

**STUDENT HANDBOOK**  
**Middle/Upper School**  
**2022/2023**



**Founders** - Dr. Buhl and Dr. Lois Cummings  
**Head of School** - Mr. Steve Cummings  
**High School Principal** - Mrs. Susan Beacham  
**Asst. High School Principal/Guidance Counselor** - Mrs. April Kennedy  
**Middle School Principal** - Mrs. Angie Myers  
**Dean of Students** - Mr. Brad Brown  
**Spiritual Life** - Mr. Aaron Gibbs

School Mascot - Golden Eagle  
School Colors - Purple and Gold

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*The Lord hath done great things for us; whereof, we are glad. -Psalm 126:3*

**Dear ACS Parent:**

Welcome to the 53rd year of Athens Christian School. This 2022-2023 Student Handbook will explain many of the policies at Athens Christian School, so we ask that you read it carefully. The information in the Handbook is vital to your student's progress and success here at ACS.

We are happy to have you as part of the ACS family. The Lord has wonderfully blessed the School over many years, and we are looking forward to a great year in 2022-2023. We have always been blessed with great parents, and we deeply appreciate all of your prayer and support for ACS.

If you ever have any questions or concerns, please feel free to call us. We will be glad to speak with you over the phone or meet with you in person. Athens Christian School is an extension of the Christian home, and we are here to help you in any way that we can.

**Dear ACS Student:**

Welcome to Athens Christian School – Home of the Eagles. We are so glad you are here. You will make friends and memories at Athens Christian School that will last your entire life.

The Lord has done many great things for ACS over the years. He has provided a campus with high quality facilities to foster growth and development in many different areas of your life. He has given us a faculty and staff that truly love the ACS students, and who have sacrificed many things to minister to you here at the School. He has also given us a true feeling of community, as we strive together to find His will for our lives, and to honor him in our academics, athletics, and aesthetics, as well as in our spiritual walk. As we look forward to the future, we are excited about what God can and will do for those who are seeking Him.

We believe that Christian young people should be guided by boundaries that lead to self-control and the acceptance of proper authority and individual responsibility. Therefore, the guidelines discussed throughout the following pages are woven into every phase of the Athens Christian program so that all things can be done decently and in order. These guidelines will help you develop most effectively into the person that God would have you to be.

The best advice I can give you is to get involved in as many activities as possible here at ACS – and to make as many friends as you can. You can participate in many activities at ACS that will not be available to you when you leave these halls. And, you can never have too many friends. Enjoy the activities and people of ACS while you are here. You will be a better person for doing so.

If you ever have any questions about the Handbook, please come to an administrator for clarification. We know that your cooperation with the procedures listed in this Handbook will help you have a great year at ACS.

Finally, please know that we are here to help you in any way that we can. We want you to succeed in everything that you do, and we hope that 2022-2023 will be a fantastic year for you.

Grace and peace,  
**Steve L Cummings, Head of School**

## **ATHENS CHRISTIAN SCHOOL CREED**

We believe that the Bible is the inspired Word of God. It teaches salvation only through personal faith in Jesus Christ and proclaims that through the power of the Holy Spirit, we, as Christian young people, can live clean, consecrated, and completely separated Christian lives, as a testimony to our Lord and Master, Jesus Christ.

## **MISSION STATEMENT**

ACS is a non-denominational, college preparatory, educational institution founded to work hand in hand with the family concerning the mental, physical, social, and spiritual development of its most priceless possessions, its children. The objective of ACS is to equip each young person with a Christian worldview, the finest academic training available, and the scriptural character traits necessary for each student to reach his maximum potential for the glory of God.

## **SCHOOL VERSE**

*The Lord hath done great things for us; whereof, we are glad.*  
(Psalm 126:3)

## ACADEMICS

**Grading Scale** is as follows:

98-100	A+	87-89	B+	77-79	C+	Below 70- F
93-97	A	83-86	B	73-76	C	
90-92	A-	80-82	B-	70-72	C-	

A full year's course work will be tabulated each year on a 4.0 scale as follows:

A-4.0	B-3.0	C-2.0	F-0
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Students will be awarded an additional one-half quality point for each AP or Dual course taken; this will be reflected in the weighted GPA on the student's transcript. Quality points are used in computing grade-point average and class rank.

Incomplete work at the end of any grading period will receive an "I." If an "I" is received on the report card, it must be made up within one week, or it will be changed to an "F."

**Schedule Changes:** A Drop/Add period of 7 class days is given at the beginning of each school year.. After this time period, schedules will not be changed. All schedule change requests must be made through the middle or high school administrative office and approved by the parents, and the affected teachers.

Schedule changes will be granted only in the following situations:

1. The student has already received credit for the course
2. The student's ability level necessitates a change. This would be based upon the recommendation of the teacher or counselor and previous grades and test scores.
3. The student needs a class to meet graduation requirements.
4. An administrator deems it necessary due to extenuating circumstances.

**Honor Roll:** An Honor Roll/Headmaster's List will be published at the end of each quarter. To qualify for Honor Roll, a student must obtain grades of at least 80. Conduct grades in each class will also be taken into consideration. To qualify for Headmaster's List, a student must receive at least a 90 in each class.

**Homework:** Homework will be required throughout the school year and is to be turned in on time and done as neatly as possible. This Agenda is designed to assist students with organization and recording daily assignments. Assignments are also available on Renweb. Students are responsible for all homework assigned during absences. Parents should not call the office to request a student's homework during an absence unless the student has missed more than 2 consecutive days. Students will be given one day to make up homework for each day the student is absent. Credit may not be given for work missed during unexcused absences.

**Report Cards:** Report cards will be sent home at the end of each marking period. All grades are available on RenWeb.

**Parent/Teacher Conferences:** Teachers are available for conferences with parents. These conferences should be scheduled by emailing the teacher.

**Guidance Counseling:** Information regarding course/track selection, graduation requirements, report cards, college transcripts, etc. is available on a daily basis. Please contact the Principal concerning questions in this regard. Class scheduling meetings are scheduled during April each year. Transcripts may be requested from the School Website

A 24-hour notice is required for each transcript requested. All fees, fines, books, and athletic uniforms must be cleared before transcripts will be released.

**Dual Enrollment:** ACS partners with Truett-McConnell University to provide Dual Enrollment opportunities for Junior and Senior students. Up to two dual courses per semester may be taken unless administrator permission is granted for additional courses. Students must have a 3.0 in-subject area requested. Students must also have the recommendation of a teacher. These are online, college level courses which require effective time management, organization, and communication skills.

**Promotion:** Students in grades 6-8 who receive final grades of “F” in two or more academic subjects will not be promoted to the next grade. Students who receive a final grade of “F” in one subject will be required to take that subject in summer school in order to be promoted to the next grade.

Students in grades 9-12 who receive a final grade of “F” in any required subject must repeat the class and receive a passing grade in order to be eligible for graduation.

### GRADUATION REQUIREMENTS

Graduation requirements are specific to the year a student enters 9<sup>th</sup> grade. The following number of units of high school study in grades 9-12 will be required for graduation:

	Units for College Prep Diploma
English	4
Social Science	4
Mathematics	4
Science	4
Foreign Language	2
Bible	4
Health/Personal Fitness	1
Fine Art Elective	1
Electives	3

A minimum of 26 units will be required for graduation including one unit of fine arts. A Carnegie unit or credit will be received for a passing grade in a subject meeting 150 clock hours. A student must complete all graduation requirements in order to participate in graduation exercises.

**Graduation Honors:** Graduating seniors who have a final grade point average of 3.5 or above in academic courses and have completed 4 CPA/AP/Dual level courses will be graduated with honors. Rank in class is determined by numerically ordering students according to their academic numerical grade average for their core high school courses within each half-point GPA range (i.e. Students with a 4.0 will be ranked by academic grade average, students with a 3.5-4.0 will be ranked according to academic grade average, etc) For ranking purposes, AP/Dual courses receive an additional half point weight added to the grade points capped at 4.

The valedictorian and salutatorian must complete requirements of the Advanced Academic Diploma including at least three AP/Dual credit courses. The valedictorian and salutatorian will be chosen on the basis of the senior class rank. Students with excessive absences or more than 20 demerits may be removed from consideration. Students must have been

full-time students at Athens Christian School during the 11th and 12th grades to be considered.

**Service Learning Hours:** Each middle and high school student will complete service learning hours each year. We believe this will help cultivate a heart of service in our students. Middle School students will complete 10 service hours each year for a total of 30 hours over the course of your middle school career. High School students will complete 12 hours of service each school year for a total of 48 hours of service over their high school career.

Service hours will include school service projects, volunteering for a non-profit or church, or participation in a mission trip. Students will complete the "Service Learning Hours" form and those will be approved by the Upper School administration or a Bible teacher. \*Service hours are a graduation requirement for students at Athens Christian School.

## ATTENDANCE

School attendance is compulsory. Absences are only excused in the following cases: personal illness, doctor appointments, death in the immediate family, authorized school activities, court appearance, or service as page/intern in the state legislature. All other absences will be considered unexcused.

Students leaving or coming into the classroom are distractions to the learning process; therefore, parents are encouraged to make medical and dental appointments after school hours. **Any student who must leave school during class hours must have written permission from the student's parent.** The student must present this note to the main office by 7:55 AM. The parent must check the student in and out at the receptionist's desk, unless the student is a high school driver.

High School drivers must check out and check in at the front office when leaving for or returning from an appointment. The student must present a doctor's excuse upon return in order for the absence to be considered excused. Students are not permitted to check out of school to go off campus for lunch.

**Makeup Work:** A student has one day for each day of absence to make up assignments for excused absences. If a student was notified of a test in advance of the absence, the student will be expected to make up the test on the date of return. Except in the case of emergency, all long-term assignments and projects are due on the assigned due date. It is the student's responsibility to make arrangements with teachers to make up missed work during an excused absence. A "0" grade may be given for quizzes and tests missed during an unexcused absence. Students will be given an opportunity to make-up a missed assignment, receiving a maximum grade of 85.

If parents must go out of town for any reason causing their student to miss class or if a student will be missing class due to an unexcused absence, the school should be informed by note at least one week in advance, and the student may make up work with **prior approval** for the absence.

**School Trips:** Any student not going on a regularly scheduled school tour or field trip will be required to be in school during that time. Except for cases of illness or death in the family, absences will be considered unexcused.

**College Visitation:** Three college visitation days are allowed for seniors; two for juniors. These are considered excused if the student returns a note from the college admission office. Forms may be obtained from the receptionist's office prior to the visit.

**Excessive Absences:** If a student has more than 10 unexcused absences in one semester, he must repeat the course or make up the class work and seat time. **A \$25 charge per class hour will be assessed to make up for excessive unexcused absences.**

**Tardies:** Students are expected to arrive on time for school and for each class. A student with an excused tardy must bring a note **from a parent and sign in through the main office.** If a student misses more than ½ the class due to checking in late from an appointment, he will be counted as absent for the class. See the Code of Student Conduct and Discipline for penalties.

### **BOOKS/BOOK BAGS**

The safekeeping of books is the responsibility of the student to whom they are assigned. The subject area teachers will issue textbooks and/or assign online access to students. These non-consumable books are to be returned at the end of each course. Lost or damaged books will be charged to the student responsible for the books.

Book bags with any type of questionable or unacceptable writing or logos are not allowed. If book bags, purses, etc. are found unattended, they may be searched by a school administrator in an effort to identify the owner.

### **COMPUTERS**

Although all possible misuses cannot be anticipated, misuse of school computers will result in disciplinary action. Installing or executing games or other software applications is prohibited. Writing/reading any data transfer or storage medium without permission is prohibited.

No user shall misuse computers or attempt to access password-protected systems in the computer network. A \$50.00 fee will be charged for any software repairs due to tampering. See the *Code of Student Conduct and Discipline* for additional penalties.

### **DELIVERIES**

Due to limited space in classrooms and to avoid interruption of instructional time, we do not accept deliveries of flowers, balloons, or other gifts for students to the school. This also includes food that is delivered by a food service, such as uber eats, grubhub, doordash, bulldawg food, etc. .

### **DISCIPLINE**

Students will be held accountable to their growth in Respect, Relationships and Responsibility. Refer to the *Code of Student Conduct and Discipline* for a more specific explanation of these expectations.

**Demerits/Saturday Suspension School:** Demerits will be given for misconduct and recorded on the student's permanent record. Students who accumulate 10 demerits will be assigned to a detention. Students who accumulate 25 demerits will be required to attend Saturday School and will be assessed a \$25 fee.

A student who fails to attend Saturday School will not be permitted to return to class until the student's parents have had a conference with the school administration.

A student who receives 25 demerits in a given year will not be allowed to hold a class office. A student who accumulates 50 demerits will be suspended pending parent conference. A student who accumulates 75 demerits is subject to dismissal.

**Special Discipline:** There are reasons other than the accumulation of demerits for which students may be disciplined, suspended, asked to withdraw, or expelled. It is the reserved right of the administration to determine the discipline measures in each situation.

Students under suspension or expulsion are not allowed on school property or at school-related functions

## **DRESS and GROOMING**

At Athens Christian School, we seek to honor God in our actions while we pursue an atmosphere of academic excellence. To that end, we have adopted a dress code that we believe will train our students to choose attire that is both modest and appropriate. The administration reserves the right to determine matters of unacceptable dress that would be contrary to the philosophy of Athens Christian School.

### **Monday - Thursday Boys and Girls Should Wear:**

- School uniform pant or shorts (no more than 3 inches above the knee)
  - May be purchased anywhere school uniforms are sold.
  - **Pants may not be knit material or leggings**
  - Boys' pants and shorts must have belt loops and a belt must be worn at all times. Boys' shirts must be tucked in.
  - Pants may be khaki, grey or black
  - Pants must be worn at the natural waistline
  - Fitting guide - not too loose / not too tight
- Collared Shirt with small manufacturers brand logo or ACS logo only (polo shirts, button up oxford)
  - NO graphics or screenprints on **any** shirts

### **Fridays: All Students May Wear:**

- ACS spiritwear t-shirts

\*boys shirts tucked in and belt worn

**The guidelines for bottoms are the same as Monday-Thursday**

### **Girls Additional Options (every day):**

- Skirts/Dresses (knee length)
- Uniform style capris (khaki, grey, black; no denim, knit, or leggings)
- Blouses and tops *-no spaghetti or tank straps (tops must have full sleeveless coverage), see through material, bare midriff, or immodestly low cut tops*
  - NO graphics or screenprints on **any** shirts

### **Outerwear:**

- ONLY sweatshirts and hoodies with ACS logos/branding. No non-ACS sweatshirts or hoodies may be worn outside or inside during academic hours.
- Winter coats, jackets and raincoats do not require a logo but may not be worn inside buildings



### **PE: (Boys and Girls)**

- Mandatory PE uniforms (shorts and shirts) must be worn during all Physical Education classes
- May be purchased at the school store or online via the school website
- An ACS logo/brand hoodie may be worn on cold days. No other outerwear is permitted during physical education classes.
- Appropriate athletic (tennis) shoes must be worn at all times during Physical Education.

### **High School Weight Training: (Boys and Girls)**

- Students participating in high school weight training will either purchase and wear a PE uniform OR wear team issued practice gear that is still in good repair.

#### **Shoes:**

- Middle/High School students will wear closed toe, school appropriate footwear. Girls may wear sandals, but no flip flops.

#### **Hair:**

- Hair should be neatly groomed and styled.
- Boys' hair should be off the ears, eyes, and collar.
- Hair for both boys and girls must be of a natural hair color.
- Boys must be clean-shaven.

#### **Other:**

- No piercings (other than earrings for girls)
- No visible tattoos.
- No hats, caps, or other head coverings during school hours
- No visible necklaces for boys.

**Extra-curricular activities:** Jeans and t-shirts in good repair may be worn for athletic or outdoor spectator events. School dress code is appropriate for fine arts events. PE or team issued shorts should be worn for practices and after school events. **Boys are expected to wear a shirt at all times on campus.**

## **ELECTRONIC DEVICES/SOCIAL MEDIA**

Students who bring cellphones to school may not use them during the school day, unless a teacher or administrator grants permission for students to communicate with their parents.

Electronic music and gaming devices (earbuds, Ipods, smart watches, MP 3 players, etc.) may not be used from 7:55-2:45. See the *Code of Student Conduct and Discipline* for misuse of cell phones or electronic devices.

While it is not our desire or in our ability to police social networking sites or text messages, inappropriate material posted to these sites or in messages that is brought to the attention of the administration is subject to disciplinary action.

**Parents are cautioned to monitor these media outlets.** See the *Code of Conduct*, Rule 14.

While parents are primarily responsible for monitoring social media off campus, the school will address situations where off campus actions negatively affect other students or ACS.

## EXAMINATIONS

Quarterly examinations may be given in each subject except Bible. If a student misses an examination due to an excused absence, one day will be given to make up the examination for each day of consecutive absence. Exam exemption policies are set by individual teachers.

## EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities. ACS offers a wide variety of activities from which to choose. Participation on athletic teams, cheerleading squads, or auxiliary units is dependent upon set academic and citizenship standards.

Eligibility requirements will be the same as those set forth in the **Georgia High School Association Constitution and By Laws**. A student will not be eligible for participation for more than 8 semesters from the date of entering as a student taking 2 or more high school subjects. Beginning with the 2<sup>nd</sup> semester of the 9<sup>th</sup> grade year, all students must pass 5 courses (Carnegie unit subjects) with a grade of 70 or above or their equivalent the semester immediately preceding participation to be eligible and must be "on track" for graduation. This includes 5 units of credit entering 10<sup>th</sup> grade, 11 units of credit entering 11<sup>th</sup> grade, and 17 units of credit entering 12<sup>th</sup> grade.

Disqualification may occur based on violation of rules within the Student Code of Conduct and Discipline.

## FINANCIAL OBLIGATIONS

With the exception of the High School trip to the WILDS, students are only eligible for school trips if the family's account balance is current.

Students withdrawing from school must clear all financial charges and return all school-issued items before records can be transferred. Parental notification is required for a student to begin the withdrawal process. Withdrawal fees are stated on the application. Cafeteria services are prepaid. Our system allows for "prepayment" on a student's ID Card cafeteria account. There is a \$5.00 charge to replace a lost ID card. Students must pay for daily service on the day the service is used.

## GENDER STATEMENT

Athens Christian School holds a Biblical view of gender, meaning God creates all individuals in the womb as either male or female. Accordingly, the School desires for our students to embrace their God-given biological gender. We believe the Bible affirms a positive view of the physical body, and the School will endeavor to teach the scriptural perspective on gender, which is men and women created in the image of God.

For students who have questions regarding their identity, or who are wrestling with gender dysphoria, ACS will seek to lovingly disciple those students to embrace the Biblical view of gender. Students will not be permitted to promote a transgender lifestyle, transition from one gender to another, or undergo reassignment surgery while at Athens Christian School.

## GYMNASIUM

Regular gym shoes must be worn by those participating in all activities. Only activities which are organized by and under the supervision of a faculty member or coaching staff may take place in the gymnasium. This requirement is in effect at all times, including before and after-school hours.

## **LIBRARY**

All books are due on the date stamped in the back of the book. Fines will be placed on late books. All books taken out of the library must be checked out at the librarian's desk. Students will be responsible for damage or loss of the books checked out.

## **LOCKERS**

Each student will be assigned a locker that must be kept neat. No objectionable pictures/signs are allowed in or on lockers. Food should not be stored in lockers overnight. Students will not be allowed to change lockers without the homeroom teacher's approval.

## **LOITERING**

Loitering is not permitted in halls between or during classes. No student is permitted to be in the hallways during scheduled classes without a pass.

## **LOST and FOUND**

The school "Lost and Found" is located in the school library; smaller items such as jewelry or reading glasses will be located in the front office. Due to limited space, lost and found items cannot be kept for a long period of time. Unclaimed items are turned over to charitable organizations in the community.

## **LUNCHROOM/COMMONS**

Conduct is to be orderly and mannerly at all times. Tables must be cleaned and the floor free of litter before students leave. Students will stay in this area until the bell rings ending their lunch period unless otherwise directed by a teacher. See the Student Code of Conduct for further reference.

## **MATERIALS**

Students are expected to bring to class all necessary class materials and tools. Borrowing and lending should not take place. This includes borrowing or lending gym uniforms, clothing, and money for any purpose. The student's name should be written on all outerwear and gym uniforms as designated by physical education teachers. Students should not bring personal valuables or excess money to school.

## **MEDICATION**

Students will not be permitted to take medication at school unless a permission note is sent from home. In this case, all medications will be kept in the front office for distribution when needed. Aspirin/Tylenol is available from the librarian at a cost of 50¢ each.

## **PETITIONS**

Students are not permitted to circulate petitions for signature without administrative approval.

## PHYSICAL EDUCATION

All students scheduled for PE classes are expected to participate except in case of illness or injury. In such cases, the student must bring an excuse stating the reason for nonparticipation.

## SALES

Except for school-sponsored projects, students are not to advertise or sell items on the school campus.

## SEVERE WEATHER INFORMATION/SCHOOL CLOSINGS

In the event of severe weather or other emergencies, school may be closed. Please listen to the following for information about emergency closings: Radio stations WRAF (90.9 FM), WMSL (88.9 FM), WRFC (960 AM), WGAU (1340 AM), WIMO (1300 AM), WXKT (100.1 FM), or TV stations: Atlanta Channels 2, 5, 11, 46, and Augusta Channels 12, 26. School closing information will be posted on the school website at [www.athenschristianschool.org](http://www.athenschristianschool.org). Information will also be sent from FACTS via text messaging.

## SOCIAL CONDUCT

Students are expected to act as ladies and gentlemen in their relationships with each other, and behavior at all times is to be according to Biblical standards. Physical contact is not permitted while on school property or at school functions. In order to avoid the appearance of wrongdoing, students are not permitted to be together with the opposite sex in an unsupervised area.

## SCHOOL HOURS

School begins at 7:55 AM and dismisses at 2:40 PM. All students in grades 6-12 who are on campus after 3:00 and are not picked up in the car line must go directly to after school study hall. The only exceptions are students of faculty members or students who have regularly-scheduled practices. All students should be picked up from study hall by 5:30 PM.

## TRANSPORTATION

**Buses:** Buses are under the control of the bus drivers and patrols. Bus rules are listed at the front of each bus and are to be followed explicitly. Any misbehavior will result in demerits or loss of bus-riding privileges.

**Automobiles:** No student may drive on campus without a valid driver's license, liability insurance, and approval of the administration. Driver/Rider Permission forms must be completed and turned in to the office in order for students to have the privilege of driving on campus. Student drivers must purchase a \$10 parking permit from the high school office. Students must display valid parking stickers on any vehicle parked on campus.

The testimony of Athens Christian School includes road courtesy and proper driving habits. Any student driver who drives recklessly or ignores traffic signs in the vicinity of the school will be denied the privilege of driving on campus.

Students who ride with student drivers at any time during the school year may do so only after written permission from both the rider's parents and the driver's parents is received by the school. No student is permitted to leave campus with a student driver unless (a) he/she is named on the Driver/Rider Permission form, or (b) the student's parents have sent permission in writing to the front office. No student is to drive another student's car on the campus without written permission from parents of both students.

Students may not arrive or leave at any time or in any manner that differs from their normal procedure without prior written parental permission which has been approved by the administration.

Students will not be permitted to go to their car without permission from a teacher or administrator.

Student drivers must follow all traffic patterns, and they must enter and exit campus through proper school entrances and exits. Students in violation will have their driving privileges suspended.

**Driver's License Forms:** Students will need a Georgia State Certificate of Attendance and an Alcohol and Drug Awareness Certificate in order to obtain a Georgia Driver's License. (The ADAP course is offered in the 9<sup>th</sup> grade health class each year.) Both certificates may be picked up at the front office. A 24-hour notice must be given so that the attendance form can be notarized. If students request a second certificate, a fee of \$5.00 will be charged.

### **TRAVEL GUIDELINES**

All students who represent ACS on teams, squads, or organizations are expected to conduct themselves in an exemplary manner in behavior and dress. It is vital that students' conduct on and off the playing field be above reproach. When teams travel to away games, they are required to dress neatly and in accord with ACS standards. Students of the opposite sex should not travel in the same seat on school transportation. Student participants who travel to away athletic events, fine arts programs, etc. will travel in school-designated vehicles both to and from these activities unless granted one of the following exceptions: (1) a student may stay with parents or relatives in the area where the activity took place, (2) a student may get off the bus at a designated stop on the way home if they are met by the parents, (3) a student may travel home with parents at the parents' request.

## ***Code of Student Conduct and Discipline***

We believe the learning environment is best when students are growing in the areas of RESPECT, RELATIONSHIPS, and RESPONSIBILITY.

- *Relationships* - Students are growing in healthy relationships with peers by treating others the way they want to be treated. Students recognize that there are vast differences within the student body, and all students should be treated well because of their intrinsic value as image bearers of God. Student relationships should be characterized by empathy, mutual respect, and healthy conflict resolution.
- *Responsibility* - Students are growing in their personal responsibility by taking ownership of their individual learning and organization at school. They will take ownership of all of their choices and pursue all they do with excellence. Students are growing in their ability to contribute to the larger good of a community.
- *Respect* - Students are growing toward trust and obedience of all staff members at ACS. Authority figures are to be leading students toward a relationship with Jesus out of their own relationship with Jesus, and students should be following the staff members in that pursuit. Students will recognize that training from staff at ACS is for their own personal growth.

ACS believes that students are best able to grow in these areas when they are following Jesus within a community of faith.

### **Rule 1: Disregard for school procedure**

A student shall not:

- Use electronic devices against school policy. (See page 10)
- Chew gum in any facility at any time.
- Eat or drink in class, with the exception of water.

#### **Disciplinary Action:**

1st offense - 1 demerit, increase with every subsequent violation

Cell phone violation:

1<sup>st</sup> offense: held in the dean of student's office until the end of the school day.

2<sup>nd</sup> offense: returned to the parent at the end of the school day.

3<sup>rd</sup> offense results in 10 demerits.

### **Rule 2: Damage, Destruction, or Theft of School or Private Property**

A student shall not:

- Cause damage to, misuse, or destroy school or private property, or attempt to cause damage to or destroy school or private property.
- Steal school or private property.
- Possess, use, sell, attempt to sell, or transmit stolen school or private property.
- Intentional damage to school technology including servers or software

#### **Disciplinary Action:**

25 demerits, office referral, restitution, possible withdrawal or expulsion from school, possible referral to law enforcement agency that has jurisdiction

**Rule 3: Fighting/ Bullying**

A student shall not:

- Fight or cause a fight on school grounds or at a school function
- Bully another student - Cause, attempt, or threaten to cause physical injury or mental or emotional harm to any student on school grounds or during a school function, or any form of cyberbullying.

**Disciplinary Action:**

25 demerits, home suspension pending parent conference, possible withdrawal or expulsion from school, possible referral to law enforcement agency that has jurisdiction.

**Rule 4: Rude and Disrespectful Behavior**

A student shall not “talk back” or argue in a demanding or disruptive manner with teachers or administrators or otherwise show disrespect for school personnel.

**Disciplinary Action:**

10-20 demerits, depending on severity, possible suspension, parent conference

**Rule 5: Disregard for Authority and Learning Environment**

A student shall comply with all directions of teachers, substitute teachers, school bus drivers, administrators, and other school personnel when on school grounds or during a school activity or event off school grounds while under school supervision.

A student shall not:

- Engage in horseplay, eat, or act in any other manner so as to interfere with the teacher’s ability to conduct class.
- Cause or participate in a disruption in the school cafeteria.

**Disciplinary Action:**

Administrative action, demerits, possible detention, parent conference, office referral, or suspension

**Rule 6: Out of Area**

A student shall not skip class or leave campus without permission.

**Disciplinary Action:**

- 10 demerits—Skipping class
- 15 demerits—Leaving campus, parent conference; make-up work not allowed, possible in-school suspension

**Rule 7: Tardiness**

A student is expected to be on time to school and to each class.

**Disciplinary Action:** (per semester)

- 10<sup>th</sup> Offense: office-assigned detention
- 20<sup>th</sup> Offense: Saturday School Suspension, \$25.00 fee.
- 30<sup>th</sup> Offense: Detention, Saturday School \$25.00 fee, and parent conference. Student drivers will receive loss of driving privileges on the ACS campus for 3 weeks and loss of parking spot.

**Rule 8: Dress and Grooming**

See Pages 9-10 for clarification of Dress Code.

**Disciplinary Action:**

Proper dress code attire is considered a student's "ticket to class". If a student is out of dress code, the following may occur:

- Students will be sent to the Office with a Dress Code Note.
- Students will correct the infraction with:
  - Purple ACS polo: \$20.00
  - Khaki uniform pants: \$20.00
  - Belts: \$8.00

\*Charges will be placed on the student's FACTS account.  
(to be paid within 30 days)

- The student will receive a tardy to the class they were redirected from.

**Disciplinary Action:**

Demerits will be issued for dress code violations, in addition to the corrections listed above.

**Rule 9: Misbehavior on Bus**

A student shall not violate any part of the *Code of Student Conduct and Discipline* while on an ACS bus. The bus is an extension of the ACS campus.

**Disciplinary Action:**

At the principal's discretion and in cooperation with the bus driver or director of transportation, the *Code of Student Conduct* will be enforced. Bus suspension is permissible.

**Rule 10: Cheating, Plagiarism, Academic Dishonesty**

A student shall not cheat on tests, projects, homework, or reports by giving or receiving unauthorized assistance or by copying from a source without a reference or by other acts of academic dishonesty.

**Disciplinary Action:**

"0" grade, minimum of 10 demerits, parent conference, possible suspension.

**Rule 11: Weapons and Dangerous Instruments**

A student shall not possess or transmit firearms, knives, any object that could reasonably be considered a weapon, firecrackers, or other disruptive devices

**Disciplinary Action:**

Possible referral to law enforcement, parent conference, possible withdrawal or expulsion from school.

**Rule 12: Alcoholic Beverages, Stimulant Drugs, Tobacco or any Controlled Substance**

A student shall not possess, be under the influence or, transmit, sell or attempt to sell any alcoholic beverage, stimulant drug, or any other controlled substance. Vaping devices shall be considered controlled substances.

**Disciplinary Action:**

Minimum of 25 demerits, Possible referral to law enforcement, parent conference, suspension or expulsion.

**Rule 13: Parking and Traffic Violations on Campus**

A student shall not abuse parking regulations nor operate a vehicle in such a way as to cause damage to property on school grounds or in such a way as to endanger life or limb of person utilizing school facilities, driveways, or parking areas.

**Disciplinary Action:**



Administrative action, possible loss of driving privileges, parent conference

**Rule 14: Use of Profane, Vulgar, or Obscene Words, Gestures, or Other Actions not in keeping with ACS standards. This includes inappropriate content on social media, email, text messaging platforms.**

A student shall not use profane, vulgar, or obscene words, gestures, or other actions that disrupt school operation or that are not in keeping with ACS standards.

**Disciplinary Action:**

1<sup>st</sup> Offense: 10 demerits, parent conference, possible suspension

All other offenses: 25 demerits, possible in-school suspension pending parent conference.

**Rule 15: Inappropriate Bodily Contact or Display of Affection**

A student shall not engage in any form of inappropriate bodily contact or display of affection. Students of the opposite sex should not be together in an unsupervised location.

**Disciplinary Action:**

Administrative action, demerits (minimum of 10 demerits based on situation), parent conference, possible suspension, or withdrawal or expulsion from school.

**Rule 16: Altering Records, Misrepresenting Information or Forgery**

A student shall not:

- Alter or misrepresent information on school records or forms, forge signatures or statements, or make false statements, written, or oral.
- Alter or attempt to alter grades in a teacher's grade book, records or any permanent records.

**Disciplinary Action:**

Administrative action, parent conference, possible suspension, or withdrawal or expulsion from school.

**Rule 17: Other Student Issues**

The administration of Athens Christian School reserves the right to discipline behavior that is subversive to good order and conduct, even though such behavior is not specified in the preceding written discipline rules.

**Rule 18: Cumulative Offenses**

Multiple violations of the student code of conduct during the school year may result in out-of-school suspension or withdrawal from school.

**Demerit Summary:**

# of Demerits	STANDARD OF CONDUCT INFRACTIONS
1*	Chewing Gum, Eating / Drinking in Class, Disruption in Class
3	Class disruption
5	Dress Code Violation
10	Skipping Class, 1st Cheating Violation, Profane or Vulgar language, Removal from class after demerits issued, 3rd cell phone violation
15	Leaving Campus
20	2nd cheating Violation, Severe Disrespect.
25	Destruction to Property, Fighting/Bullying, Controlled Substances (Rule 11)
<p style="text-align: center;"><i>*increase with each subsequence offense</i>  <i>**Administration has discretion to apply demerits based on individual violations.</i></p>	

DEMERIT ACCUMULATION	
<b>10</b>	After school detention
<b>25</b>	Saturday School (\$25 fine)
<b>50</b>	3 days Out-of-School Suspension pending parent conference
<b>75</b>	Dismissal