

# *Abundant Life Christian School*

Parent/Student Handbook

2020-2021



*A Place to Learn, Grow and Dream*



## ***Welcome to Abundant Life Christian School***

Abundant Life Christian School is a ministry of Abundant Life Christian Center in LaMarque, Texas. At Abundant Life Christian School, we teach students to expect success. When a student's expectations are high, they press toward the mark. (Philippians 3:13-14) In our Christ-centered environment, ALCS uses Biblical principles to teach students about faith that empowers them to believe they can positively impact their world for Christ.

Our administration and staff are committed to the spiritual, academic, physical and social growth of our students. As we partner with parents and families, we are confident we can equip our students to become life-long learners, servants of Christ, and leaders in the community.

*Abundant Life Christian School teaches students to:*

**LEARN** – At ALCS, a love for learning is fostered in students as they experience creative and engaging ways to gain academic skills. In our safe and nurturing environment, students develop confidence in their ability to master age-appropriate skills and become life-long learners.

*Proverbs 24:5 – A wise man is strong; yea, a man of knowledge increaseth strength.*

**GROW** – Abundant Life Christian School focuses on the growth of every student body, soul and spirit, preparing the whole child for a successful and promising future. By offering opportunities for positive growth, ALCS teaches students to face the everyday changes of life with confidence.

*1 Peter 2:2 – As newborn babes, desire the sincere milk of the Word that ye may grow thereby.*

**DREAM** – Dreaming expands the mind to believe that more is possible. Abundant Life Christian School helps students dream big, and expect to see their dreams come to fruition. By encouraging students to look beyond today and into the future, they will experience each day with excitement, expectation and anticipation.

*Ephesians 3:20 – Now unto Him that is able to do exceeding abundantly above all that we ask or think, according to the power that worketh in us.*

### ***Statement of Faith***

- ***We believe*** the Bible is the inspired and infallible Word of God.
- ***We believe*** there is one true God, the Creator of Heaven and earth, who exists in three distinct persons: The Father, Son and Holy Spirit.
- ***We believe*** that man is created in the image and likeness of God.
- ***We believe*** salvation is the gift of God to man, and is made operative by grace through faith in Jesus Christ.
- ***We believe*** the baptism in the Holy Spirit is a gift from God to those who believe.
- ***We believe*** that healing is wrought by the power of God through the prayer of faith.
- ***We believe*** worship is spiritual, inspirational, and fruitful. Therefore, worship is an integral part of spiritual development.

### ***Mission Statement***

Abundant Life Christian School trains Christian leaders to be strong academically, spiritually and physically, equipping them to become productive members of society ready to share the Gospel of Jesus with others

### ***Vision***

Abundant Life Christian School will instill within our students Christ-like qualities, an excitement for learning and confidence in who they are in Christ.

### ***Abundant Life Christian School Purpose***

Abundant Life Christian School is an extension of the Christian home. The positive environment of ALCS will support the parent in their efforts to train up their child to be Christ-like.

The goals of ALCS are to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. ALCS provides a safe, nurturing environment where students are free to pray, worship and learn with confidence.

Abundant Life Christian School upholds the highest standards of morality in staff and students, whether on campus or off campus.

Abundant Life Christian School was founded with the purpose of training young men and women for a life of service to Christ.

ALCS will hold to a strong academic standard that prepares students for success in college and their future careers.

### ***Hebrews 12:2 and Matthew 6:33***

“Recognizing Jesus as the Author and Finisher of my faith, and the Word as the supreme standard for all wisdom and knowledge, it is my aim to develop accordingly, realizing that as I seek first His kingdom and His righteousness, all these things shall be added to my life.”

## **Student Learning Expectations**

### ***Spiritual Goals***

- Students are trained to freely share their Christian values, providing an opportunity for others to be encouraged by their lifestyle.
- Teachers serve as role models while working with students in the classroom and other school activities. This might be displayed by praying with students, offering assistance, showing kindness or encouraging students
- The development of a personal relationship with Christ and Godly character traits is emphasized by Bible teaching, literature selections, songs and classroom décor.

### ***Academic Goals***

- Through Bible based curriculum, students are taught skills that promote successful academic growth.
- Participation in hands on learning, group projects and individualized instruction provides innovative programs to enhance learning and help students maintain an excitement about their academic endeavors.
- The integration of advanced and dual credit classes ensures that ALCS meets the needs of students requiring a more challenging academic program.
- Students will take the MAP Growth Test yearly to determine their percentile averages as compared to those of students throughout the nation and their academic growth through the school year. The goal of Abundant Life Christian School is to see significant academic growth in all students each year.

### ***Physical Goals***

- In an effort to support the Biblical principle of “body, soul and spirit”, students participate in physical education classes, recess and athletics. This physical activity promotes a healthy lifestyle in students.
- Wellness is also obtained by a healthy diet. Students are encouraged to eat healthy, starting with breakfast that is available on campus each day.
- A safe, secure and nurturing environment is an overall goal of Abundant Life Christian School. Students can be confident that they are cared for in the best possible way while on the campus.
- Students will participate in the FitnessGram, the official assessment of the Presidential Youth Fitness Program. The program has five components of health-related fitness: Aerobic Capacity, Muscular Strength, Muscular Endurance, Flexibility, and Body Composition. The performance goal for all test areas is the healthy fitness zone, which represents a level of fitness that offers protection against the diseases that result from sedentary living.
- To prepare for the FitnessGram, students will participate in physical education classes with a goal that all students score in the healthy fitness zone.

## **Admissions**

Abundant Life Christian School is a ministry of Abundant Life Christian Center. We do our best to welcome every student to our campus, however, certain expectations are in place for our students. We hold to the standards that are consistent with a Christian home and the traditional family, and offer a place of security from philosophies that may not be in line with Christian beliefs. While not every family may hold to our exact beliefs, we expect that everyone would welcome the Christian standards we put in place at Abundant Life Christian School. Our goal is to teach our students integrity, character, faith and confidence.

### **Statement of Non-Discrimination**

Abundant Life Christian School admits students of any race, national or ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to the students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, or any other basis prohibited by federal and state law, in its administration of educational policies, admissions policies, athletic or other school administered programs.

### **Amendment Policy**

Abundant Life Christian School reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice. This handbook is not an all-inclusive manual. New situations will occur or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

## ***Classroom Expectations***

### **Class Behavior:**

The cardinal rule for class is RESPECT: respect for your classmates, your teachers, and yourself. Any breach of this respect will result in a personal consultation with your teacher; continued disrespect or disruption of class will result in disciplinary action and/or extra assignments. You are encouraged to actively participate in class, but please do not criticize the ideas or comments of other people. When you do this, you move into the arena of disrespect.

### **It is disrespectful to:**

- use mobile communication devices (cell phones) of any variety in class without permission
- interrupt someone else's comments
- come to class unprepared
- ridicule someone's abilities or contributions
- deface or destroy school property, including books and other reading materials
- come late to class
- make excuses for late work
- complete work from other classes instead of paying attention in your current class

-criticize or insult anyone for any reason

**Class Participation:**

Everyone will contribute to classroom discussions.

You will be graded not only on the frequency of your contributions but also the thoughtfulness and respectfulness of your comments. (Class Participation Grade)

ALCS expects teachers to be prepared for class when they arrive each day. The same is true for students. You should be prepared with materials, assignments, and energy each day when you arrive in class.

The success of each class depends on your comments, your suggestions, your enthusiasm, your insights, and your interests. Please be a participant and not simply an observer. Be positive, encouraging and motivating to others.

Before you leave your classroom for the day, please help by cleaning up around your space. Your desk, table, chairs and floor should be clean and neat when you leave. Please do not leave an untidy room for your teacher to clean.

**Concerns:**

If you have any concerns about things happening on the campus of Abundant Life Christian School, you should talk with a teacher or an administrator. This allows those in charge to deal with the concerns in the proper way.

As a student, it is your responsibility to learn. It is the responsibility of the leaders of the school to deal with any issues of the school.

If you or your parent want a meeting with a teacher or the administration, please go to the front office to schedule the meeting. We will do our best to accommodate you in a timely manner.

**Our Policy:**

It is the desire of Abundant Life Christian School to have a safe, nurturing, secure and fun learning environment for all students and staff. Our first concern is you, the students of ALCS. We will do everything necessary to provide the education you deserve, and see to it that you are prepared to reach positive and productive goals in life.

**Proverbs 3:5-6**

Trust in the Lord with all your heart and do not lean on your own understanding. In all your ways acknowledge Him, and He will direct your paths.

## Honor Code

*Academic honesty and integrity are essential to excellence in education. Since assignments, exams and other schoolwork are measures of student performance, honesty is required to ensure accurate measurement of student learning. All parties at ALCS have a responsibility to promote a culture that respects and fosters individual achievement. The following statements with scriptural foundations help to define the culture of ALCS.*

1. I will endeavor to follow the will of God for my life and to exemplify Christ-like character at all times.  
**Ephesians 5:1**
2. I will be on time to my classes, apply myself to my studies and endeavor to develop myself academically.  
**Colossians 3:17**
3. I will practice integrity in all my school work and constantly strive for success. **Philippians 3:14**
4. I will practice good health habits and regularly participate in wholesome physical activities. **1 Timothy 4:8**
5. I will live my life in an upright and moral manner, refraining from activities that could harm me physically or emotionally. **Proverbs 16:20**
6. I will respect myself by caring for my appearance, my emotions and my life in general. **Proverbs 4:20-22**
7. I will endeavor to follow the purpose and call of God for my life and to develop the gifts and talents God has given me. **1 Peter 4:10**
8. I will seek to share the love of God through personal witness and ministry opportunities. **Colossians 3:14**
9. I will speak things that uplift and edify and not things that humiliate or demean others. **Ephesians 4:29**
10. I will guard my words and determine not to use vulgar or offensive language.  
**Proverbs 16:24**
11. I will be a promoter and a participant in truth, honesty and integrity. **1 Corinthians 13:6**
12. I will submit myself to the leadership of Abundant Life Christian School. I determine to give my best to my school, my leaders and my education without compromise.  
**Hebrews 13:17**

## **Accreditation**

Abundant Life Christian School is accredited by the International Christian Accrediting Association (ICAA). This status was originally achieved in 1993 and was updated in 2016 after ALCS reopened. ICAA and its accredited schools are recognized and accepted by the Texas Education Agency (TEA). Our accreditation with ICAA and the State of Texas approval, makes it possible for ALCS graduates to apply and be accepted to colleges and universities throughout the United States.

ALCS is a member of Oral Roberts University Educational Fellowship (ORUEF), the Texas Private School Association (TPSA), and the Association of Christian Schools International (ACSI).

For more information on accreditation, please visit [icaa.us](http://icaa.us) (International Christian Accrediting Association) and [texasprivate.org](http://texasprivate.org) (Texas Private School Accrediting Association).

## **Governance**

Abundant Life Christian School is a private institution governed by the Pastors and Board of Abundant Life Christian Center, who in turn delegate authority to the school administrator for the day-to-day operations. The teachers function as leaders and role models for students in school activities. It is the responsibility of the school to provide a safe and secure learning environment. ALCS also maintains a School Advisory Board to assist in the operations, guidelines, and ongoing success of the school.

## **Service Organizations**

Abundant Life Christian School also has a Board of Advisors made up of staff, community members and parents. If you are interested in serving on the Board of Advisors, please contact the office for an application.

The Parent Teacher Organization and Booster Club both serve the student body of ALCS. These organizations are student and parent led. Membership in the Parent Teacher Organization (PTO) and the Booster Club are voluntary and may incur a membership fee.

## **Our Community of Learners**

### **Our Staff**

A loving, dedicated teaching staff has been trained to promote the best educational environment for our students. Our teachers are qualified by their God-given talents as well as their practical work of Bachelors Degree, teacher certification and ongoing professional development.

The staff of Abundant Life Christian School will:

- Relate to our students in a kind and caring manner, encourage learning and provide an atmosphere conducive to confident growth in all students.



- Enhance a child’s abilities by asking questions, posing problems, making suggestions and adding complex tasks to their daily routines.
- Discipline and train students in a consistent and firm manner, using redirection, modeling and choices in decision making.
- Prepare an environment that encourages students to learn by providing challenging and engaging learning opportunities for all students.
- Be organized and prepared for class in order to encourage the same qualities in students.
- Maintain a safe, clean and managed classroom at all times.
- Maintain a high standard of professional conduct, show respect for students, parents, and colleagues, and be open to new ideas and willing to learn from others.

*“But, as for you, teach what befits sound doctrine. Show yourself in all respects a model of good deeds, and in your teaching, show integrity, gravity, and sound speech that cannot be censured, so that an opponent may be put to shame, having nothing bad to say of us.” Titus 2:1, 7 and 8.*

## **Our Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. ALCS shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of others students, teachers and district staff. Students shall exercise their rights responsibly, in compliance with rules established for orderly conduct of the district’s educational program. The rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct. The disciplinary measures will also promote adherence by all students to the responsibilities of citizens in the school community.

Harassment of any nature is against the law and school policies. Students will be assigned appropriate consequences for any such harassment.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired.
4. Exhibiting respect toward others.
5. Reading and supporting the programs and procedures outlined in the student handbook and other materials
6. Conducting themselves in a responsible manner.
7. Refraining from violations of the student code of conduct.
8. Obeying all local school rules, including safety rules.
9. Cooperating with staff in the investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offence.

## **Our Parents**

Parents (and legal Guardians) have the responsibility to:

1. Make every effort to provide for the physical needs of their child.
2. Teach their child to pay attention and obey the rules
3. Be sure their child attends school regularly, and promptly report and explain absences and tardies to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent/teacher conferences to discuss their child's school progress and welfare.
6. Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives.
7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Be sure their child is appropriately dressed for school and school related activities.
10. Be a role model for learning.

## **Student Code of Conduct**

### **Discipline**

Biblical principles are used by Abundant Life Christian School for guiding children to predetermined discipline goals. These principles include instruction, correction and exhortation. When using these principles, students will have the opportunity for discussion with a teacher or administrator in order to understand the discipline issue and learn the correct way to handle the situation should it occur again. Through consistent teaching, students will learn to follow rules, respect others, and handle stressful situations in a Godly manner.

Self-discipline is the ultimate goal. Discipline and learning go hand-in-hand to build character, allowing students to develop a strong self-image and confident nature. It is expected that students at ALCS will show a quality effort to listen, obey and exemplify Christ-like character.

### **Classroom Code of Conduct**

1. Show respect to teachers and students
2. Obey those in authority
3. Keep classrooms neat and orderly
4. Behave in a way that will not disrupt fellow classmates, the teacher or the school
5. Exhibit a positive attitude at all times
6. Strive for success in all areas of the educational process
7. Be kind and considerate of others
8. Use language that is appropriate for a Christian school setting
9. Consider the feelings of others when you speak, act and react
10. Contribute to the learning environment by positive interactions in class



## Abundant Life Christian School Disciplinary Process

The basic tenet of the Code of Student Conduct is embodied in the principle that the appropriate reaction to a disciplinary problem or incident is one that reasonably holds promise of resolving the problem. The concept of discipline is to cause a positive behavioral change by the application of consequences for negative behavior. In this way, the correction of misconduct becomes part of the learning experience rather than the exacting of retribution.

Minor and/or first infractions of the school rules usually result in an effort to solve the situation by discussing the misconduct with the student. The principal or a teacher may choose to assign after-school detention to students who are guilty of persistent minor disciplinary infractions. Parents must be made aware of the assignment of detention prior to its being held and to the disciplinary issue.

A teacher may temporarily remove a student from class for conduct that constitutes disobedience. Such behavior is defined as that which substantially or materially disrupts the educational process and includes willful disrespect or defiance of the teacher. In order to maintain effective learning conditions, the school administrator may remove a student from class for a longer period of time or permanently for chronic or more serious misconduct.

Gross misconduct pertains to such things as possession of drugs, alcohol, tobacco, firearms, weapons (including pocket knives), explosives, matches or lighters, reporting a false alarm, threats, harassment, bullying, assaults, destruction of property and gang related activity. Actions such as these, and other similar actions, will not be tolerated and will result in appropriate disciplinary actions which may include counseling, suspension or expulsion.

Bullying, teasing and intimidation are actions that cause others emotional distress and will not be tolerated. This is perceived as intentional verbal, physical or written conduct that creates a hostile environment and interferes with a student's educational benefits. All incidents of bullying, teasing and intimidation should be reported immediately.

It is the intent of Abundant Life Christian School to be fair and reasonable in all disciplinary actions taken for behavior issues with students. Our goal is to maintain a positive, safe and engaging learning environment. Conduct that disrupts this environment will be dealt with appropriately. The cooperation and help of parents is appreciated as we train our students to behave in a way suitable to the learning environment. We strive to teach students to love the learning process by providing educational opportunities that interest all students, thus reducing behavior issues in the classroom.

Participation in extracurricular activities is a privilege. Disciplinary issues may keep a child from participating in field trips and other special activities offered by the school. The classroom teacher and the administration will make decisions based on conduct relating to students on an individual basis. It is our hope that all students get to participate in every event offered by ALCS.

## **Levels of Infractions**

### **Level I – Classroom Infractions**

Level I infractions are those discipline issues that the classroom teacher will handle without the assistance of the administrators. By using classroom rules, consequences, and positive recognition, Level 1 infractions will normally not escalate to a higher level.

#### **Level 1 categories:**

- Disruption – calling out, off task, out of seat, fidgeting, restroom problems, throwing objects
- Disrespect – teasing, cursing, cheating, talking back
- Preparedness – missing assignment/materials

#### **Level 2 Discipline:**

Level 2 referrals do not require the immediate attention of the administrative staff. At the time of the Level 2 discipline infractions, the teacher will maintain the child in the classroom to continue with the educational process. A discipline slip will be sent to the administrator as to the nature of the infraction at which time the administrator will make every effort to see the student in a timely manner.

#### **Level 2 categories:**

- Disruption – verbal outburst, excessive talking
- Disrespect – inappropriate language, extremely defiant behavior, public displays of affection
- Preparedness – chronic missing work/lack of materials.
- Physical – Failure to keep hands or feet to self, touching or hitting others.

The administration will attempt to see all Level 2 referrals before the end of the day they occurred. If not, the following morning the issue will be dealt with. After the disciplinary consequences have been administered, the student will be returned to class with the discipline slip and record of consequences. There will be mutual acknowledgment by the student/teacher/administrator and the student will return to normal classroom procedures.

### **Level 3 Discipline Referral**

Level 3 referrals require the immediate attention of an administrator. When making a level 3 referral, the student is sent or escorted to the office by the referring staff member or taken to the office by an administrator. A completed discipline slip will accompany the student or be sent to the office immediately after the incident/infraction.

#### **Level 3 categories:**

- Illegal – weapons, drugs, sexual harassment, fire alarm
- Physical – assault, fighting, throwing objects, bullying
- Defiance – defiant (three interventions), vandalism, theft

After consequences have been administered, the student will be returned to class with the discipline slip and record of consequences. There will be mutual acknowledgment by the student/teacher/administrator and the student will return to normal classroom procedures. These issues generally result in suspension.

## **Office Referral Process**

- A discipline report will be filed by the teacher with the principal.
- A copy of the discipline report will be sent home with the students.
- A parent contact must be made for each referral, either by the teacher or the principal.
- Principal, teacher discuss in/out of school suspension, parent participation during school day.
- For severe and persistent infractions, a parent conference will be requested to discuss the issues.
- For persistent misbehavior, a behavior plan is written and signed by parent, student, teacher and principal. The behavior plan addresses consequences for possible future incidents.

## **General School Rules**

1. Follow directions of all teachers quickly and quietly.
2. Keep hands, feet, and objects to yourself.
3. No inappropriate language, teasing or tattling.
4. No gum or candy or other food should be eaten in class.
5. Keep cell phones in OFF mode at all times during the school day and while on campus.
6. Follow the Dress for Success guidelines

## **Hallways and Restroom Rules**

1. Always speak in a whisper and only if necessary.
2. Do not litter or damage school property.
3. Do not disturb other classes.
4. Take the stairs one at a time. Do not run, jump or push while on the stairs or in the hallway.
5. Do not play while in the restroom.

## **Playground Rules**

1. Play only in designated areas where easily seen by teachers.
2. Areas behind the building, trees, etc. are off limits.
3. Appropriate play only: no wrestling, pushing, karate kicks, tackle football, etc.
4. Line up quickly and quietly when told.
5. Do not leave playground without adult permission.

## **Cafeteria Rules**

1. Speak softly. Stay seated. Raise hand if in need of something.
2. Use good manners.
3. Wait for class to be dismissed.
4. Clean up after self; throw all trash away.
5. No sharing of food.

## **Morning Assembly Rules**

1. Sit in your designated area and talk quietly with your peers.
2. Eat breakfast in a timely manner, and clean up all trash promptly.
3. Participate in all recitations of the pledges and prayer.
4. Respect those around you at all times.
5. Go straight to class after dismissal from cafeteria.

## **Attendance Requirements and Course Credit Information**

### **Absences/Attendance**

Regular school attendance is essential for a student to make the most of his or her education. Regular attendance enables students to build on the previous day's learning. Absences from class may result in substantial disruption of a student's mastery of instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student enrolled in kindergarten is required to attend school and follow the compulsory attendance guidelines.

### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following:

- Religious Holy days
- Required court appearances
- Activities related to obtaining U. S. Citizenship
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to college visits will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

### **Failure to Comply with Compulsory Attendance**

A student absent without permission from school, or any attendance required event/activity will be considered in violation of the compulsory attendance law. This violation could result in disciplinary action.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class.

## **Parent's Note after an Absence**

When a student must be absent from school, the student must bring a note signed by the parent that describes the reason for the absence.

## **Doctor's Note after an Absence**

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

## **Excessive Absences**

Should a student develop a habit of absences, a meeting will be arranged with the student, parents and principal to determine a solution. Make-up time will be required in order to maintain the proper attendance in classes.

Adherence to Texas Education Agency Guidelines for Attendance

Abundant Life Christian School maintains standards that align with International Christian Accrediting Association (ICAA) and Texas Education Agency (TEA) for attendance. Therefore, the compulsory attendance laws set forth by TEA are followed on the campus. Students must be in attendance for 90% of the instructional days in order to receive credit for courses.

## **Tardies**

Class begins at 8:00 a.m. Any student arriving after 8:00 a.m. should check in at the office to sign in. Excessive tardies will result in disciplinary action and convert to an absence. Students have ample time between classes to get to the next class on time. Any student arriving late for class will be given a tardy by the classroom teacher.

Students should be conscious of the time and make every effort to report to class on time. Time management is essential to the idea of excellence and responsibility.

Students with excessive tardies will receive lunch and/or after school detention. One detention will be given for every 5 tardies. Six or more tardies will convert to one absence.

## **Standardized Dress Requirements**

*Abundant Life Christian School* requires students to wear standardized dress. Standardized dress makes a statement of belonging to a school community committed to excellence. All students have unique characteristics, but their individualism is not dependent on the clothes they wear but rather their inner qualities and outward actions. It is our desire at *ALCS* to focus on helping our students reach their fullest potential through high expectations.

Students are required to attend each school day in standardized dress. Standardized dress must be in approved school colors (Red, black and white). If a student comes to school without the proper attire, he/she will be asked to call home, and parents will be asked to bring the appropriate attire. Please see to it that your child abides by the standardized dress requirements so there will be no inconvenience to you, our students or the school.

Part of *ALCS's* leadership training is to teach our students how to dress for success. We believe our standardized dress will not only teach a level of success, but also increase the mindset necessary for academic excellence.

### **Please follow the information below when purchasing clothing for the 2020-2021 school year.**

- All students are required to wear khaki, black or navy pants. Polo shirts in red, black and white are standard shirts for all students. White or black oxford shirts (long or short sleeves) are also allowed for all students.
- Pullover sweater vests or cardigans in red, black or white are approved.
- Students in PreK-6<sup>th</sup> grades may wear knee length khaki, black or navy shorts.
- Female students may wear knee length khaki, black or navy skirts or jumpers.
- Outerwear must be in solid colors with no logos or emblems unless it is an ALCS logo.
- Hoodies may be worn but hoods must remain off during school hours and while on school campus.
- Hoodies must be a solid color. It is preferred that all hoodies be purchased from ALCS.
- Any item requiring an ALCS logo must be purchased through the school.
- If pants have belt loops, then belts must be worn.
- Shoes must be closed such as tennis shoes or loafers. No open toed, open backed shoes are allowed.

### **The following items are not allowed in the standardized dress plan:**

- Spandex, or other tight, form fitted pants, skirts, dresses, shorts or tops.
- Flip-flops or other open toed or open backed shoes. No house shoes or shoes that resemble house shoes.
- Tank tops or other revealing or low-cut clothing.
- Body piercings of any kind (girls can wear earrings in their ears only and have no more than two piercings per ear). Male students may not wear earrings of any kind.
- Tattoos are highly discouraged and must be covered at all times on campus and during school events.
- Hats, caps or bandanas are not allowed.
- Unconventional hairstyles, unnatural colors, or other distracting and disruptive styles that distract from the learning environment are unacceptable on the campus and at school events.



## **Dress for Success**

- All clothing must be appropriate size. No oversized or ill-fitting clothing should be worn at any time.
- Pants must fit properly at the waist. No sagging or baggy pants.
- Students must be well groomed at all times. Clothing should be neat. Hair should be clean and groomed.
- Properly fitting polo shirts do not have to be tucked in, but must be neat in appearance. Any shirts that are oversized must be tucked in.
- Jewelry should be appropriate for a school setting in size, style and amount.
- Spandex, leggings, fleece or sweat pants do not promote the “dress for success” idea. Please refrain from wearing these items of clothing.
- Socks add to the neat appearance. Students should wear appropriate socks at all times.
- Shoes should be clean, free from debris and fit properly.

\*\*The administration reserves the right to revise the dress code policy when necessary. Please understand that abuse of any policy currently in place will create a need for change.

Students are required to abide by the dress policy in all classes and school events.

## **Long-Range and Strategic Planning for School Improvement**

Abundant Life Christian School uses the following plan for School Improvement:

### **Teachers**

The teachers will be evaluated twice a year by the principal. This will consist of a fall evaluation and a spring evaluation. After the observation, an assessment is completed followed by an administrative conference conducted by the principal, in which the teacher's strengths and weaknesses are discussed.

During these conferences, suggestions for improvement are made and accepted.

### **Curriculum**

In an effort to continually improve our academic standards, curriculum reviews are conducted yearly. New strategies and programs are implemented regularly that promote the academic success of our students. Standardized assessments, student performance and teacher recommendations are used to evaluate and improve the curriculum choices for Abundant Life Christian School. A standardized assessment is administered at least twice yearly. These assessments are designed to track academic progress and identify any deficits in skills.

### **Spiritual**

The goal of ALCS is for all students to exemplify Christ-like behavior, be strong leaders and develop qualities of a servant. To help reach this goal, ALCS provides opportunities for guest speakers during Chapel services, counseling for students, student retreats with a spiritual growth emphasis, and encourages outreach and volunteer activities for students. As a partner with Abundant Life Christian Center, students at Abundant Life Christian School are also invited to participate in all church and student related activities of ALCC.

### **Community Advisory Board**

To assist in the development of community related activities and school improvement, Abundant Life Christian School strives to have a board of advisors consisting of community leaders, parents and staff. Ideally, the Board would meet regularly to discuss enrichment activities for the campus. This community connection will promote the work of our students in their community and provide opportunities for recognition and awards. The Community Advisory Board is contingent on participation from community and parent partners.

## **Health Information**

Our school health program is designed to be in accordance with Galveston County Health Department. We provide an environment for students to reach their maximum potential mentally, physically and spiritually. When necessary ALCS will administer minor first-aid to students. This includes things such as bandaids, antibiotic cream, checking temperature with a digital thermometer and the use of ice packs. Any other medical needs will be addressed by parents. If an extreme case arises, ALCS administration will call an Emergency Medical Team to the campus to assist. Parents will be asked to come to campus for any medical needs beyond the scope of what ALCS can care for.

**Hearing and Vision Screening** - Once during the year, ALCS will have a professional on site to administer hearing and vision tests. Parental approval is required for this non-invasive test. There is a charge for this service.

**Physical Activity** - Students involved in physical education classes will participate in activities that will increase their physical abilities. These activities will take place both indoors and outdoors. Please notify the school if there are any limitations to physical activities for your child that we should know about.

**Allergies** – Please inform ALCS if your child has any allergies. We strive to pay attention to the foods we offer, but it is a great benefit for us to be aware of anything that might cause your child difficulty.

**Medications** – ALCS will not administer any medications to your child, either over the counter or prescription, unless we have the proper documentation signed by the parent or guardian in your child's file. Parents must supply all over the counter medications (in the original container) for their child and clearly mark them with the dosage and name of the child. This includes Tylenol, Advil, cough drops, cough syrup etc.

If a physician has prescribed medication for your child, please send the medication in the original container showing the dosage amount and your child's name. Include a note to ALCS that your child should receive this medication from a staff member or administrator. Students may not possess or administer any type of medication while on campus unless authorized by the school administrator and a parent.

**Notification** – If there is ever a question about your child's health, ALCS will notify you. Together we will make the decision as to whether the child should go home for the day. This decision is based on school health policies. If a student runs fever, throws up, or has other contagious health issues, the child should remain out of school until clear of symptoms for 24 hours.

**Nutrition and Rest** – Proper nutrition and rest are essential to the health and well-being of your child. ALCS serves breakfast daily for a nominal cost. Breakfast is served until 7:50. Students can bring a lunch or purchase lunch from ALCS. Once a student arrives at school, it is essential that they are alert and attentive in class in order to meet lesson goals. A good night's sleep and a good breakfast will ensure that your child is able to perform as needed in class.

**Immunization Records** – Proof of Texas required immunizations must be provided and kept on file at the school. If you choose not to have your child immunized, a waiver must be provided. Please go to:

<https://www.dshs.texas.gov/immunize> for a list of the required immunizations

## Academic Policies

### Academics

Abundant Life Christian School believes that every student can develop their full potential in all academic areas. Through quality teaching, diligent study and self-motivation, students will learn the foundations of a strong education. The challenge of advanced courses and varied fields of study will engage the minds of every student.

ALCS uses a variety of materials to prepare students for their academic success. Students will learn from Abeka, Bob Jones, Purposeful Design and other state approved curriculum.

### Dual Credit and Collegiate High School

Students that qualify for college courses have the option of dual credit classes in a traditional classroom setting or in an online format. Collegiate High School is an option for those students that have shown themselves to be self-motivated, high achievers, and advanced learners. These options are available to high school students. Parents are responsible to pay the cost of any college courses taken as well as maintaining prompt tuition payments to ALCS.

### Online School

ALCS recognizes the role of technology in education, therefore we utilize the online class format for students. We believe this will better prepare students for college courses by making them comfortable with the online learning format and a self-motivated study habit.

Students needing non-traditional learning opportunities can enroll as a distance learner and take all classes online through our fully accredited online school.

### Graduation Requirements

Abundant Life Christian School follows the Texas Education Agency guidelines for graduation. Following this model ensures that students will meet all college entrance requirements and be ready to pursue their college degree upon graduation from high school. Detailed information about graduation requirements will be discussed with parents and students at the end of the eighth grade year. For information, go to [www.tea.texas.gov/graduation.aspx](http://www.tea.texas.gov/graduation.aspx).

### Grading Scale

To receive credit for a course in grades 9-12, a student must have at least a 70% average for the year. One-half unit credit is earned for each semester. Students in K-8<sup>th</sup> will receive a combination of letter and percentage grades based on the grade level of the student. Students must maintain a 70 average to show satisfactory completion of a course. Any grade below 70 is considered failing..

|   |          |               |
|---|----------|---------------|
| A | 90-100   | 3.1-4.0       |
| B | 80-89    | 2.1-3.0       |
| C | 70-79    | 1.1-2.0       |
| F | Below 70 | 1.0 and below |

### **Report Cards and Progress Reports**

ALCS is on a 9-week grading period. Reports cards will be issued the week following the end of the grading period. Please refer to the school calendar for specific dates for the end of grading periods.

Progress reports will be issued at 4 ½ weeks in order for parents to review the progress of students. This is the time for late work to be turned in, if approved by the teacher, and any possible make-up work to be completed.

### **Extracurricular Eligibility**

A student must maintain a 70% or above in order to participate in any extracurricular activity or field trip.

### **Valedictorian/Salutatorian**

The graduating senior with the highest cumulative GPA will be named valedictorian of the class. The next in line will be the salutatorian. To qualify for valedictorian or salutatorian, the student must have attended ALCS for two years, one being his/her entire senior year. Other criteria may apply to a student's eligibility to receive this honor.

### **Quarter and Semester Exams**

Teachers will give a nine weeks test in each subject for students in grades 4-12. Lower grades will be tested according to the discretion of the classroom teacher.

Semester exams will be given in addition to nine weeks tests for students in grades 4-12. Lower grades will be tested according to the discretion of the classroom teacher.

Students in grades 10-12 may be exempt from semester exams if they meet these requirements for each class:

- Have a semester average of 90% or higher
- Have no more than 3 absences
- Have no discipline referrals

### **Academic Probation**

A student who has failed in one or more classes in one quarter may be placed on academic probation and incur a formal disciplinary action. Subsequent failures will result in tutorials and mandatory study halls.

### **Honor Rolls**

At the end of each quarter, the A and A/B honor roll lists will be published.

### **Standardized Tests**

Students will take a standardized tests at least two times each year. This test shows the student's standing with others in their grade level across the nation.

### **Tuition**

Tuition payments must be current in order for any student records to be released, or for special recognitions to be awarded to students. Arrangement for payments can be made in consideration of this requirement.

## **Technology Agreement**

### **Computer and Internet Acceptable Policy**

Abundant Life Christian School is dedicated to utilizing technology in the classrooms so that students feel prepared in the field of technology. As the use of technology increases and changes, we see the possible problems that can occur if not properly addressed prior to use. Therefore, the use of technology on the campus is monitored both on-site and by an outside source. This is solely for the purpose of the safety of our students and staff.

The following guidelines are set in place by Abundant Life Christian School for the use of all devices on the campus, as well as student accountability both on and off campus. Please read the guidelines and sign the agreement on the last page of this document indicating that you will follow the policies in the document. The signed page should be returned to the school office.

Internet access is available to students and staff. With access to networks and people all over the world comes the availability of material that may not be considered suitable in the context of a school setting. Filtering will be provided for all Internet-enabled computers used by students, staff, and authorized outside users. ALCS cannot prevent the possibility that users may discover controversial information while searching the Internet. We do our best to monitor this information. We also believe that the value of the information and interaction available on the Internet outweighs the possibility of inappropriate use. It is the responsibility of the student to notify a teacher if inappropriate material pops up on a computer they are using.

If an ALCS user violates any of the provisions for safe and correct use of the Internet, his or her account may be terminated and future access could be denied in addition to possible disciplinary measures as outlined in the *Student Handbook*. The acceptable use of technology, infrastructure, the District's wide area network (WAN), local area network (LAN), e-mail system, internet, hardware/software shall apply to all ALCS students/staff and shall be used under the supervision of authorized District personnel.

#### **Electronic Media: Terms and Conditions**

- Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening, or harassing or obscene material.
  - Forgery, or attempted forgery of electronic mail messages is prohibited.
  - Any message relating to or in support of illegal activities are prohibited.
  - Attempts to read, delete, copy, forward or modify the electronic mail of other users are prohibited.
- A. While electronic mail offers tremendous opportunities of educational value, it also provides opportunities for unethical and inappropriate use of the system. The use of electronic mail is a privilege, not a right, and unethical or inappropriate use will result in a cancellation of those privileges. By utilizing an e-mail account, the user agrees to **refrain** from unethical and inappropriate use of electronic mail. These include, but are not limited to, the following:
- Sending or forwarding messages to everyone on a campus without permission.
  - Sending or forwarding unsolicited junk mail, chain letters, jokes or advertisements.
  - Sending or forwarding messages relating to political lobbying.
  - Sending or forwarding messages that contain racist, sexist or inflammatory comments.
  - Sending or forwarding messages that may be considered as cyber bashing, bullying or defaming.
  - Sending or forwarding messages that contain obscenities or abusive language.
  - Sending or forwarding messages that use someone else's name on it.
  - Sending or forwarding messages that are inconsistent with the school's code of conduct.

## **Copyright Compliance –**

The use of School technology in violation of any law, including copyright law, is prohibited. Copyrighted or licensed software or data may not be placed on any system connected to the School's system without permission from the holder of the copyright or license. Only the copyright or owner, or an individual the owner specifically authorizes, may upload copyrighted or licensed material to the system. No person will be allowed to use the School's technology to post, publicize or duplicate information in violation of the copyright law. If copyright or license owner reasonably believes that the School's technology has been used to infringe upon a copyright or license, the owner is encouraged to notify the School.

## **General Network and Electronic Media Regulations and Guidelines**

- A. Users shall not erase, rename or make unusable anyone else's computer files or programs.
- B. Users shall not let other persons use their name, login, password or files for any reason.
- C. Users shall not use or try to discover another user's password.
- D. Users shall not use ALCS's computers, networks or electronic media for any non-instructional or non-administrative purposes (e.g. games or activities for personal profit).
- E. Users shall not use a computer for unlawful purposes such as the illegal copying or installation of software.
- F. Users shall not copy, change or transfer any software or documentation provided by ALCS without permission from authorized School personnel.
- G. Users shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software. Such software is often called a bug, virus, worm, Trojan horse or similar name.
- H. Users shall not use the computer or access the ALCS network to annoy or harass others with language, images or threats. Users shall not access or create any objectionable information, language or images.
- I. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources or allow others to misuse system resources.
- J. Users shall not tamper with computers, networks, printers or other associated equipment.
- K. Users shall not take home equipment (hardware/software) without written permission from School personnel.
- L. Students may not use their own personal computers on the school's network.
- M. Unless otherwise allowed by ALCS, the ALCS name/logos may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, facsimile transmission, scanning or other methods not yet invented, or by using any information storage and retrieval system, except with the written permission of staff member. Any such usage may subject the student to disciplinary actions. All ALCS logos may be the intellectual property of ALCS and may be protected by applicable laws, including Copyright.

## **Network/Internet and Electronic Media Use: Terms and Conditions**

- A. **Acceptable Use:** The purpose of using the Network/Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the School. Transmission or downloading of any material in violation of school regulations or any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secrets.
- B. **Privileges:** The use of the Network/Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Authorized School personnel will deem what is appropriate use and their decision will be final.

### **Disciplinary action for misuse:**

- **First offense** – Denial of usage for 30 school days

- Second offense – Denial of usage for 45 school days
  - Third offense – Denial of usage for the remainder of the school year and alternative class arrangements
- C. Privacy: Please be aware that all e-mail, files and other information saved or transmitted on School equipment are not private or confidential. All information is subject to the provisions of the Texas Public Information Act. Authorized School personnel have the authority to view, monitor, erase, etc. any e-mail, file or information saved or transmitted on School equipment. This authority is primarily used to monitor for inappropriate use. The School may also monitor all internet activity, including but not limited to, web pages, search queries, blocked content, images, videos, etc.
- D. Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. Network etiquette is expected to be followed in all forms of electronic media on and off of the school network. This communication applies whether done during school hours or non-school hours; whether done with school equipment or non-school equipment. These include, but are not limited to the following:
- Text messaging, instant messaging or email
  - Web logs (blogs), electronic forums, discussion boards or chat rooms
  - Video-sharing applications and web sites (e.g. YouTube)
  - Editorial comments posted on the internet
  - Social network sites (e.g. Facebook, Twitter, Snap Chat, Instagram, Tik-Tok, LinkedIn, etc.)
  - All forms of telecommunications (landlines, cell phone and web-based applications).
  - Any equipment used in the electronic communication process such as television, radio, telephone, fax, printer, scanner, copier, desktop or laptop computer, game console or handheld device

As part of the ALCS character development, we expect students to exemplify good network etiquette:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or use any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
- Do not reveal the personal address or phone numbers of students or faculty members.
- Note that electronic mail (e-mail) or other electronic communication of any kind is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use the network in a way that would disrupt the use of the network by other users.
- All communications and information accessible via the network is not to be assumed to be private property.
- No communication through electronic media should be sent if it contains immoral activity, harassment or bullying, behavior not becoming of an ALCS student, sexual content or anything deemed inappropriate by the ALCS administration.

No communication on social media sites that would harm the reputation of ALCS.

- E. Warranties: ALCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. ALCS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. ALCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- F. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or internet, notify a system administrator or authorized School personnel. Do not demonstrate the problem to other users. Attempts to log on to the network as anyone but yourself may result in the cancellation of privileges. Any user identified as a security risk may be denied access.
- G. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy ALCS equipment, materials, network or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access or changing online materials without permission.

**\*\*All students using the internet are required to have a signed agreement on file in the school office.**



## **Notice Regarding Directory Information**

### Parent's Response Regarding Release of Student Information

State law requires that Abundant Life Christian School provide the following information

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of this directory information about the student. If you do not want Abundant Life Christian School to disclose directory information from your child's educational records without your prior written consent, you must notify the school in writing at the beginning of each school year.

In addition, you have the right to tell the school that it may or may not use certain personal information about your child for specific school-sponsored purposes.

Abundant Life Christian School is providing this information so you can communicate your wishes to us about these issues.

#### **The following is considered directory information:**

Student's name, address, telephone listing, and email address

Date and place of birth

Photographs to be used in the yearbook, school newsletters, websites and other school marketing

Major field of study, degrees, honors and awards received

Dates of attendance, enrollment status and grade level

Most recent school previously attended

Participation on officially recognized activities and sports

Weight and height, if a member of an athletic team

Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records.

## General Emergency Procedures

### **Hurricanes - Threatening hurricanes are classified in three stages:**

- Hurricane Watch – The first alert that a hurricane poses a possible threat to a particular area.
- Hurricane Warning – Within 24 hours or less, a specified coastal area may be subject to high sustained winds, dangerously high water, and exceptionally high waves.
- Storm Stage – A hurricane has moved inland.

During inclement weather, administration will be kept informed of current weather conditions through the National Weather Service. Announcements regarding early dismissals or school closing will be publicized through school communications, local radio (KHEA 99.5 FM), and local TV stations (Channel 2, Channel 11, Channel 13). [Http://abc13.com/community/schoolclosings](http://abc13.com/community/schoolclosings). ALCS will post information on @alcc\_tx, <https://www.facebook.com/alcs16/> and the class app used by teachers. ALCS closings will coincide with Texas City ISD as much as possible. Staff will remain on-site until all students are picked up by parents.

**In case of a hurricane:** Teachers are made aware of current weather conditions in an appropriate manner and are reminded to reassure students. Administration must authorize any personal or outside phone calls during this time in order to maintain a calm atmosphere on the campus.

**Flooding** - Follow the hurricane procedures.

**Tornado** - Threatening weather regarding tornadoes is classified in two stages:

- Tornado Watch – Indicates that weather conditions could become ideal to create a tornado.
- Tornado Warning – A warning indicates that an actual twister has touched down in a specific area. Similar procedures are followed in the threat of a tornado. Communication comes from local weather sources. Students are taken to an interior room and seated on the floor in an orderly manner. Teachers remain in the room to maintain a calm atmosphere. Students and staff are housed in the safe space until an all-clear is received from local weather sources.

**Building Evacuation** - Conditions could warrant a building evacuation such as suspected fire, bomb threat, Gas/chemical leak or Industrial Plant situation. In these conditions, students will follow the designated exit routes and taken to the nearest safe place. Staff will check student count with class rosters to be sure all students are accounted for. Students and staff will remain in the safe place until an all-clear is issued. If school closure is necessary, parents will be notified by the administration with a pick up time and location.

**Lock-Down** - In the event of an intrusion or threat of any nature, administration will call for a campus-wide lockdown. For the safety of students and staff, immediate action is necessary. 911 is called immediately. Students are taken to the most secure corner of the lockable area (classrooms, locker-rooms, closets, etc.). All doors leading to the secure area are locked and all students remain quietly in the area with lights off. Teachers will do a roll call and report any missing students to the administration. When it is safe to evacuate, the administration will notify teachers, and the designated evacuation route will be used.

### **Parent Communication**

The safety of our students and staff is our priority. The staff of ALCS is trained in managing emergency situations. We also rely on the assistance of our emergency management teams such as police, fire department and others skilled in these emergency situations. We will provide communication to parents as quickly as possible to notify you of the safety of your child.

## Basic Information to Know

**School address**- 5130 Hallam Road, LaMarque, TX 77568

**School Phone** – 409-935-8773, School email – [abundantlifechristianschool@alcc.org](mailto:abundantlifechristianschool@alcc.org)

**School Website** – [www.abundantlifechristianschool.org](http://www.abundantlifechristianschool.org)

**Social Media Connections** - @alcs\_tx, <https://www.facebook.com/alcs16/>

**Teacher communication** – Remind and/or Class Dojo (by invitation from the teacher)

**Visitors to Campus**: Abundant Life Christian School strives to maintain a safe and academically focused campus. We have the following procedures:

**Lunch Time**: Only the parent/guardian, immediate family members over the age of 18 (out of high school) or a pre-approved family member may eat lunch with a student in the cafeteria. If food or drink is brought to the student, it may not be given to or shared with other students.

**Observing Classrooms**: Classroom observations are allowed if pre-scheduled with the office. All visitors must check in with the office.

**Food Deliveries**: Students may only receive outside food or drinks during the school day from a parent, guardian, or emergency contact individual. Food and/or drinks may not be shared with or given to other students. We encourage families to send lunch with their children each school day or purchase lunch from ALCS instead of relying on outside delivery services to provide lunch for your child.

**Birthday Celebrations**: Treats brought for a birthday celebration will be held in the office until 2:00 pm. Any food provided for birthdays must only be shared with the class period that student is in at that time.

**Important Dates**: See the school calendar.

**School Fundraisers**: Parents are asked to participate in all school fundraisers. Fundraising supports our teachers, classrooms and students. If you choose not to participate, we will gladly accept your monetary donation in lieu of fundraiser sales.

**Student Expectations**: While teachers will have individual student expectations and procedures for their individual classrooms, all students must abide by the Abundant Life Christian School Honor Code and expectations set forth in this handbook.

### **Arrival/Departure:**

**Arrival**: When students arrive on campus, they are to report to the cafeteria. Cafeteria doors will be open by 7:30 AM, and breakfast will begin at 7:30 AM. Students will not be allowed to leave the cafeteria once they have arrived without first getting staff permission. Students will be released after pledges, and *must* be inside their first period classroom by 8:00 AM. Students who are late to class will be handled according to tardy policy. Students arriving after 8:00 AM because of a medical appointment or returning after being checked out are required to check in with the front office.

**Departure**: Only students who have a designated location such as tutorials may remain on campus after school. Students are expected to leave campus immediately and in an orderly fashion. Once 7<sup>th</sup> period is dismissed, we will dismiss students from the cafeteria. We ask that all students be picked up by 3:30 PM. Students who are walking are expected to leave campus once released from class. This information must be on file in the office.

**Student Checkout During the School Day**: The parent or guardian must personally sign the student out during the school day. If a non-emergency contact person will be checking the student out from school, the parent/guardian will need to call the school to verify the information. Student attendance guidelines will be followed for any time absent from campus.

**Cafeteria:** During lunchtime, students must quietly move into the cafeteria and be seated. When serving begins, the students will be called to the serving line. As students eat, they must adhere to the same behavioral expectations as they would in class: no loud talking, staying seated, and throwing away all trash. Violations will result in disciplinary action.

**Cell Phone Procedures:** Our focus is on academics and providing a safe environment for our students. Cell phones should not be seen or heard from 7:30 AM-3:30 PM (or while on school property) unless a teacher has approved the use for an instructional activity.

1<sup>st</sup> Offense: Warning to put the phone away—phones seen or heard outside of a classroom will be confiscated immediately until the end of day.

2<sup>nd</sup> Offense: Staff member confiscates the phone and the parent/guardian must pick up the phone from the office.

3<sup>rd</sup> Offense: Phone will be given to the office, parent/guardian must pay \$15 when picked up, and student will report to the office for five days to give up the phone at the beginning of the day and pick it up at the end of the day.

Student will be asked to leave their phone at home when it is evident that they cannot abide by the guidelines.

**Food/Drink Outside the Cafeteria:** Food and drinks other than a water bottle are not allowed outside of the cafeteria. Students are not allowed to eat in the classroom.

**Detention Guidelines:** After-school detention will be from 3:25-3:45. Lunch detentions will be during lunchtime in the cafeteria. Teachers will contact parents prior to any assigned after-school detention when detention is given to a student. Parents will also be contacted if additional detention time is assigned. Parent conferences will take place before any additional disciplinary actions are assigned.

**Administrative Duties/Concerns/Conflict Resolution:** The Administrative Team of Abundant Life Christian School strives to ensure our students have a quality-learning environment that supports them and their teachers. We ask that you call before you come to the campus if you need to see Mrs. Hallam or Mrs. Garcia to ensure your time is also our priority. Our staff is trained on meeting your needs by setting an appointment for a specific time to return your call or make a personal appointment. We will make every effort to return emails within 24 hours. Also, if there are any concerns with a teacher or grade, please contact that teacher first. If there is a concern with conflict between students, we will direct you to the Principal. If further assistance is needed in those or any other area, please call the office and we will assist. Together we can make our school year successful! Thank you for your support.

**Use of Student Photos:** We love to showcase our students through our social media sites and other advertising. Please sign the release form so we can use photos of your child for school purposes.

**Administrator Contact Information:** Here are the emails for our administrative team:

Cynthia Hallam--Superintendent and Principal: [challam@premierlearningacademy.org](mailto:challam@premierlearningacademy.org)

Adriana Garcia—Administrative Assistant/Receptionist: [agarcia@premierlearningacademy.org](mailto:agarcia@premierlearningacademy.org)

**Accreditation:** Abundant Life Christian School is accredited through the International Christian Accrediting Association. We are also members of the Oral Roberts University Education Fellowship, the Association of Christian Schools International and Texas Private Schools Association. Because of our association with these organizations, we are recognized as an accredited school by the Texas Education Agency.

**Abundant Life Christian School - Permission for Student Use of Electronic Communications System**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand that my child's computer use is not private and that the District will monitor my child's activity on the District's computer system. I understand that violations of these provisions may result in suspension or revocation of computer access:

Yes, I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct. In consideration for the privilege of my child using the District's internet system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

No, I do not give permission for my child to participate in the District's electronic communication system.

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**Directory Information Regarding Release of Student Information**

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting the information, unless the parent or guardian objects to releasing the directory information about the student. Directory information can include the student name, address, phone number, and other information.

Yes, I authorize the District to release directory information as explained above.

No, I do not authorize the District to release directory information to anyone.

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**News Release Authorization for Abundant Life Christian School**

During a typical school year, there are many school activities that deserve news coverage. Yearbooks and newspapers include student pictures. Additionally, Abundant Life Christian School has a website where District information is posted. The website is: <http://abundantlifechristianschool.org/home/index.html>. Important events and student pictures are included in the website.

Yes, I authorize my child to be in yearbook pictures, newspaper for publication purposes, photograph or video and/or on the District website and District social media sites.

No, I do not authorize my child to be in yearbook pictures, newspaper for publication purposes, photograph or video and/or on the District website and District social media sites.

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**Parent's Objection to the Release of Student Information to Military Recruiters And Institutions of Higher Education**

Federal law requires that schools release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the school, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

**Parent:** Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

No. I, parent of \_\_\_\_\_, request that ALCS **not** release my child's name, address, and telephone number to a military recruiter or institution of higher education upon their request without my prior written consent.

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I have read the above information and checked the appropriate information for each category. **Please return this form to ALCS**

**Parent signature** \_\_\_\_\_ **Date** \_\_\_\_\_