list all rules necessary to cover every situation.

## **SPECIFIC CONDUCT RULES**

***Students shall have no reasonable expectation of privacy in areas designated to them for storage of personal belongings on school property, nor shall students have any reasonable expectation of privacy in any belongings they may transport onto school property. ACS reserves the right to search with or without cause any student, automobile, backpack, purse, locker, desk, phone, Chromebook, etc. for suspicion of illegal or unauthorized materials. Students who refuse a search or are found in violation may be suspended or expelled as determined by the administration.***

## PROHIBITED ITEMS

- **Weapons** – Possession or use of ANY gun, ANY knife or any other item that may be construed as or associated with a weapon such as ammunition is prohibited on school property or at authorized school functions and may lead to expulsion or other severe disciplinary action. Any air guns or look alike toy guns are also prohibited.
- **Illegal substances or paraphernalia** - ACS prohibits the possession or use of substances which may threaten good order, discipline, decorum, and public safety, on school property or at authorized school functions. Such materials or objects may include, but are not restricted to alcohol, drugs, tobacco, matches, lighters or any other drug paraphernalia. Vaping on the ACS campus is strictly forbidden.
- **Drug and Substance Testing** –ACS reserves the right to request any student to submit to a drug test with or without cause at the student’s cost. Students who refuse to submit to a requested drug test may be recommended for expulsion. The student must be taken by a parent/guardian to the location of choice indicated by ACS within a decided period. The student will not be allowed back into the school without the drug test receipt. In other cases where there is suspicion of another substance, ACS reserves the right to use applicable means by professionals of evaluating the use of substances.
- **Other** – Stolen property, hate material or inappropriate material such as pornography, music, and game devices.

## BEHAVIOR

- **Inappropriate Sexual Behavior** - Inappropriate sexual behavior, whether heterosexual or homosexual, is a serious violation of the behavioral and moral expectations of ACS and will not be allowed. In the event of a student pregnancy, both the mother-to-be and the father-to-be will be asked to withdraw. The promoting of the LGBTQIA+ (Lesbian/Gay/Transgender/Bi-sexual/Questioning /Intersex/Asexual) agenda or obstinately objecting to the biblical basis for relationships will not be tolerated. Gender identification is the sex of the child at birth. Students may not identify as anything other than what the Bible determines as female and male.
- **Fighting** – Fighting and other acts of violence are prohibited. Students who engage in this type of activity will be disciplined.
- **Racial statements** – degrading racial statements are inconsistent with Christian values and will not be tolerated.
- **Harassment/Threats/Intimidation** – Verbal, written (including text or social media), or physical taunting, intimidating, putting down, or ridiculing another student(s) is prohibited.
- **Sexual Harassment** - unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive environment. The victim should directly inform the harasser that the conduct is unwelcome and must stop. The victim or witness of sexual harassment should notify a teacher or school administrator immediately. This includes harassment carried out face to face or through any electronic media. Any student being subjected to this type of behavior or having knowledge of this behavior occurring should discuss the matter with a teacher, counselor or principal. Sexting between students is prohibited and will be turned over to the proper authorities.
- **Bullying** – As a school, we take any report of bullying seriously. While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined here in our policy, the school makes a distinction based upon perceived issues of aggression, power, domination, humiliation and control. Parents whose children have been involved in bullying behavior will be notified through a phone call. Bullying will be responded to through a continuum of circumstances and interventions up to and including suspension and/or expulsion.

The characteristics of bullying are as follows:

- Both boys and girls can engage in bullying. We will not tolerate an attitude of “boys will be boys” and “girls will be girls” to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered by the victim and judged by the administration to be physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her peers.
- Bullying commonly involves malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school, will be addressed by the administration. Examples of bullying outside the school can be (but are not limited to) the following: phone calls, emails, text messages, instant messages and social network postings that include physical threats and/or malicious gossip and slander.

- **Insubordination/Defiance/Disrespect** – Willfully failing to comply with the rules and regulations of the school or with the directives of school personnel inside and outside the classroom will not be tolerated. Continued redirection of a student for inappropriate behavior disrupts the class and interrupts the learning process.
- **Profanity and Improper Language** – Vulgar, profane, disrespectful speech, suggestive or written language, gestures, and innuendos are prohibited.
- **Computer acceptable policies** – Students should follow all acceptable computer use policies. Students will be held accountable for their social media accounts even when using them outside of school hours.
- **Stealing** – If an item is found that is valuable or important, students should turn it into lost and found or give it to a teacher.
- **Plagiarism and Academic Dishonesty** - Plagiarism involves copying another’s work and submitting it as if it is your own work including using another’s work or ideas without proper citation. Academic Dishonesty also includes copying and offering answers on tests, quizzes or other assignments in written form, verbally or electronically.

A student’s name on work submitted is regarded as an assurance that the work is original and is the student’s own work. Therefore, the submission of any work involving any of these situations is regarded as Academic Dishonesty and will be handled as such.

- **Forgery** – Students are not to sign their parents (or guardians) or any other person’s name to school related documents.
- **School Property** – School property is to be respected. Marked on, defaced, or broken property is to be replaced at the student’s expense, or the student may be required to make repairs. Further discipline may be given. Vandalism is grounds for suspension.
- **Name calling and teasing, and ostracizing** – Name calling, teasing, and ostracizing others are behaviors that cause hurt feelings, and a sense of rejection is a form of bullying and will not be tolerated.
- **Slander, gossip, rumors** – Please directly ask the teacher or administration about a rumor instead of passing it along to others. If you disagree with a decision or a discipline, please do not use social media to sway others to your opinion.

## **CELL PHONES, SMART DEVICES including SMART WATCHES with phone capabilities, ELECTRONIC DEVICES, AND SOCIAL MEDIA**

- **Cell phones & Smart Devices with phone capability**– Students will be allowed to bring their cell phones/Smart Watch to school, but must adhere to the following rules:
  1. Students are not allowed to use their phones or smart devices while at school.
  2. When students arrive at school, they will be required to turn their phones/smart devices off and put them in their backpacks. This includes, but is not limited to, before, class time, passing periods, lunch periods, restroom breaks, after school detention or tutorials, during emergency drills, practices for extracurricular events and field trips. Turning them on vibrate is not an acceptable alternative.
  3. Using a smart device to record or videotape is prohibited.
  4. Students are not permitted to possess an electronic smart device at school unless prior permission has been obtained by campus administration.
- **\*ACS staff may ask to see a student’s cell phone/ smart device or electronic device at any time for a random check.**
- **Social Networking** –ACS recommends to all families that they monitor the internet use of their children. Our professional stance is that elementary aged students should not have social media accounts. Social networking sites are commonly used by many in our society and although they can be accessed in private, they are anything but anonymous. What is placed on these sites is seen by many people. ACS cannot police social networking sites, but to the extent that undesirable social issues flow into the school setting and affect teachers and students, ACS may take appropriate disciplinary action up to and including expulsion. ACS expects its students to conduct themselves according to the behavior outlined in the “Standards of Conduct & Expectations” section.
- **Video/Photo/Recordings of Others** – Students are not allowed to video or photograph a teacher or other students. Photos, videos, etc. are not to be put on the internet without the permission of the persons involved. At no time are cameras and cell phones allowed in the changing rooms or restrooms. Negative actions could result in disciplinary action up to expulsion.
- **Public Notoriety** – Students are expected to represent ACS in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any electronic device or internet site. The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions could result in ACS taking appropriate disciplinary action up to expulsion.

**ACS staff members have been instructed to confiscate any cell phone/smart device that is visible while at school.** Cell phones are to be off and in the students’ backpack during school hours. If a student is found using his phone or if the phone rings or in any way disrupts the classroom, the cell phone will be confiscated. Students may request to use the office phone during the school day.

Consequences for unauthorized phone use are as follows:

1. 1st Offense – warning, device will be confiscated and taken to the office, a discipline issued, and the student may pick up the phone from the office at the end of the school day.
2. 2nd Offense – office referral, device confiscated and taken to the office, a detention issued, and parents will need to pick up the device.
3. 3rd Offense – office referral, device confiscated and taken to the office, ISS, and parents will need to pay \$15 and pick up the device. Verbal warning that subsequent offenses will result in confiscation of the device and the student will not be allowed to bring the device to school for the remainder of the year.
4. 4th Offense - the device will be confiscated, and the student will not be allowed to bring the device to school for the remainder of the year.

## **ACS ELEMENTARY DRESS CODE FOR GRADES PK3 - 5TH**

**Angleton Christian School looks to parents as being responsible for the dress of their child as it adheres to school policy**, therefore ACS Elementary parents had the opportunity to vote and the decision was made for the ACS Uniform Package to be purchased by parents from ACS. If a student arrives at school out of dress code, a parent will be called to bring a change of uniform appropriate clothing.

The online store web address is <https://acsuniforms2023.itemorder.com/>

The ACS uniform package includes:

- 1 black chapel polo with ACS logo
- 3 polos in your choice of colors embroidered with ACS logo (red, white, black, cool grey, or steel grey)
- 1 black jacket embroidered with ACS logo

Uniform bottoms may be purchased at the vendor of your choice.

Girls have the option to wear plaid skirts and/or jumpers. **Approved plaids (Garnet/Khaki Plaid, Red/Black Plaid, and Red Plaid) can be found at Lands' End.**

## **ACS Elementary Uniform Guidelines**

### **Monday, Tuesday, Thursday:**

- Polo (red, white, black, cool gray, or steel gray) embroidered with the ACS logo.
- Shorts, Pants, Skirts, or jumper (khaki, black, navy, denim, or approved plaid for girls).
- Shorts or leggings (red, white, blue, black, or gray only) must be worn under all dresses or skirts. Leggings may NOT be worn alone as pants. Socks are acceptable in the school colors- red, white, blue, black, or gray only.

### **Wednesday (Chapel Day):**

- **Black** Polo with embroidered ACS logo
- **Khaki** pants, skirt or shorts

### **Friday:**

- ACS T-shirts or Christian themed T-shirts OR uniform polo (red, white, black, cool gray, or steel gray) embroidered with ACS logo.
- Shorts, pants, skirts, or jumper (khaki, black, navy, denim, or approved plaid for girls)

### **Field Trips (Depending on the nature of the field trip, students will wear one of the options below):**

- Casual Field Trip ACS T-shirt with jeans or shorts
- Formal Field Trip - Chapel Attire (black chapel polo and khaki pants, shorts, or skirt)

### **Jackets/Outerwear:**

During the day, students may choose to wear a jacket during class time and throughout the school building. Approved outerwear: the ACS jacket provided in the ACS Uniform Package or zip up hoodies or sweatshirts purchased through the ACS online store. No other jackets or outerwear should be worn in the school building. On cold days, larger jackets may be worn for outdoor activities.

### **Shoes:**

- Athletic shoes must be worn for PE.
- All shoes must be close-toed shoes.
- It is recommended that students wear shoes with Velcro or another easy method for putting shoes on/off until they can tie shoelaces on their own.
- Crocs are not permitted at any time.

### **General Guidelines:**

- Jeans and pants may not be torn, frayed or embellished. Jeans only may be embellished on the pockets.
- Skirts and shorts must be not more than 2" above the knee.
- Cargo shorts are not preferred, however due to the variation in students and needs, cargo shorts will be allowed.
- Belts are optional.
- All clothing must fit properly.
- Only the top button of shirts may be unbuttoned.
- Undergarments should not be visible.
- Students in PK through 5th grade are not allowed to wear makeup.
- Extreme hairstyles (color, cut, or style) are unacceptable and not allowed
- No caps, hats, or bandanas unless approved by the principal for special occasions.
- Boy's hair must be neatly groomed in a natural color, clean-cut, trimmed above the eye-brow and earlobes in the front and above the shirt collar in the back.
- Girls' hair should be neatly groomed in a natural color. It should clear the eyebrow and be kept out of the line of vision, being cut, or fastened in such a manner as not to require continuous attention.
- Dress determined to cause a distraction in the classroom will not be allowed.
- **\*Final decisions on "extreme" situations concerning the dress code are at the principal's discretion**

### **FREE DRESS DAYS:**

Occasionally students are rewarded with free dress days. On these days, students are permitted some leniency in their dress. Sleeveless shirts must have straps that are at least 1" in width. The following will not be allowed: Torn or frayed pants, shirts with straps less than 1 inch wide. The short/skirt length rule (no more than 2" above the knee) still applies as do the rules concerning

## 2024-2025 ACS Dress Guidelines (6<sup>th</sup> – 12<sup>th</sup> Grade)

Angleton Christian School looks to parents as being responsible for the dress of their child as it adheres to school policy.

**Dress determined to cause a distraction in the classroom will not be allowed.**

### **Wednesday (Chapel Day)**

#### **Shirt:**

- Black chapel polo shirt purchased on the ACS apparel website.
- Must be buttoned to within one button from the top of the shirt

#### **Pants, capris, skirts:**

- **Khaki** slacks, capris or skirts (must be no more than 2" above the knee). Cargo shorts or jeans are not allowed on chapel day.
- Pants should be appropriately sized. Excessively tight-fitting pants must be covered by a shirt that covers the entire posterior. Undergarments (or the lines of undergarments should not be visible)

#### **Outerwear:**

- **The only outerwear allowed during the chapel service is the official ACS jacket, the zipper hoodie sold on the ACS apparel website, or Angleton Christian School letter jackets. NO other jackets are allowed for chapel. On other days, the same outerwear is allowed in addition to solid color zip up hoodies.**

### **Monday, Tuesday, & Thursday:**

- Solid color Polo (no stripes, no designs)
- 2x2 inch logo allowed
- **Pants, shorts, capris, skirts (all days except Wednesday):**
- Blue jeans, khaki, black- or navy-colored slacks, shorts, capris or skirts (must be no more than 2" above the knee).
- Pants should be appropriately sized. Excessively tight-fitting pants must be covered by a shirt that covers the entire posterior. Undergarments (or the lines of undergarments should not be visible).
- No torn, frayed, or embellished clothing.
- No jeggings, tights, leggings. sweatpants or yoga pants.
- Pants should be appropriately sized. Excessively tight-fitting pants must be covered by a top or dress that covers the entire posterior.

### **Friday SPIRIT Day:**

- ACS spirit T-shirts or Christian themed T-shirts
- Button up collared shirts - solid or patterned. Must be buttoned to within one button from the top.
- Blue jeans, khaki, black or navy-colored slacks, shorts, capris or skirts (must be no more than 2" above the knee)
- Spirit day ONLY - Sweatpants sold online at the ACS apparel store are acceptable.

#### **Outerwear everyday:**

- Jackets, hoodies, and sweaters may be worn but the hood must remain off of the head. ACS jackets and hoodies sold on the ACS Apparel website are allowed. ACS letter jackets are allowed. .
- Blankets are not clothing and are not allowed
- Rolling backpacks must be approved by the administration.

### **FREE DRESS DAYS**

Occasionally students are rewarded with free dress days. On these days, students are permitted some leniency in their dress. The following will not be allowed: Torn or frayed pants, jeggings, tights, leggings, sweatpants, yoga pants, costumes, pajamas or onesies. The short/skirt length rule (no more than 2" above the knee) still applies as do the rules concerning shoes.

### **SHOES**

- Athletic shoes are preferred, boots and dress shoes are allowed.
- Sandals must have a manufactured strap on the back; Flip-flops, house shoes, or slippers are **not** permitted. (Except on special events).
- Crocs are not permitted at any time.

## **HAIR**

- Extreme hairstyles (color, cut or style) are unacceptable and not allowed.
- Boy's hair must be neatly groomed in a natural hair color, clean-cut, trimmed above the eyebrow and earlobes in the front and above the shirt collar in the back. **No facial hair is allowed.**
- Girl's hair should be neatly groomed in a natural hair color. It should clear the eyebrow and be kept out of the line of vision, being cut, or fastened in such a manner as not to require continuous attention.

## **Other general dress and appearance guidelines:**

- All clothing must fit properly.
- Tennis shoes are required for PE.
- Undergarments should not be visible.
- Girls in 6<sup>th</sup> - 12<sup>th</sup> grade may wear conservative standard makeup.
- Extreme hairstyles (color, cut or style) are unacceptable and not allowed.
- No caps, hats, or bandanas unless approved by the principal for special occasions.
- Visible tattoos or piercings are not allowed (except ear piercings for girls)
- Dress determined to cause a distraction in the classroom will not be allowed.

**\*Final decisions on "extreme" situations concerning the dress code are at the principal's discretion**

Students who arrive at school out of dress code will be required to call home for a change of clothes. Students will not be allowed to attend class until appropriate attire is provided. A student who repeatedly violates the dress code is subject to suspension from school. Re-admittance will require a parent conference.

**Angleton Christian School looks to parents as being responsible for the dress of their child as it adheres to school policy.**

**Due to safety issues and crowded hallways, rolling backpacks are not allowed in Secondary unless a doctor's note is provided.**

## **DISCIPLINARY PROCEDURES**

The purpose of discipline is to teach, correct, maintain order, and bring the student back into the right standing. A goal of discipline is to help the student learn to be self-disciplined. Students are developing good citizenship and Christ-like behavior when they accept counseling and disciplinary action with a sense of determination not to let the behavior occur again. The consistent, vigorous enforcement of a fair disciplinary program not only insures a better academic climate, but it also helps to develop a sense of responsibility in students. For discipline to be effective there must be good communication between the school and home and the expectation is that parents support the school in administering the disciplinary program. The school and home must partner together to produce students who become happy constructive adults. Real love for children is demonstrated by firm yet loving discipline where the goal is to change not only the behavior but also the heart.

Each student will be disciplined in firm Christian love and according to individual needs. Each teacher is given the responsibility of enforcing classroom and school rules. Administration will be available to assist as needed. We endeavor to treat all students fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include seriousness of the offense, student's age, frequency of misconduct, and student's attitude. It is possible that different methods of correction may be administered for the same type of offense. ACS utilizes the following consequences as part of its disciplinary plan for more severe or persistent and consistent infractions:



- **Student conference and parent notification.**
- **Detention** - 30 minutes to be served before school, after school, or during lunch period. During detention students are not allowed to talk or sleep. Teachers may give additional assignments to complete while serving detention.
- **Civic Service**
- **In School Suspension (ISS)** - Any student in ISS who participates in athletics or other extracurricular activities will not be allowed to participate in that day's game. Students placed in ISS at any time during the semester will not be allowed an exemption from final exams and could be placed on behavioral probation. Some ISS offenses include but are not limited to: Skipping class or leaving school without permission, disrespect, cheating by copying homework, profanity or inappropriate language and gestures, excessive tardiness, excessive detentions, forgery and cell phone violations.
- **Out of School Suspension (OSS) 1 – 3 days** - To be served at home, students will be given unexcused absences for these days. During the suspension, the student will not be allowed on campus or to attend **ANY** school activity. Upon returning, students will be held responsible for completing all daily work, homework, quizzes, and tests missed. Parents will be notified to take the student home the day of the occurrence. Students will receive an automatic U in conduct for that quarter and may be removed from any office or leadership position. Students cannot participate or attend any on or off campus extracurricular activities on suspension day(s). Students may be asked to withdraw at the end of the school year. Students would not be exempt from final exams. The student may not be recognized as an honor graduate. Some OSS offenses include, but are not limited to: Cheating/plagiarism, stealing, gross disrespect/conduct, anger, abusive language, obscene gestures, gross insubordination or defiance, possession or distribution of media that is immoral, vulgar, pornographic, or indecent (written or electronic – phones, laptops, iPads, camera, etc.), fighting or acts of violence, activities that seriously threaten the safety of students or teachers at ACS (including reckless driving), burglary or attempted burglary of the school, tobacco/alcohol/drugs/drug paraphernalia (matches, lighters, etc.) on or off campus, hazing or intimidation or threatening – including social media, vandalism/defacement of property, possession of a weapon, hacking school computers.
- **Probation** - The conditions and terms of probation will be determined by the principal who will submit, in writing, these conditions and terms to the parent.
- **Expulsion** - Assigned when there are consistent or persistent violations of the ACS standards, or the student demonstrates that he/she is unwilling to function within the parameters of acceptable behavior as established by ACS. Students may also be expelled if the parents refuse to comply with state requirements regarding health records or compulsory attendance. All expulsions are up to the discretion of the principal.
  - \*Whether there is any definite breach of conduct, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of ACS, the student may be required to transfer to another school. **Adversarial posture from parents can be cause for dismissal as well.**

**Readmission** - Any student expelled from the school may re-apply to ACS after he/she has completed one successful semester in another organized school system. As part of the readmission process, the student and parent will meet with a committee of a teacher, administrator, and board member to hear the request. The committee will determine whether the student will be allowed to return to ACS. If re-enrollment is granted, the student will be in a probation period for the first semester with guidelines/restrictions set by the school administrator.

**Students with any assignments to ISS and/or OSS may not be exempt for any semester exam during that semester.**

- **Physical Restraint** – Any ACS employee may, within the scope of the employee’s duties, use and apply physical restraint to a student when the employee believes it is necessary to
  1. Protect the student from injuring himself
  2. Protect another person, including the person applying physical restraint, from physical injury
  3. Obtain possession of a weapon or other dangerous item
  4. Protect property from serious damage
  5. Remove the student from a location when the student is refusing a reasonable command – including from a classroom or other school property, to restore or to impose disciplinary measures
  6. To gain control and subdue an irrational student

## **ATTENDANCE**

Regular and punctual attendance contributes greatly to a child’s success in school but also fosters responsibility and dependability. If a student must be absent, the parent should call the school office that morning before 9am and inform them of the reason for the absence. **ACS Accreditation requires that students attend 90% of the days of school to receive credit.** Allowable exemptions for the law are religious holy days and documented health care appointments. Students may also receive exemptions for school related activities with prior approval.

All absences will be classified as either excused or unexcused. Excused absences include personal illness, illness or death of a family member, doctor or dentist appointment, school related absences (participation in approved extracurricular activities) and any other extraordinary circumstances approved by the principal. **Elementary students and Secondary students who do not meet the 85% requirement due to unexcused absences will be required to make up the missed classroom time. A parent conference will be required once the student has acquired 5 unexcused absences.**

**Students with excessive unexcused absences during a semester may not be exempt from semester exams during that semester.**

### **School Hours**

- **Elementary (PK3-5th grade)** school hours are from 8:00 am to 3:20 pm. Supervision is provided from 7:15 to 3:45. Students not picked up by 3:45 will be taken to after school care and their account will be charged. See the section on After School Care for rates.
- **Secondary (6th-12th grade)** school hours are from 7:50 am to 3:20 pm. Supervision is provided from 7:15 to 3:45.

### **Elementary Attendance (PK3-5th grade)**

Attendance is taken at 8am upon entering the class.

- Late Arrival - A student who arrives between 8am and 10am will be marked tardy. A student who arrives after 10am will be marked absent.

### **Secondary Attendance (6th-12th grade)**

Attendance is taken each class period. Secondary students must be present for each class to be considered for perfect attendance.

### **Late Arrivals**

If you acquire (3) unexcused tardies for being late the late arrival privilege will be revoked.

## Attendance Awards

- A student who misses a portion of the school day due to doctor, dental or health practitioner appointment, must bring a verifying note from the doctor, dental or health provider upon returning to school. The absence will be marked excused, and **it will NOT count against perfect attendance.**
- When a full school day is missed, even if due to illnesses and/or other extenuating circumstances, the student will not be eligible to receive the attendance award for the semester.
- Please note that 5 tardies in a 9-week period will count as an absence and a student will not be eligible for perfect attendance.

## Tardiness

Tardiness minimizes the importance of valuable classroom instructional time and is disruptive to others as well as the learning process. We understand that there are occasions when a late arrival to school is unavoidable and may be excused by the principal.

- **Elementary (PK3-5th grade)** students will be marked tardy after 8:01 am  
Multiple tardies during a nine-week grading period will result in the following disciplinary measures:
  - Four tardies = letter will be sent to parents/guardians
  - Five tardies = one absence and a parent/student conference to discuss future disciplinary action.
- **Secondary (6th-12th grade) attendance is taken for each class period. Students not in their seat when class begins will be marked as tardy for that class period. Students can accumulate tardies for each class.**  
Multiple tardies for the same class period during a nine-week grading period will result in the following disciplinary measures:
  - Three tardies = one detention
  - Four tardies = two detentions
  - Five tardies = one absence and a parent/student conference to discuss future disciplinary action.

## Make Up Work

### Elementary (PK3-5th grade)-

- **Parents in conjunction with teachers** will be responsible for students completing all make-up work. For example, teachers will have make-up work available in the office for parents to take home to students. Parents and teachers must work together to ensure students understand concepts that were missed in class and arrange times before or after school for tutoring.
- **Any class assignments or tests missed due to an excused absence must be turned in by the beginning of the class period of the student's fourth day back to school OR within the time specified by the teacher or administration.** Students missing more than 3 consecutive days will be required to bring a physician's statement justifying the absence for the absences to be considered excused.

### Secondary (6th-12th grade)

- **Students** are responsible for obtaining and completing all make-up work in a satisfactory manner.
- **Any class assignments and tests missed due to an excused absence must be turned in to the classroom teacher by the beginning of the class period of the student's fourth day back in school following the excused absence or within the time specified by the teacher or administration.** Students missing more than 3 consecutive days will be required to bring a physician's statement justifying the absence or have prior approval from an administrator for the absences to be considered excused.

## **HOMEWORK**

The purpose of homework is for reinforcement, practice, remedial activity, and special projects. Generally, no written homework will be assigned on program nights, Wednesday nights, or holidays. Work that is incomplete or incorrect may need to be done again. Parents will be notified and students who do not turn in their work will have points deducted or receive zeros. Some homework is graded, and some is only for review. Both types of homework are to benefit the student academically and should be completed with equal integrity. All teachers offer after-school tutorials that are open for all students. The teacher may schedule these or the students may come in on their own. Students who are failing a subject or need extra help should take advantage of these opportunities.

## **GRADE REPORTING**

Progress reports for grades 1-12 will be available through the FACTS website the fourth week of each nine-week grading period. Teachers will be required to have all grades current and recorded in FACTS by 5pm each Friday.

### **Report cards**

Report cards will be available through the FACTS website at the end of the nine-week grading period. Hard copies will be sent the week following the end of the grading cycle.

### **Grading system**

<u>Pre-K</u>		<u>K through 12<sup>th</sup></u>		<u>Conduct</u>	
E	Exceeds Expectations	A	100-90	E	Excellent
M	Meets Expectations	B	89-80	S	Satisfactory
D	Developing	C	79-75	N	Needs Improvement
N	Needs Improvement	D	74-70	U	Unsatisfactory
		F	69 and below		

The letter "I" will be given as a temporary mark for students who have excused absences from school and will be converted to a numeric grade upon completion of make-up work.

### **Nine Weeks Honor Roll Awards**

"**A**" Honor Roll Awards - no grade below a 90 in any subject

"**A-B**" Honor Roll Awards - no grade below an 80 in any subject and at least one grade of 90 or above in English, Math, Science, Social Science or Bible.

Students **must** have conduct grades of Satisfactory or Excellent to qualify for either Honor Roll.

**Honor roll for the year** - same rules as above apply for the first, second, third and fourth nine weeks grading period. Yearly averages are not considered in determining yearly honor roll.

## **Promotion**

Pre-K3 & Pre-K4 will rely greatly on the teacher's professional judgment in determining whether a student should be promoted or retained. The principal will work closely with the parents and teacher in deciding the proper course of action based on a student's individual performance and circumstances.

K through 8<sup>th</sup> grades must have earned an overall average of 70 or above in the core subjects (Math, Science, Social Studies, ELA, and Bible) to be promoted to the next grade level. Promotion and retention decisions will be made by a committee consisting of a teacher, administrator, and parent.

After ninth grade, students are classified according to the number of credits earned toward graduation.

<b><u>CREDITS EARNED</u></b>	<b><u>CLASSIFICATION</u></b>
6	Sophomore
13	Junior
19	Senior

If a student fails one or more classes and wishes to attend summer school courses or tutoring provided by an outside source, ACS will allow that student to take a placement test prior to the start of the new school year. The student must score at 70 or above on the placement test to be promoted to the next grade level.

## **PARENT/TEACHER CONFERENCES**

ACS encourages communication and welcomes inquiries concerning any student. Each teacher has a designated conference period during which parent conferences may be scheduled.

ACS respects their teacher's family time and privacy. Please refrain from contacting the teachers at their home. Please do not attempt to hold conferences with teachers when they are conducting classroom instruction or during duty times.

## **MEDICAL HEALTH GUIDELINES**

### **Immunizations**

All students must meet the current immunization requirements set forth by the State of Texas. Parents will provide ACS with an immunization record signed by an authorized public health person or a certified physician with the day, month, and year when each immunization was given. The school office can provide a list of the current State of Texas immunization requirements. Parents who choose not to have their child or children immunized must conference with the administrator and provide an immunization waiver.

### **Vision & Hearing Testing**

Vision and hearing testing will be given to children in state specified grades each year. Parents of students failing these screenings will be notified in writing. Results of the evaluation must be made known to the school office and will be reported to the State of Texas Health Department.

### **Medical Emergency Authorization Form**

At the beginning of each school year all parents are required to submit the ACS Medical Emergency Authorization form with proper signatures. Minor first aid treatments will be administered in the school office by ACS personnel. In the case of serious injuries or illnesses, emergency procedures to obtain medical or hospital care will be followed, and parents notified.

## Medications

**For ACS to administer medication, the parent must complete the form provided by the ACS office:** student's name, name of medication, amount to be given, time to be given, and parent's signature. All prescription medications must be prescribed by a licensed doctor and brought to the school by a parent in its original container provided by the pharmacy with all original labels attached including dosage information and given to ACS personnel. Prescriptions should be given directly to the office personnel and never sent in a child's backpack.

## General Illness

**Students showing signs of illness such as fever, vomiting, diarrhea, rashes, etc. will not be allowed to attend school.** Parents are called when a student's temperature reaches 100°. Parents must make every attempt possible to pick up their child within one hour of notification. For the safety and well-being of ALL, **students must be free of any fever for 24 hours without medication before being allowed to return to school.** If an antibiotic is prescribed, the child must complete 24 hours of treatment before he/she can return to school. If your child has been diagnosed with a contagious illness, please inform the school so we can respond appropriately to ensure the medical safety of the rest of the student body and staff.

## EXTRA-CURRICULAR ACTIVITIES

ACS encourages all students to become involved in extracurricular activities. Research shows that the more connected students are to their school, the better they perform academically. Extracurricular activities include public performances, contests, demonstrations, displays and club activities. For students to participate in ACS sponsored extracurricular activities, the student must have attended all classes during the day of the event, be making an 'S' or better in conduct and be passing all subjects. Grades for eligibility to participate are checked weekly. Students failing any subject or on disciplinary suspension will not be allowed to participate in any extra-curricular competitions. Students assigned to OSS will NOT be allowed to practice with the team.

During all extra-curricular activities, students, parents, and guests are to conduct themselves in a manner that honors God. Verbal abuse of opponents, judges and officials, and misuse or abuse of property or facilities will not be tolerated. At all activities, Christian sportsmanship will be our priority for all fans.

ACS offers a wide array of activities for students to participate (conditionally):

- Sports: Volleyball, Basketball, Softball, Soccer, Cross Country, Flag Football
- 4 H – students participate in areas including health, science, agriculture, and citizenship learning leadership skills
- Student Council
- Mars Rover
- PSIA – Academic Competition
- Art Club
- Cheerleading
- National Junior Honor Society
- National Honor Society
- Science Fair
- Praise Band and Worship Team
- Student World Affairs Council - promotes understanding of the world, its people, politics, economics and cultures. (High School)
- Mock Trial
- Robotics
- Choir
- HEROS - (Middle School) Students pray, mentor, tutor and discuss positive choices with elementary students

## **ACS STUDENT DRIVERS**

Students with current Texas driver's license and proof of insurance will have the privilege to drive on campus. Students are not allowed to return to their vehicles without permission and must sign out in the office before going to their vehicle for ANY reason. The following activities will result in driving privileges being revoked:

- ANY unsafe and/or reckless driving.
- If a vehicle on campus becomes a distraction to the educational objective.
- Only student drivers are allowed to cross the crosswalk after school.
- NO STUDENTS ARE ALLOWED TO CROSS THE CROSSWALK TO GET PICKED UP.

**Driving on campus is a PRIVILEGE and can be revoked at any time.**

## **RESPONSIBILITY FOR ACS PROPERTY**

Parents are responsible for the actions of their children to the extent that school property may be damaged or destroyed. In such an event, parents will be required to pay for any repairs to the damaged property. If the damage is such that it cannot be repaired, the parent will pay for the replacement of the destroyed property.

## **RESPONSIBILITY FOR PERSONAL PROPERTY**

Students are responsible for the care of personal belongings while at school. It is highly recommended that students leave valuable items and cash at home. ACS is not responsible for lost, damaged, or stolen items. Stolen items should be reported to the administrator or teacher immediately. Any items found by school employees or students will be taken to the school office. Students missing items should check there to claim their items. Any unclaimed items that remain in the office for a period of 30 days or more will be sold and/or donated to charities.

## **LOCKERS AND LOCKS**

The school provides lockers. Students can put a personal combination lock on their locker (NO key locks will be permitted). The lock combination must be shared with an administrator. Students should refrain from revealing lock combinations to others. Students may not change locker assignments without office approval. The school is not responsible for items lost out of lockers. The school has the right to examine the contents of lockers, cars, clothing, backpacks, and purses on school grounds at any time.

## **AFTER SCHOOL CARE**

After school care is provided for parents' convenience and available until 6:00 pm for children through the 8th grade. After school care charges will be applied to the student's account on the 1<sup>st</sup> day of the following month. Parents may choose from the following rates:

### **Option A: Pre-Registration Rate**

\$50 per week, with a one -time \$50 registration fee.

\$1850 for all the weeks of school. This amount may be paid in full or you may set up an account to have the total divided into 9 equal monthly payments. This provides a savings of \$900/ per year if care is needed daily until 6:00 pm.

### **Option B: "Drop In" Rate**

\$10 per day, per child until 5:00 pm

\$15 per day, per child if child is picked up between 5:01 – 6:00 pm

\*All children will be charged for aftercare services once they enter aftercare at 3:45. (cont.)

***Parents arriving AFTER 3:45 pm will be charged for after school care.***

**"Late Pick-Up" Charges:** Late charges begin at 6:01 pm at a rate of \$10 per minute, per child.

## **LUNCHES**

ACS will provide a nutritious lunch for the cost of \$4.00 per plate for elementary students (PK3-5th grade) and \$5.00 per plate for secondary students (6th-12th grade). No cash is accepted for lunches; student accounts are invoiced for lunches that are ordered. Students will need to notify their teacher before 9 am if they require a school lunch. After 10 am the lunch count cannot be changed. **Lunches brought from home will not be warmed for students.** School lunches will be billed on the 1<sup>st</sup> day of the following month and are due by the 10<sup>th</sup>.

**\*\*Please note - No delivery service (Doordash, etc.) will be allowed to deliver lunches to ACS.**

## **CLOSED CAMPUS**

ACS is a closed campus. Students are not allowed to leave the school grounds for any reason during school hours without the permission of the **Principal**. If a student must leave during the school day, parents should notify the school office in writing of the time they will be leaving and who will be picking them up. The parent or designated adult must meet the student in the school office and sign the student out on the designated forms.

## **VISITORS**

Visitors and others listed on the student's FACTS profile as an emergency contact are welcome to visit ACS or if the parent of the student notifies the school. All visitors should be prepared to show identification and are expected to maintain the highest standards of courtesy and conduct. For the safety of those within the school and to avoid disruption of instructional time, **ALL visitors must first report to the main office.** Visits to the classroom during instructional time *are permitted with the approval* of the principal if the duration or frequency does not interfere with instruction. Trespassing or loitering on school premises is strictly prohibited.



## **LUNCH**

- Parents can visit and have lunch with their child on Fridays and/or on their child's birthday.
- Parents are welcome to have lunch any day at the picnic tables. Please let the teacher know whether you will bring lunch or if the child should buy lunch.
- Please communicate with teachers ahead of time that you are coming.
- Visitors and your child will sit at the Visitor Table or at the picnic tables outside

## **CHAPEL**

Visitors are invited and welcome to attend Chapel on Wednesdays at 8:45 (Elementary). Enter the Gym entrance and be prepared to show identification. Secondary Chapel is on Wednesdays beginning at 10:00 a.m. Secondary Chapel services are held at First Baptist Church of Angleton. Visitors are invited to attend.

## **BAD WEATHER SCHOOL CLOSING**

It may be necessary at times to close the school due to severe weather conditions. Any decision to cancel or postpone classes will be at the discretion of the Administration. In the event of a school closing, the information will be posted on the school website and FACTS.

## **LIBRARY**

ACS students will be allowed to obtain books/materials from the ACS Library as well as the Angleton Public Library. ACS students visiting these libraries will adhere to all library rules, due dates, and fines.

## **FIELD TRIPS**

Field trips will be conducted throughout the year. The **principal** will approve all field trips and the teacher will keep parents notified. Fees and expenses for field trips are not included in the tuition and are payable in advance. Students will follow proper dress code for field trips as specified in the dress code section of the student handbook. Field trips are considered an extension of the classroom; therefore, students are required to follow all ACS rules and regulations.

## **EMERGENCY/FIRE DRILLS**

Practice emergency and fire drills will be held monthly throughout the school year. All students are expected to participate in these drills in an orderly manner.

***\*ACS has an emergency evacuation plan on file and is available upon parent request.***

## **MEDIA RELEASE**

ACS reserves the right to photograph, interview, or video our students and display his/her work. Photos, interviews, videos, and student's work may be used to promote or advertise ACS at school functions, in school publications, on the school website, or in outside media or events without issuing any financial remuneration for such usage. ***If a parent does not want their child's photo used on social media, the parent must notify the school in writing.***

## **BOARD OF TRUSTEES**

The Board of Trustees for ACS meets monthly. Parents of ACS students are welcome to attend the Open Forum portion of the board meetings. Persons wishing to address the board during the Open Forum must complete a form prior to the board meeting and hand it to the Board President. Discussion should be limited to five minutes. If there is a group with the same issue, one individual should be designated as the spokesperson.

Derogatory statements about any board member or employee of Angleton Christian School will not be permitted. Executive session is closed to the general public so the board can discuss prospective gifts or donations, real property acquisition, personnel issues, and employee complaints, security matters, student discipline, or legal issues.

## **GRIEVANCES**

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school more effectively for the task it is designed to perform.

The Grievance Flow Chart and Grievance Form are included at the end of this document.

INDIVIDUAL GRIEVANCE FORM: Any individual filing a complaint must fill out this form completely and turn it in to the President of the ACS Board. All complaints will be processed in accordance with ACS Policy, or any exceptions outlined therein. Please email form to *justin.smith@sig4you.com*

ACS Steps for Grievance:

- 1. Contact Staff Member      Date: \_\_\_\_\_
- 2. Contact Principal          Date: \_\_\_\_\_
- 3. Contact Head of School    Date: \_\_\_\_\_
- 4. Contact ACS Board         Date: \_\_\_\_\_

Name: \_\_\_\_\_

1. Please state date of the event or series of events causing the complaint:

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2. Please state your complaint including the individual harm alleged:

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3. Please state the remedy that you are seeking:

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4. Please state specific facts of which you are aware to support your complaint in detail:

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Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Meeting with Staff Member:

Action Plan Steps

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Notes:

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Meeting with Principal

Action Plan Steps

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Notes:

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Meeting with Head of School

Action Plan Steps

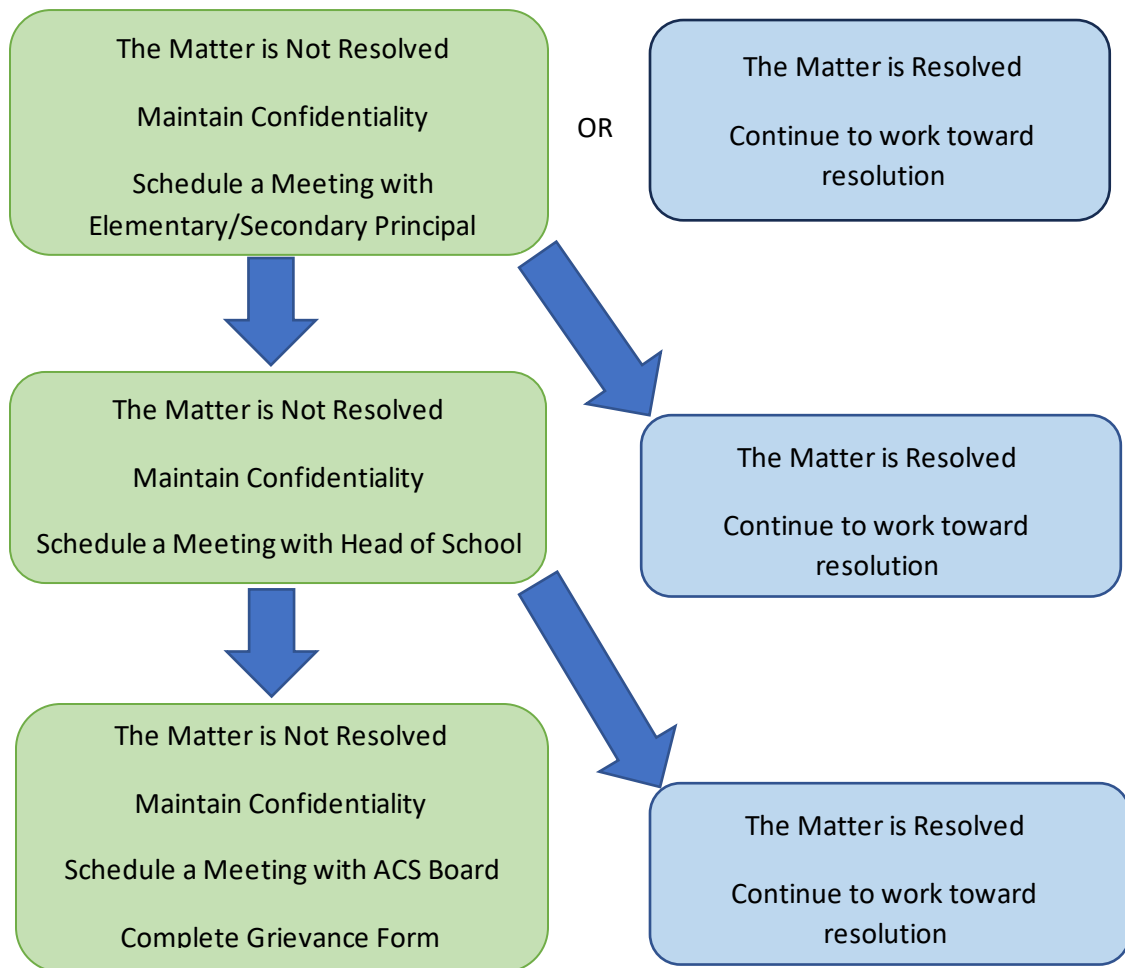
1. \_\_\_\_\_
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4. \_\_\_\_\_

Notes:

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Parents should follow the chain of command to bring about resolution. If the parent does not feel comfortable in speaking with the staff member, the principal will then intervene, take the information, and work with the staff member towards resolution.



A parent may address the ACS board at any board meeting. The steps to take are:

Fill out the form to address the board. Individual Grievance Form

Email the form to [justin.smith@sig4you.com](mailto:justin.smith@sig4you.com)

The board president will email the time and date for the meeting.

## PARENT – STUDENT AGREEMENT

We, the parents and the student, have read the ACS Student Handbook and agree to respect these documents as foundational to the curriculum and authority of Angleton Christian School. By signing below, we agree this is a legal binding contract. We, as parents, will require our child to comply with school regulations as set forth in the student handbook and will support the school in word, action, and spirit. We provide ACS the authority to discipline our child as necessary according to the guidelines stated in the Student Handbook. We understand that a child who persists in unacceptable conduct will face consequences and at the discretion of the principal, may not be allowed to remain at ACS.

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

***Please sign and return to the school office.***