Arlington Christian School



Parent/Student Handbook

2016-2017

Arlington Christian School
4500 Ridge Road Fairburn, GA 30213
770-964-9871

Admission and participation in the educational programs at Arlington Christian School is open to all eligible students who meet qualification requirements regardless of race, color, ethnicity, or national origin.

Parent Student Handbook

(Revised August 2016)

Head of School
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Principal
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Athletic Director
Greg Cannon: B.A., Harding College; Searcy, Arkansas

Other School Directors
Director of Enrollment: Sara Martin
Director of Admissions/Marketing: Karen Powell
Business Manager: Shannon Agan
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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 works 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 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), now known as AdvanceEd. Accreditation is 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 (GAC) 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 or are married, have or had children, have been or are 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.

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 otherwise 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 anyone 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 physical 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 principal's 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 or email the teacher at school for arrangements.

- **Lower School**: Teachers will schedule one conference with Lower School parents (K5-5th) 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 K5-5, 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 Parent/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

CODE OF CONDUCT

DRESS CODE

ARLINGTON CHRISTIAN SCHOOL DRESS AND GROOMING CODE – 2016/17
Grades K4-12

PHILOSOPHY

Appearance expresses attitude and personality; 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.

The following is an outline of the guidelines for student dress as approved by the Board of Trustees.

Please be aware that all acceptable Arlington Christian School (ACS) monogrammed uniform clothing and the only ACS acceptable plaid clothing (Plaid #55) is sold exclusively through Buckhead Uniforms at www.buckheaduniforms.com, by phone at (404) 303-8600, or at any of their convenient Atlanta area locations.

Shirts & Blouses:

All shirts worn during the school day are uniform shirts, monogrammed with an ACS logo and purchased from Buckhead Uniforms. Students may wear White, Hunter Green, Gray, or Black long or short sleeved undershirts or turtlenecks beneath 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. Short sleeves on short-sleeved shirts may not be rolled up. **All shirts/blouses must be long enough to be tucked and must remain tucked**.

On Monday through Thursday, if an Arlington vest, sweater, or non-hooded sweatshirt is worn, an Arlington collared shirt/blouse must be worn underneath it.

On "Spirit Days", a pre-approved Arlington spirit shirt or collared uniform shirt may be worn with black or blue denim jeans or denim skirt.

Polo style shirts are available in Hunter Green, White, Black.
Oxfords are available in White or Yellow.
Peter Pan collared blouses are available in White.

Pants/slacks, Shorts, Jumpers, Skirts, Skorts, Capris & Culottes: Students will be required to wear "uniform" pants/slacks, shorts, jumpers, skirts, skorts, capris and culottes according to the following specifications.

What:

- All pants/slacks/capris MUST be a *tan khaki color*.
- Shorts, jumpers, skirts, skorts and culottes may be *tan khaki color* or *Plaid #55* from Buckhead Uniforms.
- Pants/capris and shorts may be pleated or flat front. All pants and shorts made with belt loops MUST be worn with a belt.
- All skirts, shorts, skorts and culottes MUST be no shorter than 6" measured from the bend of the knee.

Styles not allowed:

- Denim (except on Spirit Days)
- Even on dress-down days, oversized or embellished (i.e., writings, sparkles, jeweled or anything deemed by the administration as a distraction) denims, bell-bottoms, baggy/saggy or overalls
- Parachute/warm-up pants
- Cargo pants or shorts; carpenter pants or shorts
- Stretch pants, leggings, or skinny jeans
- Cut or frayed pant hems
- Hats/caps (except on SOME special dress-down days when hats/caps are allowed)

Sweaters & Vests: Crew-neck style cardigan sweaters monogrammed with an ACS logo are available from Buckhead Uniforms in Hunter Green, Black and White. A pullover sweater vest is available in Hunter Green and Black. On Monday through Thursday, if an Arlington vest, sweater, or non-hooded sweatshirt is worn, an Arlington collared shirt/blouse must be worn underneath it.

Sweatshirts:

ACS monogrammed crew pullover sweatshirts are available in Ash, Hunter Green or White from Buckhead Uniforms. Also acceptable is any school-approved ACS team jacket/sweatshirt with the team name plus "Eagles" or "ACS" on the item. Sweatshirts may not be tied around the waist or otherwise worn, except as a uniform shirt or jacket during the school day. Hooded sweatshirts may only be purchased from the ACS Booster Club and worn with a t-shirt underneath. On Monday through Thursday, if an Arlington vest, sweater, or non-hooded sweatshirt is worn, an Arlington collared shirt/blouse must be worn underneath it.

Jackets:

Ripstop or Survivor nylon jackets monogrammed with an ACS logo are available in Hunter Green and Black from Buckhead Uniforms. Enterprise is also available (from Buckhead) in Black only with a lighter-weight lining. ACS nylon golf pullovers may be purchased from the ACS Booster Club. Any school-approved ACS team jacket/sweatshirt with the team name plus "Eagles" or "ACS" on the item is acceptable.

Full-zip and half-zip fleece monogrammed jackets are available from Buckhead Uniforms in Hunter Green and Black.

ACS letterman jackets in Hunter Green only. The suggested place of purchase is from The Neff Company or Gables Sporting Goods in Douglasville. Other athletic jackets allowed IF approved by the A.D. and administration.

Note: 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, any school-approved ACS team jacket/sweatshirt with the team name plus "Eagles" or "ACS" on the item, and ACS letter jackets will be the only "cold weather" garments allowed in classrooms.

Accessories:

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

K4-5th may wear any solid black, brown or white closed-toe shoe with a back. No sandals, open-backed, open-

toed, light-ups, flip-flops, heelies, or over-sized furry boots are acceptable. Heels/soles no higher than 1".

Grades 6-12th may wear any solid black, brown or white open-back or open-toe shoes, but no combat boots, flip-flops (the only thing holding the shoe is a strap between toes), athletic sandals, etc.

Belts are to be solid or braided in Black or Brown leather with no studs, rhinestones, or other embellishments and are to be worn with all pants/slacks, shorts, skirts, skorts, capris or culottes that have belt loops, except for K4 and K5 students who may have elastic waist pants/slacks/shorts and no belt.

Hair accessories (scrunchie, bow, barrette, or headband) are acceptable in Hunter Green, Khaki, White, Black, or Plaid #55 from Buckhead Uniforms.

Socks/Tights are to be Hunter Green, White, Black, or Khaki.

PE Uniforms: Available only from Buckhead Uniforms; Black mesh shorts, Gray t-shirt with ACS lettering. PE uniforms necessary only for PE participants in Grades 6-12. Off-season athletes **must** wear PE uniform during PE class.

Grooming & Jewelry: Boys' hair should be well groomed in appearance. Hair should not cover ½ of the ear. For boys and girls, hair should not hang in one's eyes. Boys' facial hair should be neat and clean. Extreme styles, including shaved-hair designs and colors, are not permitted. No more than two earrings per ear on females; no earrings on boys.

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, sleeveless, 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, gauges, or earring bars on males.
- Gauges or earring bars on females.

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 jersey replacing the Spirit Day t-shirt.

Spirit Wear/Spirit Days: Fridays are designated as "Spirit Days." "Spirit Wear" consists of green, black, white or gold t-shirts that are branded with the name ACS or ACS shirts approved by the administration. On "Spirit Days", a pre-approved Arlington spirit shirt or collared uniform shirt may be worn with black or blue denim jeans or skirts. "Spirit Wear" may be worn ONLY on Fridays or any other day an administrator specifies as a "Spirit Day." When students are authorized to wear "Spirit Wear," they are permitted to wear blue or black jeans (however, **not** permitted to wear over-sized, embellished with writings, sparkles, jeweled or anything deemed by the administration as a distraction, baggy/saggy styles, bell-bottoms, overalls, or any other prohibitions under Styles not Allowed on page 2). Jeans that show excessive wear or are frayed or faded in suggestive areas are also not permitted. On "Spirit Days," girls may, as an option, wear blue or black denim skirts that meet all of the length and style requirements for uniform skirts. Spirit t-shirts must be tucked and worn with a dress code belt.

NOTE: Any student 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. Students remaining on campus after school are to remain in dress code and abide by dress code rules (tucked shirt, etc.) unless involved in an activity that requires other apparel.

***Upper School 3-Strike Dress Code Violation Policy*:** Students in upper school will receive one demerit when out of dress code.

Lower School 3-Strike Dress Code Violation Policy: The teacher of a student with a dress code violation is to notify the student's parents of the infraction. Upon accumulating three dress code violations, the administration will be notified. Students will be sent home by the administration after three strikes and will be re-admitted to class upon approval by the administration.

CONDUCT

Arlington has adopted a Positive Behavior Intervention System.

School-Wide Expectations:

Students of Arlington Christian School are expected to **SOAR** among the stars by consistently exhibiting the following characteristics:

S: Self-Control
O: Optimistic Outlook
A: Accountability for Actions
R: Respect & Responsibility

Lower school students discipline is handled at a classroom level according to the school wide policies. Upper School uses a progressive discipline model.

Tier I: Minor Acts of Misconduct

Tier I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program. The consequence is typical handle by the teacher to the parent and/or detention. Tier I includes: Horseplay, PDA, teasing, profane language or gestures, disrespect, misrepresentation, honor code, unauthorized items, tardies, attendance, dress code violations.

Tier II: Intermediate Acts of Misconduct

Tier II infractions are intermediate acts of misconduct. They may include repeated acts; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of intermediate or repeated misconduct. Depending on the severity, the consequence can include a disciplinary administrative detention/ in school suspension/ out of school suspension. Tier II includes: Disruption, threats, theft, vandalism, fighting, bullying, disrespect to authority, offensive materials, possession/use of drugs/alcohol/tobacco, sexual harassment.

Tier III: Serious Acts of Misconduct

Tier III acts of misconduct are the most serious. These acts may be grounds for expulsion and will result in a mandatory suspension with consideration for a recommendation for long-term suspension, expulsion. Tier III include: assault/battery, weapons, possession of illegal substances,

NOTE: Tier 1 Acts of Misconduct are to be handled by the classroom teacher and do not typically involve an administrator. For Tier 2 and Tier 3 Acts of Misconduct, an administrator should immediately be notified to handle the disciplinary action in accordance with the offense or repeated offenses committed by the student.

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 a student to return for the next school year.

Mandatory Counseling

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 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. If there is a need for a student to have a cellular telephone available to him/her for use before or after school hours, the student may place the cellular telephone in his/her locker or may have it on their person BUT TURNED OFF AND NOT VISIBLE. Use of cellular telephones during normal school hours without the prior approval of an administrator makes the student's cellular telephone subject to confiscation. Initial confiscation will result in detention. Cell phone will be returned to the student at the end of day. Subsequent confiscations will result in

additional detention and will necessitate the parent/guardian retrieving the cellular phone. The administration reserves the right to view communications.
- Personal drinking implements must contain only water and must be clear implements.
- Christian behavior on the part of all students is expected in connection with peer relationships and associations.
- 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 cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites like My Space 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 lifestyle 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 Tier I discipline infractions are not as serious as Tier II or Tier III 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. Tier I is typically handled by a teacher, Tier II and Tier III are handled by the Principal or Head of School (the Dean of Students may act under the guidance of the Principal or Head of School) and expulsions are administered by the 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

Detention will be held after school with the Dean of Students throughout the school year. Students will be assigned either a 30-minute or one-hour session, depending on the seriousness or the frequency of their infraction. Any member of the ACS staff, faculty, or administration can assign detention.

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 $50

fee for Saturday School. Students must bring study materials and $50 upon arrival at Saturday School. Only administrators will assign Saturday School.

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, and during the school year as needed, 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 are 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 and 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

High school students driving vehicles to school should park in the high school 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, electronics (including phone), 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, TABLETS, 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 on to remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal storage devices. 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 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.

Social Media, E-mail, Instant Messaging, and Social Networking Sites: The School's filtering software has been set to block chat rooms and social networking sites (Instagram, FaceBook, Snapchat, and other similar sites). Their use while on campus or while 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 social networking sites or have information brought to the school's attention regarding off campus behavior. Students should understand that off campus behavior on the Internet or social networking sites may subject a student to disciplinary action. For example, students may be disciplined for making disparaging or negative comments about the School, administration, faculty members, or other students; for

making comments or posting pictures that do not reflect appropriate Christian behavior or are inconsistent with school policies or the mission of the School, such as posting pictures of people engaging in behavior that would violate the school's conduct code, such as appearing to be drinking alcohol, appearing to be under the influence of drugs or alcohol, reflecting sexual activity or implied sexual activity, reflecting persons not fully dressed, etc., or using the School's name, identity, or photograph without prior consent of the Head of School .

While some web-based e-mail 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 Facebook or 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 be 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 child(ren) 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.

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 3-1/2 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 fourth 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 due to an unexcused absence, he/she may make it up but receive 65% as a maximum grade.

COLLEGE VISITS

Seniors may be excused four (4) days for college visits; juniors may be excused for one (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 to use 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.

1) The student is to report to the office 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 an "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 – The Arlington tardy policy is important because it helps to preserve an

environment of learning. When students are habitually tardy, they not only miss important instruction, but it also interrupts learning for the class. If the administration determines that a lower school student is habitually tardy to school, the administration reserves the right to implement a $10 per tardy fee. Tardies in grades K5-5 will result in loss of privileges and additional time required to make up work. A K5-5th grade student receiving three (3) or more unexcused tardies will not receive a perfect attendance medal. We do not wish to punish the lower school child for the inability of a parent to arrive at school on time. Please make having your child to school on time a priority.

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. Three unexcused tardies to class or to the beginning of the school day will result in a progressive discipline, beginning with a 30 minute administrative detention served after school at a time set forth by the Dean of Students or the Principal. If the student accrues another three unexcused tardies, then he/she will serve a 60 minute after school administrative detention. If the problem persists and the student accrues another 3 unexcused tardies, then the student must attend a mandatory administrative detention on a Saturday (date and time to be determined by an administrator) and must pay a $50 fee. Failure to comply with school policies can result to a 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 3:15 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. Upper school students must be picked up by 3:15 pm or sent to study hall and charged; lower school students by 3:00 pm or sent to ELD 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 pm for doctor or dentist appointments, etc., please observe the following procedure for checking out:

Lower School:

1. The student should bring a note signed by a parent to the 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. The child will be called upon your arrival.
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. An official note from the doctor or dentist, etc. must be brought when the student returns to school.
3. Unless notified otherwise 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 check our social media (Facebook, Twitter). Parents will also receive a phone text message from RENWEB. In addition, you may 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: (l) 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 changes of 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.

When a student is out with illness, he/she is not to return to school until they have been fever free for 24 hours without the use of Tylenol or any other fever reducer.

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

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

Building Opens	7:00
First Period (and chapel)	8:00-8:48
Second Period	8:51-9:39
Third Period	9:42-10:30
Fourth Period	10:33-11:21
MS Lunch	11:23-11:52
HS Lunch	12:12-12:40
Fifth Period	11:24-12:40
Sixth Period	12:43-1:31
Seventh Period	1:34-2:22
Study Hall	2:25-3:00

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. Parents will be invited to serve as room parents shortly after the year begins. We hope many parents 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 are 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

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

Scheduling - The elementary library schedule is determined by the administration during pre-planning. Additional library scheduling and lessons are provided on a continual, flexible basis as needed by each grade level and classroom teacher. Individual and small groups of students are allowed to go to the library throughout the day as needed to checkout materials, use the computers, work on research projects, read for pleasure, or partake in other school activities.

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 time (Kindergarten and 1st grade students may checkout one book at a time, and they may keep the book for one week).

Lost/Damaged Books - Students are responsible for library items that are checked out to them and must pay for books that are lost or damaged. The replacement cost for lost/damaged library materials is $15. Students are not allowed to check out additional library books, purchase from the book fair, or receive their year book until lost/damaged book fines are paid.

Late Fines - The goal of a late fine is to stress the importance of respecting other students' access to school library books and to develop responsibility in our students. Books that are turned in after the due date will carry a fine of $.10 per day. Students are not allowed to check out additional library books, purchase from the book fair, or receive their year book until book fines are paid.

Computer Use - In order to use computers located in the library, students must agree to abide by the rules stated in the handbook and the school's Acceptable Use Policy. Students may use the library computers for educational purposes only. The use of library computers is limited to activities that support the school's educational objectives.

Behavior - All library users are asked to respect the library property and use the materials, furniture, equipment and other peripherals with care.

Material Selection - 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 library. 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 a complaint is made, the librarian will follow these procedures:

1) Give patron Challenged Materials Form
2) Inform all staff members involved and Head of School
3) Upon receipt of completed Challenged Materials Form, a Materials Evaluation Committee will be formed consisting of representatives from the administration, librarian, classroom teacher familiar with the subject challenged, a parent, and a student, where appropriate.
4) Within 30 days, the Materials Evaluation Committee will select a chair and a recorder, examine challenged material in relation to the materials selection guidelines, check general acceptance of the materials by reading reviews, weigh values and faults and form opinion based on the material as a whole, and meet and discuss and prepare a report for the administration.
5) 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. In performing arts, appropriate dance and choreography are a natural part of some performances.

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 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

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.

LUNCH PROGRAM

All students are provided a 30-minute lunch period. Students have the option of either bringing their lunch from home or purchasing the lunch provided at school. Upper school students have access to microwave ovens to heat foods brought from home. Orders must be placed online with the vendor. ACS does not handle the food orders.

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 the Office.

SPECIAL TRIPS/FIELD TRIPS

6th Grade Space Camp Trip - As part of the sixth grade science curriculum, students participate in a three-day Space Camp experience at the US Space and Rocket Center in Huntsville, Alabama.

7th Grade Jekyll Island Trip - In conjunction with the seventh grade science curriculum, Arlington students have an opportunity to participate in a three-day trip to Jekyll Island.

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: 1/2 Credit - provided the student completes a required journal.

Behavior and Field Trip – if a student has prior behavior concerns, administration reserves the right no keep the student from attend the trip.

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.

Middle School Student Government

Positions: 7th Grade Representatives
8th Grade Representatives

Qualifications:

1. Must have a GPA of 2.5 (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 2.5 (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 2.5 (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 2.5 (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 2.5 (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 2.5 (C+).
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.

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 6, 7 and 8 pass classes by attaining a cumulative (yearly) average of 66 in their subjects. In addition, to be promoted, a yearly average of 66 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 and will be required to earn a total of 25 credits across specific subject areas.

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 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 mockery 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). Plagiarism will result in a zero (0) given on that assignment.
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

4 Kindergarten	Grades K5-5
E = Excellent	A = 90-100
S = Satisfactory	B = 80-89
G = Good	C = 70-79
NI = Needs Improvement	D = 66-69
U = Unsatisfactory	F= 65 and below

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

A = 90-100(4.0)

B = 80-89 (3.0)

C =70-79 (2.0)

D = 66-69 (1.0)

F = 65 and below (0.00)

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 week 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 with a failing after the second week 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. If the student is passing when the class is dropped, he will receive a WP (withdraw passing). This can only occur with counselor, parent, and principal's approval.

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 RENWEB REPORT CARDS

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. 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 for the semester 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 for the semester and conduct grades of "S" or better shall be placed on the President's List at the end of the semester.

ADVANCED ACADEMIC OPPORTUNITIES

GIFTED:

To participate in the Gifted enrichment classes, students in grades K4-8 must meet 3 out of 4 state mandated guidelines for gifted. Required areas are mental achievement, academic achievement, creativity, and motivation (recommended by teachers).

ACS gives its students who qualify as gifted under the state of Georgia guidelines the opportunity to experience a differentiated curriculum that challenges their unique learning abilities. The class is designed for students to enjoy the freedom to explore individual as well as global interests while challenging their minds to the fullest potential. Further, in the EXCEL enrichment class, students are given the opportunity to expand their horizons through extra-curricular activities that are student driven, rewarding, and socially gratifying.

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

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.

Honors Courses: High School and Middle 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.

Dual 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. If the grade is higher than the former, they shall be averaged with the previously earned grade to compute GPA.

SUPPLEMENTAL RESOURCE PROGRAM

ACS serves students who have been professionally diagnosed with a mild/moderate learning disability. Students must have completed a full educational psychological, have normal to above normal intelligence and accepted into the resource program by the resource program director and administration. Students must be able to work on grade level with accommodations that are established into an Individual Academic Plan (IAP) and that has been agreed upon by the resource teacher, classroom teacher, administrator and parent. Students in grades 6-12 receive priority acceptance and students in grades K-3 are recommended for outside programs.

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 4110125.

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 class work 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.
Middle & Upper School: The last four days of each semester will be used for testing and 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 have attended 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 that have completed their sophomore year with a cumulative grade point average of 3.5 or higher for grades 9 and up are considered to have met the scholarship standard. In addition to meeting this scholarship requirement, students who are being recognized as NHS inductees must be in good standing with regard to character by having no more than 5 demerits and no suspensions.

Maintenance of Membership:
Continued membership in the society is contingent on maintaining the required 3.5 cumulative grade point 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

Beta Clubs
Junior Beta Club is an honor club for students in grades6, 7 and 8.

Senior Beta Club is an honor club for students in grades 9 and 10.

Selection of Members:
The Beta Clubs recognize outstanding students who have demonstrated the traits of scholarship, leadership, character, and service. To qualify for Beta Clubs, students must have a cumulative GPA of 3.5 or above and must have attended ACS for at least one semester. In addition, they must receive positive recommendations from the majority of their teachers. In order to receive a positive recommendation, students should demonstrate academic ability as well as good character. They should be hard workers who are responsible, respectful, and exhibit good behavior. Students who have received a suspension in the current academic year will not be eligible behaviorally, even if they meet the academic requirements.

Maintenance of Membership:
Continued membership in Beta Club is contingent upon maintaining minimum scholastic and behavior requirements. Each semester, the Beta Clubs' sponsor will review academic and conduct grades. Any member whose cumulative GPA falls below 3.5 or who receives in-school or out-of-school suspension will be temporarily suspended from Beta Clubs. A member who has been temporarily suspended from Beta Clubs may be reinstated if he raises his scholastic and behavior record above the minimum required for membership. Any member who fails to meet or maintain the minimum requirements more than once will be dropped from Beta membership. Any member placed on behavioral or academic probation will be suspended from Beta Club for as long as he remains on probation. Once he is no longer on probation, the discipline committee will review the student's circumstances and decide whether or not he should be allowed to return to full Beta Club status.

Beta Transfers from Other School:
If a student transfers to Arlington from another school in which he was a member of the Beta Club, he will become a member of the Arlington chapter if he meets the minimum requirements established by ACS. In addition, he must present a letter from the principal of his former school, stating that he was a member in good standing at the school.

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 seventh and eighth grade 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 class work does not suffer.

Athletics:
Arlington Christian School offers a variety of athletic opportunities to the student body. The school currently competes in football, 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 certificate and physical exam form 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 Department has a $125 per sport participation fee (at minimum, higher for football). 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 72. Eligibility can be reinstated after four weeks provided that all grades meet the eligibility requirements at that time. Students must also be in attendance ½ of the school day to participate in contest that evening.

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.