

**STUDENT HANDBOOK**  
**Upper School**  
**2023 - 2024**



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

School Mascot - Golden Eagle  
School Colors - Purple and Gold

**Athens Christian School, Inc.**  
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**Dear ACS Parent:**

Welcome to the 54th year of Athens Christian School. This 2023-2024 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 2023-2024. We have always been blessed with great parents, and we deeply appreciate all of your prayers and support for ACS.

If you ever have any questions or concerns, please feel free to call us. We will gladly 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 young Christian people should be guided by boundaries that lead to self-control, 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 God would have you to be.

The best advice we can give you is to get involved in as many activities as possible here at ACS and make as many friends as possible. 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 2023-2024 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**

Athens Christian School is a non-denominational college preparatory institution that works hand-in-hand with families to develop students' spiritual, mental, physical, and social character. The mission of Athens Christian School is to equip each student with a Biblical worldview, excellent academic, athletic, and aesthetic training, and scriptural truths and character traits that will enable each student to reach his or her maximum potential in life for the glory of God.

## **SCHOOL VERSE**

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

## ACS EXPECTED STUDENT OUTCOMES

### Students who are

- **Excelling academically, aesthetically, athletically**
  - Preparing for next stage of development
  - Recognizing their intrinsic potential and pursues it
  - Using technology appropriately and competently
- **Applying life skills in our daily lives**
  - Developing a strong work ethic
  - Learning and effectively applying study skills
  - Cultivating personal organizational skills
- **Grounding in a Biblical Worldview**
  - Seeking to grow in a personal walk with God
  - Articulating essential truth of the Bible
  - Applying how to live out these beliefs
  - Aware of opposing views
- **Loving others**
  - Understanding, appreciating and respecting other cultures
  - Learning how to resolve interpersonal conflict
  - Communicating and collaborating with others
- **Evaluating ideas critically**
  - Pursuing and investigating life-long learning
  - Discerning absolute truth
  - Able to frame choices based on truth
- **Serving in Leadership**
  - Practicing leadership through service
  - Relating well with others
  - Intentionally influencing others towards Christlikeness
  - Becoming good stewards of God's creation

## 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 coursework 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 averages 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 recognized at each quarter's end. 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, students must receive at least a 90 in each class.

**Homework:** Homework will be required throughout the school year, 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. Reduced credit may 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 daily. Please contact the Principal with 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 3.5 in the subject area requested. Students must also have the recommendation of a teacher. These online, college-level courses 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 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 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 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 a half-point weight added to the grade points capped at 4.

The valedictorian and salutatorian must complete the requirements of the Advanced Academic Diploma, including at least three AP/Dual credit courses. The valedictorian and salutatorian will be chosen based on 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 yearly. 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 their 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. These hours will be reported quarterly to their Bible teachers. \*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 entering the classroom distract from 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 should present a doctor's excuse upon return for the absence to be considered excused. Students are not permitted to check out of school for lunch off campus.

**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 before the absence, the student would be expected to make up the test on the return date. Except in the case of an emergency, all long-term assignments and projects are due on the assigned due date. The student must arrange 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 can 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 a 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 must be in school during that time. Absences will be considered unexcused except for cases of illness or death in the family.

**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 before 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 tardy will be excused with a note **from a parent and/or doctor, and students should be signed in through the main office.** If a student misses more than ½ the class due to checking in late from an appointment, he or she will be counted as absent from the class. See the Code of Student Conduct and Discipline for penalties.

### **BOOKS/BOOK BAGS**

The safekeeping of books is the student's responsibility 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 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. For additional information regarding computer use, please refer to the ACS Technology and Device Agreement.

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 classroom space 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 food service, such as uber eats, GrubHub, door dash, bulldog food, etc.

### **DISCIPLINE**

Students will be held accountable for 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 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 disciplinary measures in each situation.

Students under suspension or expulsion are prohibited 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 modest and appropriate attire. The administration reserves the right to determine matters of unacceptable dress that would contradict the philosophy of Athens Christian School.

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

- School uniform pants or shorts in khaki, gray, or black must be purchased through the uniform company.
  - Pants and shorts must be worn at the natural waistline
  - Fitting guide - not too loose / not too tight
- Uniform shirts must be worn and tucked in
- There will not be a length requirement as long as the student purchases pants or a pair of shorts in their size; the student will be in dress code. Students cannot roll up shorts or pants.
- **Spirit wear Fridays** - ACS tops may be worn with jeans and uniform bottoms (no distressing, rips, or holes). No cargo pants or cargo shorts allowed. Tops must be tucked in.

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

- School uniform pants or shorts in khaki, gray, or black must be purchased through the uniform company. Girls can also wear skirts, skorts, and khaki, gray, black, or plaid dresses purchased from the uniform company.
  - Pants and shorts must be worn at the natural waistline
  - Fitting guide - not too loose / not too tight
- Uniform shirts must be worn
- There will not be a length requirement as long as the student purchases a skirt, a skort, or a pair of shorts in their size; the student will be in dress code. Students cannot roll up skirts, skorts, or shorts.
- **Spirit wear Fridays** - ACS tops may be worn with jeans and uniform bottoms (no distressing, rips, or holes). No cargo pants or cargo shorts allowed.

### **Outerwear for all Students:**

- ONLY sweatshirts and hoodies with ACS logos/branding. Hoods may not be worn inside buildings during the academic day. 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 (6th-9th): (Boys and Girls)**

- Mandatory PE uniforms (shorts and shirts) must be worn during all Physical Education classes.
- May be purchased through the School uniform company
- 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

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

- Students participating in upper 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 with backs. Students should avoid wearing casual-style shoes, including flip-flops, crocs, yeezys, bedroom-style slippers, and slides.

### **Hair**

- Hair should be neatly groomed and styled.
- Boys' hair should be out of the eyes, off the collar, and not lower than mid-ear.
- Hair restraints for boys are not permitted.
- Hair for boys' and girls' hair must be natural.
- 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:** Students attending campus events as spectators should be dressed modestly and appropriately for the event they are attending. Examples of inappropriate attire include mid-drifts, cut-offs, shirts with cutouts, exposed underclothing, and students with no shirts. ACS administration reserves the right to ask students to change clothes or to leave the event if dressed inappropriately.

## **ELECTRONIC DEVICES/SOCIAL MEDIA**

Students who bring cell phones to school may not use them during the school day unless a teacher or administrator grants permission for academic purposes or for students to communicate with home.

Middle School students must keep their cell phones in their book bags throughout the day; devices may not be on their person.

Electronic music and gaming devices (earbuds, iPods, smart watches, MP3 players, etc.) may not be used from 7:55-2:40. See the *Code of Student Conduct and Discipline* for misuse of cell phones or electronic devices.

While it is not our desire or our ability to police social networking sites or text messages, inappropriate material posted to these sites or in messages that are brought to the attention of the administration could be 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. 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. Individual teachers set exam exemption policies.

## EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities. ACS offers a wide variety of activities from which to choose. Participation in extra-curricular activities depends on set academic, citizenship, and attendance standards as determined by administration and coaching staff.

Eligibility requirements will be the same as those outlined 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 9th-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 violating the Student Code of Conduct and Discipline rules.

## FINANCIAL OBLIGATIONS

The business office is willing to work with families to keep accounts current. To ensure your child's participation in school trips, please strive to keep all school accounts current. In addition, transcripts and diplomas cannot be released unless all accounts are paid in full.

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 sex. 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 that men and women are 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.

### **GRIEVANCE**

Athens Christian School has established a Grievance policy based on Matthew 18 to foster good relationships between students, staff, and families, as well as ensure that grievances are addressed effectively, respectfully, and timely without any delay.

If a student has a grievance with another person, they should first speak with that person to resolve the conflict. If the problem still exists, the student should ask someone else to go with them to resolve the issue. If the problem continues, the student should speak with a teacher/administrator.

### **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 always in effect, including before and after school hours.

### **LIBRARY**

All books are due on the date stamped on the back of the book. Fines will be placed on late books. All books taken from the library must be checked 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 administrator's approval. Students should not enter another student's locker without permission.

### **LOITERING**

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

### **LOST and FOUND**

The school "Lost and Found" is in the library; smaller items such as jewelry or reading glasses will be in the front office. Due to limited space, lost and found items will be kept until the end of each grading period. 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 ends their lunch period unless otherwise directed by a teacher. See the Student Code of Conduct for further reference.

## **MATERIALS**

Students are expected to bring all necessary class materials and tools to class. 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 uniforms. 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 or the nurse's office for distribution when needed. For more information, please see the Medication Policy listed on the school website.

## **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 non-participation.

## **SALES**

Students should not advertise or sell items on the school campus except for school-sponsored projects.

## **SEVERE WEATHER INFORMATION/SCHOOL CLOSINGS**

In the event of severe weather or other emergencies, the school may be closed. Please check the school website and Facebook page for information about emergency closings. 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 is always according to Biblical standards. Physical contact is not permitted while on school property or at school functions. 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 extended study hall; these are fee-based services. The only exceptions are students of faculty members or students who have regularly-scheduled practices. All students should be picked up from extended study hall by 5:30 PM.

## TRANSPORTATION

**Buses:** Buses are controlled by 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 from the administration. Driver/Rider Permission forms must be completed and turned in to the office 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 driving recklessly or ignoring traffic signs near 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 the school receives written permission from both the rider's parents and the driver's parents. 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 written permission to the front office. No student is to drive another student's car on the campus without written permission from the 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 the administration has approved.

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 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 to obtain a Georgia Driver's License. (The ADAP course is offered each year in the 9th-grade health class.) Both certificates may be picked up at the front office. A 24-hour notice must be given to notarize the attendance form. 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. Students' conduct on and off the playing field must 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 the parents meet them, (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 grow in healthy relationships with peers by treating others how 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 the trust and obedience of all staff members at ACS. Authority figures are to lead students toward a relationship with Jesus out of their own relationship with Jesus, and students should follow the staff members in that pursuit. Students will recognize that training from staff at ACS is for their own personal growth.

ACS believes students can best grow in these areas by following Jesus within a faith community.

### **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, except for 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 students' office/principal's 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: 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.
- Intentionally damage to school technology, including servers or software.

#### **Disciplinary Action:**

25 demerits, office referral, restitution, possible withdrawal or expulsion from school, and possible referral to the 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.
- Bullying another student - Cause, attempt, or threaten to cause physical injury or mental or emotional harm to any student on school grounds, during a school function, or any form of cyberbullying.

**Disciplinary Action:**

25 demerits, home suspension pending parent conference, possible withdrawal or expulsion from school, and possible referral to the law enforcement agency with 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, and 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 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 for school and to each class.

**Disciplinary Action:** (per semester)

- 10<sup>th</sup> Offense: office-assigned detention.
- 20<sup>th</sup> Offense: \$50.00 fee.
- 30<sup>th</sup> Offense: \$100.00 fee and parent conference.  
Excessive Tardies may affect students’ continued enrollment  
Student drivers will receive a loss of driving privileges on the ACS campus for 3 weeks and a loss of parking spot.



**Rule 8: Dress and Grooming**

See Pages 9-10 for clarification of the Dress Code.

**Disciplinary Action:**

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

- Students will be sent to the Dean of Students or Principal with a Dress Code Note.
- Students will correct the infraction with:
  - a phone call home requesting a proper uniform
  - a visit to the School Store to purchase the correct uniform
    - \*Charges will be placed on the student's FACTS account.
    - (to be paid within 30 days)
- The student will receive an excused tardy to the class they were redirected from.

**Disciplinary Action:**

Demerits will be issued for dress code violations and 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, copying from a source without a reference, or by other acts of academic dishonesty.

**Disciplinary Action:**

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

**Rule 11: Weapons and Dangerous Instruments**

A student shall not possess or transmit firearms, knives, any object reasonably 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 the life or limb of a 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 social media, email, and text messaging content.**

A student shall not use profane, vulgar, or obscene words, gestures, or other actions that disrupt school operations or do not meet 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, 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 ACCUMULATION	
10	After-school detention
25	Saturday School (\$25 fine)
50	3 days Out-of-School Suspension pending parent conference
75	Dismissal