Patron's Handbook



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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
3. STATEMENT OF FAITH 7
    3.1. We Believe In 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. Vocational Diploma 14
    7.5. High School Course Offerings 14-15
    7.6. Certificate of Attendance 15
    7.7. Transcripts 15
    7.8. Early Graduation 15
    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. Honors 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. Health Forms 23
14.6. Re-enrollment 23
14.7. Withdrawal Policy 23
15. STANDARDS OF CONDUCT 24
15.1. Role models 24
15.2. Dress Code 24
15.3. Conduct not to be Tolerated 25
15.4. Discipline 25
15.5. Demerits and Detentions 26
15.6. Corporal Discipline 26
15.7. Searches 26
15.8. Disciplinary Probation 27
15.9. Suspension and Expulsion 27
15.10. Attendance Regulation 27-28
16. GENERAL POLICIES 29
16.1. Church Attendance 29
16.2. Arrival and Dismissal 29
16.3. Health Service and First Aid 29
16.4. Student Vehicles 29
16.5. Cellular Phones 29
16.6. Visitors 29
16.7. School Closings 29
16.8. Lunch 29
16.9. Fire and Tornado Drills 30
17. AGREEMENT AND SIGNATURES 31
18. MEDICATION ADMINISTRATION RELEASE AND AUTHORIZATION FORM 32

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
- 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

3. STATEMENT OF FAITH

3.1. WE BELIEVE IN:

- The inspiration of the Bible, equal in all parts and without error in its origin.
- The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act.
- 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.
- 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.
- 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.
- 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)
- 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. 2:1,2, Titus 3:1, Romans 13: 1,2)
- An allegiance to God that precludes any and all other unqualified pledges, such as the Pledge of Allegiance to any national flag. (Acts 4:19, Acts 5:29)

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 currently seated, voting members of the Arthur Christian School Board of Directors, in accordance with our **Principles** and **Beliefs**. Upon receiving a unanimous vote of acceptance, the contributor will receive private recognition for their contribution and God will be given the glory, publicly. No outward, public recognition, by name or other means, will be put forth so as to assist the contributor in keeping with Mathew 6:1-4.

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 think 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 at the present site 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 present building was erected and operated by the Conservative and Beachy churches. They moved into the present building at Christmas time in 1970. The other acre of ground was purchased and the new building is now 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. Arthur Christian School is currently not supported by any churches officially.

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 A Beka Book, Inc., located in Pensacola, FL. It is a comprehensive, traditional curriculum, written from a Biblical worldview.

The distinctives of A Beka Book curriculum include the following:

Bible—The foundation for all of learning.
Reading—The means by which each person may learn for himself/herself.
History—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.
English—The study of language and communication in a structured, reasonable, and well-articulated manner.

The grading system of A Beka 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 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 for the student.

6.2. Controls in the Classroom

- Merit/Demerit systems will be used at the teacher's discretion. (Details on demerits and detentions can be found in section 15.5 of this handbook)
- Student work spaces and storage areas must be kept neat.
- No soda in the classrooms. Food 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. Romance or related books and/or magazines are not permitted.
- 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 Bible curriculum, many scriptures will be memorized as part of the grading for the class.

6.4. Standardized Achievement Tests

The Stanford Test is issued to the students every year.

7. GRADUATION REQUIREMENTS

7.1. Honors Course

Bible Min. Credits Required–	**4**
English	**4**
Math	**4**
- Algebra I, Algebra II, Plane Geometry, and Pre-Calculus required	
History	**3.5**
Science	**3**
- Physics required	
Physical Education	**2**
Practical/Performing Arts	**1**
Foreign Language	**2**
Elective Credits	**2.5**
Minimum Total Credits	***26***

7.2. College Preparatory Course

Bible Min. Credits Required	**4**
English	**4**
Math	**4**
- Algebra I, Algebra II and Plane Geometry required	
History	**3.5**
Science	**3**
Physical Education	**2**
Practical/Performing Arts	**1**
Foreign Language	**1**
Elective Credits	**2.5**
Minimum Total Credits	***25***

7.3. General Course

Bible	Min. Credits Required **3**
English	**4**
Math	**3**
- Algebra I required	
History	**3**
Science	**2**
Physical Education	**2**
Practical/Performing Arts	**1**
Elective Credits	**2**
Minimum Total Credits	**20**

7.4. Vocational Diploma

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

7.5. High School Course Offerings

Bible	
Hebrew History	1
Bible Doctrines	1
New Testament	.5
Old Testament	.5
Revelation	.5
Life Management	.5
Worldview	1
English	
English 9	1
English 10	1
English 11	1
English 12	1
Math	
Algebra I	1
Algebra II	1
Plane Geometry	1
Pre-Calculus	1
Consumer Math	1
Business Math	1

History

World Geography	.5
World History	1
US History	1
American Government	.5
Economics	.5

Science

Physical Science	1
Biology	1
Chemistry	1
Physics	1

Physical Education

Basic PE	.5
Advanced PE	.5
Health	.5

Foreign Language

Spanish 1	1
Spanish 2	1

Practical/Performing Arts

Speech	.5
Family/Consumer Science	.5
Financial Peace	.5
Keyboarding	1
Document Processing	.5

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 at 8:30am. Devotionals and other activities will be held throughout the week in the classroom.

9. ATHLETICS

9.1. Competitive sports offered

- Girls' Volleyball
- Boys' Basketball
- Girls' Basketball
- Baseball

9.1.1. Eligibility

Each athlete is required to maintain a cumulative GPA of 2.0 quarterly and pass a minimum of 25 hours per semester. A student needs to be at school for a minimum of ½ day in order to participate in an extra curricular activity that day.

9.1.2. Homeschool participation

Homeschool students involved in the Okaw Prairie Homeschool group will be allowed to participate in Athletics with ACS.

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 chosen by the school for physical education. The uniforms may be purchased at the school for a minimal cost.

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.

11. AWARDS

11.1. Honor Roll

A Honor Roll
Student must maintain a cumulative GPA of 3.9 (90-100%) 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 (83-89%) 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 all students. There will be additional tuition fees to participate in the summer school program. Summer school is optional for those students in good standing and on pace to graduate. However, for those students who are not on pace to graduate, summer school is mandatory.

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.

A Beka Book, Inc. has not sought accreditation by any governmental agency for several reasons: A Beka would be required to use textbooks adopted by the State. Secular writers who extol concepts contrary to the teachings of the Bible often develop such textbooks.

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 with its academic and moral ills 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. Registrars of such institutions are interested in the academic merits of the individual students, not the name of their school or graduation. Thus they evaluate each applicant's academic aptitude through nationally standardized tests. The instructional program of the ACS is designed and implemented to properly train students who wish to continue their education beyond high school.

We do understand that some institutions may require accreditation in order to accept certain students. Students at ACS may dual enroll in the A Beka Academy. All of the work is completed at ACS according to the graduation requirements stated previously. Scores are sent to the A Beka Academy, and, upon graduation, the student will receive a diploma from both Arthur Christian School and A Beka Academy. A Beka Academy is a fully accredited academic institution.

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 at least one staff member and one member of the School Board.

14.4 Admissions Procedures

Each student will be required to fill out a questionnaire and be interviewed by a member of the school board. The parents/guardians will also be interviewed. Upon admission, a tuition schedule will be detailed.

14.5. Health Forms

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

14.6. Re-enrollment

Yearly registration is required for all students.

14.7. 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 will 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 and the supplier for the uniforms can be obtained from school officials. Shirts shall be worn with shirttails inside the trousers. Pants must be simple with no cargo pockets and belts shall be worn. No denim is allowed. Shirts must have lay down collars. All boys shall have neatly trimmed hair. All haircuts shall be subject to the approval of administration. Jewelry is not to be worn. All footwear must be close-toed, and socks must be worn. 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 and supplier for the uniforms can be obtained from school officials. Shirts must have lay down collars. Skirt length shall extend to the knee. Pants are to be modest and simple with no cargo pockets. Skinny pants and denim are not acceptable. Socks or hosiery are to be worn at all times. Jewelry is not to be worn with the exception of a single piercing on the lobe of each ear. Earrings are to be simple in color and structure. Hair color must be natural, so as not to create a distraction. All footwear must be close-toed. 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 P.E. uniforms. The current standard for P.E. uniforms can be obtained from school officials.

Extra-curricular

This dress, referred to as "game clothes," differs from normal school dress in that pants and shorts (including denim) that touch the knee may be worn by all students. Appropriate t-shirts may also be worn. Hats are permitted upon approval. Close-toed shoes are required. This dress code is applicable for summer school and athletic events.

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.

15.3. Conduct not to be Tolerated

- 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.
- Arguing 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 some correction. When the child does not respond properly, his teachers will be compelled to reprove him/her.

Children will not be accepted who smoke, swear, or who have continual arrogant attitudes toward authority. A child who is uncontrollable in the home can not be accepted in the school.

Students are expected to conduct themselves in a Christ-like manner. Griping is not tolerated. 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 the reporting is emotionally biased and may not contain all the information.
3. Realize the school has reasons for all the rules, and they are enforced without favoritism.
4. Support the administration and make contact for a complete understanding.

When a child's attitude cannot be reconciled to school policies, parents or guardians will need to be contacted for a conference. If there is no change in attitude, the student may have to be put on probation or dismissed. 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 is firm, fair, consistent, and tempered with love. 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 firmly carried out, tempered by good judgment and understanding. While the student is at school, the teacher is in place of the parent 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. Demerits and Detentions

A student will be given a demerit for breaking rules. Four demerits in one day will result in a thirty (30) minute detention for the first offense and a forty (40) minute detention for the second. Ten (10) demerits in a month will result in a forty (40) minute detention.

When a student receives a detention, a "Detention Slip" is sent for the parent to sign and return the next morning thus allowing parent time to arrange transportation for their child. If parents have any questions, please check with the school staff.

The faculty has the right to give an automatic detention if he/she feels an offense is serious enough. (Examples to include but are not limited to: cheating, off campus without permission, mistreating others, etc.)

Four detentions in one school year will result in a week-long suspension (either in school or out of school depending on the severity of the offenses as reviewed by The Board and supervising teacher.)

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 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 (with the exception of the four detention policy).

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 8:30am. If students are not in their classrooms at this time, they will be considered tardy. 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 or phone 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
- Out of school suspensions
- 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
- Travel with friends
- Two consecutive or three accumulated unexcused absences will be reported to the appropriate officials.

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.

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 10:30am with an excused absence, he/she is not considered absent for that day.

16. GENERAL POLICIES

16.1. 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.

16.2. Arrival and Dismissal

Students should arrive at school between 8:00am and 8:30am. Dismissal should be promptly at 3:20pm Monday-Thursday and 2:30pm on Friday. Drivers should make an effort to get their students between 3:20pm and 3:30pm Monday-Thursday and between 2:30pm and 2:40pm on Friday.

16.3. 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. All medicines prescribed by a physician must be secured by an Arthur Christian School staff member. Any over-the-county 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 32, Medication Administration Release and Authorization Form)

16.4. 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 east parking lot.

16.5. Cellular Phones

Cellular phones are not allowed in the school building during school hours, with the exception that they may be turned into the school office upon arrival at school.

16.6. Visitors

Visitors must check in at the office upon arrival.

16.7. 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 and/or WCIA Channel 3. Please keep your child's school notified as to any phone number changes to ensure proper notification.

16.8. 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.

Students in Arthur Christian High School are given the opportunity to have open campus lunch on Friday only. It is a privilege and incentive that must be earned by doing the following:

- Students must have no demerits from the previous Friday to the current Friday.
- Students must have no unexcused absences during the week.
- Students must have a B average for the quarter.
- Students must be back in class before the beginning of the 6th hour.
- Students must have a permission slip on file from their parent(s)/guardian(s).

16.9. Fire and Tornado Drills

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.

17. 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 afore mentioned medication.

Parent/Guardian Signature _____ Date _____

Relationship to Student_____ Daytime Phone Number _____

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

_____