



DISCIPLESHIP | CHARACTER | EDUCATION

Handbook

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STATEMENT OF FAITH

We believe in:

Mission Statement
“Empowering students to be a people of hope through Christian character development, discipleship, and quality education programs.”

1. 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)
2. 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)
3. Literal creation by the power of His word, as recorded in Genesis.
4. 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)
5. 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)
6. The spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnesses of His saving grace through the ministry of the Holy Spirit. (James 2:14-26, Romans 12:2, Titus 3:4-7)
7. The Church as a called body of believers-an "ekklesia"-picked out chosen, or called out of the world's system, and therefore of necessity, distinct and separate, from the State. (John 18:36, 1 Peter 2:9, 2 Corinthians 6:17)
8. The Sovereignty of God over both the Church and the State, assigning to each her own distinctive functions.
 - 7.1 The State "is the minister of God, a revenger 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)
 - 7.2 The Church, by contrast is called to practice under any and all circumstances a way of love (Matthew 5:38-48) to which the State cannot attain. (2 Corinthians 10:3-4, 1 Peter 3:9, 2 Timothy 2:24)
9. Due respect, honor, prayer, and support to civil authorities at all times, and conscientious obedience to all laws that do not conflict with God's order for the Church. (1 Timothy 2:2)
10. God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity and roles. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
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)



CHRISTIAN PHILOSOPHY OF EDUCATION

A Christian Philosophy of Education calls for the discipleship of the student to be at the center of all that is done. Discipleship is our “WHY.”

A Christian Philosophy of Education also calls for an educational process that puts the Bible at the center and asks the student to evaluate all he/she studies through the lens of God’s Word. Because God is Truth, He brings a unity of truth to all of His creation. No subject can be taught in its totality if the Creator is ignored or denied.

“Jesus said to him, ‘I am the way, and the truth, and the life. No one comes to the Father except through Me.’” (John 14:6)

“... all things were created through Him and for Him. And He is before all things, and in Him all things hold together.” (Colossians 1:15-17; 16b-17)

“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.” (II Timothy 3:14-17; 16-17)

Christian education elicits learning that is integrated with the eternal rather than segmented and temporal. Knowledge becomes purified by the recognition of God’s place in it; emerging from such knowledge comes wisdom.

“For the Lord gives wisdom; from his mouth come knowledge and understanding...” (Proverbs 2:6)

“If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you.” (Proverbs 3:18)

In addition to an integrated approach to knowledge, a Christian philosophy of education calls for the whole child to be educated for life – spiritually, mentally, socially, and physically. Jesus admonished His disciples, ***“Permit the little children to come to Me, for of such is the Kingdom of heaven.” (Matt. 18:3)*** In Christian schools, students can come to know Jesus on a daily basis, as they are discipled as complete creations in Him. Spiritual mentoring and modeling, godly self-discipline and Christ-like expectations of how to treat one another can be woven into the fabric of each child’s life.

“...You shall love the Lord your God with all your heart and with all your soul and with all your mind...You shall love your neighbor as yourself.” (Matthew 22:37- 40; 37,39)

“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.” (Ephesians 2:10)

The Word of God is clear in making parents responsible for the education of their children. ***“You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” (Deut. 6:4-9;7)*** 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.



MISSION STATEMENT

Empowering students to be people of hope through Christian character development, discipleship, and quality education programs.

ACS CULTURE

Honor God and each other.
Seek an alive God and interact with Him daily.
Be a family.
Be a people of hope, kindness, and worship.
Be an empowered and victorious people through the Holy Spirit.

ACS EXPECTATIONS

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

ACS DECLARATION

This is where we stand as a movement in our generation. We are in the throes of a reformation. No longer will we tolerate the status quo of an externally governed existence. No longer will we accept training in powerlessness. No longer will we live as slaves. Legalistic motivations and the ideals of a small life are no longer options for us. We are sons and daughters of the Most High. We are training for reigning as never before. We now expect to be powerful, living an abundant life in Christ until the kingdoms of this earth become the Kingdom of our God.

EDUCATIONAL GOALS

In order to perpetuate the purpose and philosophy of Arthur Christian School, these goals have been established:

- a. The school will be concerned with educating the whole child, thus aspiring to the intellectual, social, emotional, physical, and spiritual needs of the children. This will be done for the glory of God for the sake of His Kingdom.
- b. A climate of love and concern for students and between staff members will provide an atmosphere of recognizing that all are important to God. (1 John 4:7-8)
- c. Qualified and dedicated staff will provide a rigorous academic program encouraging growth and accomplishment in all areas of learning.
- d. Opportunities will be provided to encourage aesthetic appreciation. Recognizing that all people are made in the image of our Creator God, the student's special abilities and talents will be encouraged.
- e. Self-discipline will be an ongoing goal, with guidelines enforced to train the children in the process of accomplishing that goal.
- f. Educational facilities, equipment and supplies will be maintained at a level to ensure effective use and to meet needs even as they change.
- g. Communication with the parents of the children will be frequent and informative. Also, parents will be encouraged to share concerns, questions and ideas with the school personnel. The Matthew 18 principle will be followed in all applicable areas of school life.



DESIRED STUDENT OUTCOMES

As we pursue our mission to “empower students to be people of hope through Christian character development, discipleship, and quality education programs,” we recognize that it is only the Holy Spirit who produces lasting outcomes in the lives of our students. The desire of Arthur Christian School is to see evidence of His work in students and graduates who:

1. Grow in wisdom

- **value and acquire enduring knowledge in all academic disciplines.**

For the Lord gives wisdom, and from his mouth come knowledge and understanding. . . For wisdom will enter your heart and knowledge will be pleasant to your soul. (Proverbs 2:6,10-11)

- **pursue life-long learning.**

We pray this in order that you may live a life worthy of the Lord and may please him in every way: bearing fruit in every good work, growing in the knowledge of God... (Col. 1:10) (2 Peter 1:5-8)

- **discern and act consistent with a Biblical worldview and Christian ethics.**

He has showed you, O man, what is good. And what does the Lord require of you? To act justly, and to love mercy and to walk humbly with your God. (Micah 6:8)

. . . find out what pleases the Lord. (Ephesians 5:10)

2. Grow in stature

- **recognize and care for their bodies as temples of the Holy Spirit.**

Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body. (I Cor. 6:19-20)

- **understand their uniqueness and value to the Lord.**

For you created my inmost being; you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. . . . How precious to me are your thoughts, O God! How vast is the sum of them! (Ps. 139:13-14, 17)

3. Grow in favor with God

- **know the person and the redeeming work of Jesus Christ and commit to Him as Savior.**

Now this is eternal life: that they may know you, the only true God, and Jesus Christ, whom you have sent. (John 17:3)

- **understand and submit to the lordship of Jesus Christ.**

Therefore let all Israel be assured of this: God has made this Jesus, whom you crucified both Lord and Christ. (Acts 2:36)

Submit yourselves, then, to God. . . Humble yourselves before the Lord, and He will lift you up. (James 4:7a, 10)

- **acknowledge the Bible as the authoritative Word of God, foundational to faith and purposeful life.**

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness. . . (II Tim 3:16)

4. Grow in favor with man

- **develop and sustain healthy, faithful relationships.**

Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. (Eph. 5:1-2)

Submit to one another out of reverence for Christ. (Eph. 5:21 – 6:9)

- **actively grow and serve as members of the body of Christ.**

Now you are the body of Christ, and each one of you is a part of it. (I Cor. 12:27)

We have different gifts, according to the grace given us. (Romans 12:6-8)

- **articulate and defend the Truth of the gospel.**

But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect. . . (I Peter 3:15)



- **engage the culture for Christ, as His ambassadors in a diverse world.**

...that God was reconciling the world to himself in Christ, not counting men's sins against them. And he has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. (II Cor. 5:19-20)

Belief and Respect

While ACS requires that all board members and staff be able to sign the Statement of Faith and support its Mission, patrons and students are not required to sign the Statement of Faith. Parents may choose to send their children to ACS, even if the parents do not hold to these values. Even so, the parents must agree to show respect for the ACS Statement of Faith and Mission, understanding that the staff is encouraged to witness to, pray for, disciple and mentor the students in knowledge of the Bible and love for Jesus Christ.

Elementary students, for the most part, have not come to an age of accountability for their own faith. As students mature into young adulthood, they are becoming increasingly aware of their own values, beliefs, and faith. While teenagers who are seeking truth are encouraged to ask questions and express faith or doubt in Christ and in the Bible, we ask that students keep in mind and be respectful in attitude, communications, and actions of the Statement of Faith and Mission of ACS, realizing that the time, effort, and money that is being invested in them is being given, often sacrificially, by Christians who uphold these beliefs. If a parent or student is not willing to be respectful of the ACS Statement of Faith and the ACS Mission, then the parent, student or ACS principal may call a meeting to discuss a plan of action with the Headmaster.

Students are required to sign a Code of Conduct included in the enrollment process.

HISTORY OF ACS

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.

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**.

ADMINISTRATION AND STAFF

The School Board

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.

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 administrative staff, etc

Meeting Guidelines

- All board meetings feature an open session.
- Patrons may present questions or concerns to the board.

Headmaster

The Headmaster's responsibilities include maintaining a Christ-honoring culture and promoting the mission and goals of Arthur Christian School by giving leadership and support to the school's directors and principals, by maintaining vital communication with the school board, and staying informed on trends, updates, and laws for private schools. Additional responsibilities include implementing 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, assistance in raising funds for capital campaigns and the athletic department, managing the activities of the administrative assistant and the athletic director, and communicating effectively with patrons. A more detailed description can be found in the personnel policy.

Principal

The principal's responsibilities include duties such as keeping the Headmaster informed of the needs of the students and staff, managing daily operations, providing leadership and support for staff they supervise, leading staff meetings, evaluating staff and educational materials, approving volunteers, approving and/or arranging



field trips, choosing and purchasing curriculum, creating class schedules, 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, helping maintain the facility by identifying problem areas and notifying the appropriate people, motivating staff to pursue character and academic excellence in students, maintaining disciplinary records, and communicating effectively with parents. The focus of the principals and directors should be to serve God by supporting the Headmaster in the work of maintaining a Christ-honoring culture and by being a witness to others of the good news to be found in the person of Jesus Christ. A more detailed description can be found in the personnel policy.

Faculty

All faculty, support staff and volunteers must be in good standing in a Bible-believing church, must agree with the ACS Statement of Faith, sign a Lifestyle Statement, and must agree to abide by the missions and standards contained in this handbook as well as the staff handbook. Teachers must be properly educated and degreed. The Administrative Team (Headmaster, Principals, Directors) shall interview all prospective faculty and support staff. 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.

Parents/Guardians

Parents/guardians have a vital role in the spiritual life of the school. The parents'/guardians' relationship with the school and its staff 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 twice per year. Student performance improves greatly with parental involvement in these conferences.

Fundraisers are held occasionally during the year to help finance capital campaigns, athletics and class trips. Parents/Guardians are asked to help facilitate all fundraising activities, and are encouraged to provide and encourage their children to share responsibility. We believe God will supply all our needs!

Parent Teacher Fellowship

While the PTF Team is open to all patrons, three members shall serve as the elected leaders for the team. Their term of office is unspecified, and shall remain until resignation or removal from position(s). Leaders will be elected at the annual business meeting as needed.

The PTF works in cooperation with the Headmaster, Principals and Directors, and staff in planning programs for the school. General PTF meetings are held quarterly. PTF Leader meetings are held monthly. Leaders will help plan ACS social functions, preside at all PTF meetings, and organize support programs for staff and new families to ACS.



ACADEMIC POLICIES

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 academic progress. It is based upon a 4.0 scale. For each course the teacher will designate how scores for assignments, quizzes, and tests will be combined for a final grade. At the teacher's discretion, some assignments may be designated as *mandatory*. Failure to hand in mandatory assignments will result in an incomplete grade which will be marked as a failed class at the end of the course. Mandatory assignments must be completed to the teacher's satisfaction to be accepted. Late mandatory-assignment grades will be docked according to the teacher's classroom policy. The teacher is required to clarify what he or she is designating as mandatory at the time of the assignment by marking it as such on MySchoolWorx and by announcing it in class. All tests and quizzes must be taken in a timely manner. Quarterly report cards will be issued electronically. All parents and students will have continuous access to our online record-keeping system, MySchoolWorx.

With written approval of the student's parent/guardian, a student demonstrating learning difficulties in core academic areas will be evaluated by the Principal or Headmaster, along with the teacher, to identify areas of concern. Based on their best judgment of the student's capabilities and areas of need, the staff and the parent will work together to determine an effective educational strategy and possible accommodations for the student. Accommodations will be noted in MySchoolWorx and may appear on the student's high school transcript. ACS cannot offer or implement an Individualized Education Plan (I.E.P.)

Controls in the Classroom

- Merit/Demerit systems will be used at the teacher's discretion. (Details on disciplinary structure can be found in the STANDARDS OF CONDUCT section 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.
- Cell phones will be kept in a designated area by an administrator. Students are required to power off and drop-off their phones between 7:45-8:00am. Students may retrieve their phone when dismissed at the end of the day. A phone that is not powered off will be held at ACS until a parent retrieves it.
- When electronic devices are permitted, they must be connected to the ACS network and the



student must abide by the Acceptable Use Policy.

- 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 any school property home without permission.
- There will be other minor details of conduct in the classroom as deemed necessary by the teacher to maintain a conducive learning environment.

Scripture Memory

In the elementary grades teachers will give Bible instruction and assign Bible memorization. Students in 7th-12th grade will take a Bible class each year. The Director of Art and Ministry will designate memory verses for the school. Teachers in the upper levels are encouraged to apply Scripture in their individual classes. Scripture memory may be included and required in academic courses as well.

Standardized Achievement Tests

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

Advancement

Junior High Requirements - To advance to the next grade level, students in Junior High must pass the Grammar course and three other academic courses. Failed courses may need to be retaken at the discretion of the principal. In addition, for an 8th grader to advance to 9th grade, a minimum math requirement is that the student has successfully completed Intermediate Math.

High School Requirements – High School students amass credits to earn a diploma. Therefore, failing a course does not necessarily cause a student to fail a year of school. Typically, students who fail a course may retake it when it is offered again. Language Arts is the exception because four (4) years of Language arts credits are required for graduation. Every year a high school student must pass both the Grammar course and the Literature course (two separate courses worth .5 credits each). A failure in either course will necessitate taking a summer school class for the student who needs to make up an English credit. Until the credit is made up, the student will be considered as a member-on-probation of his or her graduating class. Failing a Language Arts course in 2 separate school years will result in assigning the student to a later graduating class, unless the credits are made up.

Finals

Finals are held at the end of semesters for Junior High and High School Students. Students with an overall grade of A- to A+ in a particular course may opt out of the final for that course.

Teaching staff may or may not choose to issue a final for their course. Additionally, they may choose to issue a project in its stead.

GRADUATION REQUIREMENTS

Honors Course (Requires a cumulative 3.5 GPA)

Bible	Course required for each year the student is in attendance in the Arthur Christian High School	
Language Arts		4
Math		4
	○ Algebra I, Algebra II, Geometry, and an additional advanced Math course required	
Social Sciences		3
	○ US History and American Government required	
Science		3
Physical Education		2



Foreign Language	2
Elective Credits	3
Minimum Total Credits	21 (plus all Bible credits)

College Preparatory Course

Bible	Course required for each year the student is in attendance in the Arthur Christian High School	
Language Arts		4
Math		3
	○ Algebra I and Geometry required	
Social Sciences		3
	○ US History and American Government required	
Science		2
Physical Education		2
Foreign Language		2
Elective Credits		2
Minimum Total Credits		18 (plus all Bible credits)

General Course

Bible	Course required for each year the student is in attendance in the Arthur Christian High School	
Language Arts		4
Math		2
	○ Algebra I required	
Social Sciences		2
	○ US History and American Government required	
Science		2
Physical Education		2
Elective Credits		3
Minimum Total Credits		15 (Plus all Bible credits)

Individualized Diploma

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

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.

High School Course Offerings

Note: Not all course offerings are offered on a yearly basis

Bible		
	Attributes of God	.5
	Mastering Bible Study Skills	.5



New Testament	.5
Old Testament	.5
Fundamentals of Discipleship	.5
Live Fully	.5
Blueprints	.5
Understanding the Times	1
Language Arts	
Fundamentals of Exposition and Composition	1
Literature and Composition	1
Introduction to Analyzing Literature and Composition	1
US Literature and Composition	1
British Literature and Composition	1
Math	
Algebra I	1
Algebra II	1
Geometry	1
Pre-Calculus (<i>Honors Course</i>)	1
Consumer Math	1
Business Math	1
Social Sciences	
World Geography	.5
World History	1
US History	1
American Government	.5
Economics	.5
Science	
Physical Science	1
Biology	1
Chemistry	1
Physics (<i>Honors Course</i>)	1
Physical Education	
PE	.5
Weight Training	.5
Health	.5
Foreign Language	
Spanish 1	1
Spanish 2	1
Electives	
Speech	.5
Financial Peace	.5
Art	.5
Music	1
Yearbook/Newsletter	.5



Note: Various other upper level courses may be offered at ACS through online resources and will be issued on a case-by-case basis. Students may also 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 or through a local community college. Student must be in junior or senior year with a cumulative GPA of 3.5 or higher. These courses are worth 4 college credits (GCU) or 3 college credits (community college) and require a registration process and a tuition fee of approximately \$300 per course paid to the institution issuing the college credit.

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.

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. An exemption to this policy can be requested for general and college preparatory diplomas and will be considered on a case-by-case basis.

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 Administration Team to participate in the graduation ceremony at year's end. If approval is granted by the Administration Team, the student's diploma will not be issued until the work for this credit is complete. The work must be completed during summer school 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 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.

CHAPEL

Chapel for all grades will be held every Friday, and will be broken up in age-appropriate levels to ensure optimum engagement from students. Devotionals and other activities will be held throughout the week in the classroom.

ATHLETICS

Competitive sports offered

High School Sports

Fall Sports

Boys Soccer

Girls Volleyball

Winter Sports

Boys Basketball

Girls Basketball

Spring Sports

Baseball

Girls Soccer



Elementary & Junior High Sports

Various competitive sports and leagues are offered for our JH & Elementary students based upon interest and number of participants.

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.

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 ACS Athletic Guidelines.

Athletic Guidelines

Further information can be acquired in the ACS Athletic Guidelines.

Physical Education

Credit for High School

Students are required to participate in physical education. High school students receive one-half credit towards graduation per year. Students can request exemption from PE and receive the one-half credit if participating in two competitive sports through ACS.

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.

FIELD TRIPS

Field trips are a part of the mandatory attendance days. Students are expected to attend all of the scheduled field trips. For extenuating circumstances, attendance on the trip may be waived, but the student will be required to be present in the ACS building, completing given assignments and under the supervision of a staff member. Extenuating circumstances must be approved by the principal or head of school. Students not reporting to school will need a written excuse from their parent/guardian or the absence will be recorded as an unexcused absence.

SCHOOL LEAVE

A student who has a driver's license may leave school during school hours once in a week under the following conditions:

1. The student's parent has given written permission for the student to do this. Permission is understood to be for the full school year. If the parent wishes to give permission for a student's sibling to ride along, that should be stated in the permission given.
2. The student must obtain permission from the Headmaster before leaving each week.
3. A student may not take another student with him or her, unless permission has been given for a sibling.
4. Any student who is tardy in returning from *leave* will forfeit *leave* privileges for the next four weeks.



AWARDS

Principal Award

For each month, our principals award students the principal award for the month. The student is honored at chapel and receives a certificate and award. At the end of the school year at the ACS Celebration, our principals will hand out the Principal's Award for the year.

Teacher of the Year

At the ACS Celebration, the Administration Team will award the Teacher of the Year for the school year.

SUMMER SCHOOL

Summer school at ACS will be made available to high school students who must make up a credit in order to remain a member of his or her graduating class. The cost is 4300 per semester. With permission from a member of the Administrative Team, course credit may be taken elsewhere (including online options) and transferred to ACS. The transfer fee for a make-up class is \$50 payable to ACS.

ACCREDITATION

As a private school, we value our freedom to innovate and meet students' needs in unique ways when not bogged down by unnecessary state and national mandates. With that in mind, Arthur Christian School has chosen not to seek accreditation by a state or governmental agency.

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.

This is decision will never be used as an excuse to employ inferior educational or administrative practices. But rather, this decision will spur ACS on to go above and beyond to meet the unique and varying needs of our students and families. It is call to excellence and creativity as we see exemplified throughout Creation by our great God.

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

ADMISSIONS POLICY

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.



Selection of Students

When a new student enrolls at ACS, the number one goal is to ensure that we can meet the unique needs and that the student and family are on board with the ACS culture and mission. With that in mind, the following criteria is used upon acceptance of a new student

- Review of records from student's previous academic institution.
- Student and parent/guardian must agree to abide by and sign the Code of Conduct.
- Student and parent/guardian must agree to abide by and sign this handbook.

Admissions Committee

The admissions committee will be comprised of the ACS Administration Team.

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.
- For families enrolling multiple students, the first and second students will pay full tuition. For any additional enrollees, there will be a 5% discount.
- Annual payments received by July 1st will receive a 5% discount.
- Semi-annual payments are due July 1st and December 1st. 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.

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. A **vision** examination report is due for all new students. These forms must be received by the first day of school in the given school year.

Re-enrollment

Yearly registration is required for all students.

Withdrawal Policy

- Parents must notify the school that their students will be leaving and fill out the withdrawal form.
- 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.

STANDARDS OF CONDUCT

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.



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 and shorts are to be modest and simple. Shorts shall extend one inch beyond the fingertips when arms are extended straight down at sides. 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 attire and navy, red, gray, or white in color. When indoors, the hood must be kept off the head. Supplier of ACS 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 modestly dressed. 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. 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. 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 attire and navy, red, gray, or white in color. When indoors, the hood must be kept off the head. Supplier of ACS 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. 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 but staff may request their removal at times. Close-toed shoes are required. This dress code is applicable for summer school, designated school days (Friday is often deemed a "game clothes" day), and extra-curricular activities.

Staff Dress Standards

The faculty and staff have the responsibility to provide leadership and an example for our students in the areas of dress and appearance. Faculty and staff dress should reflect modesty and the professional status we have in our ministry. In keeping with these expectations, guidelines for dress include:

MEN

1. Shorts and flip flops should not be worn.
2. Non ACS Sweatshirts should not be worn.

WOMEN

1. Shorts and flip flops should not be worn.



2. Non ACS Sweatshirts should not be worn.
3. Skirts and dresses should be at least knee length.

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 mission and/or Statement of Faith.
- 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 romantic relationships.
- Sitting in vehicles.
- Unhealthy arguments concerning church differences.
- Bringing matches, guns, or knives to school.
- Use of tobacco, drugs, and alcohol.

Pathway to Self-Discipline

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 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 that an "Incident Report Form" be filled out by the teacher. If Step 1 does not serve to correct the issue and a pattern of bad behavior has been developed, Step 2 will commence. Step 2 is a detailed "Plan of Action" developed by the principal and approved by the student, parent/guardian, and teacher. This plan 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, grace and understanding.

We ask that our patrons pursue the following when disciplinary action is taken:

5. Give the school the benefit of the doubt.
6. Realize that your student is likely not being dishonest about their perception of what happened, but that their perception may be ill-informed or they may lack the maturity and wisdom for a proper perception of the disciplinary action.



7. Realize the school has reasons for all of the rules, and they are enforced without favoritism. We strive hard to not employ rules simply for rules sake. Each has a purpose with the ultimate purpose being the discipleship of the student.
8. Support the school by contacting the staff member involved in the disciplinary action. If further assistance is needed, contact the administration.

"...the Lord disciplines the one he loves..." (Hebrews 12:6)

"Children, obey your parents in everything, for this pleases the Lord." (Colossians 3:20)

"Let everyone be subject to the governing authorities..." (Romans 13:1)

"Folly is bound up in the heart of a child, but the rod of discipline will drive it far away." (Proverbs 22:15)

"Discipline your children, for in that there is hope; do not be a willing party to their death." (Proverbs 19:18)

"Whoever heeds discipline shows the way to life, but whoever ignores correction leads other astray."
(Proverbs 10:17)

Classroom Discipline Structure

Within each classroom, we allow our teachers to employ methods and disciplinary structures (such as merits and/or demerits) that may vary from one classroom to another. We want each teacher to be able to utilize their unique creative and passion.

All teachers will employ the Pathway to Self-Discipline. When step 1 or step 2 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.

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 Administration Team will provide approval of automatic suspension, or request that Step 2 of the Pathway to Self-Discipline, the Plan of Action, be pursued. The Administration Team does not need to provide approval of suspension if it is a result of the Plan of Action not being followed.

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.

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.

Disciplinary Probation

A student may be placed on disciplinary probation (the Plan of Action within the Pathway to Self-Discipline) at the discretion of the staff and/or the school board.

Suspension and Expulsion

This method of discipline will not be used until deemed necessary by the Administration Team, unless it has been specified as the last step in the Plan of Action.

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 final day of the week of return.



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 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.



DAILY SCHEDULE

Monday-Thursday JH/HS Schedule and School Hours

Extended Care Opens – 7:00am
School Opens – 7:45
Drop Off – 7:45-8:00
First Bell – 8:00
Homeroom – 8:00-8:10
Block 1A – 8:10-9:00
Block 1B – 9:05-9:50
Block 2A – 9:55-10:40
Block 2B – 10:45-11:30
Lunch – 11:30-12:00pm
Block 3A – 12:05-12:50
Block 3B – 12:55-1:40
Block 4A – 1:45-2:30
Block 4B – 2:35-3:05
Job Time – 3:05-3:15
Dismissal for student drivers – 3:15
Dismissal for all students – 3:20
Pick Up – 3:20-3:45
School Closes – 3:45
Extended Care Closes – 5:00pm

Friday JH/HS Schedule and School Hours

Extended Care Opens – 7:00am
School Opens – 7:45
Drop Off – 7:45-8:00
First Bell – 8:00
Homeroom – 8:00-8:10
Block 1A – 8:10-9:00
Block 1B – 9:05-9:50
Block 2A – 9:55-10:40
Chapel – 10:45-11:30
Job Time – 11:30-11:55
Dismissal for student drivers – 11:55
Dismissal for all students – 12:00pm
Pick Up – 12:00-12:20
School Closes – 12:30pm
Extended Care Closes – 5:00pm

GENERAL POLICIES

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.

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 12:20pm on Friday. Student drivers and their siblings will be



dismissed 5 minutes prior to dismissal of all other students.

In order to keep things moving in an orderly fashion and to keep your children safe, please follow these procedures for dropping off and picking up 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.

PreK Pick Up/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, continue straight (south). Take a right (west) into the parking area of your choosing.
- After finding a parking space, enter the school building and proceed to the PreK area to check in/check out your PreK student.
- Use caution when crossing the K-12 Loading Zone Lane (lane parallel to the sidewalk directly in front of the ACS building).

K-12 Pick Up/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.
- Make sure your Mirror Hanger with your family's specific number is clearly displayed upon entering the Loading Zone Lane.
- Keep pulling forward and fill in all gaps in the 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 the PASSENGER SIDE of the vehicle.
- 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/loading.
- 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 (PreK Drop Off/Pick Up, Parent/Driver Entering School Building, Trunk Loading/Unloading, etc.)

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

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 (Medication Administration Release and Authorization Form located towards the end of this handbook). 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 secured by an ACS staff member along with a



parent's/guardian's written note detailing recommended dosages.

A student should remain at home or may be deemed to be too sick to stay at school and will be sent home based upon the following criteria:

- Temperature of 100 degrees Fahrenheit or higher when taken by mouth.
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
- Diarrhea and/or vomiting.
- New onset of severe headache, especially with a fever.
- New loss of taste or smell

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.

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.

Technology – Acceptable Use Policy

Arthur Christian School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, ACS encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and Statement of Faith of ACS.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, ACS adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on the ACS network.

Arthur Christian School Rights and Responsibilities

ACS seeks to maintain an environment that promotes moral, ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, ACS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, ACS retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to ACS-owned equipment and, specifically, to exclude those who do not abide by the acceptable use policy or other policies governing the use of school facilities, equipment, and materials. ACS reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities



1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and Statement of Faith of ACS.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by ACS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and Statement of Faith of ACS.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, ACS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
5. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
8. The unauthorized installation of any software, including shareware and freeware, for use on ACS computers is prohibited.
9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the Administrative Team), or files dangerous to the integrity of the local area network is prohibited.
10. The ACS network may not be used for downloading entertainment software or other files not related to the mission and Statement of Faith of ACS for transfer to a user's home computer, personal computer, or



other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of ACS.

11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of the network for any unlawful purpose is prohibited.
13. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
14. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the Administrative Team.

Disclaimer

1. Arthur Christian School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. ACS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. ACS makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. ACS reserves the right to change its policies and rules at any time.

Cellular Phones and Smart Watches

Cellular phones and/or smart watches are allowed in the school building when school is in session under the following conditions:

- They will be turned into a designated administrator and kept in the designated area.
- Students are required to power off and drop off their devices between 7:45-8:00am.
- Students may retrieve their devices when dismissed at the end of the school day.

A phone and/or smart watch that is found on the student during the school day, or that is not powered off, will be held at ACS until a parent retrieves it.

Visitors

Visitors must check in at the office upon arrival. Any visitors that requests to see a particular student (including law enforcement) will not be allowed to do so unless Administrative Team is given consent by the students parent/guardian.

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, and the ACS Facebook Page. Please keep your child's school notified as to any phone number changes to ensure proper notification.



Lunch

The facility 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. Occasionally lunches may be served as a fundraiser for class trips, athletics, etc. When this occurs, it will be communicated to patrons.

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.

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.

Facility Rental

Any rental of the ACS property should coincide with the mission and Statement of Faith of Arthur Christian School. ACS reserves the right to deny use of facility for any activities that deviate from the mission and Statement of Faith.

Complete Facility Rental (Excludes Classroom Wings and Mezzanine)

- \$300.00 per day
- \$100.00 Cleaning Deposit Required



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- 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.



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 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 headmaster, principals, directors, 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. To fully support ACS, and not 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: _____
