

**Appalachian Christian School Student Handbook  
2010-2011**

1044 New Beason Well Road  
Kingsport, TN 37660

School Office (423) 288-3352

Welcome to Appalachian Christian School!

This handbook is a guide to explain the purpose, procedures, and policies of ACS. Please read the handbook, sign the attached form, and return it to the school office as soon as possible.

If you have any questions or would like to have something more fully explained, please call the school office. During the course of the year, if you feel a conference or clarification on any matter is needed, do not hesitate to contact us.

We appreciate your confidence in us and look forward to working with you.

Sincerely,

The Staff and Administration

## **INTRODUCTION AND PURPOSE**

### **Introduction**

Appalachian Christian School is a ministry affiliated with Genesis Free Will Baptist Church. It is our goal to reach young people with the message of salvation and the power of Christ to change lives today. By modeling our faith in Him and by providing a wholesome Christian environment, we hope to introduce them to a new life in Him and to the truth of eternal life in heaven.

### **Statement of Faith**

We believe . . .

- ◆ The Bible is the inspired, only infallible, authoritative Word of God.
- ◆ There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- ◆ In the Deity of our Lord Jesus Christ and His virgin birth, sinless life, vicarious death through His shed blood, ascension to the right hand of the Father, and His personal return in power and glory.
- ◆ That regeneration by the Holy Spirit is absolutely necessary for the salvation of sinful men.
- ◆ In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
- ◆ In the resurrection of both the saved and the lost - they that are saved into eternal life in heaven and they that are lost into eternal punishment in hell.
- ◆ In the spiritual unity of believers in our Lord Jesus Christ.

### **Philosophy**

- ◆ God is the Creator and Sustainer of all things, and the Source of all truth.
- ◆ God maintains control over His entire universe.
- ◆ Because of sin man tends to omit God and thus fails to relate himself and his knowledge of God, the Source of all wisdom.
- ◆ Salvation is by faith in Jesus Christ. True meaning and values can be ascertained only in the light of His person, purpose, and work.
- ◆ The home, church, and school compliment each other.
- ◆ While at school, the teacher stands in the place of the parents.

### **Purpose**

The purpose of ACS is to provide our students with a healthy Christian learning environment with a focus on academic excellence and a positive social culture.

We desire to minister to the needs of the whole child and to promote spiritual and moral growth, academic and intellectual achievement, and physical and social development. ACS believes that spiritual growth, education, personal self-discipline, and patriotism must be strongly stressed to each student. We desire for young people to know that all truth is God's truth and that he may be found in all of the academic disciplines. Jesus Christ is to be central in all learning and living.

ACS exists as an extension of the Christian home and the local church, and thus to provide a continuity of training for young people. We desire to train each student to accept individual responsibility to God for his actions, and to challenge him to make positive choices in every facet of his life.

**Membership Status**

ACS is a member of the Association of Christian Schools International (ACSI). ACS is enrolled in ACSI's STAR Program (Steps Toward Achieving Recognition) working toward accreditation.

## **GENERAL SCHOOL POLICIES**

### **Admissions**

A student is admitted to ACS on the basis of his or her former record, available classroom space, and an interview with the Administrator. The Administrator will make the final admission decision. Registration is not finalized until the following has been submitted:

- a. Application for admission; this includes a signed statement by the parent(s) and students.
- b. Payment of first month's tuition.
- c. Completion of school health form as required by the state of Tennessee.
- d. Copy of previous grades including all high school credits received, standardized testing, disciplinary record, and the administering of a diagnostic test if deemed necessary for accurate class placement. If ACS provides diagnostic testing, there will be an additional testing charge.
- e. A signed statement by the parent(s) and student that the handbook has been read and is on file. Attending ACS is a privilege and not a right. Students agree to abide by the standards and policies set by the school. In the event a student, either on or off campus, behaves in a way, considered by the administration, to be detrimental to ACS, he or she may forfeit the privilege of being a student. Students who manifest a negative attitude toward God, the Bible, prayer, parents, church, teachers, administration, or other authority will not be allowed to remain in school.

### **Non-Discrimination Policy**

Appalachian Christian School does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or disability in administration of its educational policies, athletics, or other school administered programs.

### **Withdrawal/Dismissal**

Withdrawal from school must be made by the parent or guardian. It is recommended that withdrawals take place at the end of the nine weeks period. Records will not be released until all bills are paid and any textbooks and materials belonging to the school have been returned.

A student will be dismissed from ACS when he or she refuses to abide by the rules and policies of the school. Students who are dismissed from ACS will not be considered for readmission during the current school year. Parents must meet with the Administrator before readmission will be considered. Students who withdraw or are dismissed are not eligible for tuition refunds.

## **Financial Information**

- ◆ Tuition payments are due by the 10<sup>th</sup> day of the month. Failure to make such payment will result in the student being denied admission to class, exams, and denial of the release of transcripts or other records.
- ◆ Special fees are charged for school shirts, P.E. uniforms, academic testing, counseling, tutoring and any other special services.
- ◆ ACS will assess a \$25.00 fee for late payments and checks returned for non-sufficient funds.
- ◆ Tuition may be paid in 10 monthly payments. No refunds will be given under any circumstances. Tuition is due in full for any portion of a month the student attends.

## **Attendance**

Tennessee State Law requires that it is the parent's responsibility to assure that their children attend school. Regular attendance is required. Children who have problems with excessive absences or tardiness, as described later in this handbook, will first receive a conference with the parent, child, and school administration, second will be placed on academic probation for a specified period of time, and third may be dismissed from school.

## **Excused Absences**

Absences for the following reasons will be considered excused:

- ◆ Personal illness. A written doctor's excuse will be required after the second consecutive day of an absence. The maximum number of excused absences supported only by a parent's note is five days per semester.
- ◆ Death in family.
- ◆ Doctor or dental appointment (with a doctor's excuse).
- ◆ Family trips are excusable provided that a written request from the parent is submitted to the principal prior to the absence. Students are responsible for getting assignments before they leave.
- ◆ Sports Activities. Students are responsible for the material they missed and must make up the work according to the teacher's guidelines.
- ◆ Other reasons approved by the administrator before the absence occurs.

Steps to follow when absent:

- ◆ A note from the parent or guardian or written doctor's excuse will be required to explain the student's absence and must be submitted to the secretary immediately upon the student's return to school. Excused absences will permit the student to make up work within one week of the absence. Written excuses should include the dates of absence, reason, and parent's signature. If a written excuse is not provided, no make up work will be allowed and students will receive a grade of 0 on all assignments missed. I

Students who accumulate more than three unexcused absences will be required to appear before the Academic Council with their parents or legal guardians. A written behavioral plan will be developed to assure proper attendance. Students who miss more than ten days unexcused will be reported to the truancy officer in the home school district.

**Tardy**

When children arrive late for class, the entire class is disrupted. Therefore, tardies will only be excused with a written doctor's excuse for medical, dental or mental health appointments; or appointments with courts, social workers, attorneys, or probation officials. Oversleeping or "not feeling well" will not be excused. Children who accumulate more than five tardies will first receive a conference with the parent, child, and school administration. Continued tardies will result in the student and parent being required to meet with the Academic Council to develop a written behavioral plan. The student may be placed on Academic Probation for a specified period of time, have a reduction in the class grade or be dismissed from school.

**Emergency Closing**

Inclement weather school closings will be announced on WCYB (Channel 5) by 6:00 a.m.

**Arrival and Dismissal**

1. Children should arrive to school no earlier than 7:30 a.m. and remain no later than 3:30 p.m. Students who arrive before school must report to the cafeteria. No child will be allowed in the hallways or classrooms before the first bell. All students not enrolled in our after-care program must leave the property by 3:30 p.m. After-school is provided from 3:30 – 6:00 p.m. for an additional charge.
2. Students who arrive late must check in with the school secretary and receive an admit slip, regardless of the reason. Teachers are not to allow late students to enter classes without an admit slip.
3. Parents who need to pick up their child early must sign them out in the school office. The secretary will have the child report to the office.
4. If a student must leave school early for an appointment, the parent or legal guardian must sign the sign-out book in the office before the student may be dismissed. Failure to do so will result in an unexcused absence.
5. Students will not be allowed to leave with anyone not specified in the student's record as having permission to pick up the child.

**Chapel**

Throughout the year special chapel services will be scheduled. Students and parents will be notified at least two days ahead of time when chapel services are scheduled. Parents are invited to attend chapel services. Students should take their Bibles with them to chapel. Proper dress will be required. Students are required to participate in singing or other activities conducted during chapel. Disrespect, dress code violations, or refusal to participate will be reflected in the Bible class participation grade and other disciplinary action as deemed appropriate by the administration.

**Prayer & Pledges**

Each morning before the first bell all students and faculty will participate in pledges to the American Flag, Christian Flag, and Bible. Each class period will begin with prayer.

### **Extracurricular Activities**

Extracurricular activities are provided to enable students to develop their abilities in a wide range of activities. Among these opportunities are such activities as mission trips, fine arts, interscholastic athletics, field trips, social events, and leadership opportunities. Extracurricular activities are designed to supplement the academic and spiritual emphasis of the school. They provide unique opportunities to aid students in the development of leadership, team-work, and school spirit.

Announcements to include the details of field trips including location, cost, and appropriate dress will be sent home at least a week in advance of any field trip. A permission slip signed by the parent or legal guardian will be required for students to attend any field trip. Students on disciplinary action or suspension the day of the activity will not be allowed to participate.

### **Athletic Program**

ACS is dedicated to an interscholastic sports program. Currently basketball and cheerleading are available. Students participating in athletics must observe the following guidelines:

- ◆ Attend at least three class periods on the day of the activity, or have an excused absence or tardy, to participate that evening.
- ◆ A waiver form and a physical signed by a physician must be on file before the athlete can practice in an official practice.
- ◆ When traveling as a team, all athletes and student spectators will travel with the team in school vehicles. No one will be allowed to ride with parents or drive themselves.
- ◆ Students who join a team are expected to fulfill their commitment. A student who “drops off” without good cause will not be eligible to participate on any other team while enrolled as a student, unless approved by the Academic Council.
- ◆ All members of teams are expected to attend all scheduled games or activities. Excused absences will only be granted as described in our school attendance policy. After the 1<sup>st</sup> unexcused absence the student and parent will have a conference and receive a warning from the coach. After the second unexcused absence they will be terminated from the team.
- ◆ Chapel dress will be required for all road trips.

### **Book Policy**

Textbooks and library books should be handled carefully. Students may be required to keep a book cover on all textbooks. Students will be required to pay an additional fee if school-owned books are lost or damaged. The charge will be the replacement cost of the book **plus** a processing fee of \$10.00.

### **Fundraising**

Since tuition does not cover special projects, fundraising activities may be conducted, but no more than twice per year.

### **Library**

Our study skills program includes the teaching of library and research skills. Students use the library as part of specific class activities. All students are allowed to use the library for research as needed. The following rules will be enforced for library use:

- ◆ Students may check out two books at a time.
- ◆ The loan period is for two weeks.

- ◆ A fine of 25 cents per day is charged for overdue books. While a student owes money to the library, he or she will not be permitted to check out other books.
- ◆ The student will pay for all lost library books. The charge will be the replacement cost of the book **plus** a processing fee of \$ 10.00. Books are considered lost after two weeks.

### **Lockers**

All students will be assigned a locker. It is the responsibility of the student to keep the locker clean and orderly at all times. ACS provided locks will be required and lockers should be kept locked at all times. Students may not use any lock except for the one provided for them by the school. ACS does not assume responsibility for missing items. Lockers are subject to periodic unannounced inspection. Damaged or lost locks or lockers will be replaced at the expense of the student. Locker sharing is not permitted.

### **Lost and Found**

ACS does not assume responsibility for any lost, stolen, or damaged personal items. Students are cautioned not to bring large amounts of money or valuables to school. Students should be careful about leaving their valuables, including wallets or purses, in a place where they could be easily stolen. Lunch boxes, book bags, jackets, and personal items should be labeled with the student's name. Lost and found will be maintained in the school office where students will be assessed a .50 fee for their return. Lost items not reclaimed by the end of each month will be discarded.

### **Lunch/Snacks**

ACS does not offer lunch service. Soda and snack machines are available.

### **Medication and Sickness**

- ◆ Only employees who have completed a medication administration training program will administer medication. The school secretary will primarily perform this function.
- ◆ All medication will be locked in the school office.
- ◆ Prescription medication will be given only with an original pharmacy label stating the name of the medication, prescribing doctor, and directions.
- ◆ Each parent signs an over-the-counter medication release as part of the application process. No medicine or prescriptions of any kind will be given to a student unless a medicine form is on file in the office.
- ◆ Students with a temperature of 100 degrees or above will not be allowed to remain at school.

### **Parent-Teacher Conference**

All parents are welcome in the school. However, when a visit is necessary, the parent should first schedule with the teacher to assure the teacher will be available. When arriving at the school the parent must check in the office first. No parent is to go directly to the classroom and parents should not remain on campus once school has started. Teachers are happy to arrange conferences at scheduled times; however, they should not be detained either before or after school unless a meeting has been scheduled for that time. Special parent-teacher conference days will be scheduled and announced.

### **School Store**

Students may purchase pencils, pens, paper, notebooks, assigned novels and workbooks, etc. from the school office.

### **Vehicles**

Students with a driver's license are permitted to drive to and from school as long as written permission is on file in the office. If a student drives another student, permission must be on file for both students. As soon as students arrive at school in a car driven by a student, all must leave the car and come to the designated area for students. There is to be no loitering in the parking areas at any time. Students will park in the gravel lot beside the church. Driving from school grounds during school hours is not permitted unless permission is granted by the principal and written permission of parent or guardian.

The speed limit while on school property is 10 mph. Violation of these guidelines or improper driving conduct, such as speeding, reckless driving, etc., will result in the loss of driving privileges on school property.

ACS assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity.

### **Visitors**

We ask that visitors do not visit the school classes, the lunchroom, chapel, or any other school activities during the normal school day without specific administration approval. Approval will be granted under the following circumstances:

- ◆ A student visitor should be a student who is sincerely interested in attending ACS and is willing to abide by all policies as outlined in this handbook.
- ◆ A visitor should have advance permission from the administrator (at least one day in advance).
- ◆ Adult visitors, including alumni, must register in the school office before visiting any classes. This, of course, does not include activities which are planned for parents or to which they have been invited. All visitors are expected to adhere to the school's dress code and standards of conduct as outlined in this handbook. Any parent or visitor inappropriately dressed or displaying inappropriate conduct will be asked to leave.

### **School Security**

In an effort to protect the highest level of protection for all students, it is imperative for school personnel to control access to our buildings. As such:

- ◆ The front doors will remain open for student access until 8:10. They will then be locked and all buildings will remain locked at all times.
- ◆ Parents, vendors, and visitors will request entrance by use of the intercom beside the front door.
- ◆ Office personnel who admit vendors or visitors (note this does not include parents) shall remain with them the entire time they are in the building.
- ◆ Only authorized personnel will carry keys and have access to the buildings.
- ◆ Students (except coop students working in the office) will never have access to keys.
- ◆ Keys may only be duplicated or distributed by the administrator or school secretary.

## **Emergency Procedures**

In the event of an emergency such as power outage, fire, acts of God, violence or terrorism school personnel will take appropriate action to protect all students from harm. School policy will require specific actions in case of the following events:

**Power Outage:** Power company will be notified by the school secretary immediately. If it is a problem that can be immediately (within two hours) repaired school will continue. If the problem will not be resolved within two hours school will be dismissed.

**Fire:** The building will be immediately evacuated. All students will report to the parking lot in front of the church. The school secretary will notify Emergency Personnel (911). The administrator will decide if it is necessary to dismiss school.

**Acts of God:** In the event of a tornado or other act of God, children upstairs will go to the inside stairway and wait further instructions. Children downstairs will all go to the 1<sup>st</sup> grade classroom and wait further instructions. If the situation clears without incident, classes will resume as soon as possible. If the building sustains damage, the administrator will decide if it is necessary to dismiss school.

**Violence or Terrorism:** The administrator will place the school on "lock-down". In such an event all classroom doors should be locked and students should be kept away from doors and windows. The school secretary will notify Emergency Personnel (911) of the situation. No further action will be taken until Emergency Personnel arrive. Parents will be notified of the situation and actions taken as soon as possible.

**Accident, Injury, or Illness:** In the event of serious accident, injury or illness of a child the administrator will be notified immediately. School personnel will immediately implement appropriate first responder techniques. The school secretary will notify Emergency Personnel (911) and the child's parent or guardian. Other students will be removed from the area of the victim. To keep other students calm, the normal school routine should continue in all other areas.

**Emergency drills:** The school secretary will assure that evacuation procedures will be rehearsed by unannounced drills once each month. Twice per year a tornado drill will be rehearsed. Twice per year school "lock-down" will be rehearsed.

## ACADEMIC INFORMATION

**Elementary (K-6)** Kindergarten and first grade students learn phonics and reading using a combination of Abeka, Bob Jones, and ACSI curriculum. All classes are designed to meet state and federal recommended guidelines (as long as they do not conflict with our statement of faith). Grade 1-6 students work on the development of comprehension skills. Literature is an important component of elementary reading; each grade has specific poetry, novels, and units of study. Grades 2-6 will use a spelling and vocabulary program that emphasized phonetic rules, structural analysis, and integration of grammar and writing. Grade appropriate Math, Science, and Heritage Studies will be taught using a combination of curriculum as described above.

**Middle School (7-8):** The junior high program is designed to meet state and federal recommended guidelines (as long as they do not conflict with our statement of faith) and includes course work in Bible, English, Math, Science, History, Health, Physical Education, and optional extracurricular activities in Music, Drama, Art, and sports. ACS provides, as much as possible, separate activities for the middle school students to allow them to develop age appropriate academic and social skills.

**High School (9-12):** The high school program is designed to meet state and federal recommended guidelines (as long as they do not conflict with our statement of faith). Course work includes work in Bible, English, Math, Science, History, Government, Health, Physical Education and Fine Arts. ACS will continue to evaluate educational programs on their academic soundness, philosophical foundation, and feasibility.

**Resource Program:** This program is designed to meet the needs of students who find themselves academically behind or unable to function in a regular classroom setting. Certified Special Education teachers and aids provide instruction according to the child's level of ability, in a classroom with a low teacher to student ratio.

### Curriculum

ACS is dedicated to academic excellence and therefore uses quality Bible-integrated curriculum. For this reason we use a variety of publishers to include Bob Jones, A Beka, and ACSI; and have developed a number of our own programs.

**Bible:** Bible study and Bible memory work are fundamental requirements for all ACS students. We hold the Bible as our principal textbook and interpret all other subjects in the light of the Scripture. All students are taught a planned program of Bible study and attend scheduled chapel services. We use a combination of A Beka, Bob Jones, and ACSI materials in our Bible classes. Bible Integration is the incorporation of Bible principles with every subject and is practiced daily in our classrooms. To have uniformity for memorization and classroom text, the **King James Version** of the Bible is used in all classes.

**English:** English is required in every grade. High School must have four credits to graduate.

**Reading/Literature:** Grades 7-12 use a variety of classic literature, focusing on appreciation of great works, with an emphasis on Bible principles. Each grade also reads 15 supplementary books per year.

**Spelling/Vocabulary:** Grades 7-8 use a spelling and vocabulary curriculum that emphasizes rules of phonics, structural analysis, and integration with grammar and writing. High school students continue the study of vocabulary, based on the use of word parts and context, and the spelling of both high-utility and frequently misspelled words.

**Math:** Three credits in math is required to receive a standard diploma and must include at least two courses from Algebra I, Algebra II, and Geometry.

**Science:** Our Science program uses A Beka, Bob Jones, and ACSI texts, which support our belief in creation rather than evolutionary theory. At all levels we strive to educate the students with a Bible-based approach to science, while emphasizing the scientific method. Upper level science courses provide opportunity for laboratory experiences.

**History:** Our History program incorporates a Biblical world view of the history of our nation and the world, as well as presents a practical approach to Government, Civics, and Geography.

**Physical Education:** P.E is a required subject for students in grades 7-10. Students must have two credits for Physical Education and Health to graduate from high school. Students are expected to dress out and participate. Any student who does not dress out will not be allowed to participate. Students should bring a note of explanation or excuse from the student's doctor for any extended injury or illness in order to be excused from P.E. classes. Substitute assignments will be made in these instances. P.E. grades are based solely on participation. Each day the student does not dress out, he receives a 0 for the day.

**Electives:** At this time ACS offers electives in Spanish, Computer, Art, Music, Drama, and Art History. All electives will not be offered each year and will depend on the student population and available staff. ACS will offer as many electives as possible to meet the needs and interests of the students.

**Faculty:** The Administrator approves all faculty members. We will only employ teachers who are academically qualified in their field, having completed, as a minimum, a bachelor's degree from a recognized college. All teachers will be certified or working toward certification by ACSI. All faculty and staff will be born-again Christians, active in a Bible-believing church, with a morally conservative life style.

**Tutoring:** Students should seek extra help from their teachers if they do not understand an assignment, if work is difficult, or if they have been absent and missed assignments. They should arrange a time during the day, which is convenient to both the teacher and the student. A teacher may sometimes request that a student stay after school if it is apparent that the student is having difficulty with his or her work. This is not to be thought of as punishment but rather as the desire of the teacher to help the student. There is no charge for this extra help. However, if a parent requests to have any teacher do special tutoring, the charge of \$15 per hour should be paid directly to the teacher.

**Homework:**

- ◆ Homework is an integral part of the school system and will be required in all classes.
  
- ◆ Total home work time for the average student:  
Elementary-----30 – 45 minutes  
Grades 7-8 ----- 60 minutes  
Grades 9-12 ----- varies with courses taken
- ◆ Wednesday - NO assignments should be given so there is no interference with prayer meeting attendance.
- ◆ No homework on evenings scheduled for PTF, programs, or holidays. (Older students can be encouraged to work on long-term projects over holidays.)

**Honor Roll:** An honor roll is compiled after each nine weeks grading period and is determined by the following qualifications:

- A HONOR ROLL - All grades must be A's.
- A-B HONOR ROLL - All grades must be B's or above.

A grade of Incomplete on a report card not made up by the time the honor roll list is determined will automatically disqualify that student from the honor roll for that grading period.

At the end of each nine weeks, students who have made the Honor Roll will be rewarded with a special activity such as going out to eat, a special field trip, or a free day. The special activity for each nine weeks will be announced at the beginning of that nine weeks. Students who have in excess of five excused absences or any unexcused absences in any nine week period will not qualify for the honor roll.

**Progress Reports:** Progress reports are sent home with students, midway through each nine week term. Dates are listed on the school calendar. These reports serve to keep the parents informed of the student's progress and allow for quick correction in weak areas before the end of a reporting period. The report must be signed by a parent or guardian and returned to the student's first period teacher within two days after they are sent home. If the report is not returned on time or if it is returned unassigned, the parents will be contacted by the office.

**Report Cards:** Report cards are issued every nine weeks on dates identified on the school calendar. They are to be signed by a parent or guardian and returned within three school days to the first period teacher. If your child does not bring a report card home, or if the report is lacking some grades, please contact the school office immediately. Report cards will be withheld if the school account is not current or if the student owes fines, dues, or fees of any kind.

**Grading system:**

A	93-100
B	85-92
C	76-84
D	70-75
F	0-69

**Promotion-Retention**

A junior high student (grade 7-8) will fail for the year when:

- ◆ He fails both major subjects (English and Math) for the year.
- ◆ He has one F in a major subject and three D's for the yearly average.
- ◆ He has one F in a major subject and two F's in minor subjects for the yearly average.

**Senior High:** When completed, senior high courses yield credits, which are a unit of academic work. Academic status will be determined as follows:

- ◆ Freshmen - students who have completed five (5) credits or less
- ◆ Sophomores - students who have completed six (6) to eleven (11) credits
- ◆ Juniors - students who have completed twelve (12) to sixteen (16) credits
- ◆ Seniors - students who have completed a minimum of seventeen (17) credits

Certain courses are required courses as outlined below. Any course required for graduation and failed must be made up.

**Exams:**

All high school courses will have a comprehensive exam at the end of each semester.

**Semester Grades:**

Semester grades are calculated by the following formula:

First nine weeks 40% of grade; second nine weeks 40% of grade; Exam 20% of grade.

## Requirements for High School Graduation

To graduate from ACS, a student must accumulate 24 credits in grades 9-12 to receive a standard diploma and 28 credits to receive a college preparatory diploma. For graduation units include the following:

General		College Prep	
English	4 units	English	4 units
Bible	4 units	Bible	4 units
Physical Education/Health	2 units	PE / Health	2 units
Science	3 units	Science	4 units
** 2 from E. Science, Biol., Chem.		** to include E. Science, Biol, & Chem.	
Math (including Alg I)	3 units	Math	4 units
** 2 from Alg. I & II, & Geom.		**to include Alg. I & II, & Geom.	
U. S. History / Soc. Studies	3 units	History / Social Science	4 units
		Foreign Language	3 units
Fine Arts (music, art, drama)	1 unit	Fine Arts	1 unit
Computer	1 unit	Computer	1 unit
Electives	3 units	Electives	1 unit
Total	24 units	Total	28 units

While enrolled at ACS, students must take Bible. If a student enrolls, having attended another high school, the Bible credit will be reduced to only include the years they are enrolled at ACS. Additional electives will be counted to make up the required total units.

### Graduation Marching Requirements

- ◆ A student must have the full 24 credits for a general diploma or 28 credits for a college preparatory diploma, and be in good standing with the school to receive his or her diploma at the annual commencement exercises.
- ◆ A student will be permitted to march at the annual commencement exercises and receive a diploma cover if he or she falls short by only one credit and agrees that the diploma will be granted privately when all of the course work is completed and fees paid.
- ◆ No student will be permitted to march in commencement exercises if more than one credit is lacking.

Students who plan to attend college should write the college of their choice to find out if there are special requirements for admission. Each college has its own individual requirements, and students will need to plan a school program with the administration to assure fulfillment of particular college entrance requirements. The administration will assist the student in any way possible.

### Schedule Changes

No course may be dropped or added unless the student secures permission from the parent and administrator. Any course dropped after the first three weeks of the semester will be recorded as an incomplete unless such a change is recommended by the administration. No course may be dropped or added after the fourth week of a semester.

**Senior Privileges**

Any senior desiring to leave campus early, and who has enough credits, may do so with permission from the administrator if all grades are C or above.

**Co-op**

Junior and senior students who work may participate in the co-op program. Students will work in cooperation with the administration to determine if they will have enough credits for graduation. Students must maintain a C average in all courses to remain in the program. Co-op students must leave campus immediately after their last class.

**Summer School**

ACS does not operate a summer school at this time. However, some students may be required to attend summer school or have tutoring in order to progress to the next grade or to graduate on schedule. Only courses failed or courses not offered by ACS may be taken in summer school. Courses for make-up work are offered through the American Home School Program. These courses are designed for student independent study. To enroll in the program, parents should contact the administrator.

**Testing Program**

All students are given achievement tests in the spring of each year to measure their progress in basic academic areas.

We recommend that students take the SAT or ACT during the spring of their junior and senior year. Students pay the standard fee, which is charged for the test nationwide. They are notified in advance of the times and places for the examination. Enrollment packets are available in the office.

## CONDUCT AND DISCIPLINE

**General Guidelines:** Discipline is defined as training that develops self-control, respect, and efficiency; treatment that corrects. Young people need discipline that is designed to teach and train. Discipline is necessary for the welfare of the individual student and for the entire school. Teachers are the authority in the classroom. They are given liberty to make and enforce classroom regulations in accordance with the disciplinary standards of Appalachian Christian School.

ACS incorporates several disciplinary measures including, but not limited to, writing assignments, after-school detention, community service, out-of-school suspension, and expulsion. Parent conferences are required by the administration to emphasize the seriousness of a problem and to seek solutions. Parents are expected to support teachers and administration in discipline assigned their child. Continual lack of parental support could result in expulsion. Cooperation between the home and the school is essential for proper student growth.

All students will be expected to follow the rules and policies outlined in this handbook. Each teacher is given the liberty of making and enforcing reasonable classroom rules; and behavioral modification and incentive programs.

### **Standards of Conduct**

Appalachian Christian School strives to maintain a healthy Christian learning environment with a focus on academic excellence and a positive social culture. Thus, the following standards of conduct have been established while at school or on school sponsored activities:

- We will use only appropriate language and tell the truth at all times. No cursing, inappropriate language, sexual gestures or suggestive language will be permitted.
- There will be no physical contact or show of affection allowed.
- The use or possession of tobacco products in any form is prohibited.
- No dancing or secular music will be allowed.
- The use or possession of alcoholic beverages is prohibited. (The possession or use of alcoholic beverages on or off the school grounds could result in immediate and permanent expulsion).
- The use or possession of illegal drugs is prohibited. (The possession or use of drugs on or off the school grounds could result in immediate and permanent expulsion).
- Maintain high standards of courtesy, kindness, morality, and honesty.
- Students will strictly adhere to the ACS dress code.
- All court involvement must be reported to the administration immediately. Failure to do so will be grounds for dismissal from ACS.
- Electronic devices, to include but not limited to cellular phones, pagers, CD players, electronic games, cameras, etc., are not allowed at school. These items will be confiscated and returned to the student's parents. Continued infractions of this policy will result in disciplinary action.
- No food or drinks are allowed in the classrooms except by special permission from the administration.

## **ROPE**

To give students guidance in adhering to the above standard of conduct the R.O.P.E. system was developed. Students may use the ROPE as a guide for developing a standard of excellence in their conduct. "Students may use the rope to climb to excellence or to academically hang themselves."

**R - - Respect** the administration, staff, rules, and peers at all times. Students will not be verbally abusive to each other, administration, or teachers. They will not back talk or make negative comments.

**O - - Obey** the administration and staff at all times. When asked to do something the student will immediately proceed to do as asked. Students will obey ACS rules at all times.

**P - - Participation** is vital to the success of the school. Students will participate in chapel, class discussions and assignments, field trips, and school programs. If the student is part of any extracurricular or sports team, they will not be allowed to drop out except for medical reasons. They will attend all functions associated with being a part of the team; for example sports banquets and away games. Students will be required to participate in special programs, pageants, and the annual commencement exercises.

**E - Effort** is expected in all subjects. Students will demonstrate reasonable effort to perform all class work and homework assigned.

## **APPROVED DISCIPLINE POLICY**

**Minor Classroom Disruption:** 1) writing assignment or community service hours and note to parents 2) parent / teacher conference 3) parent / student / administrator conference

**Major Classroom Disruption:** 1) Student sent to the office – parent / student / administrator conference 2) up to 3 days OSS 3) Academic Council

**Direct Disobedience:** 1) Writing Assignment or community service hours and note to parents 2) parent / student / teacher conference 3) parent / student/ administrator conference

**Possession, Use, or Transferring Alcohol or Drugs:** 1) 5 days OSS and referral to Academic Council 2) up to expulsion.

**Possession, Use, or Transferring of Tobacco Products:** 1) Parent / student / administrator conference and 1 day OSS 2) Parent / student / administrator conference and 3 days OSS 3) Academic Council

**Fighting or Threatening:** 1) Parent / student / administrator conference and 3 days OSS 2) Parent / student / administrator conference and 5 days OSS 3) Academic Council

**Vulgar, Profane, or Abusive Language or Cursing:** Each offense 500 sentences and 1 day OSS. 2) Continuous infractions could result in multiple days of OSS, community service hours, or other action determined by the administrator.

**Threatening Staff:** Student will come before the Academic Council for action to be decided. Possible actions to include but not limited to OSS, community service hours, writing assignments, expulsion, or assault charges.

**Leaving School without Permission / Cutting Class:** 1) Parent / student / administrator conference and 1 day OSS 2) Parent / student / administrator conference and 3 days OSS 3) Academic Council

**Unexcused Tardies:** Each occurrence will include a writing assignment and after-school detention. Five will result in a parent / student / administrator conference. Continued infractions will result in referral to the Academic Council.

**Cheating:** Zero on the assignment and one day OSS. 2) Parent / student / administrator conference and 3 days of OSS. 3) Referral to the Academic Council.

**Destruction of property:** up to 3 days OSS, community service hours, and restitution. Continual infractions will result in referral to the Academic Council.

**Stealing:** Administrator's choice of 1 day OSS, community service hours and restitution.

**Physical Contact, Show of Affection:** 1) 1 day OSS & writing assignment 2) 3 days OSS and writing assignment 3) Parent / Student / Administrator Conference 4) Academic Council

Continued infractions in any area may result in the implementation of a written behavior plan, community service hours, referral to the Academic Council or expulsion.

### **Searches**

To insure the safety of our students, Appalachian Christian School reserves the right to conduct searches or pat downs if someone has reported seeing a student with contraband or if staff suspects possession of contraband. Searches may be conducted of backpacks, lockers, coats, and cars on our premises, and require students to submit to random drug screens.

Pat downs of students may be conducted in a private area with two staff members of the same gender present. Pat downs will be documented in the student's record.

### **Drug Free Environment**

Appalachian Christian School is dedicated to a drug free environment and will not tolerate infractions of this policy by staff or students. ACS reserves the right to require staff or students to submit to random drug screens at the discretion of the school administrator. Anyone refusing a drug screen may be subject to immediate expulsion.

### **Care of Property**

- ◆ Respect for the appearance and care of the school and its property is expected.
- ◆ Practical jokes involving school property are not permitted.
- ◆ Sitting on desks, carving in or defacing desks or walls, eating in restricted areas, throwing things, and littering are not permitted. Students who disfigure property, break windows, or do other

damage to school property or equipment will be required to pay for the damage, in addition to receiving disciplinary action.

- ◆ Students are not to sit on steps or slide down hand rails.

## **GUIDELINES TO STUDENT DRESS AND CONDUCT**

The dress code for ACS is based on the precepts of modesty. Students will be required to be properly dressed at all times while at school or on school activities. No clothing bearing slogans of the rock / drug culture; the occult, to include witches, ghosts, skulls, new age, peace signs, pentagrams, etc.; or activities conflicting with ACS standards will be allowed. In the event a student is found not in compliance with any aspect of the dress code as outlined in this policy, the student's parents or legal guardians will be contacted and expected to bring appropriate articles to school immediately.

### **GIRLS**

All young ladies are required to wear modest dress in proportion to their ages. Excessive jewelry (to include no more than two earrings per ear, dog collars, or spikes); excessive makeup, including black nail polish or lipstick; or extreme clothing will not be permitted. No body piercing will be allowed.

#### **Allowed:**

- For school activities other than classes, dresses or skirts no shorter than the top of the knee in a standing or sitting position. Slits should be no higher than the top of the knee
- ACS polo shirts are required.
- Jeans or dress pants that are modest, loose fitting, and neat in appearance without holes (defined as completely through the jeans so that skin or undergarments are visible). Belts must be worn.
- For after-school activities, loose T-shirts, blouses, button up shirts (all with sleeves). Necklines must be no lower than the collar bone. No visible cleavage.
- ACS pullover sweaters or sweatshirts (hoods must remain down at all times)
- Sandals, tennis shoes and dress shoes

#### **Prohibited:**

- Spandex or form fitting knit
- Shirts that exposes the midsection when arms are lifted above the head
- Tank tops, tops with spaghetti straps or low neck lines
- Sweatpants
- Low-rise pants that expose skin or undergarments at the mid-section.
- Nylon or leather
- Shorts (except as announced)
- See through material
- Dog chains, collars, or bracelets
- Flip-flops

**Chapel Day:** Skirts and ACS polo shirts must be worn with dress shoes.

### **BOYS**

Boys are required to present themselves in a modest and manly fashion. Hair must be conservative and neat and cannot be below the ear, in the eyes, or reach the bottom of the collar. School officials reserve the right

to request a hair cut. Facial hair must be age appropriate, neat and well-groomed. Excessive jewelry, earrings, body piercing, and visible tattoos are prohibited.

**Allowed:**

- Jeans or dress pants that are modest, appropriate fitting, and neat in appearance without holes (defined as completely through the jeans so that skin or undergarments are visible). Belts that are leather or canvas must be worn. Boys' belts may not have spikes, sequence, or other jewelry appearance.
- ACS polo shirts
- ACS Sweatshirts (hoods must remain down at all times)
- Tennis shoes and dress shoes with socks and laces tied

**Prohibited:**

- Sagging pants
- Spandex, or form fitting knit
- Sweatpants
- Nylon or leather pants
- Shorts (except as announced)
- A-shirts or tank tops
- Flip Flops or Sandals

**Chapel Day** –Dress pants and ACS polo shirt, belt, dress shoes and socks.

**CHANGES**

The administration reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.

**Grievances**

When questions or problems arise, the chain of command must be followed:

- Address all problems with the child's teacher first.
- If the matter is not resolved, request a conference with the administrator.
- If the matter is still not resolved, request a conference with the Executive Director. His decision will be final.
- All grievances are to be considered confidential and not to be discussed with other parents, children, or staff.

**Appalachian Christian School  
1044 New Beason Well Road  
Kingsport, Tennessee 37660**

**Statement**

I have received and reviewed a copy of the ACS Student Handbook. I agree to abide by the rules, policies, and procedures described herein.

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Signature of Parent

Date

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Signature of Student

Date