

Parent/Student Handbook



“Home of the Mighty Lions”

Delivering Excellence in Education for Over 60 Years

“Expanding His Kingdom One Child at a Time”

5559 Palm Avenue

Hialeah, Florida 33012

Tel: (305) 823–5313

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 parents 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 that a student or parent agree with every rule and policy the school is enrolled at 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

Principal Email:asburyprincipal@yahoo.com

Assistant Principal Email:.....asburyassistantprincipal@yahoo.com

SCHOOL HOURS

Campus.....7:00 AM – 6:00 PM

Main Office..... 8:45 AM – 6:00 PM

Daycare.....8:45 AM – 3:00 PM

Academic Hours.....8:45 AM – 3:00 PM Elementary

(Kindergarten -5th Grade) 8:30 AM – 3:00 PM

Secondary (6th-12th Grade)..... 8:30 AM – 3:30 PM

Before Care..... 7:00 AM – 8:30 AM

After Care..... 3:00 PM – 6:00 PM

Drop Off Hours (INFANTS-12th Grade):7:00-9:00 AM

Drive Thru Drop Off Hours (Kindergarten-12th Grade):7:00 - 8:45 AM

Drive Thru Pickup Hours (Kindergarten-12th Grade):3:00 - 4:00PM

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
(6th 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. RE-ENROLLMENT

A student's status will be reviewed yearly. Invitations to re-enroll will be based on students' disciplinary behavior and attendance records including tardies. Re-enrollment for current students will begin in February. We encourage students to re-enroll as soon as possible. Students will be re-enrolled once students' status is reviewed and parent/guardian turn in re-enrollment 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 the 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. Parents or legal guardians 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.

3. 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. Students will not be permitted in the classroom **after 9:00 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 an 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 not be excused.

EXCESSIVE TARDINESS

- 1. 1st unexcused tardy will result in a verbal warning to both student and parent.
- 2. 2nd unexcused tardy will result in a written warning.
- 3. 3rd unexcused tardy will result in a lowered conduct grade.
- 4. 4th unexcused tardy will result in an 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

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

At Asbury Christian School, we prioritize providing a full and consistent learning experience for every student. It is essential that all students remain in school for the entire academic day **(8:30AM-3:00PM)** to ensure they receive all the necessary lessons, assessments, and activities.

We understand that situations may arise that require early pickup. However, it is important to note that **picking up your child early** from school will result in a **grade of zero** for any missed assignments, tests, or evaluations conducted if they do **not** have a valid doctor's notes. This policy is in place to encourage consistent attendance and the importance of completing all academic requirements.

CONSENT AND ACKNOWLEDGEMENT FORM WILL NEED TO BE SIGNED UPON PICKUP.

1. If you pick up your child early from school, any missed work, tests, or assignments will result in a **grade of zero** unless prior arrangements are made with the teacher.
2. You understand the importance of your child's full attendance and the potential consequences of leaving early.
3. You agree to communicate with the teacher or school administration regarding any unavoidable early pickups to arrange for possible accommodations if necessary.

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.

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 the student's grade level and severity. Discipline at Asbury Christian School is:

1. Administered with love, consistency, and fairness.
2. Intended to restore, not shame.
3. Designed to uphold a safe, respectful, and God-honoring learning environment.

We expect all students to:

- Show respect for authority, peers, and property.
- Demonstrate integrity in both words and actions.
- Follow classroom and school-wide rules.
- Take responsibility for their choices.

Behavioral Expectations

Examples of behavior that may warrant correction include, but are not limited to:

- Disobedience or defiance
- Disrespectful language or actions

- Disruption of the learning environment
- Dishonesty (lying, cheating, stealing)
- Bullying, teasing, or threatening others
- Physical aggression or inappropriate contact

EXPULSION POLICY

GROUNDNS FOR EXPULSION

Children/Families may be expelled for the following reasons:

1. Persistent Inappropriate or Unsafe Behavior
 - Aggressive actions toward staff or other children (e.g., hitting, biting, kicking).
 - Raising voice at a staff or other children.
 - Endangering themselves or others repeatedly.
2. Unresolved Behavioral Issues
 - Consistent refusal to follow rules despite interventions. Continued disruptive calls and insistence to cooperate.
3. Parental Behavior.
 - Please refer to the following section.

At ASBURY CHRISTIAN SCHOOL, we are committed to offering and maintaining a respectful, collaborative, and supportive relationship between staff and families. We aim to resolve all conflicts constructively and professionally. Please be aware that certain behaviors will NOT be tolerated under any circumstances. These include, but are not limited to:

- Hate speech, discriminatory comments, or harassment based on race, religion, gender, sexual orientation, or disability.
- Inappropriate comments, disrespectful language, repeated verbal abuse, and/or escalation of his/her tone of voice that is excessive for a cordial conversation to happen. We defer to in person meetings when phone calls become disruptive rather than productive.

Such behavior will result in immediate expulsion of the family from the daycare program without prior notice refund.

The following behaviors by parents or guardians will result in immediate or progressive steps toward expulsion, depending on the severity and frequency of the actions:

- 1. Verbal Abuse or Intimidation**

- Use of hostile, threatening, aggressive, or profane language directed at staff, other parents, or children.
- Yelling or raising one's voice in a confrontational or disruptive manner on daycare premises.
- Attempts to intimidate, bully, or harass staff through words, gestures, or tone.

2. Physical Aggression or Threats

- Any act or threat of physical violence toward staff, children, or other families.
- Damaging or attempting to damage property belonging to the daycare or its employees.
- Creating or escalating situations that pose a safety risk.

3. Disrespectful Conduct

- Disregard for daycare policies and procedures, including health and safety protocols.
- Repeated interruptions of classroom routines or staff workflow.
- Spreading false information, defamation, or attempts to undermine the daycare's reputation.

4. Refusal to Collaborate on Behavioral Concerns

- Denial of or refusal to address ongoing behavioral issues with their child.
- Repeated failure to attend required meetings or to follow through with mutually agreed-upon action plans or referrals.

5. Boundary Violations

- Attempting to enter restricted areas without permission.
- Overstepping professional boundaries, such as contacting staff outside of work hours for non-emergency issues or making inappropriate personal inquiries. This includes attempting to discuss conflicts during church services with pastoral staff and church members.

A. Verbal abuse or threats toward staff or children.

B. Failure to comply with daycare policies (e.g., pick-up/drop-off rules, payment, health requirements).

- **Non-Payment of Tuition**

Failure to pay tuition or fees after multiple reminders and grace periods offered and violated.

- **Chronic Absenteeism**

Excessive unexcused absences or failure to notify the center of absences.

We will attempt to implement one or more of the following interventions prior to expulsion:

- 1. Observation and Documentation**

Staff document behaviors and incidents.

- 2. Parent Communication**

Conferences to discuss concerns and develop a behavioral plan.

- 3. Intervention Strategies**

Adjusting classroom settings, providing extra support, or referrals to specialists.

- 4. Other Suggested Interventions may include:**

- Parent-teacher conferences to discuss concerns and develop a plan of action
- Observation and documentation of behaviors over a set period
- Temporary behavior or support plans
- Referrals to specialists or outside resources
- Classroom adjustments to support the child's needs

However, we also reserve the right to proceed with immediate expulsion without these interventions being taken if we determine that doing so is necessary to protect the safety, well-being, or learning environment of our students, teachers, and staff.

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 a 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 K2-12th grade. Our chapel service provides an opportunity for the expression of individuality, 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 a personalized web-based learning program with comprehensive K-12 curriculum, individualized guidance, and real-time analytics, IXL meets the unique needs of each learner.

F. 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

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.

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

ONLINE COURSES

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.

Dual Enrollment

Asbury Christian School has an academic partnership with Florida International University for our Juniors and Seniors. Please refer to our school's administrative department for more information.

DRESS CODE

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 a student has a physical education class. All black joggers may be worn instead of physical education uniform shorts.
- Every Friday, students may wear jeans with an 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 6th to 12th 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. Students who, in the judgment of the administrator, do 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 the first warning.

TADS – NEW STUDENT INFORMATION SYSTEM

We are excited to announce the launch of TADS, our new comprehensive school information system and parent portal. This platform will streamline communication and simplify many aspects of your experience with the school.

Through TADS, you will be able to:

1. Receive important school updates and announcements
2. Access and manage student calendars and schedules
3. Make tuition and fee payments securely online
4. View student records and academic information
5. Stay informed and connected with your child's progress

TADS is designed to make your interactions with our school more convenient and transparent. You will soon receive an email invitation with instructions on how to set up your account and begin exploring the portal.

LINK TO CREATE A PARENT PORTAL ACCOUNT:

<https://secure.tads.com/Accounts/Login.aspx>

CONCLUSION AND CLOSING MESSAGE TO OUR STUDENTS AND PARENTS

As we move forward together in this school year, we remain committed to providing a Christ-centered environment where students are nurtured academically, spiritually, and socially. It is our prayer that this handbook serves as a helpful guide in understanding our shared values, expectations, and mission. Thank you for your cooperation in following these standards. If you have any questions regarding any of the above guidelines, please do not hesitate to call our main office during office hours.

Thank you for partnering with us in the vital work of Christian education. Together, with God's help, we will continue to build a strong foundation of faith, character, and excellence in the lives of our students.

***“Train up a child in the way he should go; even when he is old he will not depart from it.” —
Proverbs 22:6 (ESV)***