



# ACS Handbook



DISCIPLESHIP | CHARACTER | EDUCATION

1637 State Hwy 133

Arthur, IL 61911

Phone: 217-543-2397

Fax: 217-543-3721

Email: [office@arthurchristian.org](mailto:office@arthurchristian.org)

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**TABLE OF CONTENTS**

TABLE OF CONTENTS..... 2-3

1. BIBLICAL PRINCIPLES..... 4

2. MISSION STATEMENT..... 5

    2.1. Objectives..... 5

        2.1.1. For School..... 5

        2.1.2. For Student..... 5-6

    2.2. Culture..... 6

3. STATEMENT OF FAITH..... 7

    3.1. We Believe..... 7

    3.2. “To God Be The Glory” ..... 7

4. ABOUT THE SCHOOL..... 8

5. ADMINISTRATION..... 9

    5.1. The School Board..... 9

        5.1.1. Election..... 9

        5.1.2. Responsibilities..... 9

        5.1.3. Meeting Guidelines..... 9

    5.2. Principal..... 9

    5.3. Faculty..... 9

    5.4. Parents/Guardians..... 9-10

6. ACADEMIC POLICIES..... 11

    6.1. Curriculum..... 11

    6.2. Controls in the Classroom..... 11

    6.3. Scripture Memory..... 12

    6.4. Standardized Achievement Tests..... 12

7. GRADUATION REQUIREMENTS..... 13

    7.1. Honors Course..... 13

    7.2. College Preparatory Course..... 13

    7.3. General Course..... 14

    7.4. Individualized Diploma..... 14

    7.5. High School Course Offerings..... 14-15

    7.6. Certificate of Attendance..... 16

    7.7. Transcripts..... 16

    7.8. Early Graduation..... 16

    7.9. Walking at Graduation..... 16

8. CHAPEL..... 17

9. ATHLETICS..... 18

    9.1. Competitive Sports Offered..... 18

        9.1.1. Eligibility..... 18

        9.1.2. Home-school Participation..... 18

        9.1.3. Athletic Guidelines..... 18

    9.2. Physical Education..... 18

        9.2.1. Credit for High School..... 18

        9.2.2. Physical Education Uniforms..... 18

10. PRIVILEGE TRIPS..... 19

11. AWARDS..... 20



- 11.1. Honor Roll..... 20
- 12. SUMMER SCHOOL..... 21
- 13. ACCREDITATION..... 22
- 14. ADMISSIONS POLICY..... 23
  - 14.1. Racial Nondiscrimination..... 23
  - 14.2. Selection of Students..... 23
  - 14.3. Admissions Committee..... 23
  - 14.4. Admissions Procedures..... 23
  - 14.5. Tuition Payment Policies..... 23
  - 14.6. Health Forms..... 23
  - 14.7. Re-enrollment..... 23
  - 14.8. Withdrawal Policy..... 23
- 15. STANDARDS OF CONDUCT..... 24
  - 15.1. Role models..... 24
  - 15.2. Dress Code..... 24-25
  - 15.3. Conduct not to be Tolerated..... 25
  - 15.4. Discipline..... 25-27
  - 15.5. Merits and Demerits..... 27
  - 15.6. Corporal Discipline..... 27
  - 15.7. Searches..... 27
  - 15.8. Disciplinary Probation..... 28
  - 15.9. Suspension and Expulsion..... 28
  - 15.10. Attendance Regulation..... 28-29
- 16. DAILY SCHEDULE..... 30
  - 16.1. Monday-Thursday JH/HS Schedule and School Hours..... 30
  - 16.2. Friday JH/HS Schedule and School Hours..... 30
- 17. GENERAL POLICIES..... 31
  - 17.1. Church Attendance..... 31
  - 17.2. Arrival and Dismissal..... 31
  - 17.3. Health Service and First Aid..... 31-32
  - 17.4. Student Vehicles..... 32
  - 17.5. Cellular Phones and Smart Watches..... 32
  - 17.6. Visitors..... 32
  - 17.7. School Closings..... 32
  - 17.8. Lunch..... 32
  - 17.9. Safety Plans..... 33
  - 17.10. Bus Rental Policies and Fees..... 33
  - 17.11. Facility Rental..... 33-34
- 18. AGREEMENT AND SIGNATURES..... 35
- MEDICATION ADMINISTRATION RELEASE AND AUTHORIZATION FORM..... 36



## **1. BIBLICAL PRINCIPALS**

Schools have become an integral part of the fabric of today's society despite the fact they are not specifically mentioned in the Bible. Therefore, Christian parents and educators, alike, must determine how the school is to fit into God's scheme of education. We at Arthur Christian School believe we cannot separate the school from the home from the church while striving to be successful, from God's perspective, in His kingdom. We read in Ecclesiastes 4:12, "And if one prevail against him, two shall withstand him; and a threefold cord is not quickly broken." Our mission is strengthened when we join forces with our families at home and at church to support kingdom principles of education.



## 2. MISSION STATEMENT

It is Arthur Christian School's mission to empower students to be a people of hope through Christian character development, discipleship, and quality education programs.

### 2.1. Objectives

#### 2.1.1. For School

##### ***To function in close harmony with the home and the church***

- Instill a proper appreciation and respect for the Bible, authority, sacred ordinances and purpose of life
- Emphasize prayer and dependence upon the Holy Spirit for strength and direction
- Cooperate with parents in the formal instruction of their children
- Maintain a carefully supervised and well-disciplined Christian environment at all times
- Support a faculty in full harmony with the mission and objectives of the school and the church and whose lives demonstrate new life in Christ

##### ***To have an awareness of God in all instruction and activities***

- Present a Biblical worldview through instruction in all subjects
- Promote a Godly life through skill development that is useful in serving both God and man
- Strengthen the student's personal conviction of accountability to God for all conduct and conversations
- Create an environment for learning consistent with Godly principles
- Cultivate Christian stewardship of time, possession of body, mind

#### 2.1.2. For Student

##### ***To practice obedience to God***

- In worship
- In His service
- In growth of the knowledge of Him
- In good works toward all men
- In sharing Him with others

##### ***To live within the principles of God's Word***

- Respecting authority
- Taking responsibility for own actions
- Practicing the Christian social graces of courtesy, cooperation and good manners
- Practicing forgiveness
- Developing an interest and concern for the welfare and salvation for the people of the world
- Understanding conduct is an expression of inner character

##### ***To gain a working understanding of the created world and its order***

- Studying language arts and foreign language with a Biblical worldview
- Studying mathematical theory, laws and skills with a Biblical worldview
- Studying history, current events, government and economics with a Biblical worldview



Arthur Christian School - Handbook

- Studying natural and health sciences with a Biblical worldview
- Studying physical education, art and music with a Biblical worldview

***To gain the ability to be prepared for life***

- Practicing effective problem solving
- Practicing effective goal setting
- Practicing effective communication skills
- Investing time strengthening family relationships and values

## **2.2. Culture**

***At Arthur Christian School, we want to develop a culture that emphasizes the following:***

- Seek an alive God and interact with Him
- Be a family
- Be a people of hope, kindness, and worship
- Be empowered
- Honor one another

***Within the classroom, we want to focus on the following:***

- Worship God (with everything)
- Have a vision (hope and dream)
- Be a learner, not a finisher (growth over grades)
- Lean into struggle (do hard things)
- Own your education
- Own our culture



### 3. STATEMENT OF FAITH

#### 3.1. WE BELIEVE IN:

- The inspiration of the Bible, equal in all parts and without error in its origin. (Jeremiah 10:10, 2 Timothy 3:16, John 17:14)
- The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act. (2 Corinthians 13:14, Genesis 1:27)
- The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the visible second coming of the Lord Jesus Christ. (John 17:5, Romans 8:3, John 1:14, Matthew 1:18-25, 2 Corinthians 5:21, Mark 4:35-41, Mark 9:14-29, John 9:1-41, John 6:1-14, 1 Peter 2:21-25, 1 Corinthians 15:3-4, Acts 1:9-12)
- The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the bodily resurrection of all to life or damnation. (Genesis 3:1-24, Titus 3:5, John 5:24-25, Matthew 25:41)
- The spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit. (James 2:14-26, Romans 12:2, Titus 3:4-7)
- The church as a called out body of believers, an “ecclesia” picked out, chosen or called out of the world’s system and therefore of necessity, distinct and separate from the state. (John 18:36, I Peter 2:9, 2 Corinthians 6:17)
- The sovereignty of God over both the church and the state assigning to each its own distinctive functions.
- The state “is the minister of God, an avenger to execute wrath upon him that doeth evil.” (Romans 13:4b) This is God’s sovereign right reserved unto Himself, distinctly apart from the role of the church. (Romans 12:19, Proverbs 21:1, Daniel 4:17, 25 & 32)
- The church, by contrast, is called to practice under any and all circumstances a way of love to which the state cannot attain. (Matt. 5:38-48, Rom. 8:7-8, II Cor. 10:3-4, I Peter 3:9, II Tim. 2:24)
- Due respect, honor, and prayer support to civil authorities at all times, and conscientious obedience to all laws that do not conflict with God’s order for the church. (I Tim. 2:2)
- God created mankind in His image; male (man) and female (woman), sexually different but with equal personal dignity. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
- God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

#### 3.2. “TO GOD BE THE GLORY”

All monies presented to Arthur Christian School to include, yet not limited to, Gifts of Support, grant monies, and/or personal property/estates, shall be received through a unanimous vote of acceptance by the ACS School Board, in accordance with our **Principles** and **Beliefs**.



#### 4. ABOUT THE SCHOOL

The beginning of the Christian school movement in Arthur was in 1947, not long after the Conservative Church organized and had their worship services in the building three miles south of Arthur known as the Prairie Chapel Church (now Trinity Chapel.)

In 1947, they purchased a building in Decatur and moved it beside the church house where they began having day school for their children. Other interested patrons also sent their children to this school. In March of 1950, this schoolhouse burned down during the night. They believe this was due to a faulty stove. This term was finished in the German school close to the Obed Diener residence. They then rented an abandoned schoolhouse near Chesterville and had school there for two years.

In 1950, several from the Mennonite Church in Arthur held the conviction that they were responsible to teach their own children, so these families bought The Maple Grove Schoolhouse, seven miles west of Arthur, on Route 133. They bought this schoolhouse at a public auction. In September of 1951, school began with an enrollment of nine pupils. At the end of the third term, there was enough interest among the brotherhood and also the Conservative families to relocate and build a new schoolhouse. One acre of ground was purchased from Mary Ann Beachy with an option to buy another acre if the need should arise for larger facilities.

The old school building called Maple Grove was torn down and some of the lumber and other material that could be salvaged was used to build a new school building. It was a two-room structure and was made of brickcrete. In September 1953, this building was ready for school. It was arranged to hook to the neighbor's well for the water supply. There was one problem with this; the first day of school the well went dry. It was necessary to dig a separate well for the school. A horse-drawn well machine was converted to operate from the axle of an F20 tractor. In the "short space" of one month the well was completed with an abundance of water at eighty-five feet. This well would at times throw off enough sand so that the pump had to be taken up and cleaned. This school building lasted for 17 years. It seemed the brickcrete was of inferior quality or the building would have lasted much longer. The previous schoolhouse, located at 1710 State Hwy 133, was erected and operated by the Conservative and Beachy churches. They moved into that building at Christmas time in 1970. Another acre of ground was purchased and the building is still located on that plot.

Sunnyside Mennonite and North Vine Mennonite churches soon became the supporting churches. The guidelines from these churches were incorporated into the school guidelines as it received monthly offerings from these churches.

Ten acres of land was purchased in 2015 approximately one mile west of the previous school location. A new school building was constructed on the plot, located at 1637 State Hwy 133, and classes began in this new building starting with the second semester of the 2016-17 school year.

Arthur Christian School is no longer officially supported by any churches, and functions independently with the oversight of a school board elected annually.





## **5. ADMINISTRATION**

### **5.1. The School Board**

**5.1.1. Elections-** The school board is an elected body by patrons' votes at the annual business meeting. The board is made up of six members in good standing in a Bible believing church. They shall be Patrons of the school or actively supporting and regularly contribute to school activities. All board members serve a six-year term.

**5.1.2. Responsibilities-** The school board is responsible for the overall direction of the school. Some of these duties include, but are not limited to: conducting all school meetings, oversight of school finances, hiring staff, etc.

**5.1.3. Meeting Guidelines**

- All board meetings are open to patrons of the school.
- Patrons may present questions or concerns to the board.

### **5.2. Principal**

The principal's job includes duties such as managing daily operations, providing leadership and support for other staff, implementing and applying handbook standards and discipline, being familiar with and mindful of those who offer Gifts of Support to the school, attending school board meetings and having voting privileges in those meetings, helping maintain the facility by identifying problem areas and notifying the appropriate people, motivating staff to pursue character and academic excellence in students, raising funds for the athletic department, managing the activities of the secretary, and communicating effectively with parents. A more detailed description can be found in the personnel policy.

### **5.3. Faculty**

All faculty, teacher's aides and volunteers must be in good standing in a Bible-believing church and are expected to abide by the standards of the School. Teachers must be properly educated and degreed. The board and the administration shall interview all prospective faculty and approve all teacher's aides. Faculty duties include conducting student activities in the classroom such as daily prayer time, assigning homework, issuing tests and quizzes, etc. They will also be in charge of PE. Faculty will also conduct parent-teacher conferences and contact parents if a need should arise. A more detailed description can be found in the personnel policy.

### **5.4. Parents/Guardians**

Parents/guardians have a vital role in the spiritual life of the school. The parents'/guardians' relationship with the school and its teachers is an important factor for the proper educational development of the child. The ideal environment for the child is one in which he/she senses that his/her parents/guardians and his/her teacher are in harmony in their teaching and discipline. Serious problems can arise in the school, home, church, and in the development of the child if unity of purpose and practice are not sought and maintained. Parents/guardians are to feel a sense of responsibility toward the school. Therefore, at least one parent/guardian is requested to be present at the following school functions:



**Parent Orientation** is ordinarily held at the beginning of the school term. Parents will be briefed on school policies and school procedures.

**Parent-Teacher Conferences** will be scheduled at the end of the first quarter. Parents will need to pick up their child's Report Card and discuss it with their child's teacher.

**Parent-Teacher Fellowship** will be planned several times during the school year. Parents are encouraged to attend and enjoy a time of fellowship with other parents as well as the school faculty.

**Fundraisers** are held occasionally during the year to help finance athletics and class trips. We believe these extra-curricular activities are privileges and students should have a vested interest through their own initiative. Parents/Guardians are asked to facilitate all fundraising activities. We believe God will supply all our needs.



## 6. ACADEMIC POLICIES

### 6.1. Curriculum

Arthur Christian School uses curriculum prepared by numerous academic publishing companies (ABeka, Bob Jones, Summit Ministries, Apologia, etc.). Our goal is to utilize curriculum that will prepare our students to maintain a Biblical worldview as they are called into the world to shape culture for the Kingdom of God.

The distinctives of our curriculum include the following:

**Bible**—The foundation for all of learning.

**Reading**—The means by which each person may learn for himself/herself.

**Social Sciences**—A realistic view of time, government, geography, and economics based upon eternal truths.

**Math**—The study of logic and order to apply to science and daily life.

**Science/Health**—The investigation of variety, order, and reasonableness revealed in creation.

**Language Arts**—The study of language and communication in a structured, reasonable, and well-articulated manner.

The grading system of Arthur Christian School is designed to give parents a true picture of the student's progress. It is based upon a 4.0 scale, with the exception of honors and dual credit courses which will be graded on a weighted scale. Quarterly report cards will be issued to parents/guardians and students.

With written approval of the student's parent/guardian, a student demonstrating learning difficulties in core academic areas will be evaluated by a qualified member of the Arthur Christian School staff, using standardized testing instruments, to identify areas of concern. Based on the results, the staff member and the parent/guardian will work together to determine and detail an effective educational strategy and certain accommodations for the student as approved by administration and the classroom teacher.

### 6.2. Controls in the Classroom

- Merit/Demerit systems will be used at the teacher's discretion. (Details on disciplinary structure can be found in section 15.5 of this handbook)
- Student work spaces and storage areas must be kept neat.
- Food and drink items allowed at the discretion of the classroom teacher.
- Work spaces and student storage areas are private. Please respect the privacy of others.
- All personal items and reading material must be approved by the teacher. If item is a distraction or deemed unnecessary, staff members will set the item aside for retrieval at a later time.
- Electronic devices can often aid in the learning process. However, certain items may not be permitted during school hours. E-readers, iPods/iPads, MP3 players, etc. may be allowed at the discretion of the teacher and with specified limitations.
- When electronic devices are permitted, they must be connected to the ACS network.



- It is the teacher's or teacher's aide's responsibility to dismiss students for break, lunch, or close of the school day.
- Teacher's desk is off-limits for students.
- Students are not permitted to take resource books home without permission.
- Students are not permitted to take DVD's home for any reason.
- There will be other minor details of conduct in the classroom as deemed necessary by the teacher to maintain a conducive learning environment.

### **6.3. Scripture Memory**

Within the curriculum, many scriptures will be memorized as part of the grading for the class. Other scripture passages will be given throughout the year for memorization.

### **6.4. Standardized Achievement Tests**

A current national achievement test will be issued to select grades and students every year.



## 7. GRADUATION REQUIREMENTS

### 7.1. Honors Course (Requires a cumulative 3.5 GPA)

<b>Bible</b>	Min. Credits Required	<b>3</b>
<b>Language Arts</b>		<b>4</b>
<b>Math</b>		<b>4</b>
○ Algebra I, Algebra II, Plane Geometry, and an additional advanced Math course required		
<b>Social Sciences</b>		<b>3</b>
○ US History and American Government required		
<b>Science</b>		<b>3</b>
○ Physics required		
<b>Physical Education</b>		<b>2</b>
<b>Foreign Language</b>		<b>2</b>
<b>Elective Credits</b>		<b>3</b>
<b><i>Minimum Total Credits</i></b>		<b>24</b>

### 7.2. College Preparatory Course

<b>Bible</b>	Min. Credits Required	<b>3</b>
<b>Language Arts</b>		<b>4</b>
<b>Math</b>		<b>3</b>
○ Algebra I and Algebra II or Plane Geometry required		
<b>Social Sciences</b>		<b>3</b>
○ US History and American Government required		
<b>Science</b>		<b>3</b>
<b>Physical Education</b>		<b>2</b>
<b>Foreign Language</b>		<b>2</b>
<b>Elective Credits</b>		<b>2</b>
<b><i>Minimum Total Credits</i></b>		<b>22</b>



### 7.3. General Course

<b>Bible</b>	Min. Credits Required	<b>3</b>
<b>Language Arts</b>		<b>4</b>
<b>Math</b>		<b>2</b>
○ Algebra I required		
<b>Social Sciences</b>		<b>2</b>
○ US History and American Government required		
<b>Science</b>		<b>2</b>
<b>Physical Education</b>		<b>2</b>
<b>Elective Credits</b>		<b>3</b>
<b><i>Minimum Total Credits</i></b>		<b><i>18</i></b>

### 7.4. Individualized Diploma

The Individualized Diploma is reserved for students with special needs. It will be developed by the principal and teachers with the student’s best interests in mind.

### 7.5. High School Course Offerings

<b>Bible</b>		
Understanding the Faith		1
Understanding the Times		1
Understanding the Culture		1
New Testament		.5
Old Testament		.5
<b>Language Arts</b>		
Fundamentals of Exposition and Composition		1
World Literature and Composition		1
US Literature and Composition		1
British Literature and Composition		1
<b>Math</b>		
Algebra I		1
Algebra II		1
Geometry		1
Pre-Calculus ( <i>Honors Course</i> )		1
Consumer Math		1



Business Math	1
<b>Social Sciences</b>	
World Geography	.5
World History	1
US History	1
American Government	.5
Economics	.5
<b>Science</b>	
Physical Science	1
Biology	1
Chemistry	1
Physics ( <i>Honors Course</i> )	1
<b>Physical Education</b>	
PE	.5
Weight Training	.5
Health	.5
<b>Foreign Language</b>	
Spanish 1	1
Spanish 2	1
Spanish 3	1
<b>Electives</b>	
Speech	.5
Financial Peace	.5
Keyboarding	1
Document Processing	.5
Art	.5
Music	.5
Worship	.5
Yearbook/Newsletter	.5

**Elective Note:** Student may be eligible to participate in course(s) offered by CUSD District #305 if not offered by Arthur Christian School. If student resides outside of District #305, a tuition fee must be paid to District #305 to participate in the course.

**Dual Credit Note:** Student may be eligible to enroll in dual credit course(s) offered online by Grand Canyon University. Student must be in junior or senior year with a cumulative GPA of 3.5 or higher. These courses are worth 4 college credits and require a registration process and a tuition fee of approximately \$300 per course to GCU.



### **7.6. Certificate of Attendance**

The Certificate of Attendance is reserved for those students who have accumulated twelve or more years in an educational setting and who have presented, in writing, a desire to conclude their educational career at Arthur Christian School to the School Board. The written document must also be signed by a parent/guardian. The Certificate of Attendance is presented in recognition of time devoted to learning wherein the total number of credits earned do not meet any of the aforementioned criterion for a diploma. Students earning a Certificate of Attendance may participate in the end of the year graduation ceremony. No cap or gown will be issued.

### **7.7. Transcripts**

The school must receive a form requesting a transcript before the transcript is sent. Tuition must be paid in full before transcripts will be released.

### **7.8. Early Graduation Policy**

Students will only be eligible for early graduation if they are on track for an honors diploma. If a student completes this track, they may apply to the school board to graduate early. The school board will consider each request individually.

### **7.9. Walking at Graduation Policy**

All student work must be completed for a student to be eligible to graduate with a diploma. A student who has one incomplete credit may petition the School Board to participate in the graduation ceremony at year's end. If approval is granted by the School Board, the student's diploma will not be issued until the work for this credit is complete. The work must be completed during summer school (see sect. 12) for the diploma to be issued in the proper year; otherwise, the diploma will be issued the following year. Diplomas will only be issued two times yearly – after first or second semester. Students electing to receive a Certificate of Attendance (see sect. 7.5.) may participate in the graduation ceremony. No cap or gown will be issued. Tuition must be paid in full before either a diploma or certificate of attendance will be issued.





**8. CHAPEL**

Chapel for all grades will be held every Friday morning. Devotionals and other activities will be held throughout the week in the classroom.



## **9. ATHLETICS**

### **9.1 Competitive sports offered**

- Boys Soccer
- Girls Volleyball
- Boys Basketball
- Girls Basketball
- Baseball
- Girls Soccer

#### **9.1.1. Eligibility**

Each athlete is required to maintain a cumulative GPA of 2.0 quarterly and pass a minimum of 25 hours (5 credits) per semester. A student needs to be at school for a minimum of ½ day (unless pre-arranged, excused absence/tardy) in order to participate in an extracurricular activity that day.

#### **9.1.2. Homeschool participation**

Homeschool students will be allowed to participate in Athletics with ACS. They must meet all eligibility requirements as outlined herein, and in the AOC Athletic Guidelines.

#### **9.1.3. Athletic Guidelines**

Further information can be acquired in the AOC Athletic Guidelines through the athletic director.

### **9.2. Physical Education**

#### **9.2.1. Credit for High School**

Students are required to participate in physical education. High school students receive one-half credit towards graduation per year.

#### **9.2.2. Physical Education Uniforms**

Students are required to wear a uniform t-shirt chosen by the school for physical education along with navy athletic shorts or athletic pants. Shorts shall extend one inch beyond the fingertips when arms are extended straight down at sides. The uniform t-shirt may be purchased at the school for a minimal cost. If footwear is deemed unsafe for participation in PE activities at the discretion of the PE teacher, student will be required to sit out the activity and will receive a “zero” grade for the day.



## 10. PRIVILEGE TRIPS

Students who demonstrate academic achievement and upstanding Christian character, as outlined by the classroom teacher, will be eligible for a school sponsored field trip every quarter. Privilege trips are mandatory attendance days. Qualifying students are required to participate in the fieldtrip; all other students are required to report to and remain on the ACS campus under supervision. Students remaining on campus will be required to complete school work goals as outlined by the teacher. Students not reporting to school will need a written excuse from their parent/guardian or be recorded as an unexcused absence. Certain academic requirements must be met to attend privilege trips. Students must also have a clean disciplinary record for the quarter (ie. No detentions or suspensions).



## **11. AWARDS**

### **11.1. Honor Roll**

#### **A Honor Roll**

Student must maintain a cumulative GPA of 3.5 for the quarter. Student must also be in good standing having no disciplinary issues for the quarter.

#### **B Honor Roll**

Student must maintain a cumulative GPA of 3.0 for the quarter. Student must also be in good standing having no disciplinary issues for the quarter.



## **12. SUMMER SCHOOL**

Summer school will be offered during the summer months and will be open to students who are behind schedule for graduation. There will be additional tuition fees to participate in the summer school program.



### 13. ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state mandates for academic and faculty standards.

Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may or may not be Christians.

Furthermore, accreditation dictates that a school employ a curriculum and teacher certification standards often inferior or in opposition to those of Christian institutions. It seems unreasonable for ACS to expect parents to withdraw their child from a government school and place him in a private institution with the same curriculum methods and objectives.

Accreditation of a private Christian school is not necessary for a graduate who wishes to enroll in a college or university. The instructional program of ACS is designed and implemented to properly train students who wish to continue their education beyond high school.

ACS does seek membership with the Association of Christian Schools International, and is also recognized by the Illinois State Board of Education.



## 14. ADMISSIONS POLICY

### 14.1. Racial Nondiscrimination

Arthur Christian School does not discriminate against students because of race, color, or national and ethnic origin. Parents who are willing to give wholehearted support to the standards and principles of the school, as explained in this handbook, are welcome to apply for admission.

### 14.2. Selection of Students

A pastor's recommendation letter is encouraged, but not required, for all new students.

### 14.3. Admissions Committee

The admissions committee will be comprised of the ACS Administration and School Board.

### 14.4. Admissions Procedures

Each student will be interviewed by a member of the school board along with an ACS administrator. The parents/guardians will also be interviewed. Upon admission, a tuition schedule will be detailed.

### 14.5. Tuition Payment Policies

- New Student enrollment/registration fees are \$100.00 per student, not to exceed \$250.00 family.
- Returning students only—Failure to register by the annual business meeting will result in a \$100.00 fee.
- Enrollment/registration fees are non-refundable.
- Annual payments received by July 1<sup>st</sup> will receive a 5% discount.
- Semi-annual payments are due July 1<sup>st</sup> and December 1<sup>st</sup>. Failure to pay by these dates will automatically revert to a monthly payment plan and will be subject to a \$25.00 monthly late fee.
- Monthly payments, are based on a 12-month schedule (June-May). Electronic transfers are *required* for monthly payments. If a payment cannot be met, a \$25.00 monthly late fee will be assessed.
- Withdrawal policy – if student attends one day in given semester, tuition must be paid in full with no refund issued for that semester.
- Any variations or changes from the policy must be voted on by the School Board.

### 14.6. Health Forms

Each student is required to have up to date, health forms. A **medical** checkup is required for students entering Kindergarten, 6<sup>th</sup>, or 9<sup>th</sup> grades. A **dental** checkup is required for students entering Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades. These forms must be received one month after the first day of school.

### 14.7. Re-enrollment

Yearly registration is required for all students.

### 14.8. Withdrawal Policy

- Parents must notify the school that their students will be leaving.
- If student attends one day in a given semester, there will be no refund issued for that semester
- Exit interviews are requested with all students and their parent/guardian.
- Tuition must be paid in full to receive transcripts.



## 15. STANDARDS OF CONDUCT

### 15.1. Role Models

Since the school is designed to accommodate all ages of students, it is imperative that the older students set Christ-like examples for the younger students in courtesy, kindness, language, morality, and honesty. Since God's design and interest of the Christian home is to function smoothly with all ages, so the Christian school, with the proper incentives, controls, and discipline, must also function properly.

### 15.2. Dress Code

#### Boys' Dress Standard

Boys shall be modestly dressed. Boys will wear school uniforms. The current standard for uniforms can be obtained from the school office. Khaki pants or shorts must be simple with no cargo pockets. Shorts shall extend one inch beyond the fingertips when arms are extended straight down at sides. No denim is allowed. The required polo shirts must have lay down collars and be navy, red, or white in color. All boys shall have neatly trimmed hair. All haircuts shall be subject to the approval of administration. Jewelry may be worn in moderation. No piercings for male students. All footwear must be close-toed. Sweatshirts/Hoodies may be worn when appropriate, but must be ACS/AOC attire and navy, red, gray, or white in color. When indoors, the hood must be kept off the head. Supplier of ACS/AOC merchandise can be obtained from the school office. Flannels are not acceptable to be worn over polo shirts. Boys are expected to be in proper uniform attire at all times during the school day.

#### Girls' Dress Standard

Girls shall be dressed modestly. Girls will wear school uniforms. The current standard for uniforms can be obtained from the school office. The required polo shirts must have lay down collars. Khaki pants, shorts, or skirts are to be modest and simple with no cargo pockets. Shorts shall extend one inch beyond the fingertips when arms are extended straight down at sides. Skirt length shall be three inches above the knee or longer. No denim is allowed. Jewelry may be worn in moderation. Ear and nose piercings are acceptable. Earrings/nose rings are to be simple in color and structure. All haircuts shall be subject to the approval of administration. All footwear must be close-toed. Sweatshirts/Hoodies may be worn when appropriate, but must be ACS/AOC attire and navy, red, gray, or white in color. When indoors, the hood must be kept off the head. Supplier of ACS/AOC merchandise can be obtained from the school office. Flannels are not acceptable to be worn over polo shirts. Girls are expected to be in proper uniform attire at all times during the school day.

#### P.E. Dress

All students are expected to dress appropriately and participate in physical education activities. Boys and girls will wear PE uniforms. The current standard for PE uniforms can be obtained from the school office. If footwear is deemed unsafe for participation in PE activities at the discretion of the PE teacher, student will be required to sit out the activity and will receive a "zero" grade for the day.





### **Extra-curricular Dress**

This dress, referred to as “game clothes,” differs from normal school dress in that the student may choose to not wear their school uniform. While we appreciate a student’s creativity being demonstrated in the attire they choose, we also want to uphold a standard that is appropriate for school functions. Appropriate t-shirts may be worn. Shoulders should be covered. Denim is acceptable. Shorts shall extend one inch beyond the fingertips when arms are extended straight down at sides. Skirt length shall extend to at least three inches above the knee. Holes in attire are not to be excessive and all holes must be located below the standard for short length. Leggings may be worn with a shirt or dress that meets the length standard for shorts. Hats are permitted upon approval. Close-toed shoes are required. This dress code is applicable for summer school, and designated school days.

### **Staff Dress Standards**

Staff members are to dress modestly and professionally. Female staff members may wear slacks or skirts with any color shirt. Male staff members are to wear slacks with any color shirt. Exceptions may be approved by ACS administration.

### **15.3. Conduct not to be Tolerated**

- A lack of honor towards any staff and/or student
- Foul or profane language.
- Disrespect for the authority of the teacher.
- Deliberate disregard for the school policies and standards.
- Jokes which may be injurious.
- Fighting.
- Any deliberate damage to school property shall be paid for by the offending student.
- Theft.
- Indecent and impure behavior.
- Carelessness in boy-girl conduct.
- Sitting in vehicles.
- Unhealthy arguments concerning church differences.
- Bringing matches, guns, or knives to school.
- Use of tobacco, drugs, and alcohol.

### **15.4. Discipline**

Arthur Christian School is not intended to be a corrective institution nor a reform center for problems arising beyond those usually encountered in school aged children, but rather to work closely with the home in raising Godly children. The school is not to take the place of parents/guardians.

Scriptural discipline begins with recognition of God-given authority in the home, church, and all other areas of life. Such discipline includes teaching and correction in love and not punishing in fear. All discipline should seek to strengthen relational bonds and trust. When the child does not respond properly, his/her teachers will be compelled to take



corrective measures.

ACS holds the right to not enroll those students who have exemplified the above mentioned "Conduct not to be Tolerated," who have a continual arrogant attitude towards authority, or who have not indicated a strong desire to attend ACS.

Students are expected to conduct themselves in a Christ-like manner. A complaining and negative attitude will not be ignored. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the school the benefit of the doubt.
2. Realize that your student is likely not being dishonest about their perception of what happened, but that their perception may be ill-informed or simply lack the maturity and wisdom of the ACS staff member(s) involved.
3. Realize the school has reasons for all the rules, and they are enforced without favoritism.
4. Support the school by contacting the staff member involved in the incident. If further assistance is needed, contact the administration.

When a child's attitude cannot be reconciled to school policies, the ACS Staff will follow the "Pathway to Self-Discipline" model. This model has been developed by ACS administration with helpful procedures from other credible agencies. This 3-step discipline structure will help students to accept responsibility for their actions, and partner with the staff and administration to correct this negative action. Step 1 in the process will require the student to visit the school office. Step 2 will require the student and a staff member to determine the problem, articulate the good and bad choices available to the student, articulate the possible good and bad consequences of these choices, and pursue the proper action to take responsibility for the poor choice. If Step 1 and 2 do not serve to correct the issue and a pattern of bad behavior has been developed, Step 3 will commence. Step 3 is a detailed plan of action developed by the principal and approved by the student, parent/guardian, and teacher that lists consequences if the bad behavior continues. A probationary timeframe is included. If the student deviates from the plan, an appropriate consequence will occur. If during the probationary timeframe the student deviates from the plan more times than allowed for within the plan, indicating an unwillingness to pursue honor for ACS and its staff and students, a more severe consequence will be pursued (likely suspension or expulsion). The probationary period is intended to be a time to help the student focus on developing a habit of making better decisions. The school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe all things should be done decently and in order, and our students are taught to accept their God-given responsibility to walk honorably before all men. Thus we maintain a discipline which seeks to place the responsibility upon the student to prepare them to make decisions that are God-honoring when they are no longer within the ACS family. We seek to be fair, consistent, and corrective with the hope of love, honor, and connection being strengthened. Our faculty maintains standards of behavior through kindness, love, and a genuine regard to the student's needs rather than his/her wants. However, when disciplinary action becomes



necessary, it is carried out, tempered by good judgment and understanding. While the student is at school, the teacher is the authority under God. Remember, the school is an extension of the home. We must work together. Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:

“Whom the Lord loveth, He chasteneth.” (Hebrews 12:6)

“Children, obey your parents in all things: for this is well pleasing unto the Lord.” (Colossians 3:20)

“Let every soul be subject unto the higher powers:” (Romans 13:1a)

“Foolishness is bound in the heart of the child: but the rod of correction shall drive it far from him.” (Proverbs 22:15)

“Chasten thy son while there is hope, and let not thy soul spare for his crying.” (Proverbs 19:18)

“He is in the way of life that keepeth instruction: but he that refuseth reproof erreth.” (Proverbs 10:17)

### **15.5. Merits and Demerits**

A student may be given a demerit for breaking rules or a merit for good behavior based upon the discretion of their teacher. Excessive demerits in one day may result in Step 1 or 2 of the “Pathway to Self-Discipline.” Excessive demerits in a week or more extended period may result in Step 1, 2, or 3 of the “Pathway to Self-Discipline.”

When Step 1, 2, or 3 of the “Pathway to Self-Discipline” is pursued, the parent/guardian will be notified and the action will be documented in the student’s file. If parents have any questions, please check with the school staff.

The faculty has the right to pursue an automatic suspension if he/she feels an offense is serious enough. The offense will be documented, and the school board will provide approval of automatic suspension, or request that Step 3 of the “Pathway to Self-Discipline” be pursued. The school board does not have to provide approval of suspension if Step 3 of the “Pathway to Self-Discipline” is being implemented.

### **15.6. Corporal Discipline**

While we support a parent’s prayerful consideration to utilize corporal discipline in their own home, Arthur Christian School staff will not utilize this method of discipline.

### **15.7. Searches**

The school reserves the right to search the student’s person and belongings in the event the school suspects the student possesses an unapproved item. Such a search may be conducted without the student’s or the parent’s permission. The registration of the child constitutes parental consent to such searches. The items that may be searched are listed, but not limited to:

- Automobiles
- Backpacks, purses, pockets, etc.
- Lockers, student work spaces, etc.



### **15.8. Disciplinary Probation**

A student may be placed on disciplinary probation (Step 3 of the “Pathway to Self-Discipline”) at the discretion of the staff and/or the school board.

### **15.9. Suspension and Expulsion**

This method of discipline will not be used until deemed necessary by the school board, unless it has been specified as the last step in a “Pathway to Self-Discipline” plan.

All absences due to suspension will be considered unexcused absences. All make up work completed will hold a maximum grading value of 50% and must be completed by the end of Friday study time the week of return.

### **15.10. Attendance Regulation**

Arthur Christian School will endeavor to work in obedience to the laws of the State of Illinois and in cooperation with local county authorities regarding attendance regulations. All patrons will be expected to conscientiously respect and obey the laws of the State.

Attendance is taken every morning after the bell rings at 8:00am. If students are not in their classrooms/homerooms or the areas designated by their teachers at this time, they will be considered tardy. If ACS staff determines a pattern of tardiness, the “Pathway to Self-Discipline” model will be followed. If students are not at school by 10:00am, half a day of absence will be counted. If they are not at school by the beginning of lunch break, a full day of absence will be counted.

#### **Absentee Policy**

- A child not in school must be counted absent regardless of the reason.
- It is the responsibility of the parent/guardian to notify the school as to the reason for the absence. This may be done by note, email, text, or phone call to the student’s teacher or the school office prior to the absence if possible. All absences will be considered unexcused until notification is received. A limit of 10 absences may be accumulated in 1 year.
- After a child’s tenth absence from school, the administration reserves the right to process a voluntary withdrawal on any student for any reason without notice as this pattern of attendance greatly inhibits a child’s ability to meet academic requirements.
- When 8 absences are reached, a meeting will be required between parent, board, and principal to arrive at a plan of action to eliminate the absence problem.

#### **Excused Absences**

- Illness
- Medical appointments (ie. physical, dental)
- Serious injury, illness, or death in the family
- Travel with family
- Any absences deemed unavoidable by the administration
- College visits (Junior and Senior year)



### **Unexcused Absences**

- Skip school
- Shopping or pleasure trips
- Hair appointments
- Oversleeping
- Work for pay (unless it is within a work/study program)
- Travel with friends
- Out of School Suspensions
- Two consecutive or three accumulated unexcused absences will be reported to the appropriate officials.

If the student leaves school between 12:00pm and 2:00pm, he/she is considered absent for half a day. If that student leaves after 2:00pm with an excused absence, he/she is not considered absent for that day. If student arrives at school before 10:00am with an excused absence, he/she is not considered absent for that day.

All make up work completed for unexcused absences will hold a maximum grading value of 50%, and must be completed by the end of Friday study time the week of return.

Absences other than sickness and emergency will be excused only if arrangements are made in advance with the school administration.

As responsible citizens, we will be required to report any cases of truancy.



## **16. Daily Schedule**

### **16.1. Monday-Thursday JH/HS Schedule and School Hours**

Extended Care Opens – 7:00am  
School Opens – 7:45  
First Bell – 8:00  
Homeroom – 8:00-8:10  
Block 1 – 8:10-9:45  
Bible Period – 9:50-10:35  
Block 2 – 10:40-12:15pm  
Lunch – 12:15-12:45  
Block 3 – 12:50-2:25  
PE Period – 2:30-3:05  
Job Time – 3:05-3:20  
Dismissal – 3:20  
School Closes – 3:45  
Extended Care Closes – 5:00pm

### **16.2. Friday JH/HS Schedule and School Hours**

Extended Care Opens – 7:00am  
School Opens – 7:45  
First Bell – 8:00  
Homeroom – 8:00-8:10  
Independent Study/Tutoring/Makeup Work – 8:10-9:30  
Chapel – 9:35-10:20  
Independent Study/Tutoring/Makeup Work – 10:25-11:45  
Job Time – 11:45-12:00pm  
Dismissal – 12:00  
School Closes – 12:30  
Extended Care Closes – 5:00pm



## 17. GENERAL POLICIES

### 17.1. Church Attendance

It is the desire of Arthur Christian School that all students and parents attend a Bible-believing church regularly. However, ACS does not require that all students attend church when considering enrollees.

### 17.2. Arrival and Dismissal

Students should arrive at school between 7:45am and 8:00am. Dismissal should be promptly at 3:20pm Monday-Thursday and noon on Friday. Drivers should make an effort to get their students between 3:20pm and 3:45pm Monday-Thursday and between noon and 12:30pm on Friday.

In order to keep things moving in an orderly fashion and to keep your children safe, please follow these procedures for picking up and dropping off your children at ACS. Our main concern is the safety of your children. Please partner with us in following these pickup and drop off expectations.

#### **PICKUP/DROP OFF**

- Maintain a speed of no greater than 5 MPH while entering/exiting and driving in the ACS parking lot.
- Upon entering the parking lot, take an immediate right (west) towards the sidewalk then left (south) into the Loading Zone Lane (lane parallel to the sidewalk directly in front of the ACS building) and drive parallel to the sidewalk.
- Keep pulling forward and fill in all gaps in Loading Zone Lane. This is important to keep the line moving efficiently.
- Drive forward as far as possible next to the sidewalk for drop off/pick up.
- Students load/unload from PASSENGER SIDE of vehicle only.
- Have all school materials ready upon exit.
- Driver MUST remain in the vehicle at all times. NO PARKING in the Loading Zone Lane.
- No trunk unloading.
- Once your child has been dropped off/picked up, exit parking lot by continuing south in the Loading Zone Lane towards the south end of the parking lot and turn left along the south perimeter. Take another left to head north towards the entrance/exit.

#### **PARKING (Preschool Drop Off, Parent/Driver Entering School Building, Trunk Unloading, Etc.)**

Continue straight (south) into the parking lot, turn right (west) into aisle and park. Exit to the east.

### 17.3. Health Service and First Aid

Arthur Christian School does not have a nurse on campus. There is a first aid kit on hand in cases of minor cuts and injuries. By signing admission forms, parents grant permission to administer first aid for minor injuries. All other medical emergency situations will be handled by trained emergency medical personnel by calling 911.

No staff member will be allowed to administer any prescription medicines without written



authorization from the parent/guardian detailing the description of medication and required dosages (Page 36, Medication Administration Release and Authorization Form). All medicines prescribed by a physician must be secured by an Arthur Christian School staff member. Any over-the-counter medicines (ie. ibuprofen, cough drops, antacids, etc.) must be supplied by the parent and must also be secured by an ACS staff member along with a parent's/guardian's written note detailing recommended dosages. (Page 36, Medication Administration Release and Authorization Form)

A student may be deemed to be too sick to stay at school and will be sent home when one of the following criteria are met:

- Fever at or above 100 degrees.
- The student vomits.
- The student has diarrhea.

We request that no student return to school until at least 24 hours after a fever has broken naturally (without fever-reducing medicines). If uncertain if your child is well enough to return to school, contact your physician.

#### **17.4. Student Vehicles**

Students who are of legal driving age and possess a driver's license are permitted to drive a vehicle to school. Students need to park vehicles in the area designated for them by school administration.

#### **17.5. Cellular Phones and Smart Watches**

~~Cellular phones are not to be accessed in the school building or parking lot during school hours, with the exception that they are kept in the student's locker and checked for a short period of time during designated break times. Another exception to the rule is when teachers allow access to cell phones in the classroom during particular classes where it can help the learning process. Access to cell phones is off limits in all other areas of the school. If cell phone is accessed in restricted areas, staff members will set the item aside for retrieval at the end of the day.~~

**(To be implemented starting 1/7/20) Cellular phones and/or smart watches will not be allowed in the school building when school is in session. The only exception will be that students may check their phone into the school office upon arrival, and pick up upon dismissal. If student is found to have their cell phone and/or smart watch when school is in session, it will be confiscated to the school office until parent/guardian is present at the school office to retrieve their student's cell phone.**

#### **17.6. Visitors**

Visitors must check in at the office upon arrival.

#### **17.7. School Closings**

Parents will be notified of any unscheduled school closings through the "Call-em-all" recording service. Information can also be observed on [illinoishomepage.net](http://illinoishomepage.net) and/or WCIA Channel 3, and the ACS Facebook Page. Please keep your child's school notified as to any phone number changes to ensure proper notification.





### **17.8. Lunch**

The school is not equipped with a cafeteria, but we do provide an oven and microwaves to the students so they may bring lunches to be warmed. Students are responsible for the proper care of their lunches.

### **17.9. Safety Plans**

A *fire drill* will be held at least one time during the school year. At the sound of three bells, students are to stand and walk out of the building in an orderly manner to a designated area. At two bells, they may return to the classroom in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will be with his/her classroom.

A *tornado drill* will be held at least one time during the school year. At the sound of one, long, unbroken ring of the bell, students should proceed (as in the *fire drill*) to a predetermined location within the school and assume a crouched position with their heads protected.

Contact the school office for the full safety procedure and protocol.

### **17.10. Bus Rental Policies and Fees**

Rental of the ACS bus is limited to academic institutions and church groups. Bus rental will not be available to individuals or groups not connected to an academic institution or church.

#### **Rental Fees**

1 Day - \$300

2 Days - \$285 per day

3-7 Days - \$260 per day

8 or More Days - \$250 per day

Mileage Fees – Use of bus is limited to a 200 mile radius of Arthur, IL. 100 free miles per day or 700 per week. Mileage in excess of free miles is charged at \$.50 per mile thereafter.

Drivers – A valid Driver’s license and proof of insurance is required for all drivers.

Reservation Deposit – The reservation deposit is one day’s rental rate and due at the time the reservation is made with Arthur Christian School. Reservation dates must not coincide with any needs of use for Arthur Christian School.

Age Requirement – Minimum age: 25

Cleaning Fee – Bus must return to Arthur Christian School cleaned inside and out. If excessive cleaning is required, an additional charge of \$50 will be charged when returned.



## 17.11 Facility Rental

### **Complete Facility Rental (Excludes Classroom Wings and Mezzanine)**

- \$300.00 per day
- \$100.00 Cleaning Deposit Required
- Includes access to commons, kitchen, and gym
- If facility is required the previous evening for set up, an additional \$50 fee is applied.
- 4 hour maximum.
- Excess of 4 hours requires booking an additional day.

### **Commons and Kitchen Only**

- \$200.00 per day
- Includes access to commons and kitchen. No gym access.

### **Gym Only**

- \$200 per day
- For evening use only: \$100
- Evening use note: Facility available after 4:30 p.m. on requested event date.

### **In addition to fees and conditions stated above, the following apply to all event packages:**

- \$100 cleaning Deposit Required
- Restroom access included in all packages.
- School patrons\* discount: 15%
- Cancellation less than 48 hours in advance of event date: 50% package cost required.
- Patrons defined as those with student(s) enrolled in any grade K - 12.



### 18. AGREEMENT AND SIGNATURES

We, the parent(s), or guardian(s), and student(s) do affirm that we have thoroughly read and discussed this Arthur Christian School Patron’s Handbook and do agree of our own volition that we will abide by both the letter and the spirit of its contents. As a family, we agree to submit to the programs of Arthur Christian School, and the school’s academic and disciplinary regulations, and all of the other requirements instituted by the administration and carried out by the principal, faculty, and staff.

We, the parent(s) or guardian(s), also specifically agree to the following:

1. To pay all tuition and other school fees in accordance to our financial obligations.
2. To abide by the school’s Standards of Conduct.
3. Not to support criticism of the school by my child or anyone else, but instead, correct my child, support the school personnel, call in for full details any time I have a question concerning an incident, and, if necessary, continue through proper channels to settle any misunderstandings.
4. To pray for the school, its staff, and its programs, to lay a spiritual foundation through Godly example in the home; and to attend all parent functions and assist in activities where volunteers are needed.

Father \_\_\_\_\_ Date \_\_\_\_\_

Mother \_\_\_\_\_ Date \_\_\_\_\_

Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student #1 \_\_\_\_\_ Date \_\_\_\_\_

Student #2 \_\_\_\_\_ Date \_\_\_\_\_

Student #3 \_\_\_\_\_ Date \_\_\_\_\_

Student #4 \_\_\_\_\_ Date \_\_\_\_\_



### Medication Administration Release and Authorization Form

*NOTE:* Arthur Christian School cannot administer medication, prescribed or over the counter (O-T-C), without the written authorization of the physician and/or parent. The parent/guardian is responsible for providing all information needed for the proper administration of medication. Use a separate form for each medication order. This form must be kept current. A confirmation of current medications, which are to be administered during school hours, must be made or renewed at the beginning of each school year. Whenever there is a change in medication, a new form must be completed by the physician and/or parent.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*To be completed by physician:*

Student's medical diagnosis \_\_\_\_\_

The following medication is given during school hours: Medication Name \_\_\_\_\_

Method of Administration \_\_\_\_\_ Time of Administration \_\_\_\_\_

Dosage \_\_\_\_\_ Duration \_\_\_\_\_

*FOR INHALER AND EPI-PEN MEDICATION ONLY (for students in Grades 6 to 12):*

\_\_\_\_\_ is able to self-administer and carry inhaler medication or Epi-pen.

\_\_\_\_\_ is trained in use of inhaler and/or Epi-pen and knows when the medication is to be used.

\_\_\_\_\_ should not self-administer inhalant medication or Epi-pen.

I hereby consent and authorize a staff member of Arthur Christian School to administer the medication identified above to: (student's name) \_\_\_\_\_.

Physician's Name (Print Clearly) \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_

*MY CHILD MAY HAVE, AS NEEDED, THE FOLLOWING O-T-C MEDICATIONS, SUPPLIED BY ME:*

Put a check mark beside the following medications that may be administered on an as-needed basis. All medications must be secured by an Arthur Christian School staff member. All medications are given per package dosage instructions, unless otherwise noted.

\_\_\_ Cough Drops \_\_\_ Ibuprofen – dose \_\_\_ \_\_\_ Tylenol – dose \_\_\_ \_\_\_ Antacid

\_\_\_ Orajel \_\_\_ Topical Hydrocortisone \_\_\_ Benadryl – dose \_\_\_ Other \_\_\_\_\_

When needed, a parent/guardian must bring this completed form to school, along with any medication. Medication prescribed by a physician must arrive in the original pharmacy container. O-T-C medication must be clearly identified. By signing below, the parent/guardian understands the possible consequences in the administration of the aforementioned medication thereby releasing, waiving, discharging and holding blameless, Arthur Christian School, its Board Members and employees, from any claims, demands, or suits for damages from any injury or complication which may result from the administration of the aforementioned medication.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Student \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Person to contact in case of emergency if parent/guardian cannot be reached: \_\_\_\_\_

\_\_\_\_\_