

PARENT/STUDENT HANDBOOK

"Changing the World..... one Child at a Time"

(Revised November, 2006)

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Dear Parents and Students,

I am thrilled to welcome you to Arlington Christian School. I know that your decision to become part of our "family" was not made lightly, and it is my prayer that we can help you produce long-lasting, fond memories of your time with us.

While providing students with an academically challenging education is one primary aim of our school, it is not our only goal. At ACS, we believe that spiritual values are critical to our purpose for providing a distinctly Christian education. We not only want to prepare our students for college, it is also our goal to prepare them for life and for eternity. Our purpose for existing is to help young people grow as Jesus did "… in wisdom, stature and in favor with God and man" (Luke 2:52).

This handbook is provided to you for the purpose of outlining and explaining the academic and behavioral expectations that have been set for students at Arlington Christian School. I use the term "expectations" rather than "rules" purposely. Rules, in my mind, are impersonal and cold. While they serve a valuable purpose in maintaining order, they do nothing to change a person. Our expectations are for the purpose of teaching and molding a young person to make them better people and more useful to the Father.

Our intent is to augment the teaching of Christian homes concerning personal accountability and respect for authority. It is critical to the success of the home/school relationship that parents be objective and cooperative where the expectations of this handbook are concerned, and we make the assumption that both parents and students have read and agree to the expectations outlined herein.

I look forward to working with each of you during your time with us. May the Lord bless our efforts in working together for the future of your children.

David Wilson
Head of School

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INTRODUCTION AND PHILOSOPHY

INTRODUCTION

This handbook was written and adopted by the administration and Board of Trustees of Arlington Christian School. The entire document is considered official Board Policy.

ACS is governed by a Board of Trustees, made up of responsible Christian men and women, whose function is to set policy for the operation of the school. The administration of the school is assigned to a Head of School, who oversees the total school program. An administrative team comprised of a Principal, a Lower School Lead teacher, a Campus Minister and an Athletic Director work under the Head of School's direction to ensure the smooth operation of the school's various programs. Questions and other concerns should be directed to these administrators.

As a private Christian school, Arlington Christian School reserves the right to deny admission to any student. Further, Arlington Christian School reserves the right to ask any student to leave at any time for any reason when the administrator believes it is in the best interest of the school; this also includes the right to deny re-enrollment for the next school year.

MISSION

The mission of Arlington Christian School is to
Help children grow as Jesus did "in wisdom and stature and in favor with God and man."

HISTORY

In the fall of 1959, the doors of The Arlington Schools opened as a private independent school serving students in Southwest Atlanta. In 1968, Greater Atlanta Christian School was established by members of the churches of Christ in Atlanta to offer quality Christian education on the north side of Atlanta. From 1987 to 1994, GACS and Arlington combined their strengths to form Greater Atlanta Christian School at Arlington. In an effort to more effectively meet the needs of the Arlington school family and direct its continued improvement, Arlington Christian School was formed in 1994 as a separate independent Christian school. Although ACS is a separate school, a close association with GACS continues. With "Quality Education in a Christian Environment" as its motto, ACS is dedicated to training young people both in godly principles and in academic competencies. ACS accepts students for admission without regard to race, sex, or national origin. ACS is registered with the IRS as a 501(c)(3) tax-deductible non-profit organization.

ACCREDITATION

Since 1974, Arlington Christian School has held regional accreditation through the Southern Association of Colleges and Schools (SACS). Beginning with this school year, 2006-2007, ACS is also accredited by the National Christian Schools Association. These accreditations are maintained through meeting rigorous standards, progress on a school improvement plan, submitting annual reports, a self-study, and an on-site peer review committee visit every five years. The Georgia Accrediting Commission also accredits Arlington Christian School. This accreditation is held "with quality."

PHILOSOPHY

Arlington Christian School is made up of people who believe that the Christian life is both positive and practical, people who believe that life has eternal meaning only when lived according to the teachings of Christ, people who believe that true education has as much to do with developing proper attitudes as with developing academic competencies, and people who believe that success is a journey, not a destination, and that every person needs to regularly experience success in order to develop the will to consistently strive for excellence in all areas of life. Admission and participation in our educational programs is open to all eligible students who meet our qualification requirements regardless of race, color, ethnicity, or national origin.

Arlington is committed to:

- The development of each child's unique abilities.
- Honoring God the Father, His Son, and the Holy Spirit by striving to have the message and principles of the Bible permeate our daily routine.
- Guiding each student toward physical, academic, social, emotional and spiritual maturity.
- A broad curriculum with a college preparatory emphasis.
- An appreciation for our spiritual, cultural and democratic heritage.
- "Quality Education in a Christian Environment."

The philosophy of Arlington Christian School demands that the faculty members approach their students with wisdom, patience, and consideration, viewing themselves as involved in a spiritual ministry, as well as in educational instruction. These responsibilities are facilitated as administrators seek to promote conditions in which the faculty can function with freedom in a responsible pursuit of truth and professional competence.

The philosophy of Arlington Christian School also encourages parent-school communication and cooperation and upholds a firm and consistent yet fair code of student discipline and behavior. The development of personal responsibility is a major goal for our students. ACS holds firm to its strong stand against smoking, gambling, drinking, premarital sex, and substance abuse. The school does not allow the enrollment and/or attendance of students who have been married, have had children, have been pregnant, or who have fathered a child. Student behavior, on or off campus, which is illicit, immoral, illegal, and/or which reflects adversely on Arlington Christian School could cause immediate expulsion.

The school does not sponsor, endorse, nor encourage dances. A Jr.-Sr. banquet is held each spring instead of a prom.

EDUCATIONAL OBJECTIVES

1. To relate the principles of Christ to every discipline of academics, and to every co-curricular and extra-curricular activity, both by instruction and example.
2. To develop the whole person of each student spiritually, academically, aesthetically, emotionally and physically.
3. To lead the student to an increased understanding and appreciation of the Bible's truths.
4. To educate each student in a system of Christian values, both intrinsic and extrinsic, transferring values that are taught to a valid lifestyle.
5. To guide each student toward positive self-concepts, recognizing and accepting his potential.
6. To lead the student to accept responsibility for thinking for himself.
7. To instill a broad appreciation of literature, art, and music.
8. To promote an understanding of and respect for democratic ideals, promoting an awareness of and an interest in local, national, and international affairs.
9. To develop the skills necessary to perform successfully in college.
10. To prepare the student for career opportunities.
11. To offer opportunities for positive social interaction with peers.
12. To stimulate a desire for and to provide avenues of community service.

PARTNERSHIP BETWEEN SCHOOL AND HOME

Arlington Christian School and a student's parents are partners in the education of their student at ACS. This partnership is based on a common understanding and acceptance of the Mission Statement, Philosophy, and the school policies set forth in this Parent/Student Handbook ("Handbook"). This Handbook may be amended from time to time, at the sole discretion of the ACS administration and Board of Trustees, and becomes effective upon publication. ACS reserves the right in its sole discretion, to enforce the Handbook policies and the "spirit thereof" regarding student accountability, and if parent(s)/guardian(s) fail to support an ACS administrator's enforcement of Handbook policies as applicable to their student, ACS may, in its sole discretion, determine that there is no effective partnership between the school and the home and accordingly the student not be permitted to continue in the school.

Similarly, because a positive and constructive working relationship between the School and the student's family is essential to the fulfillment of the School's educational mission, the School reserves the right not to extend the privilege of re-enrollment to a student if the School reasonably concludes that the actions of the student's parent or close family member make such a positive and constructive relationship impossible or other wise seriously interferes with the School's accomplishment of its educational mission or objectives. Moreover, the School reserves the right to expel a student at any time if, in the judgment of the Head of the School, conduct of any one directly associated with the student, including but not limited to the student's parent, in or out of the School, is not in keeping with the School's accepted standards, mission, or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the student's enrollment contract. If, for any reason, it is in the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed Enrollment Contract.

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Head of School.

CHILD CUSTODY

In cases where parents are divorced, an affidavit of the court MUST be supplied to the school's office in order to document the official custody arrangements regarding children enrolled at ACS. Upon request, the school will provide school records to both parents UNLESS supplied with official documents prohibiting such. It is the parents' responsibility to provide the school with updates. ONLY the custodial parent will be allowed to check out a child from school unless the school has been otherwise notified in writing by the custodial parent. All students must live with at least one parent or an official guardian. Students may not live alone or with friends.

CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY

As stated above, the administration of Arlington Christian School believes in the importance of close working relationships with parents of our students. This is especially critical in terms of every student's safety, health and security. As a result, all parents are **required** to notify the school promptly of any changes in addresses, phone numbers (home and work), or custodial arrangements that might occur during the course of the school year.

CONFERENCES

JR/SR High: Faculty/parent conferences are encouraged. When a conference is desired with more than one teacher, please contact the guidance office to coordinate this conference. Impromptu conferences are likely to be very unsatisfactory to all concerned, whereas one that can be scheduled for a special time and planned more carefully is likely to be very fruitful. If a conference with an individual teacher is needed, please call the teacher at school for arrangements.

Lower School: Teachers will schedule one conference with Lower School parents (K5-6) for the first progress report. If, as a parent, you wish other conferences, you may request one at any time by contacting the teacher at school. End-of-year conferences will also be scheduled by the teachers for students in grades K5-6, where appropriate.

STUDENT AND PARENT CONCERNS PROCEDURE

Concerns from students and/or parents should first be made to the appropriate teacher IN WRITING OR BY APPOINTMENT and then to the principal using the same procedure. If the situation concerns a teacher, the principal will consult the teacher and then the matter will be discussed in conference with both the parent/guardian and teacher.

If the principal cannot settle the concern, the Head of School will be asked to hear and resolve the issue.

Any concern regarding school policy not covered by the student Handbook or other published documents, must be presented in writing to the Head of School.

CHAPEL/ASSEMBLY

This is a period of time which is set aside two days per week for students to connect with God and with each other. It is a time for students to be taught, encouraged, and challenged to live lives that honor Christ. Activities associated with this time include singing, speaking, praying, visual and auditory illustrations, drama, scripture reading, special presentations, etc. Students are encouraged to adopt an authentic faith, exercise spiritual discipline, observe moral boundaries, establish healthy friendships, make wise choices, recognize authority and put "others" first.

SACT (Student Activities Clubs & Tutorials)

In the Upper School, SACT time occurs each Monday, Wednesday, and Friday in the Chapel time slot. This period is used to accommodate class and club meetings of varying nature. Tutorials, both assigned and voluntary, are also held at this time to help those students who may be struggling in some subjects.

CODE OF CONDUCT

DRESS AND GROOMING CODE
Grades K5-12

PHILOSOPHY

Appearance expresses attitude and personality, and it also influences behavior. The Dress and Grooming Code of ACS expresses seriousness and a positive attitude that suggests a readiness for learning. Clothing that is excessively faded, torn, or otherwise worn out is not consistent with this philosophy and, therefore, should not be worn to school, even if it is otherwise in accordance with the ACS Dress Code.

The purpose of the Dress and Grooming Code is to teach and model lasting principles of appropriate dress and behavior, not simply to address fashions and fads. Recognizing the variety in classroom settings and individual students, these guidelines offer methods for dressing modestly and appropriately under all circumstances.

Although the dress code is not a specific uniform, it is highly restricted. The following is an outline of the guidelines for student dress as approved by the Board of Trustees.

UNIFORM DRESS

Shirts: All shirts worn during the school day are uniform shirts, monogrammed with an ACS logo and purchased from the school. Students may wear white undershirts beneath school shirts, including short-sleeved school shirts, as long as the undershirt does not have any visible writing on it. All buttons are to be buttoned, except the top button, including the buttons for button down collars on oxford shirts. All shirts are to be worn tucked in at all times. Short sleeves on short-sleeved shirts may not be rolled up.

Note: Students who were under the standardized dress code (grades K-8) during the 2005-2006 school year will continue to be allowed to use the white and green uniform shirts with the school crest screen-printed on the chest for the 2006-2007 school year. However, these shirts are being phased out and will no longer be sold by the school or any other vendor.

Sweaters: Sweaters are monogrammed with an ACS logo and may be purchased from the school.

Sweatshirts: Sweatshirts are screen-printed with an ACS logo and purchased from the school. Sweatshirts may not be tied around the waist or otherwise worn except as a uniform shirt or jacket during the school day (These are the same sweatshirts that are currently being used at ACS).

Jackets: Jackets that do not fall under the uniform dress code are to be placed in a locker upon arrival at school. ***Uniform sweatshirts, school uniform jackets, and ACS letter jackets will be the only "cold weather" garments allowed in classrooms. Jackets allowed DO NOT INCLUDE school athletic apparel that is not available to the entire student body; i.e., track jackets, softball warm-ups, etc.***

Pants/slacks, shorts, jumpers, skirts, and skorts: Students will be required to wear "uniform" pants, shorts, jumpers, skirts, and skorts according to the following specifications.

Note: For the 2006-2007 school year only, the senior class will be allowed to wear jeans that comply

with the Spirit Day dress code standards (below) ***along with a school approved uniform shirt.***

What:

- All pants, shorts and skorts MUST be a *tan khaki color*.
- Jumpers and skirts may be *tan khaki color* or *plaid* (Plaid #55 from Buckhead School Uniforms only). Jumpers may not be worn without a blouse.
- Pants and shorts may be pleated or flat front. All pants and shorts MUST have belt loops and be worn with a belt. ***EXCEPTION: K5 may have elastic waist pants and no belt.***
- All skirts, shorts and skorts MUST be no shorter than 6" measured from the bend of the knee.

Styles not allowed:

- Denim pants of any kind (except on special dress-down days)
- Parachute pants
- Cargo pants
- Stretch pants
- Pant hems are not to be cut or frayed

Shoes:

Shoes are to be worn at all times. They must be clean, neat, and not showing signs of excessive wear.

K5 – 5: No sandals, open-backed, open-toed, or light-up shoes. Heels/soles no higher than 1".

6 – 12: May wear open-backed or open-toed shoes, but no combat boots, flip-flops (the only thing holding the shoe is strap between toes), athletic sandals, etc.

Spirit Wear/Spirit Days:

Fridays are designated "Spirit Days." "Spirit Wear" consists of ACS T-shirts and sweatshirts sold by the ACS Athletic Boosters. "Spirit Wear" may be worn ONLY on Fridays and any other day an administrator specifies as a "Spirit Day." When students are authorized to wear "Spirit Wear," they are also permitted to wear blue jeans. Acceptable blue jeans **do not include** oversized, bell-bottom style, baggy/saggy styles, or overalls. Jeans that show excessive wear or are frayed, or that are faded in suggestive areas are also not permitted. On "Spirit Days," girls may, as an option, wear blue jean skirts that meet all of the length and style requirements for uniform skirts.

Senior Dress-Down Day:

Seniors will be allowed an additional dress-down day per week on Thursday. Guidelines for dress are identical to "Spirit Days" with the Senior shirt replacing the Spirit shirt.

Grooming & Jewelry:

Boys' hair should be well groomed in appearance. The length in back should not come over the collar of a dress shirt. Hair should not cover the entire ear. For boys and girls, hair should not hang in one's eyes. Boys should be clean-shaven, with sideburns not to extend below the earlobe. Extreme styles are not permitted.

PROHIBITIONS

- Any apparel, jewelry, accessory, notebooks, books, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other attribute, denotes advocacy of drug use, alcohol, violence, hatred, or disruptive behavior.
- Any manner of grooming or clothing that is too tight, revealing, or distracting. For example, girls' clothing must fit the individual in such a way as to conceal undergarments and the line of undergarments while sitting, standing,

bending, and getting in and out of desks.

- Any top that results in the exposure of the midriff or cleavage.
- Body piercing, tattoos, branding, or other non-conservative fads.
- Earrings on males.

NOTE: Students found to be out of dress code to a degree that ACS, in its sole discretion, deems admitting the student to class to be inappropriate may be retained in the office until appropriate clothing arrives at school. Any classes missed will count as unexcused absences, and all consequences pertaining to unexcused absences will apply.

CONDUCT

Arlington Christian School exists only for the purpose of making Christ and Christian principles the dominating influence in the lives of its students. In order to provide structure for this purpose, the following disciplinary guidelines are utilized. They are intended to help provide for orderly school operation, for personal physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of the aforementioned school purpose.

The ATTITUDE that each student displays either strengthens or hinders the educational process. ACS has the ultimate goal of each student possessing and displaying an attitude that will create a stronger environment for learning and development. When poor attitudes are encountered, appropriate action will be taken by the faculty and administration to improve the student's outlook.

There are several methods used to bring about behavior modification. These methods include, but are not limited to, after school detention, probation, work detail, suspension, or mandatory counseling. Inappropriate behavior will be dealt with in a manner suitable to the seriousness of the offense. NO EXCEPTIONS to assigned detention periods will be made for athletes due to games and/or practice schedules. The administration reserves the right to recommend expulsion of a student who does not conform to school rules and policies. **As a private Christian School, Arlington Christian School reserves the right to deny admission to any student. Further, Arlington Christian School reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school; this also includes the right not to allow students to return for the next school year.**

Students who are assigned to mandatory counseling must obtain services from a **licensed/certified** counselor, psychologist, or psychiatrist. The student's parent/guardian must sign a release regarding the student's diagnosis, prognosis, and progress. In addition, it is the parent's responsibility to see that an initial written report is supplied to the administration within 30 days of any mandated counseling. Failure to meet this requirement will result in the student's indefinite suspension.

GENERAL REGULATIONS

- Any damage caused to school property or injury to school personnel by a student is the responsibility of the parent/guardian. Loss of school issued property is included in the financial responsibility of parents/guardians. The student's account shall be charged for the cost of needed repairs or replacement.
- Students are not permitted to have knives, weapons, explosive items, flammable liquids, or other items or materials deemed dangerous by the administration of ACS.
- CELLULAR TELEPHONES AND PAGER/BEEPERS can be a distraction in the classroom and other common areas during the school day and, therefore, they ARE NOT ALLOWED TO BE TURNED ON DURING NORMAL SCHOOL HOURS (during class). If there is a need for a student to have a cellular telephone or pager/beeper available to him/her for use before or after school hours, the student may place the cellular telephone or pager/beeper in his/her locker or may have it on their person BUT TURNED OFF. USE OF CELLULAR TELEPHONES OR PAGERS/BEEPERS during normal school hours without the prior approval of an administrator makes the student's cellular telephone or pager/beeper subject to confiscation. Confiscated cellular telephones and pagers/beepers will not be returned directly to a student.
- **Teachers must require that students not be in any way disruptive or disrespectful in class, including,but not limited to, the following: sitting on furniture, throwing any item, using inappropriate language, defacing or writing on desks, walls, or furniture, sleeping, eating, drinking, chewing gum, or having radios, CD or tape players, hand-held video games or TVs, or other toys in the classroom.**
- Personal drinking implements, such as plastic water bottles or flasks, are not permitted anywhere other than the

lunchroom, unless there has been prior approval for an exception to this rule made by an administrator.

- Christian behavior on the part of all students is expected in connection with peer relationships and associations.
- Fighting or any violent disruption may result in the involved parties being sent home immediately, even before the cause of the disturbance is determined. The appropriate administrator will investigate and take appropriate disciplinary action.
- Should a student display an attitude or conduct in class that is disruptive to the learning environment he/she will be asked to leave class and go to the office. The administrator may take appropriate disciplinary action.

HARASSMENT/BULLYING

Arlington Christian School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, sex, national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyberbullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites like MySpace or using other forms of technology to engage in harassment or bullying). Any of this type of offensive conduct can create an uncomfortable School environment.

All students share responsibility for keeping the School environment free from harassment and bullying. Students must report incidents of harassment or bullying to their teacher or an administrator. When the School administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from School. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.

CHEMICAL STATEMENT

Arlington Christian School seeks to enroll students who, with the support of their parents, pledge to remain drug, tobacco, and alcohol free. Recognizing that parents bear the major burden of directing the development and behavior of their child, ACS seeks and supports families who want a chemical-free life-style for their children.

Arlington Christian School may, in its discretion and at the parent's expense, require a student to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances:
(a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School or a School related event; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities. If a breathalyzer test proves positive for alcohol, parents have the option, at their expense, of having a blood alcohol test administered within one hour by a School-approved laboratory or physician. The presence of any alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student to undergo testing or to cooperate fully with any of these tests is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs which could affect their ability to function in a safe and efficient manner must notify an administrator in the School office of this fact when they report to School.

Arlington Christian School will not accept new students who have ongoing chemical use problems, or are in the early stages of recovery.

DISCIPLINE PROCEDURES

While minor discipline infractions are not as serious as major or moderate ones, they can become a problem at school. If a student(s) continually violates rules and repeatedly commits these infractions, the climate and well being of a school can suffer greatly. Teachers, staff, and administrators will record these minor infractions and keep a cumulative total throughout each semester.

The Intervention Plan for Minor Offenses will serve as a guide for handling repeated minor violations. The plan is as follows:

Lower School

1 Warning
2 Sit out of Recess (5-15 minutes)
3 Sit out of Recess (20-30 minutes) and/or silent lunch
4 Contact parents
5 Denial of enrichments
6 Work detail
7 ISS/Suspension/Dismissal

Procedures 1-4 will be administered by teaching staff. Procedures 5-7 will be administered by an administrator. This procedure will begin anew at the beginning of the second semester.

Upper School

1 Warning
2 Break/Lunch Detention
3 Conference/Break & Lunch Detention
4 Detention
5 Work Detail
6 Saturday School
7 ISS/Suspension/Dismissal

As with the Lower School procedure, procedures 1-4 will be administered by the teaching staff. Procedures 5-7 will be administered by an administrator. This procedure will begin anew at the beginning of the second semester.

This plan will serve only as a guideline and basis for intervention; however, an administrator may choose to deviate from the plan as he/she sees fit.

Conferences with student and/or parent(s)
After-school detention
Work detail
Suspension from class
In-school suspension*
Suspension from school
Dismissal from school
Assignment of written work of educational value
Loss of privileges
Reprimand or counseling
Restitution or payment of damages
Suspension from riding bus
Suspension from extra-curricular activities (athletic/academic teams)
Telephone call or e-mail to parents

*Students with in-school suspension will be responsible for all school work, but will be ineligible for any extra curricular activities for that day. When a student is in in-school suspension, he/she may be subject to not being allowed to receive credit for any minor grades missed (homework, pop quizzes, etc.). If a student misses a major grade while in in-school suspension, he/she may make it up but receive 65% as a maximum grade.

INFRACTIONS

Minor* Infractions:

1. Inappropriate classroom behavior (i.e., gum chewing, sitting on desks or furniture, sleeping, etc.)
2. Willfully littering school property
3. Out of class without authorization (in the hall during class without a Hall Pass, not in class during class period,

etc.)
4. Food, snacks/drinks, etc., out of the cafeteria area without permission
5. Backpacks that will not fit under the desk and/or other oversized carrying cases in the classroom
6. Possession of laser lights
7. Failing to log off the computer network after completion of work on the computer
8. Dress Code violations
9. Minor disruptive behavior in the halls, lunchroom, classroom, during assemblies/school events, or any other place while at school
10. Use of cellular telephones, pagers, beepers, radios, CD/tape players, TVs, video games, etc. during class or in the hallways
11. First and second offenses of cheating on homework in a school year.

Minor infractions (Break/Lunch Detention to Work Detail) pertain specifically to behavior on campus before, during, and after school.
**Administered by faculty, administration and/or supervisory staff*

Serious* Infractions:
1. Profanity (including vulgar slang)
2. Willful property destruction
3. First instance of cheating on a quiz/test or plagiarism and repeated cheating on homework in a school year
4. Theft of any description
5. Serious disruptive behavior or disrespect for teachers in the halls, lunchroom, classroom, during assemblies/school events, or any other place while at school
6. Tobacco in any form on campus (possession or use)
7. Leaving campus without proper authorization
8. Skipping classes (leaving the building or campus)
9. Public display of affection (kissing or intimate embracing)
10. Gambling or engaging in games of chance
11. Skipping classes (Students who skip class/school [absent from class without excuse or prior administration approval and/or outside of the school building] will be disciplined for each class that they miss. **Parents may not allow students to miss class/school for unexcused reasons and parental approval for skipping school does not exempt students from disciplinary action. There are no authorized "skip days" for seniors or any other group**.)

Serious infractions (Work Detail to Three (3) Day Suspension, Behavioral Probation) pertain to on or off campus conduct related to school sponsored activities.
**Administered by faculty, administration and/or supervisory staff*

Major ** Infractions:
1. Illegal drug use or possession
2. Possession or drinking of any alcoholic beverages
3. Cheating on a final exam, repeated cheating on quizzes/tests, or repeated plagiarism in a school year
4. Major theft (e.g., breaking and entering)
5. Sexual impropriety, including sexual harassment
6. Possession or use of any weapon or object intended for use as a weapon
7. Possession of any item(s), involvement in any activity or association with any individual(s) who may endanger the health, safety, or well being of any student or staff member
8. Unprovoked, emotional or uncontrollable outbursts
9. Fighting
10. Repeatedly skipping school
11. Threatening or intimidating students or staff members
12. Blatant disrespect for a member of the faculty, staff, or administration
13. Using racial comments, names, epithets, etc.
14. Possession or distribution of pornographic materials on campus
15. Any illegal activity

Major infractions (Suspension to expulsion) pertain to on-campus or off-campus conduct related to or affecting school sponsored activities.
**Administered by Head of School*

Zero Tolerance ** Infractions:

1. Conviction of drug possession with intent to distribute
2. Cheating on a final exam for the second time in a school year

Zero Tolerance (Mandatory Expulsion) infractions are NOT limited to school sponsored activities and apply whether they occur on or off campus.
**Administered by Head of School*

SUSPENSION FROM SCHOOL

A student may be suspended from school for serious offenses or for constant rule infractions. Suspended students are responsible for all work missed and information presented but will not receive credit for any minor grades missed (homework, pop quizzes, etc.). If a student misses a major grade while suspended, he/she may make it up but receive 65% as a maximum grade.

DETENTION

After-school detention will be held on Tuesdays and Thursdays throughout the school year. Students will be assigned either a 30-minute or 1-hour session, depending on the seriousness or the frequency of their infraction. Any member of the ACS staff, faculty, or administration can assign detention. Detention will begin at 3:20.

Once a student exceeds five (5) detentions, he/she will receive a Saturday School session upon the sixth detention. After a student has reached this level, he/she will receive a Saturday School session for every third detention thereafter.

SATURDAY SCHOOL

Saturday School will be held from 8:00 am to noon as needed. Saturday School will either take the form of a study hall or work detail, depending on the monitor. Students will be charged a $10 fee for Saturday School. Students must bring study materials and $10 upon arrival at Saturday School. Only administrators will assign Saturday School.

BEHAVIORAL HONOR ROLL

Those students who receive no detentions shall be placed on the Behavioral Honor Roll at the end of the semester. ***Upper School students placed on this list will be allowed to exempt one final exam of their choice in the following semester***.

CONDUCT PROBATION

Students are also placed on conduct probation when any of the school's regulations are flagrantly violated. When a student is placed on probation, any careless act or questionable attitude will be a basis for dismissal. Students are placed on behavioral probation when they receive two or more conduct grades of "U" or three or more grades below "S." This probation is for each grading period and will affect the student's participation in athletics. Also, students placed on probation risk forfeiture of his right to participate in any extra-curricular activity, such as field trips, at the discretion of the administration and sponsors.

At the discretion of the administration, students may be placed on conduct probation at the beginning of a new school year based upon behavioral difficulties displayed during the previous school year.

REPORTING DISCIPLINARY INFRACTIONS TO COLLEGES AND OTHER SCHOOLS

If requested on the original application, students and parents re responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. **The student and/or parent must also provide the School with a copy of the letter or other information disclosed.** It is important for the student and parent to realize that the School and/or counselor will also inform the school/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on

disciplinary infractions, the student should update the information if it later changes an provide the School with a copy of the update letter. Similarly, the School will update the information to the college or school. This reporting must take place in letter form to the college or school within 10 days after the consequence has been imposed or the withdrawal has occurred.

USE OF CARS DURING SCHOOL

Due to safety and security concerns, all high school students who drive to school and all faculty members MUST register their vehicles and secure parking tags. High school students driving vehicles to school should park in the main parking lot. Unless permission is granted from the office, all students must stay out of other parking lot areas. Under no circumstances may students sit in parked cars before, during, or after school hours. Students who fail to observe these rules or who do not observe traffic regulations on campus will be subject to a fine, disciplinary action and/or loss of the privilege of driving their cars to school. All drivers should exercise extreme care and drive SLOWLY around the building, due to the large number of small children who are in the area.

Students may go to their cars during school ONLY with the approval of an administrator.

SEARCHES

The School reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, computer, vehicle, and any other possessions or property on the School premises or on a School sanctioned excursion. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. The School also reserves the right to use search dogs at the administration's discretion for periodic, random searches. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and state law.

COMPUTER AND SYSTEMS USAGE POLICY

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules and by the School's Acceptable Use Policy. Failure to do so will result in appropriate disciplinary action determined by the School administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The School community = students, faculty, administrators and staff – have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databses of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal floppy disks. **Files are not to be downloaded to the School's local or network hard drives.**

The School does provide a filtering system. However, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot completely restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

Network Access: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.

School's Right To Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. Do not assume that any messages or materials on your computer or the School's systems are private.

Chat Rooms, E-mail, Instant Messaging, and Social Networking Sites: The School's filtering software has been set to block chat rooms and social networking sites (MySpace, FaceBook, EZBoard, and other similar sites) and their use on campus or using School equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communications should immediately report the concern in accordance with the School's No Harassment/No Bullying policy. Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

While some web-based email sites are accessible their use during school hours is prohibited. Instant messaging software is not to be downloaded and installed on the school network. The use of instant messaging sites is also prohibited during school hours.

Viruses: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can e transmitted to and from any computer, including those in the computer labs. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

ATTENDANCE POLICIES

ATTENDANCE AND ABSENCES

All students must be punctual and regular in attendance. Absences will be excused for the following reasons: personal illness, illness or death in the immediate family, emergency medical or dental attention, or other legitimate emergency situations with documented evidence or proof. ON OCCASION, SPECIAL ABSENCES MAY BE APPROVED WHEN WRITTEN REQUESTS ARE SUBMITTED TO THE OFFICE AT LEAST TWO (2) FULL DAYS IN ADVANCE. **All special requests must be specific in nature in order to be considered.**

Absences, checkouts and tardies for other reasons are not excused. AFTER TWO (2) CHECKOUTS TO GO HOME SICK WITHIN ONE WEEK, A NOTE FROM A DOCTOR WILL BE REQUIRED FOR READMISSION TO SCHOOL. Suspensions are also counted as unexcused absences. Parents are encouraged to call the school office before 9:00 a.m. when their children will be absent or tardy for any reason. Parents requesting homework/make-up assignments for absent students should refer to RenWeb for those assignments before calling the teacher(s).

When a student is absent or checks out from school for any reason, he/she must bring a written statement from the parent upon returning to school except in cases of field trips, athletic events, and absences resulting from other school functions. If the absence, checkout, or tardy is because of a doctor/dental appointment, he/she MUST bring a written statement from the doctor's/dentist's office upon returning to school. If this statement is not presented, the absence, checkout or tardy will not be excused.

Excuse notes from parents must be given to and cleared through the principal or his/her designee. All students will have to do this personally. **Absences that are not cleared after three (3) days will automatically be designated unexcused.**

PRE-APPROVED ABSENCES

The administration reserves the right to approve certain absences that are excused but "avoidable." Such absences (e.g. family trips, college days, special athletic events, etc.) should include time spent on **activities of an educational nature** and **MUST** be pre-approved **TWO FULL DAYS** in **ADVANCE** by the administration and students must contact teachers in advance in order to turn in work **UPON ARRIVAL** to class the next time it meets. Assignments not turned in the day the student returns to class will be classified the same as they would be if the absence were unexcused. Requests made in December and May will be scrutinized more closely and be less likely to be approved. **Trips that do not include activities of educational value, in most cases, will be counted as unexcused absences.**

If a student misses 15 class periods (either excused or unexcused) during a semester, he/she may be subject to not receiving credit for that semester. To receive credit for a day's attendance, a student must be in school for a minimum of three and one half (3½) clock hours.

In order to participate in any athletic event or performance on a school day, a student must be in attendance by the start of 4th period.

UNEXCUSED ABSENCES

Students whose absences are deemed to be unexcused are still responsible for all work missed and information presented but will not receive credit for any minor grades missed (homework, pop quizzes, etc.). If a student misses a major grade while due to an unexcused absence, he/she may make it up but receive 65% as a maximum grade.

COLLEGE VISITS

Seniors may be excused two (2) days for college visits; juniors may be excused for on (1) day. The only exception to this rule will be absences for scholarship consideration. Days beyond this will be unexcused. Arrangements must be made as outlined in the Pre-Approved Absence policy above.

In order for the college visit to be excused, the following guidelines must be met:

1) it must be considered an "official" visit by the institution being visited and
2) the student must return to school with a document from the visited institution denoting the day and time of the official visit and signed by the admissions representative that conducted the tour.

All college visits for other underclassmen are unexcused. Underclassmen are urged touse teacher in-service days and weekends for any travel to colleges. The rules are designed to help students better plan their college visits and to facilitate better education.

HOMEBOUND

On rare occasions, the administration may put a student on homebound status. This status is reserved for prolonged illness or injury. Homebound students' absences do not count against the days missed because they do all assignments each day. It is the student's responsibility to collect and complete all assignments in the time stipulated by the administration. In order to qualify for this program, parents **MUST** supply the principal with a physician's statement regarding the student's diagnosis, prognosis and treatment.

PROCEDURE CONCERNING STUDENT ABSENCE

In order for a student to be allowed back into a class that was missed the day before, the following procedure must be followed. This procedure should be followed whether the student was absent for the entire day or whether he/she was tardy or checked out for a portion of the day. Admittance slips MUST be obtained for any class missed by a student whether the absence is excused or unexcused.

1. The student is to report to the front lobby before 7:50 a.m. to receive an "admission pass" to the class or classes he/she missed for whatever reason.
2. The student should present a note signed and dated by a parent or doctor stating the reason for the absence or check out. The absence will be determined to be "excused" or "unexcused" based on the parent or doctor's note.
3. Each day and "admission pass" must be presented to the teacher of ANY class the student missed entirely until the third day. The teacher must sign the pass and make note of whether the absence is excused or unexcused. If an acceptable written excuse is not provided by the third day, the absence will automatically become unexcused.
4. If, after missing the class, a student tries to enter a class without the appropriate pass, he/she will be sent to the office to obtain one. Again, these admission passes are the student's responsibility to obtain before 7:50 a.m.
5. Students failing to get passes signed by each teacher whose class was missed will have their absence remain "unexcused" in that class.
6. **Any student who receives more than fifteen (15) absences of any kind in ANY class in a single semester is subject to loss of credit for that class.**

TARDY POLICY

LOWER SCHOOL

A K5-6 grade student receiving three (3) or more unexcused tardies will not receive a perfect attendance medal. Please help your child be prompt to school each day. Tardies in grades K5-5 will result in loss of privileges and additional time required to make up work.

UPPER SCHOOL

Teachers will be in their class and expect students to be in their seats before the second bell rings. A student tardy to school must get an admit slip from the office. Tardies to class or to the beginning of the school day will result in progressive discipline from a warning to detention, to suspension with academic penalties for the class missed, to suspension from school.

For attendance purposes, three (3) excused or unexcused tardies equals an absence.

BEFORE AND AFTER SCHOOL

1. After arriving on the school grounds, students are not to leave before the first period unless permission is granted from the office.
2. No student should be in the building or at school after 3:30 PM unless requested by a teacher or participating in a supervised activity. Students must be under the immediate supervision of their coach, teacher, or sponsor. Parents must pick up their children by 3:30 PM. **Any student left on campus after 3:30 PM will be sent to a designated study hall and charged.** If an emergency occurs, please call the school immediately.
3. Out of respect for other drivers and for the safety of our children, parents in the pick-up line in the afternoon must not park at the curb and leave their car. They must remain in their car at all times while waiting for their riders.

LEAVING SCHOOL EARLY/CHECKING OUT

For their own safety and protection, students may not leave school early at any time without checking out through the office. Regardless of the reason, this INCLUDES those who may arrive at school and want to leave before the first bell. **Violation of this rule may result in suspension,** as with any other act of truancy. If a student knows in advance that he/she must leave school before 3:00 p.m. for doctor or dentist appointments, etc., please observe the following procedure for checking out:

Lower School:

1. The student should bring a not signed by a parent to their teacher at the beginning of the day. The note should state the reason for the checkout and specify the time for checkout.
2. All parents or others designated by parents must first check in with the school office in order to check out their child.
3. Parents may not wait for their child outside the classroom door while class is in session.

Upper School:

1. The student should bring a note signed by a parent to the office before 8:00 a.m. The note should state the reason for the checkout and MUST have a phone number where the parent can be reached during the day. This gives the office time to verify the checkout with the parent and speeds the process for students who drive their own cars to appointments. **Students are reminded that all special requests to be absent from school must be turned in at least two days in advance. STUDENTS CANNOT BE DISMISSED FROM SCHOOL ON THE BASIS OF AN INCOMING PHONE CALL.**
2. The student will receive a "Checkout" pass from the office stating the time of the checkout.
3. Before the beginning of the period in which the student is to checkout, he/she should show the pass to the teacher and have the teacher sign the pass before class begins.
4. When it is time to leave, the student should get up and quietly leave the classroom and report to the office.
5. The student should turn in the "Checkout" pass and if a parent is picking him/her up, he may simply sign out on the "Checkout" sheet and leave. If the student is providing his/her own transportation, he may leave ONLY IF THE NOTE HAS BEEN VERIFIED BY PHONE by office personnel. If a parent knows his/her child will be providing his/her own transportation to appointments during school hours, he/she must make sure his/her daytime phone number is on the note the student brings to school. **The school will not be responsible for appointments that are missed because a note cannot be verified with a parent.** This policy is made for the safety and welfare of all students.
6. An official note from the doctor or dentist, etc. must be brought when the student returns to school.
7. Unless notified otherwise in writing by the custodial parent, ONLY the custodial parent will be personally allowed to check out a child from school.

Should a student need to check out early for any reason other than a doctor or dentist appointment, the procedure described above MUST still be followed. Early dismissals of this type will be assigned as absences and may affect exam exemption eligibility.

INCLEMENT WEATHER AND SCHOOL CLOSING

In the event of inclement weather, parents and students should tune to WSB-AM or FM or WGST, 640 AM. Although the three television stations will be notified, WSB-AM and WGST-AM radio will serve as the official and first contact if school should be: (1) closed, (2) dismissed early, or (3) have a delayed opening. Please listen closely to official announcements.

STUDENT ILLNESS

Parents will be contacted by phone if their child becomes ill during the school day. All students who check out due to illness must do so through the school office. Students needing to call parents due to illness at school, **MUST** report to the main office and have the school's office personnel assist them in calling. Cell phones may **NOT** be used during school hours. The administration needs to know when a child is ill. The office can dispense Tylenol with parental permission. Parents must inform the school of any unusual health problems a student may have. For students with chronic health problems, parents must supply the school with a physician's statement regarding diagnosis, prognosis and treatment. In addition, all parents must also keep the school updated with any changes that might occur in daytime phone numbers as well as in the names and numbers of all emergency contact persons. This will allow school personnel to reach parents

readily should their children become ill while at school.

MEDICAL PROCEDURE

All cases of sickness and injuries at school or school-sponsored activities should be promptly reported to the school office. The school carries student accident insurance on all students during school hours and at school-sponsored activities. This insurance functions as secondary insurance to your personal health insurance. See the school office for information and forms.

While the dispensing of prescription medication is the responsibility of parents, Arlington Christian School will dispense your child's prescription as an accommodation for your convenience. Please be aware that the school is not able to force any child to take medication. ACS does not employ a full-time school nurse and cannot guarantee that your child will come to the school office for his/her medication. All prescription or non-prescription medication brought to school is to be kept by the office staff and dispensed by the office staff. The school will not dispense any medication without parental permission, including Tylenol.

GENERAL SCHOOL PROCEDURES

SCHOOL HOURS

The school hours are as follows: Grades K5-6: 8:10-2:50 and Grades 7-12: 8:00-3:00.

DAILY SCHEDULE

Arlington Christian Upper School students average seven (7) periods per day, plus lunch and chapel/SACT.

Building Opens	7:00
First Period	**8:00 - 8:48**
Home Room/Announcements	8:48 - 8:56
MS SACT/Chapel	8:59 - 9:24
MS Second Period	**9:27 - 10:15**
HS Second Period	**8:59 - 9:47**
HS SACT/Chapel	9:50 - 10:15
Third Period	**10:18 - 11:05**
Fourth Period	**11:08 - 11:55**
MS Lunch	11:58 - 12:28
MS Fifth Period	**12:31 - 1:18**
HS Fifth Period	**11:58 - 12:45**
HS Lunch	12:48 - 1:18
Sixth Period	**1:21 - 2:09**
Seventh Period	**2:12 - 3:00**

VISITORS

We welcome prospective students who have never attended Arlington as visitors during the school day. All such visits must be scheduled through the admissions office. All student visitors on campus must report to the school office for a visitor's pass before going into the school.

We believe parental support is essential for maximizing the educational potential for children. When parents would like to spend time in classrooms observing, arrangements for a specified time period must be made through the school office prior to the date of the requested observation. Parents observing should also pick up a visitor's pass from the school office.

LOST AND FOUND

All personal items need to be marked. Students who find lost articles are asked to take them to the office. Students are not to leave property in the hallways or restrooms. Property collected from the hallways or restrooms may be subject to a small fine to be reclaimed. Lost articles that are not claimed within a reasonable time will be given away. Students are cautioned not to bring large amounts of money or valuables to school. Students, not the school, are responsible for their personal property.

EMERGENCY DRILLS

There will be unannounced drills during the year. Instructions for evacuation of the buildings are posted in each room. When the emergency bell rings, the students should exit quickly and quietly with their teacher.

ANIMAL POLICY

Due to concerns about the health, safety, and welfare of people in the school community, no animals are allowed on School property or at School-related events without the express, written permission of the Head of School. This means that animals may not be brought onto School property for any reason (even if the animal remains in a vehicle or on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to School-related events on or off campus.

PARTIES DURING CLASS

In the Upper School, parties are rarely allowed. Classroom birthday parties are not permitted; however, parents may bring cupcakes, etc. for children in the classroom to enjoy during their lunch time.

The Lower School has set aside four (4) times during the year for grades to have parties. They are: Fall (October), Christmas, Valentine's Day, and at the end of the year. We involve parents in the organization and preparation of these activities. Mothers will be invited to serve as room mothers shortly after the year begins. We hope many mothers will support us by helping in this way.

During school hours, there will be no birthday parties or other special occasion parties. If parents want to send treats for the whole class for a child's birthday, they will have to be eaten during the lunch period. Only the four designated school parties will be conducted during regular school hours. Any exceptions would have to be approved by the administration.

BOY/GIRL RELATIONSHIPS

Arlington Christian provides opportunities for boys and girls to cultivate friends of the opposite sex who hold to Christian principles and reflect high morals. In some instances, these associations will deepen into more than passing friendships, and intimacies must be handled in a responsible manner. While some students may recognize such responsibility fully, many on our campus do not possess this maturity as yet. Thus, unquestionable, exemplary conduct becomes the duty of all. Public display of affection shall be considered in poor taste on campus and at school-sponsored functions. Experimental handling of each other, sometimes under the guise of "accidental" physical contact, is off-bounds. Obvious violations of recommended conduct in these areas shall be dealt with according to need.

MEDIA CENTER INFORMATION

The library hours are 7:50 AM - 3:30 PM, Monday through Friday.

Mission

The goal of Arlington Christian School Media Center is to *help build a community of readers.*

Check-Out

Students are allowed to check out two books at a time. Books may be kept by the students for two weeks and renewed one consecutive time. Students are responsible for library items that are checked out to them. **Books that are lost or damaged must be paid for.** The replacement cost for lost hardbacks is $20.00 and the replacement cost for lost paperbacks is $6.00.

Books that are turned in after the due date will carry a fine of 5¢ per day for students in grades K – 6 and 10¢ per day for students in grades 7 – 12. The goal of a fine is to stress the importance of respecting other students' access to school library books and to develop responsibility in our students.

Students MUST check out any books they remove from the library. A $5 fine will be assessed for a first offense, and a further offense may result in loss of library privileges. NO reference material should ever be removed from the media center without permission from the media specialist.

Selection of Instructional Materials

Providing for the educational and informational needs as well as the reading pleasure of students and faculty of Arlington Christian School is the first priority of the school media center. Materials will be selected based on curricular relevance, factual accuracy, professional reviews, and artistic merit.

The following criteria will be used in the selection of all instructional materials:

Materials may be chosen to promote reading for pleasure and lifelong learning.

Materials will be produced by competent and qualified authors, publishers or producers.

Materials will represent diverse points of view.

Materials will be purchased and used in compliance with current copyright laws.

Materials will be purchased based on communication with teachers to assess curriculum needs and gather recommendations for purchase.

Students and parents are encouraged to recommend specific resources or point out subject areas where information is needed.

Professional review journals (such as *School Library Journal*, *Booklist,* and *Bulletin of the Center for Children's Books*) and selection bibliographies (such as *Elementary School Library Collection* and H. W. Wilson's *Children's Catalog*) will be used to assess the quality and relevance of available resources. Textbook guides and personal inspection

provide means for selection as well.

Challenged Materials Guidelines

Despite the care taken to select materials for student/teacher use and the qualification of persons who select the materials, there may be occasional objections. The principles of the freedom to read and the professional responsibility of the staff must be defended. If the complaint is made, the procedures are as follows:

A. Patron will complete a Challenged Materials Form
B. Media Specialist will inform all staff members involved and Head of Schools
C. Upon receipt of completed Challenged Materials From, a Materials Evaluation Committee will be formed consisting of representatives from: administration, media specialist, classroom teacher familiar with the subject challenged, a parent, and a student where appropriate

Within 30 days the Materials Evaluation Committee Shall:

A. Examine challenged material in relation to the materials selection guidelines.
B. Check general acceptance of the materials by reading reviews
C. Weigh values and faults and form opinion based on the materials as a whole
D. Meet and discuss and prepare a report for the administration

The administration will present the findings to the patron. The administration's decision is final.

STUDENT ACTIVITIES

Since sponsors must accept responsibility for insuring that all activities contribute to the purpose and aims of the school, students must work with sponsors in all activities. No decision will be made and/or communicated without the express consent of the head sponsor. Student groups must be under the complete supervision of the sponsor. This means that all programs, projects, and parties (socials) must be approved in writing by the sponsor and the administration. While Arlington does not sponsor dances, within performing arts, appropriate dance and choreography are a natural part of some performances. Other dance activities outside of school are the choice of the child's family.

TEXTBOOK RENTAL, BOOK CARE, AND LOST TEXTS

All textbooks are the property of Arlington Christian. Books will be issued to students and collected at the end of a term of use. Students are expected to care for the books as they would any other person's property. There should be no writing in books or other damage.

At the end of a book's use in the school year, the books will be collected from each student and examined. If the book has received more wear than is normally expected, a fine for excessive damages will be charged. If the book is damaged beyond use, the student will have to pay the cost necessary to replace the book.

If a student loses his book, he will have to pay the new book price in order to receive a second text. This is necessary in that Arlington must replace that lost book with a new one from the company.

As a result, remember two important guidelines:

1. Care for your books!
2. Keep up with your books!

FINANCIAL INFORMATION

All regular financial transactions are to be handled directly with the Business Office at (770) 964-9871 for annual and semi-annual payments, or with FACTS for quarterly or monthly payments. **Upon missing three consecutive FACTS payment attempts (i.e., 5th-20th-5th), parents will be required to bring payment to the ACS business office within seven (7) days in cash or money order. Failure to comply will result in the dismissal of the student(s) from ACS.** All Arlington Christian School financial accounts for the family must be current before school records can be released for any child. Should you have payment questions, please contact the Business Office.

TRANSPORTATION TO AND FROM SCHOOL/BUS ROUTES

Students should plan to ride to and from school in their regularly assigned means of transportation except where permission is granted by the administration. This permission will be granted if the student presents a request in writing. Students driving to school must not allow any student to ride in their car without permission from parents.

For the PROTECTION and SAFETY of all students who ride the buses, the following rules are to be observed at all times. These rules conform to those of the various counties of this area. Your cooperation will be expected.

1. Stand off roadway while awaiting bus. Students must be at bus stop five minutes before departure time.
2. When bus is in motion, students may not move around inside the bus.
3. Riders must keep their entire body inside the bus.
4. Cross the roadway immediately in front of the bus. Wait for the driver's signal before crossing.
5. The bus is provided for your convenience. Please care for it and do not abuse it.
6. Normal conversation and classroom conduct must be observed. No radio, or tape player, or CD player will be allowed to be played on the bus without headphones.
7. The driver is in full charge of bus and students. Students must obey driver.
8. The driver is authorized to assign seats.
9. No eating or drinking allowed on bus. Please keep bus clean.
10. Absolute quiet shall be observed at all railroad crossings.

WARNING: For violating these rules, your privilege of school transportation may be revoked.

Transportation is charged as a year-long commitment on a non-refundable basis. Please do not ask permission to drop this service after school starts. Arlington does not intend to handicap those students who cannot ride the bus every day because of extra-curricular activities that require them to stay after school. If this is your problem, please contact Mrs. Ray in the Business Office. Also, as space permits, students who do not ride on a regular basis may ride for $5.00 one-way or $8.00 round trip. Mrs. Ray must also be contacted to make these arrangements. Those who ride on a regular basis should pay the regular monthly fee.

LUNCH PROGRAM

All students are provided with a 30-minute lunch period. Students have the option of either bringing their lunch from home or purchasing the lunch provided at school. Drinks and snacks may also be purchased. Upper school students have access to microwave ovens to heat foods brought from home.

COMMUNICATION

Lower school teachers use folders as a means of communication to parents. Any letter or note that parents would like to include in this folder to other parents MUST first be approved by an administrator.

SUPER EAGLES

Those Kindergarten students who make all grades of “E”s and “G”s and have a satisfactory grade in conduct and in all enrichment activities shall be placed on the list of Super Eagles at the end of each semester (Students in grades 1-6 are eligible for the President's List and Honor Roll).

SPECIAL TRIPS/FIELD TRIPS

5th Grade Rock Eagle Trip:

As part of the 5th grade science program, fifth graders participate in a two-day outdoor education experience at the Rock Eagle 4-H Camp in Eatonton, Georgia.

6th Grade Jekyll Island Trip:

In conjunction with the sixth grade science curriculum, Arlington students have an opportunity to participate in a three-day trip to Jekyll Island.

7th Grade Space Camp Trip:

As part of the seventh grade science curriculum, students participate in a three-day Space Camp experience at the US Space and Rocket Center in Huntsville, Alabama.

8th Grade Washington Experience:
Because first-hand experiences and exploration are the best learning methods, Arlington eighth grade students and parents annually have an opportunity to participate in a three-to four-day Washington trip.

EUROPEAN ADVENTURES
Bi-annually, Arlington plans a trip to Europe for interested 10th-12th grade students, parents, and alumni. Students receive non-graded social science credit. In the event of limited space, priority will be given to students in grades 10-12. Academic credit may be awarded for this trip:

½ Credit – provided the student completes a required journal

GIVE KIDS THE WORLD (Service Trip)
Each year a group of high school students and school staff travel to the *Give Kids the World* facility in Kissimmee, Florida. Their week is spent in ministering to and serving terminally ill children and their families.

HONDURAS (Service Trip)
Plans are in the making to begin an annual trip for students and staff to work with a Christian school in Honduras. Our goal is to begin with our first trip occurring during the week of Spring Break 2007.

From time to time, classes will enjoy a variety of educational field trips designed to extend learning beyond the classroom. Depending on the field trip, parents will be allowed to accompany the class (some trips may require that the number of parents be limited). When parents accompany a class on a field trip, they will be expected to assist with supervisory duties as directed by the teacher. Parents accompanying a field trip cannot exempt their own children from directions/rules given by the teachers.

LOCKERS

Students will be assigned lockers when they receive their schedules. Students must have approval from the counselor for a locker change. Locks for lockers in the gym are available from the athletic director, Coach Cannon.

QUALIFICATIONS FOR ELECTIONS

Students selected for any leadership position must have at least a "C+" average in all major subjects. Any student on probation cannot be eligible for any honor or office at Arlington Christian School. Any student holding an office or position who is placed on probation must forfeit the position for the remainder of the school year.

MS Student Government
Positions: 7th Grade Representatives
8th Grade Representatives

Qualifications:
1. Must have a GPA of 2.33 (C+) for his/her prior semester
2. Must possess outstanding Christian character and integrity

Class Officers
Positions and qualifications are the same as for Student Government.

High School Student Council:
The Student Council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council promotes leadership, initiative, and self-control among its members.

Each spring, representatives are elected to carry on the work the following year. Each class elects representatives to represent their respective classes on the council. It is the duty of the representatives to bring to the council's attention complaints and suggestions from their classmates and to take to their class meetings the actions of the council.

Student Body President/Co-presidents:

Criteria: 1. Must be a rising senior
2. Must have a GPA of 2.33 (C+)
3. Must have outstanding personal character and integrity

Student Government Association:

Positions: 9th Grade Representatives
10th Grade Representatives
11th Grade Representatives
12th Grade Co-Presidents

Mr. and Miss Middle School

Every year a boy and girl will be selected who represent those characteristics that are the ideals of Arlington Christian. This is one of the highest honors an Arlington student can attain. Nominations are made by student vote and the faculty makes the final selection.

Qualifications:

1. Must be an eighth grade boy or girl.
2. Must have a GPA of 2.33 (C+) for his/her prior semester.
3 Must possess those characteristics that best represent Arlington ideals which include, but are not limited to: Moral character, Citizenship, Responsibility, Motivation, and Integrity.

Homecoming Queen/Homecoming King:

Criteria: 1. Must be a senior girl/boy.
2. Must have a cumulative GPA of 2.00 (C).
3. Must have outstanding personal character and integrity.
4. Must not be on either academic or behavioral probation.
5. Nominations are made by the senior class. Final selection is made by all High School students.

Homecoming Class Representatives and all Escorts:

Criteria: 1. Must have a cumulative GPA of 2.00 (C).
2. Must have outstanding personal character and integrity.
3. Must not be on either academic or behavioral probation.
4. Selected by a majority vote in each class.

Mr. and Miss ACS:

Criteria: 1. Must be a senior.
2. Must have a cumulative GPA of 2.67 (B-).
3. Must possess outstanding personal characteristics:
    a. Moral character
    b. Good citizenship
    c. Motivation
    d. Responsibility
    e. Integrity
4. Nominations are made by student vote and the faculty makes the final selection.

MIDDLE SCHOOL ACHIEVERS

Arlington Christian Middle School seeks to bring out the achiever, the winner in every student. In academics, athletics, attitudes, and Christ-like spirit, we seek to encourage and recognize those who take their tasks and life seriously.

The Honors program in Arlington Christian Middle School is approached in three distinct but complementary ways:

1. The faculty concentrates on developing each student on a day-to-day basis in the classroom. Each student is encouraged to take classwork seriously, and various motivational methods are employed.

2. The Honors Awards Night is held each spring so that all being honored are recognized in the presence of peers, friends, and relatives.
3. Special recognition will be given for some honors at school assemblies.

Arlington Christian Middle School is proud to honor its outstanding students by presenting awards to them in the following areas:

1. Academic and Fine Arts: Bible, Drama, English, Math, Music, Science, Social Science, and Physical Education.
2. Other: Bible Award, Citizenship, Perfect Attendance, and Middle School Spirit Award (Student Council).

The Middle School Spirit Award is presented annually to the person that the Student Government determines has been outstanding in their overall school spirit in every field of endeavor. The person to receive this award is selected by a majority vote of the Student Government Association, with the approval of the faculty advisor to the Student Government Association.

ACADEMIC AND CO-CURRICULAR POLICIES

INTRODUCTION

All students completing the Arlington Christian School curriculum will have the skills of effective oral and written communication in English and the basic skills of Social Science, Science, and Mathematics.

It is imperative that students be in regular attendance and not tardy to class. Class interruptions due to other school activities are avoided as much as possible. Students involved in activities that require them to be absent from class must accept the responsibility for the content and requirements of that class.

Academic grades are designed to accurately and exclusively represent the students' academic progress. Conduct, attitude, promptness to class and other qualities are deemed important, but are separately measured and reported.

LOWER SCHOOL

An elementary student will be retained upon teacher's recommendation (or parent request). This recommendation may be based on: below grade level performance, poor academic performance, and/or for maturity reasons.

MIDDLE SCHOOL

Students in grades 7 and 8 pass classes by attaining a cumulative (yearly) average of 70 in their subjects. In addition, to be promoted, a yearly average of 70 must be earned in three of four core subjects: Mathematics, Language Arts, Science, and Social Studies.

HIGH SCHOOL

Students in grades 9 through 12 accumulate credit on a semester basis.

ACADEMIC HONESTY

PHILOSOPHY

This policy on academic honesty is much more than a simple set of rules or guidelines that bind us to a certain standard of behavior; it is a statement of what is valued at Arlington Christian School. It is more about who we are than what we do, or do not do.

While honor and character can be defined as, "what one does, when no one else is watching," honor is much more than this. A person's honor is bound up with his/her integrity. Integrity transcends the bounds of race, religion, culture, and socio-economic status; it is what binds us together as a community. It makes us equals before God and others. Honor is established by living one's own life in a way befitting the human person; it is one's own, to build or destroy.

When any member of our community chooses to act in a dishonorable way, this person hurts not only him/herself but also the entire community. Without honor, we lose credibility no matter how successful our academic, activities, and athletic programs may be. More importantly, we make a mocker of the name "Christian" and become a stumbling block to the work of God at Arlington Christian School.

DEFINITIONS

The following has been adapted, in large part, from the work of Northwestern University in its policy on Academic Integrity.

1. Cheating: using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. Plagiarism: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source(s).
3. Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. Obtaining an Unfair Advantage: stealing, reproducing, circulating or otherwise gaining access to examination

materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

5. Aiding and Abetting Academic Dishonesty: providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; providing false information in connection with any inquiry regarding academic integrity, or failing to provide information in such an inquiry.
6. Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, progress reports, letter of permission, petition, ID card, or any other school document.
7. Unauthorized Access to Computerized Academic or Administrative Records or Systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

MUTUAL RESPONSIBILITY

The following lists describe the responsibilities of students, faculty, and administrators in upholding academic integrity. All persons enrolled in any course and all persons supervising the learning of any student are responsible for acting in accordance with the provisions of this policy.

Students are responsible for:

1. Understanding the types of conduct that are deemed unacceptable and, therefore, are prohibited by this policy.
2. Refraining from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing or lying.
3. Alerting teachers or administrators of instances that violate this policy.
4. Reporting every instance in which the student has a suspicion or knowledge that academic conduct that violates this policy, or its spirit, has taken place to the faculty member responsible for instruction, or to a member of the administration.

Faculty members are responsible for:

1. Understanding the procedures of this policy relative to how faculty members are to handle suspected instances of academic dishonesty.
2. Developing an instructional environment that reflects a commitment to maintaining and enforcing academic integrity.
3. Addressing every suspected or admitted instance of the violation of the provisions of this policy in accordance with the procedures set forth in this document.

Administrators are responsible for:

1. Making provisions for the education of students, faculty, and persons with designated responsibility under the provisions of this document concerning their responsibilities.
2. Annually evaluating the effectiveness of the various measures taken to promote academic integrity.

GRADING SCALES

Kindergarten	Grades 1-6	
E = Excels	A+= 98-100	C+ = 78-79
S = Satisfactory	A = 94-97	C = 76-77
I = Improving	A- = 90-93	C- = 74-75
NI = Needs Improvement	B+= 87-89	D+ = 73
	B = 84-86	D = 71-72
	B- = 80-83	D- = 70
	F = Below 70	

The grading scale and grade point values for the Upper School are as follows:

A+ = 98-100	(4.33)	C+ = 78-79	(2.33)
A = 94- 97	(4.00)	C = 76-77	(2.00)
A- = 90- 93	(3.67)	C- = 74-75	(1.67)
B+ = 87- 89	(3.33)	D+ = 73	(1.33)
B = 83- 86	(3.00)	D = 71-72	(1.00)
B- = 80- 82	(2.67)	D- = 70	(0.67)
		F = < 70	(0.00)

Citizenship, social, and emotional development will be reported with a letter and comments. The conduct grading scale for all grades is as follows:

E = Excellent Conduct
G = Good Conduct
S = Satisfactory Conduct
N = Needs Improvement in Conduct
U = Unsatisfactory in Conduct

These designations correspond with A, B, C, D, and F in academic grades. Therefore, behavioral probation will result similarly to academic probation with restrictions and consequences. Two "U"s or three conduct grades below "S" will result in behavioral probation for the next grading period.

ACADEMIC PROBATION

Students are placed on academic probation when they receive two or more grades of "F", or three or more grades below "C-". This probation is for one semester. A student failing to remove himself/herself from probation may be asked to withdraw for one semester. After attending one successful semester at another school, he/she may reapply.

CLASS SCHEDULE CHANGES

In the Upper School, schedule changes may be made or a course dropped during the first two weeks of the semester if:

1. The student can justify his need for such a change.
2. It is possible in terms of the student's existing schedule, and the change will not overload a particular class.
3. The change results in a reasonable program of studies in terms of the established curriculum and the student's educational objective.
4. The change is approved by parent, teacher, counselor and principal.

Note: A course dropped after the first two weeks of the semester is recorded, with few exceptions, as a withdrawal failure (W-F) on the student's permanent record. A "W-F" is considered coursework attempted and will negatively affect the cumulative grade point average.

MAKE-UP WORK

LOWER SCHOOL

When a student has excused absences from classes, he will be given an opportunity to make up his work. All incomplete grades must be made up by the end of each semester, if possible. If the work missed is at the end of the semester, and with the teacher's approval, two weeks after a grading period shall be the maximum time granted for make-up work.

UPPER SCHOOL

Students with excused absences have opportunity to make up their missed work for both tests and homework as follows:

1 day excused absence = 1 day to make up missed work
2 days excused absence = 2 days to make up missed work
3 or more days excused absence = 3 days maximum to make up work

If the student is absent only on the day of a test, the student will be tested the next school day.

School work or tests that are delayed beyond the make-up time cannot be made up and will receive a "0". Students with extended illness may request a special schedule for approval.

PROGRESS REPORTS, DEFICIENCY REPORTS AND REPORT CARDS

Progress reports will be posted to RenWeb at the end of each nine-week period. Progress reports represent the student's progress to that point, and are not a part of the student's permanent record. Parents should inquire from each teacher regarding what can be done to improve a student's grades if the student is not making at least a strong "C". In such instances, parents should feel free to consult teachers for a conference. Deficiency reports are posted to RenWeb in grades 7-12 at the mid-point of each grading period for students who have less than a "C" average. Report cards will be posted at the end of each nine weeks.

Any challenge to a grade must be made within one semester after the grade has been posted.

HONOR ROLL

Those students who obtain all "A"s and "B"s and conduct grades of "S" or better shall be placed on the Honor Roll at the end of the semester.

PRESIDENT'S LIST

Those students who obtain all "A"s and conduct grades of "S" or better shall be placed on the President's List at the end of the semester.

ADVANCED ACADEMIC OPPORTUNITIES

High school students with interest and ability have opportunity to advance academically in:

1. **College Board Advanced Placement Program (AP):** AP is where senior high school classes are taught on a college difficulty level for advanced placement examination in May. All students taking an AP course will be required to take the AP exam. Colleges participating in the AP program give college credit for a passing score. Students participating in Advanced Placement courses receive an additional 5 point bonus to the semester average in recognition of the college equivalency and difficulty of the course.

2. **Honors Courses:** High School honors courses are available. Honors courses receive an additional 5 point bonus to the semester average. See the school counselor for more information about honors courses.

3. **Joint Enrollment:** It is possible for a student to begin college courses while still in high school.

REPEAT COURSES

Courses repeated in summer school or at Arlington during the school year due to previous low but passing grades, etc. must be approved by the parents and administration. Such courses will not earn hour credit; however, these grades will be reflected on the permanent record, and if they are higher than the former, they shall be used to compute GPA.

COLLEGE ENTRANCE EXAMINATION

Registration materials for college entrance tests are available in the guidance office. The Scholastic Aptitude Test (SAT) is required by the state colleges and universities of Georgia and many other states. Most colleges and universities also accept the American College Testing Program (ACT). Arlington Christian School students are encouraged to take both the SAT and the ACT. See a school counselor for information, dates, and materials. The ACS college code is #110125.

Testing is held at national test centers. Seniors should take the SAT and/or the ACT tests as early as possible in the school year. It is recommended that juniors take the SAT the first time in the spring of the school year.

HONORS AWARDS PROGRAM

The Honors Program at Arlington is approached in three distinct but complementary ways:

1. The faculty concentrates on developing each student on a day-to-day basis in the classroom. Each student is

encouraged to take classwork seriously, and various motivational methods are employed.
2. The Honors Awards Night is held each spring so that all being honored are recognized in the presence of peers, friends, and relatives.
3. Special recognition will be given for some honors at school assemblies.

Excellence in achievement is recognized in numerous areas. Some awards, such as valedictorian, salutatorian, comprehensive scholarship, and subject area awards, emphasize academic achievement, or objective data. Other awards, such as the Student Government Association school spirit award, citizenship award, music and drama awards, emphasize subjective data such as personal adjustment, social relations, etc. These honors and awards are presented at appropriate assemblies and programs throughout the school year.

FINAL EXAMS

Lower School: Lower School students have formal assessment and evaluation during this time period. While they do not follow the testing schedule of the upper school, our students do take tests; therefore, attendance is very important on these days.

Upper School: The last four days of each semester will be used for testing. For the last three days, students will attend school for one-half day only. The schedule will be as follows:

1st class on the first test day
2nd and 5th classes on second test day
3rd and 6th classes on third test day
4th and 7th classes on fourth test day

GRADUATION

Only Seniors who are able to complete requirements for graduation by August (within 2 credits by graduation day) will participate in the commencement exercises. Parents of Seniors who are in jeopardy will be advised.

HONOR GRADUATES

Those graduating Seniors of Arlington Christian who complete the senior year with a grade average of "B+" or a grade point average of 3.5 or higher shall be recognized as Honor Graduates at Commencement Exercises. Three levels of honor will be noted:

1. Those who have a minimum grade point average of 3.5 will graduate cum laude (with distinction).
2. Those who achieve an average of 3.6 will graduate magna cum laude (with great distinction).
3. Those who may accomplish an average of 3.9 will graduate summa cum laude (with highest distinction).

All honor graduates shall be recognized at commencement exercises by gold honor cords worn around the neck on their gowns.

Additionally, the students with the two highest grade point averages among the graduates will be recognized as Valedictorian and Salutatorian. To be eligible for Valedictorian or Salutatorian recognition, students must attend Arlington for four semesters by the time of graduation. These designations will be determined by the cumulative GPA at the end of the first semester of the senior year.

NATIONAL HONOR SOCIETY

The National Honor Society recognizes outstanding Juniors and Seniors at Arlington who have demonstrated the traits of scholarship, leadership, character, and service.

Selection of Members:
Students following a college preparatory program who have completed their sophomore year with a cumulative average of 85 or higher for grades 9 and up are considered to have met the scholarship standard. In addition to meeting this scholarship requirement, students applying for NHS recognition will be required to compose essays on each of the three remaining characteristics. These essays will be evaluated by a faculty committee, which will finalize membership.

Maintenance of Membership:
Continued membership in the society is contingent on maintaining the required 85 cumulative average and remaining in good standing with the school. Any member placed on behavioral probation will be suspended (but not dismissed) from NHS for as long as they remain on behavioral probation. Once he/she is no longer on behavioral probation, the discipline committee will review the student's circumstances and decide whether or not he/she should be allowed to return to full National Honor Society status.

Other Aspects of NHS:
If the student transfers to Arlington from another school in which he was a member of the National Honor Society, he automatically becomes a member of the Arlington chapter on presentation of a letter from the principal of his former school, stating that he was a member in good standing at that school.

In addition to the obvious prestige associated with membership, members receive the seal of the National Honor Society on their diploma upon graduation.

JR. BETA/BETA CLUB

Junior Beta Club is an honor club for students in grades 7 and 8. To qualify, the students must have a cumulative GPA of 85 and must have attended ACS for at least one semester.

Beta Club is an honor club for students in grades 9 and 10. To qualify, the students must have a cumulative GPA of 85 and must have attended ACS for at least one semester.

CO-CURRICULAR ACTIVITIES

It is Arlington's belief that high school students benefit from experiences beyond classroom activities. Learning can occur in many settings besides the classroom. Thus, the Arlington Christian High School co-curriculum is structured to provide enrichment in a variety of areas--social, physical, intellectual, and religious.

Although we urge 6th grade and Upper School students to become involved in one or more activities, we equally urge each student and parent to weigh the potential for "overloading." Faculty and students need to carefully evaluate each activity to ensure that classwork does not suffer.

Athletics:
Arlington Christian School offers a variety of athletic opportunities to the student body. The school currently competes in Soccer, Volleyball, Basketball, Softball, Baseball, Cross Country, Track, and Tennis.

Tryouts are typically held prior to the start of each season for all teams and/or positions. **Team/Activity "cuts" and playing times are strictly at the discretion and judgment of our coaches/sponsors.** All athletes (as well as cheerleaders) MUST have a copy of their birth certificates and physical exam forms on file in the Athletic Director's office in order to be eligible to participate in athletics. NOTE: In order to participate in any athletic event or performance on a school day, a student must be in attendance at school that day by the start of 4th period.

Sports Activity Fee:
To assist in expenses involved in acquiring and maintaining sports uniforms and equipment, the Athletic Booster Club has a $50 per sport participation fee. This fee will not be charged until after rosters are final.

No Pass/No Participation Rule:
Based on a seven-period school day, a student will not be eligible to participate in any co-curricular activity if he/she receives two or more grades of "F", or three or more grades below a "C-". Eligibility can be reinstated after four weeks provided that all grades meet the eligibility requirements at that time.

SPORTSMANSHIP

Students and parents are encouraged to support our athletic teams as families. Sports events provide opportunities for family sharing and enjoyment as well as times to teach values and sportsmanship. As a Christian school, it is important

that our fans demonstrate courtesy and respect for our rivals and referees. Under no circumstances are our fans to have any personal confrontations with officials regarding our sporting events.