

# Parent/Student Handbook



*"Home of the Mighty Lions"*

*Delivering Excellence in Education for over 60 years*

**5559 Palm Avenue**

**Hialeah, Florida 33012**

**Tel: (305) 823-5313**

# *Asbury Christian School*

*"Delivering Excellence in Education for over 60 years"*

## **PARENT/STUDENT HANDBOOK**

### **MISSION STATEMENT**

Asbury Christian School is the educational ministry of Iglesia Cristiana Vida for over 60 years. Our mission is to educate and equip students for a lifetime of learning, leadership, and service. Our vision as a Christian School is to be an influence characterized by academic excellence to develop lifetime leaders for generations to come. Our goal is to cultivate a culture of grace and truth that promotes humility and confidence, holding each other accountable in love, maintaining school-wide unity.

### **PURPOSE OF HANDBOOK**

The purpose of this handbook is to explain to the parent and students of Asbury Christian School our basic philosophy of education and discipline and to state the policies which will direct our relationship throughout the year. If any problems or situations arise which are not discussed in the Handbook, the administration and faculty will determine the course of action necessary to address the situation. We trust that this handbook will provide you with information you need for a successful school year.

Asbury Christian School has the right and duty to make regulations as it deems necessary for the well-being and education of each student and common good of all. The school reserves the right to amend the contents of this handbook at any time.

### **STATEMENT OF COOPERATION**

The rules and guidelines, as set forth in the Parent/Student Handbook, are taken seriously by the administration and staff. It is not necessary to that a student or parent agree with every rule and policy the school is enrolled at Asbury Christian School.

# Asbury Christian School

## ADMINISTRATION

Senior Pastor..... Danilo Quevedo  
Principal..... Susana Perez  
Assistant Principal..... Damis Talavera

## CONTACT INFORMATION

School Office.....(305) 823-5313  
Church Office.....(305) 823-1262  
Office Fax.....(305) 823-5329  
Email:.....[asburychristianschool@yahoo.com](mailto:asburychristianschool@yahoo.com)  
Principal Email: .....[asburyprincipal@yahoo.com](mailto:asburyprincipal@yahoo.com)  
Assistant Principal Email .....[asburyassistantprincipal@yahoo.com](mailto:asburyassistantprincipal@yahoo.com)

## SCHOOL HOURS

Campus..... 7:00 AM – 6:00 PM  
Main Office..... 8:45 AM – 6:00 PM  
Administrative Office..... 9:00 AM – 4:00 PM  
Daycare..... 7:00 AM – 6:00 PM  
K2-K4 Academic Hours.....8:45 AM – 11:00 AM  
Elementary (Kindergarten -5<sup>th</sup> Grade) ..... 8:30 AM – 3:00 PM  
Secondary (6<sup>th</sup> -12<sup>th</sup> Grade)..... 8:30 AM – 3:30 PM  
Before Care:..... 7:00 AM – 8:30 AM  
Aftercare..... 3:00 PM – 6:00 PM

## **ADMISSIONS**

Asbury Christian School was founded to provide a rigorous Christian education for interested students and families. Our Admissions policies are adopted to conform to this purpose. Asbury Christian School admits students of any race, color, or ethnicity.

### **A. REGISTRATION FOR FIRST TIME STUDENTS**

A student is admitted to Asbury Christian School based on former records and recommendation letters (if applicable). Should the student's record and reference be acceptable, he/she will be admitted to Asbury Christian School. It is the policy of Asbury Christian School not to accept any transfer students whose academic status and/or general testimony is not up to acceptable standards. Asbury Christian School reserves the right to accept or decline the enrollment of students based on academic, behavior, or parental matters.

Registration of students will be finalized when the following information has been received:

1. Enrollment Form
2. Administrative/ Teacher Recommendation Letter (6<sup>th</sup> to 12 Grade students only)
3. Birth Certificate
4. Certificate of Immunization and recent physical form (HRS forms 3040 and 680)
5. Copy of Parent/Guardian Photo ID
6. Copy of latest Report Card and or Official Transcripts (signed, stamped, and sealed by previous school)
7. Enrollment Fees as per Asbury Christian School Financial Sheet.

### **B. REENROLLMENT**

A student's status will be reviewed yearly. Invitations to reenroll will be based on students' disciplinary behavior and attendance records including tardies. Reenrollment for current students will begin February. We encourage students to reenroll as soon as possible. Student will be reenrolled once students' statuses are reviewed and parent/guardian turn in reenrollment form together with registration fee.

### **C. TUITION PAYMENTS**

Tuition is payable to Asbury Christian School on a Weekly basis for students in our Daycare Center (Infant to Pre-K 4 and Bi-weekly basis for our Kindergarten-12 Grade students. Full tuition payment must be made even if student is absent from school. The cashier is located in our main office and is available for financial

transactions from 8:45 AM – 6:00 PM. Payments via telephone can also be made using a debit or credit card by calling our main office,

**LATE PAYMENTS:** Tuition is expected to be paid within the first three (3) days of the payment due date. After the third day, a \$20.00 late charge will be added to your account. There will be no exceptions. Payment can be made with credit/debit card, cash, or check. All returned checks are subject to a \$50.00 return fee and only cash will be accepted for payments after returned check. Accounts cannot be over one payment in arrears at any time. Your child will not be allowed to attend school until debt is paid in full.

**Please be advised that payment plans are available.**

#### **D. SCHOLARSHIPS**

Asbury Christian School accepts Step Up for Students, Family Empowerment EO/UA, Gardiner, and Early Learning Coalition (for Daycare, aftercare, and summer camp service).

#### **E. WITHDRAWALS**

1. Parent or legal guardian must request withdrawal in our main office.
2. Students Curriculum and Material Fees must be Paid in full.
3. All TEXTBOOKS (not workbooks) must be turned in.
4. No records will be released until all financial matters are cleared.

## **ATTENDANCE POLICY**

Regular attendance and promptness are expected in all classes and are essential for success in school. The faculty and staff of Asbury Christian School are committed to the philosophy that every student should attend school daily for successful academic progress. Students are to be counted in attendance only if they are present or engaged in a school-approved educational activity that constitutes a part of the instructional program for students for more than one (1) hour.

### **1. Excused Absence**

- A. Student illness
- B. Medical appointment
- C. Death in the family
- D. Other individual absences beyond the control of the parent or student as determined and approved by school administration.

### **2. Unexcused Absence**

- A. Any absence that does not fall into one of the excused absence categories will be considered unexcused.
- B. Any student who accumulates five (5) or more unexcused absences in a designated semester or ten (10) or more unexcused absences in an annual course will be subject to the withholding of final passing grade(s).
- C. Students with an unexcused absence will not be allowed to make-up classwork or exams.

### **● Tardiness**

Tardiness has a negative effect on academic achievement. In order for students to grow academically they must be present. Being late to school equates to missed instructional time just as absences do.

- A. Students who are not in their classrooms by 8:45 AM are considered late.
- B. Student will not be permitted in classroom after 10:00 AM (Including daycare) unless a doctor's note is provided.

- C. Students who arrive after 8:45 AM must stop by the main office to obtain a Admit slip.
- D. Tardiness will only be excused due to student illness, medical appointment, funeral, or other reasons beyond the control of the parent or student as determined and approved by the school administration.
- E. Tardiness due to traffic, over-sleeping, or any other personal reasons will no be excused.

**Excessive Tardiness Consequences**

**Per Semester**

1. 1<sup>st</sup> unexcused tardy will result in a verbal warning to both student and parent.
2. 2<sup>nd</sup> unexcused tardy will result in a written warning.
3. 3<sup>rd</sup> unexcused tardy will result in a lowered conduct grade.
4. 4<sup>th</sup> unexcused tardy will result in administrative parent conference.

- **Late Pick-Up**

Our school campus closes at 6:00 PM. Any student picked up after 6:00 PM will be charged \$1.00 per minute per student upon pick-up. There will be no exceptions.

- **Student Pick-Up Authorization**

Student will only be released to those listen on enrollment form. Photo identification is required upon pick-up. It is your responsibility to update your child's records when necessary.

## **ACADEMICS**

### **A. CLASSROOM INSTRUCTION TIME**

Asbury Christian School Operates on a 174 School Day Calendar

- Preschool K2-K4 students are in school 6 hours a day with 4 hours of instructional time.
- Kindergarten- 12 Grade students are in school 7 hours a day with 6.5 hours of instructional time daily.

### **B. PERFORMING ARTS PROGRAM**

ACS currently offers Performing Arts Program that provides students with the opportunity to explore various forms of performing arts. These classes are offered after school at a nominal fee.

### **C. PHYSICAL FITNESS AND EDUCATION PROGRAM**

ACS offers Physical Education Classes for Grades K-8 and Physical Fitness for Grades 9-12 twice a week as per classroom schedule.

### **D. WEEKLY CHAPEL SERVICE**

ACS weekly chapel service is an integral part of the school's total program for students in K2-12<sup>th</sup> grade. Our chapel service provides an opportunity for the expression of individual, worship, and praise to God through prayer, singing, testimonies, special music, and bible teachings. Chapel services are designed to minister and encourage personal growth, commitment, and service to our Lord.

### **E. SUPPLEMENTAL COMPUTER PROGRAMS**

#### IXL Reading and Mathematics Program

IXL is personalized web-based learning program with comprehensive K-12 curriculum, individualized guidance, and real-time analytics, IXL meets the unique needs of each learner.



## ACADEMIC GRADING SCALE

Letter Grade	Numeric Value	Interpretation
A	90-100	Excellent
B	80-89	Outstanding
C	70-79	Average
D	60-69	Below Average/ Needs Improvement
F	0-59	Needs Improvement/ Failing

**Any questions regarding students' grades are to be referred to student's teacher.**

**RETENTION:** Students in grades K-12 will be retained if he/she receives an (F) as a final grade in Math, Reading, or Language Arts.

### ONLINE COURSES FOR

#### Florida Virtual School

Asbury Christian School encourages students from 6-12 to take advantage of the courses available through the Florida Virtual School program. FLVS is a free service offered by the State of Florida online. This coursework is considered independent study and is not directly supervised by school personnel. All courses require prior approval from Administration, and only specific courses will be allowed to count towards graduation requirements at Asbury Christian School. It is the student's responsibility to register and enroll with Florida Virtual Schools through [www.flvs.net](http://www.flvs.net).

#### Dual Enrollment

Asbury Christian School has academic partnership with Miami-Dade College for our Juniors and Seniors. Please refer to our school's administrative department for more information.

## **STANDARD OF CONDUCT AND DISCIPLINE**

Discipline is a process where the student learns to develop habits of self-control and to recognize his/her accountability. The main objective of discipline in Asbury Christian School is to help students learn to make wise choices.

In the event a student should not abide by Asbury Christian School standards of conduct; corrective and/or consequences will be administered for the good of the student and the school. A supportive, cooperative attitude on the part of the parent usually transfers to the children.

If your child is disciplined at school, you should:

- Remember that the teacher is an experienced professional who loves your child and uses good judgement in disciplining him/her.
- Remain calm and get all the facts from the teacher and your child.
- Discuss the disciplinary incident with the teacher and remember that you and the teacher are a team. Your response is a model for your child to emulate. Please support the teacher in attitude and action.
- Understand that most children do not like discipline, and it is in their nature to relate incidents in ways favorable to themselves.
- Please be advised that infractions of the rules of the school or classroom are dealt with by the classroom teacher. If the problem is serious or becomes repetitive, the school administrator will become involved.

## **PROCESS OF DISCIPLINE**

The process of discipline at Asbury Christian School has been developed for the student's personal growth and to assure safety, quality, and educational environment all deserve.

At the beginning of every school year parents will receive a Description Process of Discipline according to students' grade level. Discipline process differentiates according to student's grade level and severity.

## **DRESS CODE STANDARDS**

### **GENERAL GUIDELINES**

- Only approved ACS uniforms, purchased from Ibiley Uniform may be worn each day. All clothing must be modest and appropriate in appearance.
- Only all black closed shoes may be worn. No open toe shoes or crocs are allowed.
- Only all black sweaters may be worn.
- Unusual hairstyles or hair dyes are not allowed.
- No head coverings, hats/caps, hoodies, and/or sunglasses are allowed.
- All physical education shorts must be at least mid-thigh in length.
- Physical Education uniforms are to be worn only the days student had physical education class. All black joggers may be worn instead of physical education uniform shorts.
- Every Friday, students may wear jeans with ACS Mighty Lions spirit shirt or regular school polo for one dollar (\$1.00).

### **BOYS ATTIRE AND GROOMING GUIDELINES**

- All boys must have their hair trimmed neatly above the collar and eyebrows. Long hair should be neatly combed and/or picked up. Bleached, dyed, and/or abnormal designed hair is not permitted.
- Nails must be kept short and cleaned.
- Uniform slacks and physical education shorts must be worn at waist level. No exceptions.
- Uniform Shirts must be worn at all times while on school campus or activities.
- Earrings and/or any body piercing jewelry are not to be worn while on campus or at any ACS events.

### **GIRLS ATTIRE AND GROOMING GUIDELINES**

- Hair must be neatly combed and styled.
- Uniform skirts may be no shorter than two inches above the knee.
- Uniform pants and physical education shorts must be worn at waist level. No exceptions.
- Girls' nails must be cleaned and properly filed. Only light nail polish allowed. Girls from grades 6<sup>th</sup> to 12<sup>th</sup> are allowed to have nail extensions up to half an inch. (0.5 inches). Nail extensions can only be squared or round.

Please be advised that inappropriate attire, dress code, and/or grooming will be dealt with individually, and the administrator reserves the right to determine if the student is dressed or groomed appropriately. Student who, in the judgment of the administrator, does not meet the daily dress code or grooming guidelines may be held in the office until proper clothing is obtained or grooming issue is resolved. Detention may be issued after first warning.