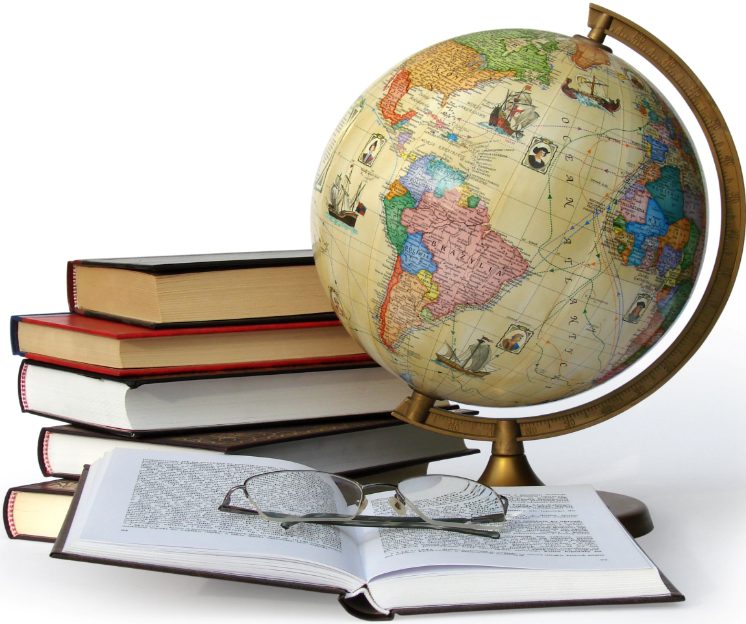


Home of the Eagles

**PARENT/STUDENT HANDBOOK**



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MISSION STATEMENT

American Christian School & Art Center was created with the purpose of instructing students and teachers alike on how to live a life agreeable and pleasant to our Lord and Savior Jesus Christ and ultimately being an example to our community.

OUR VISION

To educate our children in becoming strong men and women of God filled with wisdom, prosperity, integrity, humility, bravery, and intelligence as they learn to follow the ten commandments established by the Lord our God. For the Lord has promised us and our children He “shall make you the head, and not the tail; and you shall be above only, and you shall not be beneath, if you heed the commandment of the Lord your God which I command you this day and are watchful to do them.” Deuteronomy 28:13.

OUR STANDARD

American Christian School & Art Center admits students of any race, color, nationality, or ethnic origin, to all rights, privileges, programs and activities which are available to students at the school. American Christian School will not discriminate on the basis of race, color, nationality or ethnic origin in the administration of our educational and admission policies, nor in our financial aid, and other programs.

ACS FOUNDERS

American Christian School was founded in 2006 by Marcela Chavarri and Sergio Chavarri. They had the vision of establishing a school filled with the presence of God and with the wisdom required to instruct its students on how to be spiritually and intellectually successful in their calling, careers, and every one of their personal endeavors.

INTRODUCTION

The purpose of this Student Handbook is to provide students, parents, guardians, and school personnel with a concise and comprehensive description of the expectations for the behavior of all students enrolled at ACS. This Code defines inappropriate student behavior that will not be tolerated by ACS’s administration and the possible courses of action, which may be utilized by school officials to discipline the students.

All students shall comply with this Code of Student Conduct and all state and federal laws governing student behavior and conduct. This Code applies to any student who is on school property, who is in attendance at any school or any school-sponsored activity, who is using ACS electronic resources or networks, or whose conduct at any time or place, on or off school grounds or online has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of ACS or the safety of individuals in the school environment.

ACS faculty members are authorized to handle any incident that is not covered or mentioned in this handbook in a manner appropriate to the administration. This Code is not intended to restrict in any way the authority of the Principal to implement any further rule and/or regulation of student behavior or with the authority of teachers to discipline their students as authorized by the administration to better foster a creative and learning environment free from any disruptive behavior.

NON-DISCRIMINATORY ADMITTANCE POLICY

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

IMMUNIZATION POLICY

American Christian School will comply with State of Florida immunization policies. Refusal or failure to present the required documentation will be grounds for dismissal from school until such time as immunization evidence is presented or the medical or religious exemptions are completed and/or signed on the state immunization form.

COMMUNICABLE CHILDHOOD DISEASES

American Christian School strives to maintain a healthy school environment by instituting regulations designed to prevent the spread of communicable diseases, i.e. illnesses which arise as a result of specific infections agent which may be transmitted either directly or indirectly by a susceptible host, infected person or animal to another person.

The school will work cooperatively with local and state agencies to enforce and adhere to the state health codes for prevention, control, and containment of communicable and other known diseases in the school. A teacher or any school member who reasonably suspects that the student or employee has a communicable disease shall immediately notify the school principal. Students or employees with a communicable disease shall be excluded from school while ill.

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to approved staff consent for re-admittance:

* Chicken Pox
* Measles
* Mumps
* Pneumonia
* Whooping Cough
* Pinworms
* Scabies
* Ringworm
* Impetigo
* Pink Eye
* Head Lice

MEDICATION POLICY

All medications (prescription and OTC) must be in the original container and accurately labeled. These medications must be maintained and dispensed in the office. No medications of any kind (including ibuprofen) will be dispensed by American Christian School staff without notification/permission from a parent or guardian. A log will be kept in the office showing date, time, and name and signature of staff dispensing. School personnel may only dispense prescription medication when:

1. Medication is contained in/with the original prescription bottle, sample packaging or otherwise clearly labeled with information to identify the medication.
2. Medication is accompanied by a written order from a physician detailing the name of the drug, dosage, and time interval medications are to be taken.
3. Medication is accompanied by written permission from the parent or guardian of the student requesting that the school comply with the physician’s order.

Medications of any kind are not to be in a student’s possession, in their locker, or backpack. An exception can be made for an inhaler with written order from a physician on file.

MEDICAL TREATMENT POLICY

At the beginning of each school year all students are required to fill in the information on the “Medical Release Form” which includes the name and phone number of the doctor to be notified, as well as the name and address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parents to see that this information is on file. In case of emergency, such as serious illness or injury, this information may have to be used before consultation with the family. At the office’s discretion, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child. Transportation will not be furnished by American Christian School.

ATTENDANCE

A student’s presence in class is required to maximize their educational goals and our instructional objectives. Excessive absences or tardiness without a prevailing excuse will not be tolerated and dealt with accordingly. ACS has established that a student must repeat the grade when he or she accumulates more than twenty absences and may possibly be dismissed at ACS discretion. (NOTE: Absences will not be refunded to the parent or legal guardian).

ACS’s school hours are the following:

* K3 to K5 grade from 8:00 am to 2:30 pm
* 1st to 12th grade from 8:00 am to 3:00 pm

Students are expected to be dropped off between 7:30 am and 8:00 am. Students arriving after 8:20 am will be considered to be tardy and must report to the office to receive a tardy pass before entering class. Parents or legal guardians must report to the office before 7:50 am when the student is running late or knows will be considered tardy on the day of. Any student arriving after 10:00 am will not be allowed to come to school unless he or she brings with him or her a doctor’s note. After a student’s third unexcused tardy, the student will receive a disciplinary notice and/or possibly detention. After a student’s seventh unexcused tardiness within a semester, the student is subject to suspension at the discretion of the school’s administration. A fee of $5.00 will be charged to the parent or legal guardian of the student who has five tardy notes within the school’s semester.

Early dismissal is only allowed in instances of emergency unless such request is made in writing or verbally by the parent or legal guardian informing the administration. The student living early must sign his or her dismissal at the office. Any unexcused early dismissal will be considered an absence and dealt with accordingly. Only when the student’s early dismissal has been excused will the student be allowed to makeup work, including any tests, quizzes, and class work.

If the student is not enrolled in ACS after school program the student must be picked up according to the schedule below or a $2.00 fee will be charged for every extra five (5) minutes the student remains in school and must be paid the following school morning.

* K3 to K5 grade from 2:30 pm to 2:45 pm
* 1st to 12th grade from 3:00 pm to 3:15 pm

Absences may be reported by telephone or through a written note. Any student arriving to school after 9:15 am will have a half a day absence recorded in the student’s attendance record. Any student who is dismissed before 12:00 pm will also have a half a day absence recorded in the student’s attendance record, and for any student arriving to school after 10:00 am but leaving before 12:00 pm will be noted a full day absence.

Absences may be excused only in the following instances and for the following reasons:

* Illness
* Illness of an immediate family member
* Death in the family.
* Required court appearance or subpoena by a law enforcement agency
* Scheduled doctor or dentist appointments. However, parents and legal guardians are advised to make doctor’s appointments after school hours.
* Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. (Note: Any student with an elevated temperature, an untreated or undiagnosed skin rash, sore throat, conjunctivitis, pink eye, vomiting or diarrhea must seek proper physician treatment prior to being allowed to attend school).

If absences are not excused for reasons as mentioned above, the absences are considered unexcused. This does not apply to suspensions. Only if the student’s absence is excused will the student be allowed to make-up the work for each class day missed. Students have two (2) class days to make-up the work for each class day missed, not including the day of return. However, previously assigned work is due the day of return. These deadlines may be extended at the teacher’s discretion in extenuating circumstances.

Pursuant to Florida law, the parent or legal guardian of a child of compulsory school age

is responsible for the child’s daily school attendance. School administration, its faculty members and staff honor Florida law and as such will work together with parents and students to prevent extended absences or truancy.

LATE AND MAKE-UP WORK ASSIGNMENTS

It is the expectation of American Christian School that students will turn in assigned work completed in accordance with the assignment requirements and on time. Though, it is understood that, at times, students will find themselves in circumstances that create a necessity of turning in assignments after the schedule due date, so the following guidelines have been established for those limited situations.

Guidelines:

* + - 1. Late work may be arranged to be turned in after a conversation with the teacher of the course.
      2. Homework and tests missed due to an excused absence must be made up in a timely manner
      3. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments.
      4. If any work is assigned before an absence, preassigned or not, and is due the day of the absence, the work should be turned in the day the student returns to school.
      5. If a test is planned for the day of the absence or the day following the absence, the student should plan to take the test the day the student returns to school, or as arranged between the teacher and the student.
  1. Exceptions to this will be considered with a note from the parent stating the student was unable to study during the absence.
  2. Tests may be delayed at the discretion of the teacher.

ACADEMIC REQUIREMENT POLICY

American Christian School requires students in grades 7-12 are required to maintain a 2.0 minimum quarterly GPA in order to stay enrolled at American Christian School. Therefore, students must meet the following guidelines:

Guidelines:

1. Academic probation serves both to encourage academic improvement and to provide a warning to students in danger of dismissal on academic grounds. Students on academic probation will have their performance closely monitored in all classes and reported weekly to parents or guardians.
2. Students who fail to make satisfactory academic progress will be placed on academic probation the following quarter. Incoming students will be placed on academic probation for their first quarter.
3. Students having academic challenges (under the direction of the principal working in concert with the student, parents, and teachers) may be placed on an Instructional Modification Plan.
4. Students on academic probation who fail to make satisfactory academic progress will be recommended for dismissal from American Christian School.

GRADE LEVEL ACCELERATION

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student’s good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by missing a grade. The school administrators must also consider other factors such as those that relate to maturity, social development and student success in comparison to other very bright and intelligent students. At American Christian School it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic development as well as a steady social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

GRADUATION REQUIREMENTS

Students desiring to graduate from American Christian School must meet both the Florida Department of Education requirements and requirements specific to American Christian School and Art Center including the total number of credit hours, the number of credit hours taken at American Christian School, and the completion of required biblical studies classes. American Christian School is a diploma granting institution authorized by the Florida Department of Education to grant diplomas and therefore students must meet the minimum requirements set forth in the Florida Statutes as amended from time to time. Additionally, American Christian School requires that all graduates be enrolled in and successfully complete biblical studies classes while in attendance at American Christian School as outlined in the specific procedures below.

Credit Requirements:

* 1. Students must earn a minimum of 24 credits in grades nine through twelve.
  2. “For the purposes of requirements for high school graduation, one full credit means a minimum of 135 hours of bona fide instruction in a designated course of study that contains student performance standards.” (F.S.1003.436)**.**  Credit Recovery options are approved by American Christian School Administration in the event of failure of a course by a student. Costs incurred will be the responsibility of the family.

Credit Procedures

1. A course may only be taken one time for credit unless specific, written permission is granted by the principal and the instructor of said course at American Christian School.
2. In order to graduate, credits must be earned according to the listed course schedule or follow an official, modified plan approved by ACS faculty.
3. American Christian School will work to accommodate transfer students in meeting these requirements either by waiving requirements where appropriate or providing an alternate method of earning the credits required. Costs incurred will be the responsibility of American Christian.
4. Students must be enrolled in at least 5 of 7 classes, inclusive of Biblical studies, their senior year at ACS and meet unit requirements to receive an American Christian School diploma.

Distribution of Credits:

Core Course Credits Notes

English 4

Math 4 1 credit must be Algebra 1 or its equivalent

Science 3 2 credits must have a lab and 1 must be in Biology

Social Studies 3 1 credit World History, 1 credit US History,

.5 credit US Government, .5 credit Economics

Foreign Language 2 2 credits required for admissions to state universities

Fine Arts/Performing Arts 1

Biblical Studies 4

Physical Education 1 includes .5 credit semester of health

Electives 4

Total Credits 26.0

NATIONAL STANDARDIZED TESTING

Students in first through twelve grades will be tested annually using a reputable nationally recognized standard test. American Christian School will use these tests to inform instruction in American Christian School’s classrooms as well as assess individual student progress.

DRESS CODE

In order to be consistent with our school principles and in our Christian walk, students must wear the appropriate uniform as defined below.

* Uniforms shall be purchased from the official school uniform company and must bear an ACS’s logo.
* Uniform shirt and pants cannot be worn inappropriately, i.e. must fit modestly.
* No ripped, bleached, or faded uniform shirts or pants will be allowed.
* No student will be allowed to bring any clothing article or jewelry that promotes anti-Christian philosophies, contract the spiritual values of ACS, or is considered to be offensive to the school’s population.
* No jeans are allowed and/or cargo pants or shorts.
* No hats headbands, bandanas, or combs will be allowed.
* Unconventional body piercing and tattoos are not allowed.

The following are the uniform guidelines to be followed by our student girls:

* Khaki pants or khaki skirts at knee length, royal blue polo shirts with school logo, black shoes or black/blue/white sneakers. (Note: tight-fitting pants, skirts above knee length, or revealing shirts are unacceptable).
* During the cold days in the winter, only black or navy-blue jackets or sweaters with ACS logo will be allowed.
* P.E. uniform consists of the following: white shirts with the ACS logo and navy-blue basketball shorts or shorts at knee length and black leggings.
* Sandals or flip-flops are not allowed.
* Unconventional hairstyles or hair dyes will not be allowed.
* Make up, including nail polish, should be as natural as possible.
* Students under 7th grade are not permitted wear makeup or fake nails.
* Chokers are not allowed.

The following are the uniform guidelines to be followed by our student boys:

* Khaki pants, black belt, royal blue polo shirts with school logo, black shoes or black/blue/white sneakers. If student chooses to wear boots, the black boots must be approved by ACS administration and wore appropriately.
* During the cold days in the winter, only black or navy-blue jackets or sweaters with ACS logo will be allowed.
* P.E. uniform consists of the following: white shirts with the ACS logo and navy-blue basketball shorts
* Students must maintain proper haircuts and be neatly groomed/shaved at all times. His hair shall be above the collar, above the eyebrows and around the ears. Extreme cuts, wedges, line, shaving signs or symbols, unconventional hair dyes or completely shaved heads are not permitted. Students who choose to disregard this rule will not be allowed to return to school until their hair grows back; in such instances, there will be no makeup work allowed.
* Hair spikes or the use of beeswax or excessive gel to give an unnatural look is not allowed.
* For students in 9th grade and above, mustaches and beards are only permitted if they are neatly trimmed.

Students who violate ACS dress code will be noted as absent. Parents or the student’s legal guardians will be notified and asked to pick up the student in violation of the dress code or to make the appropriate changes to the student’s attire to fit our dress code. (Note: Dress code warnings will be recorded and made part of his or her discipline record. A discipline notice will be issued after the third dress code warning).

CURRICULUM AND TEXTBOOK CARE

ACS proudly utilizes *A Beka Book* as its curriculum, a prestigious curriculum that emphasizes excellence in education from a Christian perspective. Students are expected to bring to class on a daily basis the textbooks assigned to his or her grade level. Each textbook owned by the student must be clearly marked with his or her name to avoid any confusions. As such, any textbook lost or damaged must be replaced at the student’s parent’s or legal guardian’s expense. Loss of a textbook does not constitute a valid excuse for any student’s failure to submit in class any required class work or homework.

LUNCH

Lunch will be served in accordance with the specified schedule provided to each classroom. Students are expected to maintain proper behavior during their lunch hour and to sit in the area specified to them. No visitors will be allowed during this time nor may a student leave the lunchroom without his or her teacher’s permission.

The student’s lunch fee must be paid by the parent or legal guardian a week in advance. However, students are also allowed to bring their school lunch from home in an appropriate lunch box.

RESPECT FOR INDIVIDUALS AND PROPERTY

At ACS students have the responsibility of treating others with respect and integrity that includes no “bullying”, threatening, or insulting others. Students have the responsibility to treat school property and the property of others with respect and to act in a way that does not interfere with the rights of other students and is not harmful to the health and safety of other students. Moreover, students have the responsibility to provide information of any potentially dangerous situations to the administration or to the faculty.

In addition, school equipment and facilities are for students use and should be taken well cared of. Any student who vandalizes, destroys, or damages school property will be held responsible for the school’s property repair or replacement. Such act by any student may result in suspension or expulsion from ACS.

DISCRIMINATION AND/OR HARRASSMENT

At ACS discrimination and harassment of any kind is prohibited and may result in suspension or expulsion from ACS. Bullying” as defined in F.S. 1006.147 includes “Cyberbullying” (bullying through the use of social media) and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or faculty members. It is further defined as an unwanted and intentional written/verbal/ nonverbal/physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gesture, by a student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage, discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation. Examples of bullying include but is not limited to unwanted teasing, stalking, coercion, and physical violence.

“Harassment” is defined as any threatening, insulting, or dehumanizing gesture, use of technology/data, computer software, or written, verbal or physical conduct directed against a student, faculty, or the administration.

Disciplinary action will be implemented also when the alleged bullying, cyberbullying, harassment or discrimination takes place off ACS grounds provided that a sufficient nexus exists between the off-school conduct and the student’s conduct at school or during a school off-site event. The disciplinary action will be determined on a case-by-case basis after reviewing the facts and circumstances surrounding each case.

DISCIPLINARY ACTION

One of the main objectives of ACS is to instruct our students and discipline them according to our Christian values and beliefs to help mold productive members of society who will make wise decisions and know how to handle any challenges that may come their way. Therefore, our students at ACS are taught that every decision and/or action that they take can and will result in either positive or negative consequences. Thus, each of our students assumes the responsibility of their actions and are disciplined accordingly.

In the classroom and during the lunch hour, the teacher is the first figure of authority. Teachers are authorized to create their own classroom rules in accordance with this handbook and to handle each situation in the manner deemed appropriate by the administration. In instances when the offenses that require ACS administration involvement, the student will be disciplined at the administration discretion as outlined by this handbook.

To foster a safe and respectful environment, ACS encourages parent’s and legal guardian’s involvement in the discipline of the student’s behavior. Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of ACS staff in maintaining a safe and respectful learning environment for all students. Thus, throughout the school, year the communication between parents/ legal guardians and the school administration and faculty is highly recommended to resolve any problem that may arise from time to time.

Example of misconduct that will result in disciplinary action include but is not limited to the following:

* Unkind words
* Excessive talking
* Excessive noise or running
* Intentional disruption of others
* Dress code violations
* Unexcused tardiness
* Out of class without permission
* Loitering in school grounds
* Food or drinks in the hallways or classroom
* Usage of unauthorized electronic devises
* Chewing gum
* Sit on the table
* Failure to bring textbooks or any other required school material

These above offenses will be dealt as follows:

* 1st Offense: High school students will receive detention; elementary and middle school students a warning (each infraction is documented in an incident log that may be used by the teacher when sharing the offense with the parents or guardian).
* 2nd Offense: High school students will receive a disciplinary notice; elementary and middle school students will receive detention (each infraction is documented in an incident log that may be used by the teacher when sharing the offense with the parents or guardian). After a second offense a teacher conference with parents or legal guardians will take place to address the student’s behavior.
* 3rd Offense: High school, middle school and elementary students will receive a disciplinary notice. Student’s parents or legal guardians will be called. In such instances, teachers are required to fill out a report and refer the situation at hand to the office.
* 4th Offense or more: May result in referrals, suspension and/or expulsion for high school, middle, and elementary school students from ACS.

A referral will be issued to students who violate classroom rules or school polices as a form of disciplinary action. The student being disciplined must sign each referral and take home a copy of the referral to be signed by a parent or guardian and returned the next day, accompanied with $5 detention fee, if detention is assigned. The teacher and/or principal will then contact the parents or guardian to discuss the matter. The following highlights the normal course of action taken by ACS:

* 1st Referral: A teacher and/or principal student conference will be scheduled, and parents may be called in. (Each referral is documented in the student’s record).
* 2nd Referral: The student will be assigned to detention and the student’s parent or legal guardian are notified. (Each referral is documented in the student’s record).
* 3rd Referral: The student will be given a one-day suspension and the student’s parent, or legal guardian are notified. (Each referral is documented in the student’s record).
* 4th Referral: The student will receive a two-day suspension. A teacher conference is held with the parents or legal guardians before the students return to ACS. (Each referral is documented in the student’s record)
* 5th Referral: The principal will call the student’s parents or legal guardians. Students will be expulsed from ACS.

Detention is determined as a disciplinary action by teachers or school administrators and will primary be given for violation of classroom rules and school policies. Detention is held from 3:00 pm to 4:00 pm. The detention fee charge is $5 dollars, and the fee will be paid the following day after detention has been issued. The following are the general detention guidelines at ACS:

1. Student will sign the detention book the day of detention.
2. If the students miss a pre-scheduled detention, an additional detention will be assigned. Missed detention may result in a suspension.
3. Inappropriate behavior during detention may result in another detention or suspension.
4. Students must be seated in a desk assigned by the teacher and be quiet all the time during detention.
5. Detentions will be rescheduled only with a prior permission from the school administration and at ACS’s discretion.
6. If the student serving detention is not picked up at 4:00 pm, the student will go to the after-school program and additional charge of $5.00 will be assessed.
7. 2 detentions: Results in a letter from principal
8. 3 to 4 detentions: Results in teacher conference with parents
9. 5 detentions: Results in a one-day school suspension
10. 6 detentions: Results in a three days school suspension
11. 7 or more detentions: Results in expulsion from ACS
12. During detentions, the students will receive and must accomplish extra work.

Suspension is provided as a disciplinary action for repeated misbehavior or violation of a school policy. Suspension ranges from one day to two weeks. All work missed must made up by the time the students return to ACS or they will receive a failing grade. Suspended days are noted as unexcused absences. The terms under which a student may return to ACS are established by the administration, a parent or guardian/student/principal conference may be required before return.

The following are offenses deemed so serious that referral/detention/suspension may not suffice and immediate expulsion from school may result:

* Showing a lack of harmony with the spiritual goals and academic purposes of ACS.
* Showing any material that promotes an anti-American Christian School message or material that promotes an anti-Christian message or ideas that radically depart from societal norms.
* The possession, transmission, and/or use of tobacco, alcohol, or any substance which change the way you act, think, and feel.
* Possession use or sale of any firearms or destructive devices.
* Possession of chemical compounds.
* Threatening someone with a firearm or concealing a firearm, knife, or other weapons (assault).
* Physically hurting someone with a firearm, knife or other weapon (aggravated battery), (expulsion from ACS).
* Threatening any school staff member.
* Hitting any school staff member (battery or aggravated battery on a teacher or other school member).
* Fighting, hitting, or any form of violence.
* Confining or holding another person against that person’s will (kidnapping or abduction).
* Any deliberate hurtful behavior (in word, action, or attitude) that threatens, intimidates and/or causes harm to another person, i.e. bullying.
* Insolence, disrespect, or insubordination.
* Refusal to obey teachers and administrators.
* The use of profanity (verbal, written or by gesture).
* Sexual comments.
* Sexual harassment.
* Sexual battery, taking money or property of another by using force or a weapon (armed robbery).
* Rowdy behavior, running, pushing, or shoving.
* Name calling.
* Persistent unwanted joking or teasing.
* Dishonesty (lying, cheating, plagiarism, or stealing).
* Cursing or offensive language.
* Having or giving out indecent material.
* Living classroom or school without permission.
* Unwanted comments.
* Forgery of signatures.
* Gang/rapper signs or hand signals, etc.
* Damaging or destroying property.
* Vandalism (no graffiti/tagging).
* Leaving the water faucets open (intentionally).
* Habitual dress code violations.
* Excessive absences or tardiness.
* Cell phone usage or any electronic device during school hours.
* Criminal offenses (any act of crime will involve a police report and may result in an arrest and/or criminal charges, proceedings and/or conviction. The school does not determine who is arrested. The police will determine arrests; however, the school may be asked to cooperate with the police and will provide any pertinent information).
* Any action the school, at its sole discretion, deems worthy of expulsion from ACS.

Students who have been expulsed from ACS because of unacceptable behavior may not be readmitted for at least one semester and references will be required to confirm that such behavior has been corrected.

CHEATING

In order to promote integrity and honesty, cheating in any way, shape or form will not be tolerated at ACS. Cheating is the dishonesty act of improperly gaining access to answers in a deceitful way or manner. Examples of cheating are as follows: looking at another student’s test or quizzes with the intentions of copying the other student’s answers; texting each other answers through the use of cell phone without the teacher’s permission; creating or using a “cheat sheet”; stealing a test and/or distribution of a stolen test; coping another students homework or project.

The consequences of cheating will be as follows at ACS:

* 1st Offense: Students receive automatically a zero “0”. High school and middle school students receive a referral and parents, or legal guardians are notified of the student’s misconduct.
* 2nd Offense: Students receive automatically a zero “0”. Elementary school students are provided with a disciplinary notice and middle school and high school receive two days school suspension. ACS will also schedule a meeting with the parents or legal guardian to discuss the matter further.
* 3rd Offense: Students receive automatically a zero “0”. Elementary school students receive two days school suspension and middle school and high school students are given a one-week school suspension and placed in either school probation or expulsed from ACS.

CELL PHONE USAGE

In order to foster an environment conducive to learning, each student that owns a personal cell phone and brings it to school must provide it to the teacher prior to the commencement of class. The student’s cell phone will be returned to the student after the end of the school day. Failure to adhere with this policy may and will result in disciplinary action. If a student is caught using his or her cell phone during school hours, the student will receive a warning. After the third time a student is caught using his or her cell phone during school hours, the student will be placed in detention. After the fourth time of such conduct, the student is subject to suspension.

DRUG FREE ZONE

Under no means will ACS tolerate any drug use or substance abuse in school grounds or while under ACS’s supervision. Drug abuse shall be defined as any and all substances taken into the body in any manner, including the abuse of over the counter medication, which have the ability of altering in any manner a person’s mental and/or physical faculties.

ACS is a drug free zone. Therefore, ACS may request any student to submit to random drug tests and canine drug searches at the school’s discretion. Any student, whom there is reasonable suspicion of drug use or substance abuse and refuses to submit to drug testing and/or canine drug searches and the student, will be subject to expulsion from ACS. Any student who is found to possess and/or sell drug substances during their enrollment at ACS will be expelled.

The following depict general guidelines followed by our administration and faculty in combating drug usage and substance abuse:

* When a student is suspected of being involve in any way with substance abuse or drug usage, ACS will contact the parent or legal guardian to discuss the matter further.
* ACS utilizes the services of the canine narcotics units. They are authorized to come to the school and perform random checks.
* ACS is authorized to require a student to submit to urinalysis drug screens, blood alcohol tests, breathalyzer test and medical examinations. (Any and all tests submitted by the student will be charged to the parent or legal guardian).

Students, lockers, cars, computers, pockets, and personal items such as book bags, handbags, and purses brought onto school property or to any school-related event, are subject to search at the discretion of the administration. If the student refuses to be searched, the school will make the attempt of calling the parent or guardian of said student. If the parent or guardian is not available or if the student or parent does not cooperate, the ACS reserves the right to expulse said student.

If ACS obtains evidence that a student is selling, taking, buying, possessing, or otherwise distributing drugs that student will be expulsed immediately and said evidence made available to the appropriate law enforcement authorities. ACS will cooperate with the prosecution of drug charges.

FIELD TRIPS

As part of the ACS program, field trips will be scheduled during the school year. Parents or legal guardians must sign a release form authorizing the student to participate in these off-sites school events or activities. All students attending these off-sites school events or activities must abide by the code of conduct established in this handbook.



Parent/Guardian/Student Agreement

Home of the Eagles

The policy and standards of conduct and discipline are taken seriously by the administration and staff of American Christian School and Art Center. It is not necessary that the that the parent/guardian or student agree with every rule and policy that the school endorses. It is expected, however, that the parents/guardians and the students cooperate with the policies as long as the student is reenrolled in American Christian School. The school retains the right to add, change or delete policies or other school conditions as any time.

We the parents/guardians and students, agree to support the high academic and behavior standards of American Christian School and Art Center by:

* Respecting an obeying all rules and regulations set forth in its discipline policy.
* We recognize the school’s right to dismiss any student who does not abide by the school standards nor cooperate with the educational process.
* Understanding that if our actions do not support the school or reflects a lac of cooperation and commitment to work together with the school for the good of all involved, the school has the right to terminate the enrollment of the undersigned student.

We agree to comply with each of the policies and procedure set forth. We understand that this represents the current policies, procedures, and regulations of American Christian School.

Each student from 6th through 12th grade must sign agreement.

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Student Name/Grade Student Signature Date

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Parent/Guardian Name Parent/Guardian Signature Date