Augusta Christian Schools Non-Discrimination Policy

Augusta Christian Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, tuition assistance programs, and athletic and other school-administered programs.

Augusta Christian Schools
313 Baston Road
Martinez, GA 30907
(706) 863-2905
www.augustachristian.org

“Building Kingdom Leaders”
# Table of Contents

Letter from the Head of School ................................................................. 5
Mission Statement .......................................................................................... 5
Purpose ............................................................................................................. 6
Educational Philosophy .................................................................................. 6
School Governance ......................................................................................... 7
Board of Trustees .......................................................................................... 7
Administrative Team ...................................................................................... 7
Statement of Beliefs ......................................................................................... 8
School History ............................................................................................... 8

SECTION I – ADMISSIONS
- Admission Policies and Procedures ......................................................... 9
- Enrollment Process .................................................................................... 10
- Re-Enrollment ......................................................................................... 12
- Home School Students Admission ......................................................... 12

SECTION II – HEALTH AND SAFETY
- Required Immunizations ........................................................................ 12
- Physical Examination ............................................................................ 12
- Birth Certificate ....................................................................................... 13
- Sickness ................................................................................................... 13
- Medication ............................................................................................... 13
- Communicable Diseases .......................................................................... 13
- Ill Students at School ............................................................................ 14
- Emergency Phone Number of Parents Required .................................... 14
- Medical Release Form Required ............................................................. 14
- Student Accident Insurance ................................................................. 14
- Healthcare Appointments ..................................................................... 14
- Emergency Closing of School ............................................................... 14
- Emergency Drills ................................................................................ 15
- First Aid ................................................................................................. 15
- Head Lice Policy .................................................................................... 15
- Animals on Campus ............................................................................. 15

SECTION III – OFFICE PROCEDURES
- Attendance Policy ................................................................................ 15
- Absences ................................................................................................. 16
- Make Up Work ...................................................................................... 16
- Administrative Review ........................................................................ 17
- Tardiness ............................................................................................... 17
- Signing Students out of School ............................................................ 18
- Student Records .................................................................................... 18
- Student Pictures ................................................................................... 18
- Yearbook .............................................................................................. 18
- Telephones ............................................................................................ 18
- Cell Phones ........................................................................................... 18
- Lost and Found ..................................................................................... 19
Visitors on Campus........................................................................................................ 19

SECTION IV – OFFICE AND GENERAL
Office Hours and Location.......................................................................................... 20
Elementary School Hours .......................................................................................... 20
Withdrawals................................................................................................................ 21
School Calendar .......................................................................................................... 21
Office Communication ............................................................................................... 21
General School Communication .............................................................................. 21
Parent Meetings ......................................................................................................... 22
Parental Support ....................................................................................................... 23
Helpful Guidelines ..................................................................................................... 24
Parties at School ......................................................................................................... 24
Volunteers .................................................................................................................. 25

SECTION V – GENERAL POLICIES AND PROCEDURES
Field Trips .................................................................................................................... 25
Transportation ............................................................................................................ 27
Drop-Off/Pick-Up (Carline) ...................................................................................... 27
After School Activities Program (ASAP) ................................................................ 28
Discipline .................................................................................................................... 28
  Disciplinary Process ............................................................................................... 29
  Disciplinary Definitions ......................................................................................... 32
  Lines of Authority ................................................................................................ 33
  Mutual Respect ...................................................................................................... 33
  Complaint or Problem Procedure/Responsibilities ............................................ 33
Internet and Computer Use Policy .......................................................................... 34
School Computer Use Policy ................................................................................... 35
Dress Code Guidelines ............................................................................................. 37
  Dress Code Responsibilities .................................................................................. 38
  Spirit Week/Dress Down Days ............................................................................. 39
Other General Policies .............................................................................................. 39

SECTION VI – FINANCIAL POLICIES
General Statement .................................................................................................... 39
Enrollment .................................................................................................................. 40
Application of Policy ............................................................................................... 40
Payment Plans .......................................................................................................... 41
Tuition Payment Policy .............................................................................................. 41
Tuition Assistance ..................................................................................................... 41
Fines/Debts ............................................................................................................... 41

SECTION VII – PROGRAM OF INSTRUCTION
Grade Procedures ...................................................................................................... 42
Grade Placement ...................................................................................................... 43
Skipping a Grade ........................................................................................................ 43
Progress Reports ...................................................................................................... 44
Homework ................................................................................................................. 44
Academic Recognition ............................................................................................. 44
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Credit/Extra Work</td>
<td>45</td>
</tr>
<tr>
<td>Promotion/Retention and Re-Enrollment Policy</td>
<td>45</td>
</tr>
<tr>
<td>Summer Tutoring</td>
<td>45</td>
</tr>
<tr>
<td>Summer Review Classes</td>
<td>46</td>
</tr>
<tr>
<td>Standardized Testing</td>
<td>46</td>
</tr>
<tr>
<td>Educational Screening</td>
<td>46</td>
</tr>
<tr>
<td>Textbooks</td>
<td>46</td>
</tr>
<tr>
<td>Library/Media Center</td>
<td>47</td>
</tr>
<tr>
<td>Curriculum</td>
<td>48</td>
</tr>
<tr>
<td>Chapel</td>
<td>49</td>
</tr>
</tbody>
</table>

**SECTION VIII – STUDENT INFORMATION**
- Facilities .................................................. 49
- Classroom Expectations .................................. 49
- Cafeteria/Lunches ........................................ 50
- Other Information ........................................ 50
- Pledges .......................................................... 50

**SECTION IX – PARENT RESPONSIBILITIES** .......................... 51

Parent-Student Agreement Form (sign and return to teacher): page 53.
Welcome from the Head of School

Dear Student and Parent:

On behalf of the entire Augusta Christian Schools community, I am honored to welcome you as members of the family. The Augusta Christian family consists of a board of trustees, an administration, faculty, parents and students. Within the family, we build on a foundation of Biblical principals coupled with a strong academic program. It is our desire to develop in each student a well-rounded, mature individual prepared to live in and contribute to his community. In order for the community to function smoothly, certain expectations are required. When these are respected and followed by each member of the ACS community, this then helps assure a smooth and orderly operation.

The purpose of this handbook is to present guidelines for conduct so that parents, students and teachers are “of one mind” as we work together in the great privilege that we have in training young men and women to honor God with their entire life.

We express our sincere thanks to each family who has entrusted their children to the academic and spiritual care of Augusta Christian Schools. Please believe that we are committed to provide a Christian education that will fulfill our mission statement: Preparing students to serve Jesus Christ as Lord, partnering with family and church, instilling high standards spiritually, academically, socially and physically.

With His Blessings and Strength,

Dr. David M. Piccolo
Head of School

ACS MISSION STATEMENT

Our mission is to prepare students to serve Jesus Christ as Lord, partnering with family and church, instilling high standards, spiritually, socially and physical.
The comprehensive purpose of Augusta Christian School is to provide a Christian educational experience on the authoritative Word of God. The school views itself as an indispensable part of the three major forces in the life of each child: the home, the church, and the school. The school intends to be an extension of the home, and therefore a responsive listener to it. It intends to be cooperative with the churches and supportive of their programs and activities. The school will respect the various differences of positions on certain issues within the Christian community. The school also intends to develop ministries to bring its view of life to the non-Christian community.

It is also the purpose of the school to provide a sound academic education with a Christian world-view. The Bible is specific in stating the principles that underlie Christian education. Paul presented a comprehensive principle which he wrote of Christ: "For by Him were all things created, that are in Heaven and that are in earth...And He is before all things and by Him all things consist." (Col. 1:16-17)

The writer of the fourth Gospel said: "All things were made by Him: and without Him was not anything made that was made." (John 1:3) There is an important difference between the Christian and the non-Christian viewpoint on a given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach to education can be entirely God honoring.

The Word of God is clear in making parents responsible for the education of their children; education not limited to the counsels of God revealed in His word, but also in the counsels of God revealed in His world. These parents want their children to be educated at home and at school with the consciousness that all truth is God's truth and that Jesus Christ is to be central in all learning and living. The school is committed to excellence in all that it does. This means that the best materials are to be used by the best instructors in facilities that are of sound quality.

The educational philosophy of Augusta Christian School is dependent upon the Bible to provide the viewpoint for interpreting any subject or any school activity. The process of education is seen as a means used by God to discipline saved students in Christian growth, to bring the unsaved student to Himself through personal faith in Christ, and to develop a Christian mind so the student can fulfill God's will for his life vocationally and personally. The mandate for Christian education comes from God's command that children are to be taught to love God and to give Him preeminence in their lives, and from the Biblical teaching that parents are responsible for the total education of their children.
SCHOOL GOVERNANCE

Augusta Christian Schools is an independent school, owned and operated by the Augusta Christian Schools, Inc., a nonprofit corporation. The duties of the corporation are to elect members to the Board of Trustees and approve the annual budget. All other authority is given to the Board of Trustees. The Board is selected from among qualified candidates whose names are submitted by parents and other Board members. Among the duties of the Board is setting the policies and program of the Corporation, appointing and contracting for administrative and teaching personnel and employing persons as may be necessary. The ultimate authority for governing and operating the school is the Board of Trustees.

BOARD OF TRUSTEES FOR 2012-2013

Mr. Ed Brown
Mr. Estevan Price
Mr. Nick Carter
Mr. Brad Jeffares
Mrs. Susan Jernigan
Mrs. Michelle Looper

Chairman
Treasurer

ADMINISTRATIVE TEAM

Dr. David Piccolo
Dr. John Bartlett
Mrs. Lauren Banks
Mr. Darrell Wells
Mrs. Jennifer Montgomery
Mr. Marty Griffin
Mrs. Clare Bethune
Mrs. Lynn Wilkerson
Mr. John Neivel
Mr. Les Walden
Mr. Cary Rivers

Head of School
Special Assistant to Head of School
JH/HS Principal
Elementary Principal
School of Talent Development Principal
Director of Athletics
Director of Guidance
Director of School Activities
Maintenance Supervisor
Comptroller
Director of Development and Outreach
STATEMENT OF BELIEFS

*We believe* in, and without reservation hold to, the verbal inspiration of the Holy Scriptures as expressed in the Old and New testaments, and accept whatever they declare to be true as the authority of God Himself speaking therein;

*We believe* that there is One and Only One living and true God and in the unity of the Godhead there are three Persons of one substance, power, and eternity;

*We believe* that Adam and Eve were seduced by the temptation of Satan, sinned, and fell: and by this fall all mankind become dead in sin, corrupt in nature; and this corruption is transmitted from generation to generation; and therefore, man is in need of regeneration and pardoning grace for restoration;

*We believe* that Jesus Christ is God's only begotten son, the Mediator between God and man, the second Person of the Trinity, Who was conceived by the power of the Holy Spirit in the womb of the virgin Mary, and thus possessing two whole, perfect, and distinct natures, Godhood and manhood;

*We believe* that Christ died on the cross to make a substitution atonement for sinners, was buried, and on the third day He arose from the dead with the same body in which He suffered, with which also He ascended into Heaven; and there sits at the right hand of the Father making intercession for His people, and in the Father's own time will personally return to judge men and angels and bring in the Kingdom of Glory;

*We believe* in the Holy Spirit as the third Person of the Trinity, of the same substance and equal in power and glory with the Father and the Son, to be loved, obeyed, and worshipped; and that he regenerates men by His grace, convicts them of sin, moves them to repentance, persuades and enables them to embrace Christ by faith and unites all believers to Christ;

*We believe* the Gospel of Christ and there is no other way of salvation than that revealed in it, specifically, that saved individuals are born again into God's family by accepting and receiving Jesus Christ as their personal Savior;

*We believe* that the church is the Body of Christ, and consists only of those who are born again. We believe that Christ makes intercession for His church and will come again for His church.

SCHOOL HISTORY

*The lines have fallen unto me in pleasant places; yea, I have a goodly heritage.* Psalm 16:6

In 1958, a small group of Christians with a vision for Christian education was led together by God to found Augusta Christian School. It opened that first year with one teacher and a kindergarten class of eight students.

After meeting for three years at Druid Park Church, the school moved to a facility on Golden Camp Road and was incorporated that same year. By 1972, there were 334 students in K-8.
Seeming tragedy struck when a fire devastated the facilities. God's faithfulness was very evident in the provision of 26 acres of property on Baston Road in Martinez.

The year of 1978 was highlighted by the joyful occasion of the first graduating class of ACS. The next few years were marked with the building of the athletic complex, including the gym and football field. In 1981, the Georgia Accrediting Commission accredited ACS. As enrollment increased a high school building was constructed in 1983 with the extension the following year.

The School of Talent Development was founded in 1990 to service students with learning deficiencies and has become a vital part of Augusta Christian's mission to reach the needs of many families through Christ-centered education.

In 1996, the early childhood center was converted into a beautiful Fine Arts Center and was named after one of the school's founders, Mr. Charles B. Whitney, Sr. Our football and baseball fields were developed over a period of years and now include new bleachers.

In 2005, the school purchased the Baker Woods Baptist Church building and property at 470 Fury's Ferry Road. The building was renovated to meet school and accreditation needs. All elementary grades K5 through 5th were moved to this new campus. The Middle and High school campus on Baston Road were renovated and adjusted for school use there as well.

God's faithfulness has been apparent in not only providing property, but by providing quality personnel who are committed to Jesus Christ as well as to Augusta Christian Schools. It is the continued purpose of ACS to honor Jesus Christ, believing that an education in which Christ is central will influence the entire course of a student's life.

Accreditation. ACS is fully accredited by the Association of Christian Schools International (ASCI), and the Southern Association of Colleges and Schools (SACS).

"For the Word of the Lord is right and true; He is faithful in all He does." Psalm 33:4 NIV

SECTION I - ADMISSIONS

Augusta Christian Schools admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of education policies, admission policies, tuition assistance programs, athletic programs, and other school-administered programs.

Admission Policies and Procedures

"Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6
Augusta Christian Schools seek to admit students whose parent(s) or legal guardian desire a quality Christian education for their child. A spirit of mutual cooperation is necessary if we are going to be successful. The parents must state in writing that they have read and agree with the Family Commitment Statement, and both parents must agree to have their child’s education in accordance therewith. All students must reside with a custodial parent or legal guardian.

The curriculum is designed to meet the educational needs of the average to above average student. Students seeking admission must furnish a recent report card and achievement test scores. ACS encourages students to be successful; therefore, each student is expected to put forth maximum effort according to his/her abilities. ACS does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff. All new students are on (academic and social) probation for the first quarter of attendance. Before making application, please review your child's academic records in light of above criteria. Enrolling students who speak English as a second language may be required to hire a tutor if deemed necessary by the administration.

For those students transferring in during the school year, an investigation is conducted as to the reasons for transferring, performance and conduct while at the previous school, along with achievement test scores and progress reports. Students expelled from another school will not be considered for admission at Augusta Christian Schools. Students who have serious discipline issues will not be accepted during the current academic school year. Any future admission decisions will be based upon the student's disciplinary and academic record.

Academic and disciplinary records for admission will be requested from the previous school and parents along with all relevant medical and psychological reports. Failure to disclose all necessary information may lead to the student's eventual withdrawal. If you need clarification, please contact the ELEMENTARY PRINCIPAL'S OFFICE.

**Enrollment Process**

The enrollment process consists of completing the paperwork listed below, and a personal interview with the admissions director and elementary principal.

To be considered for enrollment in ACS, every student's parent must submit a completed application and pay the testing fee. Copies of recent report cards and achievement tests need to be submitted prior to an interview with the principal. *(Registration is not completed until the student has been formally accepted, interviewed by the principal, and there is a signed financial agreement submitted by parents.)*

- K3/K4/5 students must be three/four/five (5) on or before September 1st of the school year they enter. Elementary students must be of suitable age for the grade assigned (1st graders must be six (6) years old on or before September 1st of the school year.
All students K5-5th will be given an entrance test to determine grade level readiness.

Parents will be called by the school to schedule an appointment with the Principal. Students may accompany their parents to the interview. During the interview, the principal will review the school's history, philosophy, curriculum, discipline system, homework expectations, communication, etc. The principal will discuss the child's academic, spiritual, social and physical needs with the parents.

**Enrollment Forms to be completed and/or submitted are:**

1. Authorization for Medical Treatment
2. Family Commitment Form
3. Birth Certificate
4. Georgia Certificate of Immunization - Form #3231
5. Certificate of Ear, Eye and Dental Examinations - Form 3300
6. Recommendation Form
7. Completed Application
8. Recent Report Card/recent Achievement Test
9. Discipline Report
10. Attendance Record

Families must agree to abide by school policies, assist the school and support school officials in the implementation and enforcement of its policies. Each student of the school shall be of the highest moral character and be obedient to all biblical principles, including, but not limited to, prohibitions against fornication, drug use, and alcohol use, pornography and homosexuality. All students must obey the laws of the United States of America and the State of Georgia and all local ordinances. The school reserves the right to dismiss any student with or without cause.

**Selection Process.** Selection of students for acceptance will be based on the following criteria as evidenced through the admission application and interview:

- Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports.
- Parents and students must be open to hearing the gospel of Christ. Students must demonstrate acceptable conduct and good behavior as evidenced on recent and prior report card behavior evaluation.
- The student and family must be willing to work in close partnership with Augusta Christian Schools as evidenced by signing the appropriate form in the Parent/Student Handbook, and the Family Commitment Form (application).
- ACS does not accept students who have been expelled from other schools.

After the interview, the admission's decision will be made as soon as possible. Parents affirm their decision to enroll the student in the school by submitting a
signed Financial Agreement. This agreement is reviewed and signed at the Business Office.

**Priority of acceptance** is determined by the following criteria:

- Pupils currently enrolled and continuing at Augusta Christian Schools. This protected enrollment expires at the end of the announced re-enrollment period for present students. This usually occurs in January. Currently enrolled students have a limited time to re-enroll on a priority basis. Acceptance for re-enrollment is contingent on the level of academic and citizenship performance attained during the previous enrollment period and meeting all financial obligations.
- Children of staff members of ACS.
- Siblings in families who already have one or more children in the school.
- All other applications will be held in a "waiting pool" for review.

**Re-Enrollment**

Registration begins the in January. A packet of information will be made available to each current family detailing the enrollment process.

**Home School Students Admissions**

Home-school families will be allowed to enroll their children based on availability of openings (art, band, chorus). This program is primarily designed to compliment extra-curricular and upper level curricular needs. Enrollment is handled in basically the same manner as the regular student. However, testing requirements and some degree of academic latitude can be granted in the interview process since students are enrolled in non-academic subjects. Guidelines and restrictions are developed and modified yearly to accommodate the goals of ACS.

**SECTION II - HEALTH & SAFETY**

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for students. Students are required to report any unsafe conditions or talk of potentially hazardous conditions to the teacher, counselor, or administrator.

**Required Immunizations** - Every child must be current in their immunizations to attend Augusta Christian Schools. Georgia law requires immunizations. The record of these immunizations must appear on Form 3231 from the Georgia Department of Human Resources. Students entering or transferring into Georgia Schools must show proof of the following immunizations: DTP, Hepatitis B, OPV, MMR.
**Physical Examination** - Every child entering school in the State of Georgia must submit a Certificate of Ear, Eye and Dental Examinations (commonly referred to as the "3-point screening" form). This information must be submitted to the school on Form 3300 from the Georgia Department of Human Resources. This may be obtained from the school that the student is currently attending.

**Birth Certificate** - A certified copy of the child's birth certificate must be presented to the school office prior to acceptance.

**Sickness** - In the interest of every child's well being, parents are requested to keep their child home when he/she is sick. If a child has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge or diarrhea you must keep your child home. If your child develops symptoms at school, the student will be isolated, and you will be notified to pick up the child as soon as possible. If we cannot reach anyone listed on the student's application, we will, if necessary, obtain medical attention from a doctor of our choice. Elementary students who have a fever of 100º or more or are vomiting will be sent home. These students may return when the fever is below 100º for 24 hours and/or the vomiting has subsided.

**Medication** - Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, lockers, or backpacks. Designated school staff must administer all medications. All drugs must be in the original pharmacy or manufacturer’s labeled container. A signed parent consent form is to be on file for those students.

**Communicable Diseases** - ACS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent or a rash that may be transmitted whether directly or indirectly by a susceptible host, infected person or animal on to other persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify a member of the administrative team. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC) Amebas, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Burcellosis, Camplylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inquinale, Hansen's Disease (Leprosy), Hemorrhagic Fever, (HIV), Legionnaire's Disease, Leptospirosis, Lymphohgranuloma Venereum, Shellfish poisoning, Pertussis, pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibria Infections and Yellow Fever.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, Augusta Christian Schools may require an independent physician's examination of the student or employee to verify
the diagnosis of a communicable disease. ACS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

**Ill Students at School.** The school does not employ a trained nurse. Therefore, it is impossible to care for students at school. Students who become ill at school will be permitted to report to the school office where they are cared for until a parent/guardian arrives. All students who leave school for any reason must sign out in the office.

**Emergency Phone Number of Parents Required.** We request that at least one emergency phone number be on file in the school office. In addition to home phone numbers, the school requires a work phone number or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem.

**Medical Release Form Required.** The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under eighteen without parental consent. Only a school office will use this form when a parent or guardian cannot be contacted.

**Student Accident Insurance.** While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents as well as accident forms completed. If your student requires medical attention, please note that your private family medical insurance will be the primary coverage and our school policy will be secondary. It is your responsibility to file on your private family medical insurance. After your insurance company has paid, then any out-of-pocket expenses that you incur would be reimbursed, either in part or in whole, by the school's insurance depending upon the limitations of the school insurance policy. ACS does not recommend specific doctors. Parents should seek a doctor on your own individual health plan.

**Healthcare Appointments.** Whenever possible, all medical and dental appointments should be made outside of regular school hours. Academic problems often develop when students must continually leave school for medical purposes.

**Emergency Closing of School.** Students at Augusta Christian Schools typically have to travel the same streets and under the same conditions as students in the Columbia County School District. It is, therefore, the policy of Augusta Christian Schools that if the Columbia County School District decides that the weather conditions are such as to close school, Augusta Christian Schools will close also.

Since the Columbia County School District serves a large student population, the radio and television stations will be more likely to announce such closings more frequently and at more critical times during the day. By following the policy of the Columbia County School District, it becomes significantly easier to transmit information about school closings. In case of bad weather, avoid calling the school office except for crucial situations. When school closes early because of bad weather, students should be picked up as soon as possible.
Emergency Drills. Fire, tornado and other emergency drills will be conducted throughout the school year in accordance with city, county and state regulations.

Fire Drill: Evacuation maps are located in every classroom. Students should move as quickly as possible without running and remain quiet and under control. Teachers should take their roll books with them and immediately check the roll when their class has arrived at their fire drill stations outside. Status cards (G/R) are immediately displayed by teacher. An orderly evacuation will keep the risk of injury to a minimum.

Tornado Drill: Students should sit on the floor along a designated wall with their head in their laps and remain quiet. They should do this as soon as possible after the warning is given. This activity is to be done in a serious, orderly and quiet manner.

First Aid. Designated faculty with proper training shall render first aid treatment. Emergency medical treatment will be sought for students whose medical needs warrant such action.

Head Lice Policy. All students may be checked randomly for head lice. If lice or nits are found, the students will be isolated and parents will be notified to pick up your child as soon as possible. Students need to be treated with medication and nit free before they are allowed to return to the classroom. Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

Animals on Campus. Live animals are permitted in classrooms by teacher request for specific instructional purposes. Administrative approval is required to have live animals visit on campus.

SECTION III - OFFICE PROCEDURES

"Hear counsel, and receive instruction, that you may be wise." Proverbs 19:20

Attendance Policy. One of the keys to successful academic achievement is regular attendance at school. Regular attendance is required by Georgia Law and is necessary for good scholarship. All school days on the calendar are considered full days unless otherwise specified through notification of special events. All minimum days and activity days are considered compulsory attendance days. School attendance becomes a permanent part of the student's record. We believe that regular attendance in class is essential to the success of a student's school experience. One can seldom ever make up or compensate for absences from class. Any work done to make up what was missed during an absence is primarily an effort to bridge the gap in classroom experience. The school discourages taking extra days before or after a scheduled vacation or anytime while school is in session.
Absences

Reporting Back to School After an Absence. Upon returning to school after an absence, the student is to bring a signed note from his/her parents detailing the cause of the absence. Elementary students need to give their signed note to their classroom teacher.

A pre-arranged absence is an absence where the parent has submitted a letter to the teacher/administrator stating the upcoming absence and obtained approval and the school work assignments for that time. **A minimum of one (1) week's notice is required in order for the pre-arranged absence to be approved.**; provided further that the student arranges with his teachers for all assignments to be missed during such absence, **all make-up work is to be completed and handed in to the teacher the day the student returns to school.** Teacher discretion will determine work to be made up.

Absences due to extenuating circumstances will be evaluated by the Administration.

Excessive Absences. If a student has seven (7) excessive absences in a semester the student and parent(s)/guardian will be requested to have a conference with the principal in order to curtail the excessive absences. Students absent for an extended period of time may be withdrawn from school after 20 days of absence. Reasonable means of notifying the parent will be made (phone, letter, or personal visit). If there has been no acceptable parent response by the end of the 15th consecutive day of absence, the student will be withdrawn. Elementary students who have excessive absences will be counseled by the principal and may not be allowed to make-up work following twenty days of absence during the school year.

Make-up Work Following an Absence

1. A student who has an absence shall, by the end of the day of the student’s return to school, make arrangements with the teacher(s) for any make-up work. It is the student’s responsibility to make these arrangements.
2. Any student suspended out of-school or found by an administrator, based on evidence, to have skipped a class, may make up any test or daily work missed. All work made up for a suspension or after a student has been determined, by an administrator, based on evidence, to have skipped a class will be assessed a letter grade penalty when submitted.
3. Student shall be allowed at least the same number of days for make-up work as the number of days absent.
4. Elementary parents may request make-up work on the day of absence. **This request must take place by 9:00 a.m. or the requested work may not be available until after 2pm.**
Administrative Review

A student who has ten (10) or more absences may present documentation to the designated administrator for waiver of the “subject to failure” and passing the final exam provisions. An administrative review of a student’s absence will occur under the following circumstances: A licensed physician shall document absences for extended illness or hospitalization with a certification of illness for the specific days of absence. Chronic illness requires an annual verification by a licensed physician. The designated administrator shall review the documentation, render a decision, and notify the student/parents and teacher(s).

Tardiness

“See then that you walk circumspectly…redeeming the time because the days are evil.” Ephesians 5:15-16

Punctuality is a matter of primary importance in the education process. Students, when tardy, disrupt the educational process and jeopardize their own academic achievement. **Arriving late to school or departing school early are both considered tardies.** Tardies for emergency medical reasons or multiple medical tardies will be considered on an individual basis.

Students who enter the classroom after 7:55 AM with an office tardy slip, are to be listed tardy. After **tardy number four,** school personnel will contact the parents by phone. **At the fifth tardy,** students will receive one absence for the semester and a detention during a special classes such as Art or Music, or removal from extra-curricular activities. **After multiples of five (5) tardies,** students will receive additional consequences. **On the tenth tardy,** students will receive an after-school detention for one hour. Parents will be notified of the date and expected to pick students after that hour. There is a $10 charge for every detention, payable at the time of the detention.

Early dismissals are treated the same as tardies. Tardies accumulate for the first semester, and then accumulate again for the second semester. Five tardies/early dismissals equal one absence. After a field trip is complete (more than half day) and classes have returned to ACS, students may leave without early dismissal penalty (teacher preference is permitted in this matter).

Signing Students Out of School

Students leaving the campus for any reason during the school day must be signed out of the office by a parent or legal guardian in the presence of a school employee. Detailed records for students will be kept in the office regarding signing in and out of school. Students will not be released to anyone other than the student’s parent(s), older siblings who drive, or legal guardians except in extreme cases.
Student Records

The school maintains a permanent cumulative file on all students who attend ACS. Records of health, grades, standardized test scores, etc. make up most of the content of these records.

Transcripts – Transcript of the student’s grades will be provided free upon request to the student’s parent or guardian or to the student who graduates from ACS. Please notify the Elementary Office and allow for five business days before transcripts are sent out.

Release of Records – Augusta Christian Schools will release student grades, standardized test scores and medical information upon written request of another school system. The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the Principal. Records and Transcripts will be forwarded to another school for students whose tuition accounts, fee, and fines are current.

Student Pictures

Each fall, the school will hire an approved photographer to take individual pictures of our students. Parents will be sent information concerning prices and packages that they can purchase. Each individual student’s picture is taken regardless of whether they purchase any pictures. In the springtime, individual and classroom group pictures will be taken of elementary students. Parents may once again purchase these pictures and will be furnished information detailing prices.

Yearbook

ACS Elementary will participate and be included in the school wide yearbook with the help of the high school year book staff. It is for sale to all interested families. The ACS yearbook will contain color pictures of students, faculty, and events of the year and be delivered by the end of the school year.

Telephones

Telephones are not necessarily available to students during the school day. The School Office telephones are intended for business use only. Students should plan their day in such a manner as to eliminate the need for telephone calls to parents. In an emergency only, permission may be obtained from the principal or office personnel to use the office telephone. Classes will not be interrupted to call a pupil to the telephone, except in the case of an emergency. In case of illness, an office secretary will call the student’s parents.

Cell Phones

Parents may see a need for their young child to carry a cell phone if the child is not returning to their home after school or is going to an activity that will require the child
to phone parents to pick them up. Cell phones may be brought in book bags by students to the school, but must be left in the book bag and be turned off during the school day and while the student is at the After School Activities Program (ASAP). Any student caught using a cell phone or having one out of their book bag during the school day will have the cell phone confiscated and kept in the office for the parent to pick up. Repeated violations of this will result in detentions or possible suspension.

**Lost and Found**

“Lost and Found” items are kept in the office. All students who have lost items should check periodically for those articles. Any article not claimed will be donated to a worthy cause or discarded. To reduce the accumulation of “Lost and Found” articles, we ask that every student have his or her name on all articles of clothing and other belongings. School-owned textbooks will be placed in the appropriate school office. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR ARTICLES LEFT LYING ABOUT THE BUILDING OR IMPROPERLY STORED.

**Visitors on Campus**

Visitors to the classroom are welcome, but prior arrangements are requested. Parents are asked not to go directly to the classrooms, but are required to come to the elementary office to sign out their students, deliver messages or bring student belongings. Parents will be issued a “parent badge” when on campus to ensure student safety. Parents and visitors are asked to dress modestly when on campus or participating in school-sponsored activities. All visitors, including students not enrolled in Augusta Christian Schools, must report to the school office. THEIR REQUEST TO BE ON CAMPUS MUST BE APPROVED BY THE ELEMENTARY PRINCIPAL. School age students from other schools may visit classes at ACS upon invitation by another student and with the permission of parents and administration if:

1. Students may desire to become an ACS student.
2. The visitor is visiting in the home of an ACS student.
3. The visit does not exceed one day.
4. **Lunch** – School age students may visit for lunch no more than 3 times per semester with:
   5. An invitation from an ACS student.
   6. Permission from the parent or guardian of the student being visited.
   7. The visitor must check in at the school office and get a visitor’s badge.
   8. The visitor’s badge must be worn at all times, and the student must check out in the school office.
9. All student visitors to Augusta Christian Elementary School are required to be in compliance with ACS dress code. The administration and office personnel reserve the right to grant access to our campus at their sole discretion. For the safety of our students, all visitors, parents, relatives of students, etc., are required to wear an appropriate badge on campus. Badges may be obtained from the school office.
Office Hours and Location

*Remember them who have the rule over you, who have spoken unto you the word of God.*” Hebrews 13:7a

**Head of School Office** hours are: 7:30 am – 3:30 pm Monday through Friday. The Head of School’s office is located in the middle building across from the high school library.

**Business Office** hours are 8:00 am - 4:00 pm Monday through Friday. The business office is located at the corner of Baston Road and Phillips Drive.

**High School/Middle School Office** hours are 7:30 am - 3:30 pm Monday through Friday. The High School office is located in the High School building on Baston Road.

**Elementary Office** hours are 7:30 am - 3:30 pm Monday through Friday. The Elementary Office is located in the Elementary building on Baston Road.

**Elementary School Hours**

*“The steps of a good man are ordered by the Lord and He delights in his way.”* Psalm 37:23

**Faculty Devotions (both campuses)** 7:25am

- Tardy Bell 8:05am K3, K4, K5
- Tardy Bell 7:55am Grades 1st - 5th

**Regular schedules:**

- K3 (schedule) 8am to noon M, W, F or T/Th
- K4/5 Half Day 8am to 11:45am
- K4/5 Full Day 8 am to 2:20pm
- 1st – 3rd 7:50 to 2:30pm
- 4th – 5th 7:50 to 2:45pm

**Half Day Dismissals (special occasions):**

- K4/K5 – 3rd 11:00am
- 4th – 5th 11:15am

**Post School Time** – The classroom buildings are locked by 3:30 pm. Students should go directly to their ride immediately following dismissal from school. Students not picked up by 3:00 pm will be placed in the After School Activities Program and parents will be charged.
Withdrawals

In case of withdrawal, parents must inform the school in writing and parents will be asked to sign a withdrawal form. This form will be sent to appropriate teachers, librarian, etc. All textbooks and library books must be returned and financial obligations must be settled with the business office before any student records will be released. (See Financial Policies).

School Calendar

The school calendar is made available for each school family on the ACS website. Please refer to this calendar frequently throughout the school year.

Office Communication

Parents of elementary students may contact the Elementary Office to make arrangements for a parent/teacher conference. The office will notify the teacher to arrange a time with you.

General School Communication

The Lion’s Roar – This weekly publication is sent home with the students every Friday. It will highlight coming events usually within a two-week time period. Parents should ask their student for this important communication publication every Friday. The Lion’s Roar can also be seen in the ACS website (www.augustachristian.org).

Daily Planner/Agenda – Each student in grades 3-5 will keep a Daily Planner. This Daily Planner is an integral part of our communication program and students are required to maintain it daily and carry it between home and school. Parents can write a note to their child’s teacher in the planner if needed. Teachers can use the planner to make comments regarding student behavior and performance during a given day. Replacement planners are $5.00 each.

A Closer Look – This newsletter is mailed home to all school families in the Fall and the Spring. It contains articles written by the Head of School, principals and other school personnel. It is very informational; highlighting the major events as they occur at our school.

Homework – All Elementary teachers post their homework assignments on the ACS website (www.augustachristian.org) and are in the students binder copied by the student during the school day. Please check either of these if you have questions about your child’s homework.

Call Posting – All enrolled students are automatically put on the Calling Post List. The school activities director will occasionally send call post messages to all ACS connected families about important upcoming events.
Forms and Other Mailings, and Notes – ACS occasionally will send out a mailing to school families, which contains notices of special events, activities as well as developmental needs. There are many forms that need signatures and pertinent family information to be filled in by the parents. Please return signed forms in a timely manner. These are sent home with the student throughout the year. Additional notes/reminders will be sent home from the elementary office to parents in student binders.

Parent Meetings

Parent Orientation – This very important meeting is held for all parents prior to the beginning of the school year. This is the time to receive helpful, necessary information from administrators and teachers pertaining to the new school year.

Other Parent Meetings – Throughout the year the school will hold parent nights for various grade levels. The purpose of these meetings will be to communicate important information to parents regarding the scheduling of classes, elective opportunities, and to answer questions about our school programs. Please look for these nights on our school calendar. Parent “Back to School Nights” are held in the month of August for all elementary grades beginning at 7pm on their scheduled night. Parents are requested and encouraged to attend these important informational meetings with teachers. Several times each year, the PAAC (Parent Association of Augusta Christian) holds meetings to promote the education of parents and enhance the relationship between home and school. All ACS Parents are encouraged to attend these meetings. (See Parental Support below).

Athletic Booster Club – All parents of student athletes are required to be a member of the Booster Club. Meetings are held the monthly. Membership information will be announced. Information is available from the Athletic Director.

Fine Arts Foundation – The ACS Fine Arts Foundation’s purpose is to support the students, faculty and the administration of the Fine Arts Program in pursuit of their objectives, goals and mission. Membership information will be announced. Information is available from the Fine Arts Director.

Parental Support

Overview – A unique aspect of Augusta Christian Schools (ACS) is that the family, not just the student, becomes a part of the school community. ACS assists parents in their God-given responsibility of educating their children.

PAAC—Parent Association of Augusta Christian – ACS welcomes and expects parental involvement. PAAC has been created as a vehicle for parents to participate in the social life of the school and help the school advance. PAAC serves the needs of the school community through the giving of time, talent, and resources. PAAC is designed to facilitate the formal volunteer support that parents can provide to the school.
Parents are urged to contact the teacher if they have any questions or concerns about their child’s academic progress. Parents may be made better aware of the student’s progress by using a few suggestions listed below.

**Kindergarten**
1. Reinforce what your child is learning in school by simple games at home involving numbers.
2. Allow your child to pick out the letters that he/she knows in advertisements or books.
3. Read to your child often to develop his/her love of books.
4. Be alert to subtle changes in your child’s attitude. Discouragement, anxiety, home problems, rebelliousness, and laziness are determining factors in considering your child’s academic progress.

**Elementary**
1. Require your child to bring home his/her textbooks to study for a few minutes each evening in addition to any written homework he/she may have in a subject of particular difficulty.
2. Drill your child regularly on math facts, spelling, vocabulary words and science or history study sheets. Do not allow your child to rush through these items routinely.
3. Help you child learn to pick out the main ideas in a paragraph and jot them down for later reference.
4. Check over your child’s homework for errors and neatness. Be sure you see it even if it was completed at school. Homework is to reemphasize principles learned in class that day. If it is done carelessly, the child will not benefit from it.
5. Students are told well in advance of a test date. Keep abreast of these matters. Question them daily about upcoming tests, quizzes, and projects. They are assigned test days for some subjects in each division.
6. Encourage your child’s independent reading in the Accelerated Reader program by sharing reading time and suggesting good books.
7. Be alert to subtle changes in your child’s attitude. Discouragement, anxiety, home problems, rebelliousness, and laziness are determining factors in considering your child’s academic progress.

**Helpful Guidelines**

Here are some helpful guidelines to consider in making home-life positive and constructive for success in school.

1. Encourage your child to be enthusiastic about his/her schoolwork.
2. Be sure your child schedules sufficient time for home study. Provide your student a suitable, quiet place to study and help him/her to establish a regular study pattern or schedule.
3. Have family agreements that are enforced regarding the use of telephone, television, or computer.
4. Be open with the teacher, and let the teacher know he/she has your support. Call the school and have the teacher return your call if you have any questions regarding your child, assignments, or clarification of any communication in writing from the school.

5. Be sure your child is in bed each night at a proper hour to ensure sufficient rest.

6. Encourage your student to have everything needed for school the next day in one place so they do not forget books, projects, papers, etc.

**Parties at School (Elementary Only)**

With the approval of the teacher, classes may observe five parties during the year as they relate to seasonal holidays and events. These will be Thanksgiving, Christmas, Valentine’s Day, Easter and End-of-School. These parties will be planned by the room mothers with the teacher and will adhere to the guidelines established by the administration. All party plans must be approved in advance by the administration. The students may help with the decorating and have responsibilities for clean-up following the party.

**Gifts** that are to be exchanged during school parties must comply with the Christian character of our school. Consult with your child’s teacher on what is an appropriate toy for a gift. Please limit gift exchange to those occasions established by the teacher and the administration.

**Invitations to parties** that are not school-related may be distributed at school within the following guidelines: if all students in the class are invited, OR if all boys (if your child is a boy), or all girls (if your child is a girl) are invited.

**Birthday parties** are limited to the sharing of suitable purchased snacks during the scheduled party time. Parents are to ensure that there is enough for each child in the class.

**Volunteers**

The administration, staff, and faculty appreciate all of our parents who volunteer their time and service at ACS. ALL school volunteers must complete the Volunteer Screening form. Parents working directly with students must have a criminal background check on file. Volunteers must sign in at the appropriate office and be given an identification badge.

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**SECTION V – GENERAL POLICIES AND PROCEDURES**

**Field Trips**

“I will instruct you and teach you in the way which you shall go; I will guide you with My eye.” Psalm 32:8
General Statement – Leaving the classroom and going on a field trip can achieve a good educational experience. Students are to understand that this is a privilege and with it goes the responsibility of representing our school in a very positive manner. The same policies that apply to school and classroom behavior also apply to students when on a field trip. Parents are encouraged to attend field trips as your schedule allows.

Statement of Cooperation and Release/Authorization for Medical Treatment Form – These forms will be filled out annually (at enrollment time) and kept on file in the school office. A copy of the Authorization for Medical Treatment form will accompany each student on every off-campus activity. A legal notary must notarize these forms for them to be valid.

Chaperone Guidelines:
1. It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
2. Only students enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. The first responsibility of each volunteer is to the students being supervised.
3. Chaperones are responsible for the supervising of those students assigned to them.
4. Chaperones should make it a special point to remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
5. Chaperones should know exactly how many students are in your group and count them several times during the trip. Be sure that they are all present before moving from one place to another.
6. Students are to return with the same person and vehicle that transported them for this event.
7. Drivers and Chaperones should refrain from purchasing special treats for the children they are supervising unless all children in the class benefit equally.

Students Not Attending The Off-Campus Trip/Activity – Parents may choose for their child not to participate in a particular field trip or activity. If this should be the case, the student will not be academically penalized for non-participation, but parents should make arrangements for the child to stay home that day.

Off-Campus Trip/Activity Privileges Revoked – Attendance for any school outing is a privilege that may be revoked if the student is not prepared for the outing or does not comply with the school handbook or supplementary policies.

Transportation for Field Trips – Generally, school vehicles will be used to transport student on all school field trips. If the decision is made to allow parents to transport
students in their private vehicles, each driver must complete a Volunteer Driver Form (available in Elementary Office), complete application for DMV (Driver Motor Vehicle) report, and provide proof of insurance. All applicants must be approved prior to driving students for any event. This process may take 2-3 weeks. If a driver has had a “moving violation”, DUI or any other major driving violation within the past three years, they are not eligible to drive students on ACS field trips.

*Students will be charged a transportation fee for field trips based upon the distance traveled from school and the current price of gasoline.

**Driver Chaperone Guidelines** are following:
1. The supervising teacher will make all vehicle assignments. Drivers will be provided with a list of names of the children being transported in your vehicle.
2. Arrive at school fifteen minutes before departure.
3. Seat belts must be worn at all times. Note that only one child is permitted per working seat belt.
4. Children may not ride in seats with airbags.
5. The teacher will provide a map and directions. Please stick to the assigned route to and from the trip.
6. It is expected that you will obey all traffic laws including maintaining acceptable speed limits.
7. When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips” away from the caravan.
8. Please call the school immediately for instructions if you experience car problems or if an emergency arises.
9. Children must enter and leave the vehicle from the curbside unless the vehicle is in the protected parking area.
10. A Chaperone/volunteer driver may sign his/her child out with the teacher at the end of the field trip and depart for home from that point. If the chaperone is transporting another student whose parents have made prior arrangements in writing with the teacher for this chaperone to transport home, that student may be signed out by the chaperone with the teacher as well.
11. After a field trip is complete (more than half day) and classes have returned to ACS, students may leave without early dismissal penalty (teacher preference is permitted in this matter).

**Volunteer Driver Application Form** – All parent volunteers willing to drive on a school field trip are required to complete and submit this form. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of parent drivers. A new Volunteer Driver Application Form must be filled out each school year, a DMV Report form completed, and proof of insurance presented. The appropriate school principal will notify prospective drivers of their eligibility.
Transportation

Transportation – General. Augusta Christian Schools does not provide bus transportation to and from school. We encourage parents to form “car pools.”

Students Riding in ACS Vehicles. Students may be transported to events, field trips or activities using ACS vehicles. Improper behavior on school vehicles will not be permitted. Our drivers need to concentrate on driving and should not be distracted by the misbehavior of students. Those students who, in the opinion of the driver, misbehave will be referred to the Administration for appropriate action. All students who ride an ACS vehicle on an activity or field trip must return to the school on that vehicle when the trip is done.

Drop Off/Pick Up (Carline)

Morning Drop-Off. Parents will be given specific instructions regarding loading and unloading of students before and after school. Everyone must follow the designated procedure if accidents are to be avoided. It is imperative that students be dropped off and picked up at the specified times to provide the highest level of safety. Students can be dropped off at the Campus beginning at 7:20am. The school does provide early morning care from 6:15am until 7:20am daily on all school days in the Before School Care Program. Applications for this program may be picked up at registration or at the school office.

We encourage elementary parents not to walk their children to the classroom. Please help us prevent classroom interruptions once the day has begun.

Afternoon Pick-Up/Dismissal. Students are requested to leave the school buildings and the school grounds immediately after dismissal in the afternoon.

After School Activities Program (ASAP) and Before School Care Program

“Now listen to me, children, blessed are those who keep my ways.” Proverbs 8:32.

The After School Activities Program’s (ASAP) and the Before School Care Program’s (BSCP) purpose are to provide a safe, structured environment for children of ACS working parents, who are unable to pick up their student(s) immediately following school dismissal or who need care prior to the school day. Professionally trained Christian adults will supervise students in a safe and loving environment.

These are not intended to be a “drop-in” program. We must be able to provide a sufficient number of trained workers to properly supervise our children. However, there are options reserved for emergency situations, when parents need child care due to an unforeseen circumstance.
ASAP will be open to school families (K4-5th grade) on all full school days. On full school days, BSCP will be open and students who have registered for ASAP will be supervised from dismissal time until 6:00 pm.

School personnel will supervise any student not picked up by their parents until 3:00 pm. After 3:00 pm, any students not picked up will be taken to the ASAP program, and parents will be charged per hour or any part of an hour that your child remains in ASAP.

When school is not in session for early dismissal, staff development or holidays, the ASAP program will be closed.

1. **ASAP Option 1** – Full time (5 days/week – dismissal until 6 pm. $50/week)
   Option 2 – Part-time (5 days/week – 1 hour/day – dismissal until 4 pm. $20/week)
   Option 3 – Hourly rate (rate per hour or any part of an hour. $6/hour)
   Late Fee – $1.50 per minute after 6pm.

2. **BSCP Option 1.** Full time--$25.00 per week: 6:15am to 7:20am Option 2; Emergency only--$10 per hour.

For families that need care in both ASAP and BSCP the weekly cost is $75 total.

Accounts should be paid weekly. **If an account remains in arrears past two (2) weeks, your child will not be able to attend ASAP/BSCP until the balance is paid in full.** Checks should be made payable to Augusta Christian Schools.

A parent must sign out their ASAP student(s) each day. Students will NOT be released until parents come in the classroom and sign the child out. Questions regarding ASAP should be directed to the Elementary Office.

**ASAP/BSCP Discipline.** All ASAP students are expected to conform to the rules and regulations of ACS. ASAP is a continuation of the classroom process and uncooperative students will be disciplined according to our policies.

**Discipline**

Disciplinary Philosophy. *Put off the old man and be renewed in the spirit of your mind, and put on the new man ...which is created in righteousness and true holiness.”* Ephesians 4:22-24

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Augusta Christian Schools does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents’ appointed and authorized representatives in the child’s training process. Augusta Christian Schools has attempted to align itself as closely as possible with the
Bible’s instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in training and disciplining their children, then parents and students should realize Augusta Christian Schools might not be the choice in education that suits their needs.

God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. God’s ultimate purpose in charging parents with this task is to prepare children to enter into and mature within God’s family, and to respond to Him with respect and obedience on the basis of the training that they have received from their parents. Augusta Christian School’s philosophy of education and discipline exists to serve and further this ultimate goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness, in the same spirit that should be present under biblical standards when they respond to their parents or guardians. Any failure to maintain a biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in disciplinary action, which is appropriate for the violation. The school expects that parents will support the administration of such disciplinary action by at least encouraging obedience and respectfulness to the action of the school.

Only while operating within the above philosophy of discipline can the education process reach its maximum potential. Augusta Christian Schools is committed to the philosophy and principles of Christian education. Student conduct, which works against school philosophy, will not be condoned. These guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

The home, church, and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight Augusta Christian Schools’ expectations in the area of student behavior. Our standards of behavior are based on the pillars of Christian Character, Mutual Respect, and Common Courtesy.

**Disciplinary Process**

**Instruction** – Students are instructed by their teachers concerning the rules and regulations that they are expected to obey. These rules are reviewed regularly so that each child fully understands what is required of them. Classroom rules are posted by teachers for the students to read.
Warning – Students are given warnings when they do not obey the rules. They are spoken to privately when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.

Correction – Teachers and staff may use the following punitive measures to correct a student’s behavior:

1. **Verbal Correction/Counsel** – instructing a child as to what is expected, offering suggestions. The teacher may confront a student concerning misconduct, a poor attitude, lack of responsibility, etc. At this point the teacher is free to explain the concerns and potential difficulty. If the student is responsive and has a teachable heart, discipline may end at this point.

2. **Detentions** – Detentions may be assigned by teachers for matters regarding class discipline. Upper elementary have detentions both in and after school. After three detentions, the student will be assigned an in-house suspension in the Principal’s office. After one in-house suspension, the student will be suspended from school for one day and his/her final grades for the quarter reduced by one point.

3. **Shadowing** – Parents or guardians will be required to attend classes with the student for a day or a specified period of time as assigned by Principal.

4. **Disciplinary Probation** – Probation gives the student the opportunity to correct a serious problem. If the student does not improve to a satisfactory level, the consequence will be forced withdrawal from school.

   **Reasons for probation are as follows:**
   a. Continued, deliberate disobedience.
   b. A rebellious spirit that is unchanged after counseling and prayer.
   c. A continued negative attitude and bad influence upon the students.
   d. Committing a serious breach of conduct inside or outside of the school that has an adverse effect upon the testimony of the school.
   e. Failure of the parent to comply with the disciplinary philosophy of the school.

5. **School Suspensions.** This will be used when a student needs to be isolated from the general student population, a cooling off time is needed or as the next level of discipline. A student conference with the principal on the day of his/her return to school is required. A parent conference may be required before the student is allowed to return to class. The student will complete all missed work. Work not completed will receive zero credit. The students will receive an academic penalty: One (1) point reduction for the quarter for each subject that particular grading period.

Suspensions/Expulsions. Augusta Christian Schools reserves the right to suspend or expel a student for misconduct or compromising activity occurring during school hours or at school sponsored activities. This form of misconduct may or may not be identified in this handbook.
The school reserves the right to suspend any student for a serious infraction or repeated violations of school rules. All suspensions will be administered by the Administration. Suspensions will generally take place the day following written notification to the student and parents. Suspensions may be given for a period of one to ten days.

Expulsions will be used when a student has demonstrated consistent discipline problems and will not respond to school authority. Expulsion is by recommendation of the administration to the Board of Trustees of Augusta Christian Schools. Parents who seek re-admission of a student to the school shall request such by letter to the administration and Board of Trustees should they feel that new evidence of a changed attitude, sustained over a period of time, warrants such consideration. It is the school’s policy not to re-admit a previously expelled student under unusual or mitigating circumstances.

**Restoration after Expulsion.** Our philosophy is to seek restoration of a student after a standard violation has led to expulsion. ACS and the Administrative Team may consider extenuating circumstances in administering any of the defined disciplinary measures and/or substitutions thereof at any time and not in any ascending order or degree of difficulty and may refer to the Board of Trustees for resolution or determination.

6. **Corporal Punishment.** No agent of Augusta Christian Schools will use any form of corporal punishment as a disciplinary measure.

**General.** Normally, classroom guidelines for behavior and work may vary slightly among teachers. Students are expected to adjust and accommodate to these differences. While enrolled at ACS, students are expected to be a good example and testimony 24 hours a day, both on and off campus.

**A Positive Approach.** A student is expected to do the following:

a. Be respectful to school personnel at all times.
b. Follow school handbook guidelines.
c. Be respectful of the rights and property of others.
d. Be punctual.
e. Be attentive and responsible to teachers.
f. Strive to be polite, positive, caring, and gracious.
g. Pursue morally pure conduct.
h. Cheerfully abide by the dress code.
i. Expect the best out of yourself.
j. Prayerfully and physically support your school.

Students should never have possession of, transfer, sell, or discharge any gun (including a starter gun or pellet gun), firearm, or any other explosive device, or weapon of any type, whether loaded or unloaded, on school property or at any school-related activity.
Disciplinary Definitions

Cheating. Taking information from some source other than the student’s own mind and presenting as if it came from his/her own thinking. It involves the components of stealing and lying.

The following are major categories of cheating as defined by Augusta Christian Schools’ policies.

Assignments - the use of someone else’s work instead of completing the assignment individually. This would include anything from daily homework to major research papers. Unless specified by the teacher, it is to be assumed that all work is to be completed individually.

Tests/Exams - the practice of soliciting help during a classroom-testing situation. This would include the use of information brought to class, sharing of information during class or the sharing of information about the test with students who have not yet taken the test.

Plagiarism- the use of information from a source (text, Internet, research information) without documentation. Plagiarism of reports is considered cheating and will be treated as such.

Class Disruption. Any act whereby the student causes commotion, distraction and/or interrupts the teacher or classroom atmosphere to the extent that the learning process of other students is hampered.

Direct Disobedience. The act of not carrying out a directive when specifically given by a teacher or staff member.

Horseplay. Play fighting, pushing, tripping, or any act that may cause injury to any student.

Lying. Deliberate deception by not telling the truth or withholding any part of the truth in any given situation.

Stealing. Taking items of clothing or personal possession, or material that does not belong to you. This includes taking items in locker rooms or other areas and hiding them from the rightful owner.

Tardy. Being late, arriving at your destination past the expected time of arrival.

Harassment. Any form of any unwanted touching, suggestive speech, sexual mannerisms or literature, physical or verbal conduct that make another student or staff member uncomfortable, demeaned, degraded, fearful or physically hurt.
Vandalism. Malicious or ignorant destruction or defacing of private property, or the property of ACS.

Bullying. Encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying can take three forms: 1) Physical- hitting, kicking, spitting, pushing, taking personal belongings 2) Verbal- taunting, malicious teasing, name calling, making threats; 3) Psychological – spreading rumors, encouraging, social exclusion, extortion, intimidation.

Lines of Authority

Teacher. The teacher is the first line of discipline in any classroom setting. In case of a disagreement, parents and students are to follow the Matthew 18:15-16 principle.

Principal (or designated school administrator). The principal is responsible for the discipline of students in all non-classroom settings where a teacher has referred a student to the office. The principal has the right to utilize parental conference, work assignments, detentions, suspensions, referrals to the elementary counselor, and other appropriate measures as outlined.

Mutual Respect

Respect for Teachers. As a direct authority, teachers are to be shown respect. This is both a biblical mandate and a common courtesy. Any form of disrespect will result in a disciplinary referral.

Substitute Teachers. All school office staff, custodians, and lunchroom personnel are to be accorded the same respect required for teachers.

Faculty Respect for Students. As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he or she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the principal.

Student Respect for Fellow Students. Verbal abuse or harassment of another student is totally incompatible to our Christian ethics and is in direct opposition to the purpose of ACS and the laws of the United States.

Complaint or Problem Procedure/Responsibilities

God has given parents the responsibility for the discipline of their children. ACS parents have conferred this authority on teachers and administrators during the school day and in school activities. Occasionally during the course of a year, misunderstandings or problems can arise between the teacher and a student, teacher
Augusta Christian Schools’ policy for dealing with such situations is consistent with the teachings found in Matthew 18:15-22 and Matthew 5:21-24. Much prayer should precede any attempt to deal with a problem.

Complaints or problems will be considered in no other way than prescribed below, unless they involve a specific disciplinary action taken by the Board of Trustees itself:

   a. First, all questions, problems, or complaints regarding a teacher or other school personnel should be discussed in private with the person involved before anyone else is consulted.
   b. If the situation cannot be resolved at this level through direct contact, it should then be brought to the principal, if the principal is not the person with whom the problem exists.
   c. If it still is not solved at this level, it should then be presented to the Head of School of ACS in writing.
   d. Finally, but only when all of the above steps have been taken in order and without satisfactory resolution, does the problem find its way to the Chairman of the School Board (in written form) who will assign it to the appropriate sub-committee.

**Internet Use Policy**

We are privileged at Augusta Christian Schools to have computer facilities and Internet access for our students. The Internet is a network connecting thousands of computers all over the world and millions of individual users. Students may have access to Internet Web information resources through their classroom, library, or school computer lab.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Because no one organization owns the Internet and can enforce regulations, resources are uncensored. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet with could result in unwanted financial obligations for which a student’s parent or guardian would be liable. ACS has taken precautions to restrict access to controversial materials via filtering hardware and software. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We believe that the valuable information and interaction available on this network outweigh the potential hazards. ACS expects that in addition to the filtering protection placed in the systems that users, as Christian students, will be vigilant to withdraw themselves from any questionable sites that might be encountered while interacting with the Internet.
School Computer Use Policies

- Currently enrolled students may use the computers for completing class assignments, projects and research. Users who have specified academically related search needs have priority over those browsing the system.
- School computers may only be used during school hours, with library staff or teacher permission.
- Students should do nothing while using ACS computers or Internet to dishonor the name of Christ.
- Should a student accidentally open a questionable Web site, they will immediately turn off the computer monitor and report the site to their supervising librarian or teacher.
- Students should not reveal personal addresses, phone numbers or personal information about themselves or other students, teachers or staff.

ACS Computer/Internet may NOT be used for:

- E-mailing, chatting, game playing, or other recreational purposes (exceptions are for activities in the classroom setting with teacher supervision and permission).
- Downloading files or programs. Library and teaching staff may arrange to download files for students on a case-by-case basis.
- Transmission of any material in violation of any U.S. or state regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Accordingly, copyrighted music may not be uploaded or downloaded.
- Commercial activities of any kind.
- Product advertisement or political lobbying.
- Purposely seeking any Internet site promoting pornography, violence, hate, homosexuality, gambling, harassment, or any entertainment sites concerning people or activities that promote these things.
- Using offensive or abusive language. Users are not allowed to post information with racial, ethnic, or religious slur. There is nothing anonymous about the Internet, and your actions will be a reflection on our school.
- Tampering, pranks, vandalism, adding software, attempting to break into unauthorized files, or attempting to use network in a way that would disrupt network use by others.

Infractions of the above will result in disciplinary action, to include parental notification, loss of computing privileges, detention, suspension or expulsion, depending on the severity of the violation.

The ACS Copy Room charges for printing or copying: 10¢ per page for black and white, and 75¢ per page for printed (from disk) color pages.
ACS makes no warranties of any kind, whether expressed or implied, for the service it is providing. Our school will not be responsible for any damages students incur. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence of student errors or omissions. Use of any information obtained via Augusta Christian Schools is at user’s own risk. Augusta Christian Schools specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Exception of Terms and Conditions.** All terms and conditions as stated in this document are applicable to the Augusta Christian Schools. These terms and conditions reflect the entire agreement of the parties and supercede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Georgia and the United States of America.

To use ACS computers and the Internet connections at school, both the student and supervising parent must sign the Parent/Student Agreement page in the handbook as a pledge to follow the Computer and Internet Use Policies of ACS.

**Acceptable Music.** Augusta Christian Schools endeavor to maintain an educational environment that is conducive to learning and to the furtherance of Christian standards. There is great divergence within the Christian community as to what constitutes acceptable music. Augusta Christian Schools take the position that any music that would be disruptive to a Christian educational environment is not acceptable and will not be permitted on campus or at any school-sponsored activities.

**Dress Code Guidelines**

“Whose adorning, let it not be the outward (appearance), but let it be the hidden man of the heart which ... is a meek and quiet spirit, which is in the sight of God a great price.” I Peter 3:3-4

**Policy Statement.** The Board of Trustees and Administration of Augusta Christian Schools has sought to develop a standard of modest dress and general appearance for students that will:

a. Be a testimony from the whole student body.
b. Be a testimony for the Christian atmosphere of our school.
c. Be an acceptable standard in the eyes of most of our parents.
d. Enhance the educational process.

An appropriate appearance guide is established to remind parents and students that dress and appearance is a heart issue. Modesty, neatness, and cleanliness are the primary concerns of these guidelines. Our overall goal is to assist parents in preparing and nurturing your children’s’ hearts to bring honor to Jesus Christ in how they look, what they wear, and how they conduct themselves before others.
**Parental Responsibility.** We believe it is the parent’s responsibility to ensure students are dressed neatly and modestly. Please familiarize yourself with ACS acceptable dress standards and help train your children to comply. Dress Code violation consequences are as follows: 1st offense—warning, 2nd offense—miss a special, 3rd offense—after school detention. If an after school detention is issued to a student for dress code violations, parents will be charged $10 for the detention payable at the time of pick up from the detention.

When a student is observed by a teacher or the administrator to be in non-compliance of the dress code, the parents or legal guardian may be called (at the discretion of the principal) and the student will be held out of class until the dress guideline issue has been remedied. Discipline will be administered for dress code issues as outlined in this Parent/Student Handbook. Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child’s dress on a daily basis. It is the student alone and his/her parents or guardian who are responsible for proper dress consistent with the spirit and word of the Student Appropriate Appearance Guide.

**Hair – Boys.** Must have a neatly trimmed haircut. Hair must be above the collar, the ears, and the eyebrows. Shaved, or partially shaved hairstyles with longer hair hanging over the shaved areas are not acceptable. Hairstyles that are extreme, disruptive, or have distracting colors are to be avoided. Students have one week to get their hair cut when parents are notified of the need for the hair to be cut. After that week, if the hair is not cut, a dress code violation will be issued to the student.

**Hair – Girls** Must wear their hair in a style that does not obstruct vision or hinder participation in the learning process. Hairstyles that are extreme, disruptive, or have distracting colors are to be avoided.

**Jewelry.** Boys and girls may wear jewelry. The jewelry may not be overstated, questionable or anti-Christian.

<table>
<thead>
<tr>
<th>Boys Acceptable Jewelry</th>
<th>Girls Acceptable Jewelry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bracelets, necklaces</td>
<td>Bracelets and necklaces</td>
</tr>
<tr>
<td>Rings</td>
<td>One (1) earring per ear</td>
</tr>
<tr>
<td></td>
<td>Rings, toe rings</td>
</tr>
<tr>
<td></td>
<td>Anklets</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unacceptable Jewelry</th>
<th>Unacceptable Jewelry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earrings</td>
<td>More than 1 earring per ear</td>
</tr>
<tr>
<td>Body piercing</td>
<td>Body piercing</td>
</tr>
</tbody>
</table>

**Tattoos.** Temporary and permanent tattoos are unacceptable for both boys and girls.

**Make-up.** Only lip-gloss is acceptable for girls.

**Hats.** Hats are not to be worn on campus during school hours.
Dress Code Responsibilities

Administration and teachers have the prerogative and contractual obligation of informing students when certain attire may not be in accordance with our standards of modesty and neatness, even though the attire does not specifically violate one of the points of the dress code. If a student comes to school improperly dressed, the student will receive a dress guideline violation form with a consequence outlined. **At the discretion of the Principal, the child may need to change clothes before returning to class. The Administration reserves the right to define appropriate dress and grooming standards.**

Acceptable Clothing includes:
- Modestly fitted jeans, slacks, Capri and Cargo pants in good repair. Pants must have a hem.
- Walking shorts no higher than 3 inches from the kneeling position.
- Properly fitted, modest collared or non collared shirts/blouses with sleeves are acceptable for girls. Collared or non collared shirts with sleeves are suitable attire for boys. Offensive or suggestive slogans/graphics/advertisements will not be permitted. Athletic/undershirt type t-shirts as outerwear are not acceptable attire. Collarless shirts with Christian or Augusta Christian wording are acceptable. Hoodies, turtleneck and mock turtlenecks are acceptable. Girl’s shirts and blouses should extend below their pants so that no midriff skin is exposed at any time regardless of movement.
- Skirts/Dresses. No shorter than 3 inches from the kneeling position. Dresses must not be low-cut and must have sleeves. Blouses must be worn under sundresses.
- Dress sandals. Grades K4-5th must have a heel strap for safety purposes.
- Clean, neat dress shoes, or clean, neat properly laced athletic shoes. Shoes must be laced and tied.
- All students wearing dress or athletic shoes must wear socks.
- All students are permitted to wear sweaters that are crew neck, V-neck, or cardigan, with a collared shirt, or a collared blouse underneath.

Inappropriate Clothing includes:
- Tight fitting, frayed, excessively baggy clothes, t-shirts, and tank tops.
- Jeans, slacks, Capri or cargo pants that are not in good repair, tight, or ultra low-rise.
- Clothing with offensive slogans, or pictures.

**Spirit Week/Dress Down Days.** Throughout the school year, ACS will have several dress down days where students may wear Christian T-shirts, athletic shorts or athletic pants and hats. Spirit Week will include several “special dress” days that will allow all students to dress in attire that promotes the activities surrounding the week.
Other General Policies

Solicitation/Distribution. Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students and parents either in the school building or school grounds of political material whose content reflects the special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

Teacher Conferences. If conferences are deemed necessary, the teacher or parent may initiate them. Parents who wish to initiate a one-on-one teacher conference should call the appropriate school office and leave their name and telephone number. Out of respect for our teachers’ private lives and other ministries, their home phone numbers generally will not be given out without their permission. If the teacher does not return the call within a two-day period, parents are to call the principal’s office.

Closed Campus. Augusta Christian Schools operates a closed campus. This means that students are not free to come and go as they please. Arriving late and leaving early requires signed notes from parents. If a parent knows ahead of time that a child must be picked up from school early, the student should bring a note to the teacher. Forms for signing in and signing out are in each office.

Gum Chewing. Gum chewing is not allowed by students at Augusta Christian Schools in any portion of the school facilities due to the damage it causes to carpets, plumbing and clothing. Teachers will permit gum chewing as a privilege or reward.

SECTION VI - Financial Policies

“But seek ye first the Kingdom of God and His righteousness, and all these things shall be added unto you.” Matthew 6:33

General Statement. As a non-profit organization, ACS seeks to provide the best quality education possible. Your cooperation will enable ACS to maintain a positive Christian testimony by having funds necessary to meet our financial obligations in a timely manner. All gifts received by ACS, for which no specific services are rendered, are tax deductible.

Enrollment. Once a student(s) has been accepted academically by the principal, the student’s parent(s) must come to the Business Office (corner of Phillips and Baston Road) to make financial arrangements and commitment to pay for all tuition and fees necessary for the student(s) to attend ACS. To enroll the parent must:

1. Choose a method of payment and sign the Tuition Form. Signing this form constitutes a contractual agreement between the school and the parent for payment of the tuition. (See current Tuition and Fees Schedule).
2. Pay the Tuition Refund Insurance. Based upon student registrations, ACS obligates itself to contract teachers and to pay other related school expenses. Once families enroll their children by signing the tuition payment form, class space is reserved and full payment of the total tuition is expected from
ACS. The obligation for payment of the tuition is therefore unconditional. Tuition for the full year is due ACS regardless of the reason given for leaving the school. **Tuition Refund Insurance** is required for all families, other than those selecting the annual payment method. For families selecting the annual method of payment, the insurance is optional. The insurance coverage is as follows:

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
<th>Tuition Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical (physical as determined by medical authority)</td>
<td>100% of days remaining</td>
</tr>
<tr>
<td>Medical – other than physical</td>
<td>50% of days remaining</td>
</tr>
<tr>
<td>Involuntary employment transfers outside of the CSRA</td>
<td>100 of days remaining</td>
</tr>
<tr>
<td>Voluntary Withdrawals regardless of days remaining</td>
<td>50% of days remaining</td>
</tr>
<tr>
<td>Expulsion/Behavioral/Force Withdrawal</td>
<td>50% of days remaining</td>
</tr>
</tbody>
</table>

**Application of Policy.** Families enrolling their children at ACS are obligating themselves for the full year’s tuition amount, however, ACS, at its sole discretion, may elect to waive some or all of the obligation. Families requesting a waiver must submit a written request before June 1 indicating the reason of waiver. No waiver is to be granted if notification is received June 1 or after.

<table>
<thead>
<tr>
<th>Payment Option:</th>
<th>Description:</th>
<th>Payment Date:</th>
<th>Tuition Refund Insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td><strong>One lump sum payment</strong>- will automatically convert to monthly if not paid in full by July 10th</td>
<td>July 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Recommended</td>
</tr>
<tr>
<td>Semi-Annual</td>
<td>2 equal payments – Remainder of the contract will automatically convert to monthly if not paid by July 10&lt;sup&gt;th&lt;/sup&gt; and/or January 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>July 1&lt;sup&gt;st&lt;/sup&gt; and January 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Required</td>
</tr>
<tr>
<td>Monthly</td>
<td>12 equal payments</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; of every month Beginning on August 1&lt;sup&gt;st&lt;/sup&gt; – ending July 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Required</td>
</tr>
<tr>
<td>Seniors Only – 10 Months</td>
<td>10 equal payments</td>
<td>1st of every month beginning on August 1st – ending May 1st</td>
<td>Required</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------</td>
<td>----------------------------------------------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>

## Tuition Payment Policy

- All tuition payments are due on the 1st of the month.
  - If payment is not received by the 10th of the month, a late fee will be added.
  - If payment is not received by the end of the current month, the student may not return to school until the account is current. The school reserves the right to require all remaining tuition for the school year be paid in full within 30 days of the written notice if the student is to remain in school.
  - Financial aide benefits will be forfeited if the tuition account does not remain current.
- All fees associated with an extracurricular activity must be paid in full before a student may participate, i.e., football, cheerleading, labs, mission trips, etc.
- No student may be registered at ACS for the next year if the tuition account does not have a zero balance.
- No student may attend class the next year if the tuition account has not been paid in full for the previous school year.
- Students not enrolled for the following school year, or whose account is not current, may not participate in spring football, cheerleading tryouts or any summer athletic programs.
- A $100 fee will be charged per contract change once the tuition contract has been completed.
- Additional tuition fees will be charged for mainstream students taking Talent Development courses.
- A $30 fee will be charged for all returned checks.

**NOTE:** Report cards and/or student records cannot be released until all accounts are up-to-date or cleared by the Business Office.

**Tuition Assistance.** The school will attempt to consider tuition assistance, limited as it is, to families in need. Application packets are available in the Business Office, and must be approved on a year-by-year basis. Tuition Payment Policies will apply to those receiving tuition assistance.

**Fines/Debts.** Fines and debts include, but are not limited to, overdue or lost library books, damaged or lost textbooks, charged or unpaid lunches, After School drop-in charges, or damage to school property. The Business Office will send statements on a monthly basis to inform you of these charges.

### I. Designated Gifts Policy
Augusta Christian School will accept tax deductible designated gifts for the following purposes and under the conditions set
forth in this policy statement.

1. Gifts solicited by the School for specific purposes as set out in the appeal or solicitation. For example, a capital funds campaign that provides for designation to one or more of the funds or activities stated in the campaign description.

2. Gifts received for one or more of the funds established by the School such as its General Scholarship Fund, Academic Enrichment Fund, etc.

3. Gifts received for a separate scholarship fund to be named in Memory or in honor of a person. In such a case, the donor must not have any control over the award of scholarships from the fund.

4. Gifts for the general fund. All gifts not otherwise designated will be placed in the general fund unless otherwise allocated by the School Board and/or the Finance Committee.

5. Gifts for any regular program or established activity such as band, choral, academic, athletic, etc.

Tax deductible gifts will not be received designated for or for the benefit of “individuals.” The term “individual,” in addition to a faculty or staff member, includes a student or a student’s parent or guardian.

Non-deductible gifts designated for individual faculty or staff members, students, or student families will be received by Augusta Christian School and the funds disbursed in the manner requested by the donor or donors. Any such gift will be acknowledged with an appropriate letter that clearly states that it is received as a non-deductible gift and a copy of the letter must be filed with the deposit document that includes the gift.

If a benefactor requests the privilege of paying the tuition or other student charges for a particular student or family, then such gifts will be received and applied directly to the account of the student or family. The donor will be informed in writing of this method of handling of their gift or gifts. This communication will clearly state that such payments will not be recorded as gifts on the records of the school.
SECTION VII - PROGRAM OF INSTRUCTION

The academic programs of ACS are based on the belief that a Bible-based, Christ-centered, education is the very best education that parents can provide for their children. Therefore, the academic programs have been developed to provide high quality academic instruction in an environment where prayer, Bible study, biblical integration and Christian textbooks are the norm.

Grade Procedures
“Study to show yourself approved unto God.” 2 Timothy 2:15a

Augusta Christian Schools has four, nine-week grading periods. Grade reports are issued at the end of each grading period. Parents must review, sign, and have the student return report cards to their teachers on the assigned day during the school year. Elementary grades cards for K5 through 5th grade are distributed on their final day of class for the year.

Conferences are required for the first grading period for grades K4-5th.

Grading Scale for 1st – 5th Academic Work, Specials and Conduct:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade Scale for K5:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>94-97</td>
<td>E...................98-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td>S+..................90-97</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>S...................80-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>S-..................74-79</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>N...................70-73</td>
</tr>
<tr>
<td>C</td>
<td>74-79</td>
<td>U......69 and below</td>
</tr>
<tr>
<td>D</td>
<td>70-73</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
<td></td>
</tr>
</tbody>
</table>

Grade Placement. Grade and class placement are based on faculty recommendation and past academic achievement. However, the administrative team will make the final decision. The only office information concerning placement will come from the administrative team.

Skipping a Grade. A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of student’s good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school.

Repeating a Grade. The administration at ACS will not allow a student to repeat a grade who has met the requirements for academic promotion.
**Progress Reports.** Parents are encouraged to view their students’ grades on the ACS website on RenWeb throughout the year. However, to keep parents informed concerning grades, progress reports (paper copies to be signed and returned to school) will be issued at the mid-point of each quarter. If a student shows a strong sign of experiencing academic difficulty in a course or subject area, the teacher will report that to the parents as part of the regular progress report procedure. Parents may request more frequent reports, if deemed necessary. Teachers very often will notify parents of academic problems by telephone. Telephone notifications will not eliminate the regularly scheduled progress reports.

**Homework**

“The preparations of the heart belong to man, but the answer of the tongue is from the Lord.” Proverbs 16:1

**Homework is given for several reasons:**

1. **Reinforcement.** We believe that most students require practice and drill to master material essential to their education process.
2. **Practice.** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. **Remedial activity.** As instruction progresses, various weak points in a student’s understanding of a subject may become evident. Homework, following instruction, is given to overcome such difficulties.
4. **Special Projects.** Book reports, compositions; special research assignments, and projects are some of the activities that are frequently the subject of homework attention. We do request parents’ full cooperation in seeing that the assignments are completed.

The homework assignments fit each teacher’s program. Homework is given to reinforce concepts or to enrich the academic program. Times will vary if the child does not make efficient use of class time or as the curriculum necessitates.

**Homework for absentee students must be requested by 9:00 a.m. and will need to be picked up after 2:00 pm in the elementary office or sent home with a sibling. This will provide teachers time and opportunity to compile the homework for the evening.**

Parents are urged to check ParentsWeb on the ACS web site to their view their child’s homework.

**Academic Recognition**

“How much better it is to get wisdom than gold! And to get understanding is rather to be chosen than silver.” Proverbs 16:16

**Principal's Honor Roll**

This is earned by having all A’s all year in academic subjects, specials, and conduct for each quarter and hence for the year.
A Honor Roll
This is earned by having an A average for the year in all academic subjects, specials, and conduct. A grade of B could be earned during the one or more quarter but the year end average in all academic subjects, specials and conduct is an A.

A/B Honor Roll
This is earned by having at least an overall average of A or B (mixture) for the year in all academic subjects, specials and conduct.

The Honor Rolls are determined at the end of each quarter for grades 3rd through 5th. A student is not considered for the honor roll if he/she has an incomplete grade in any subject or an unsatisfactory. Awards for honor rolls are presented at the end of the year. Grades are averaged across the quarters to determine honor roll status for the year-end presentations.

Extra Credit/Extra Work
Extra-credit may be given at the discretion of the teacher to allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. Extra credit work is not permissible at the end of the quarter.

Promotion/Retention and Re-Enrollment Policy
“Teach me good judgment and knowledge.” Psalm 119:66

We believe in certain cases retention is a necessary and an appropriate tool in the educational strategies that are used for the development of children. In rare cases, retention is necessary because of academic failure. However, retention may be recommended because of social, emotional, or behavioral factors. The goal of our school is to minimize the need for retention. Our developmental screening process is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention.

A general guide for retention in grades K5-5th is as follows: Any student failing (a grade of 69 or below is considered failing) two major subjects (math, reading, English) or failing any one major subject and two other subjects (history, science, Bible or spelling) would constitute failure for the year and a need to be retained. K5 students not passing reading for the year would be in need of retention.
Summer Tutoring

“But let every man prove his own work, and then shall he have rejoicing in himself alone, and not in another.” Galatians 6:4

In an effort to meet the academic needs of our students and to establish consistency for students who are struggling, ACS may offer a summer program to build skill levels in Math and English. These classes will be offered towards the end of summer.

Summer Review Classes

ASC Elementary holds summer review classes in language and math in July each year for grades second through fifth grades. The classes run for two weeks and are mainly for students new to our school or those who need extra practice for the upcoming school year. There is a charge to parents for these classes.

Standardized Testing

“If any of lack wisdom, let him ask of God.” James 1:5a

Augusta Christian Schools provides a regular program of standardized tests of achievement. Students and parents are notified in advance as to the nature of the test, scheduled time, and the length of testing. These tests provide data that aid in determining student growth and progress. All elementary students participate in annual achievement tests during the spring of each school year.

Educational Screening

Educational screening is available for students in grades 1-12. These tests are not diagnostic and are used for screening purposes only. Students may be referred for testing by teachers or parents.

The following instruments may be used in the screening process. The Weshsler Individual Achievement Test (WIAT) will be used to assess achievement of a variety of academic skills. The Slosson Intelligence Test-Revised (SIT-R) will be used to assess general verbal cognitive ability. Finally, the Conners’ Rating Scales (Revised) will be used for the screening of ADHD.

The cost for screening is as follows:
- WIAT/SIT-R $25.00
- Conners’ $25.00
- Both Screeners $40.00

If the screener indicates possible LD characteristics or possible ADHD symptoms, the student will be referred for private evaluation. Information regarding the screeners may be obtained from the Talent Development Office.

Textbooks

The textbooks that are the property of the school are issued to the student on a loan basis. They should be treated with respect and cared for properly. It is a requirement that all textbooks be covered throughout the school year. The student’s name should
appear on the outside of the book after it has been covered. Loaned textbooks must be
returned at end of the year, or at the time of withdrawal, with only reasonable wear
due to normal use.

Excessive damage to textbooks will be charged to the student, and records will be
held until such charges are paid. Proper care of textbooks is an important part of
calendar training and the stewardship responsibility of students.

**Library/Media Center**

“Pleasant words are like honeycomb, sweet to the soul, and health to the bones.” Proverbs 16:24

The primary function of the school library and media center is to support the
curriculum of the school and aid in improving the intellectual capabilities and
achievements of all students. The library links its patrons with materials, equipment,
and services. Its programs, activities, and interactions are designed to specifically
meet the academic needs of individuals and groups in the school community. The
media center environment enhances learning experiences and is built upon concern for
the academic and spiritual progress of each student. Computer resources are available
for research with monitored Internet access.

The Augusta Christian Schools’ library is available to students and faculty on a
regularly scheduled basis. The purpose of the library is to enhance all areas of
academic research and recreational reading. The library is constantly growing and
changing to meet expanding needs. The library/media staff is dedicated to helping
each student find necessary materials that will help him/her complete assignments and
further his/her knowledge in any given area.

One of the library’s primary responsibilities is promoting the Accelerated Reader
program. In this program, a computerized reading test is administered to all students
in grades first through fifth for placement on an AR reading level. Students are then
encouraged to read books on their recognized level. When a book is completed, the
student takes a computerized test on their comprehension of that book in their
classroom or in the library. Students earn points from the tests for rewards and
recognitions, which hopefully encourages them to read additional books. The
encouragement of reading, with all of its intrinsic and extrinsic value in the learning
process, is important for elementary students.

When students use the library, whether individually or in a class group, the following
regulations apply:

1. Enter quietly without disturbing others who are working.
2. Use time wisely while you are in the Library/Media Center; do not hesitate
to ask for help in locating materials.
3. Books are checked out for two weeks or overnight.
4. Fines will be charged for overdue or lost books or materials.
5. The library must be kept neat and in order by returning materials to their
   proper places.
6. Library/Media Center is not a place to visit and avoid class. Visits must have a purpose.

Curriculum

“Hear instruction, and be wise, and refuse it not.” Proverbs 8:33

The Faculty and Staff of ACS attempt to Biblically integrate God’s Word into every area of our curriculum. Since all truth is God’s truth, the student’s studies in every instructional area should, in a natural way, reveal God as the Creator and Sustainer, and His glory is the ultimate purpose of each area of study.

Kindergarten. Kindergarten students are introduced to the mechanics involved in producing good readers, spellers, and number recognition. Alphabet sounds, rules, blending of letters, and number concepts are taught in a structured, relaxed atmosphere, Building a good, positive self-image is a primary objective.

Elementary. The elementary program is designed to develop the learning skills of our students’ academic, emotional, spiritual, and physical areas. This includes daily instruction in Bible, math, reading, English, history, science, and physical education on a regular basis. A graded music program develops the character and aesthetic tastes of the students. Participation in chapel and special programs is also a regular part of the curriculum. Art, computer, and library classes are assigned per grade level.

Physical Education. K4/5 students have PE once per week and first through fifth grade students have PE twice per week. Students do basic stretching and agility drills, and then participate in a variety of activities ranging from motor skills games to team sports. Fair play, teamwork, cooperation, team spirit, rules, and leadership are emphasized based on Biblical principles.

Elementary Chorus. The elementary chorus (Grades 4th and 5th) meets during school hours and performs at school functions. They also have a ministry in the local community and travel to graded music festivals. Children who sing in the chorus are expected to sing at every concert.

Elementary Band Program. Beginning, intermediate, and advanced bands meet during school hours. Students enrolled in band are expected to play at every concert. Private lessons are available. Band instruction begins in 5th grade.

Instructional Music Program. Music (theory and singing) is taught to grades K-3 by the elementary music teacher. K5 performs a musical at its graduation ceremony. Students in grades 1-3 present two performances a year: one at Christmas and one in the Spring.

Visual Art Instruction. All students in grades 1-5 go the Art Class weekly or biweekly.

Private Lessons. Private piano, instrumental, voice or art lessons are arranged through the school’s teachers.
**Spanish.** Conversational Spanish language is taught to all elementary students during the school day on a weekly basis.

**Computer.** Students are provided computer lab instruction on a weekly basis. Various subject area software is presented on an interactive basis as well as basic computer awareness and usage procedures.

**Talent Development.** The ACS School of Talent Development (TD) is a highly specialized program for students in grades 1-12 with a diagnosed learning disability and/or attention deficit disorder. Curriculum needs are determined through professional diagnostic testing and instruction is individualized. Students who have identified academic needs to be met by both TD and regular elementary and worked with cooperatively by each section of the ACS departments in a plan developed by teachers and discussed with the parent.

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**Chapel**

“Thy Word is a lamp unto my feet, and a light unto my path.” Psalm 119:105

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs (Tuesday’s at 8am in the gym) will be planned to spiritually challenge students. Parents are welcome to attend chapels. Other special chapels and assemblies are held at the discretion of the administration. Parents should pick up a “parent badge” in the elementary office.

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**SECTION VIII – STUDENT INFORMATION**

**Facilities**

God has blessed Augusta Christian Schools with some very fine facilities. We ask that students treat the school facilities with care and take pride in their school campus. Many recent improvements have added to the beauty of our campus. Students are expected to stay out of flowerbeds and planted areas and to observe care for all aspects of the school grounds and buildings. Reports of vandalism will be investigated and disciplinary action will be taken as needed.

**Classroom Expectations**

1. Preparation for class – Come prepared for each class.
2. Homework- Since homework reinforces classroom learning; it is vital that the student thoroughly and thoughtfully complete all assignments.
3. Parents are asked to intervene immediately when a homework problem arises.
4. Each class will open with prayer and begin immediately.
5. Student responsibilities for all classes include:
   a. Students will be in the classroom when the bell rings.
   b. Students will participate in class by raising their hand to be called on to answer by the teacher.
   c. Students will remain in their seats at all times until given permission by the teacher to move, or be given a pass to leave the classroom.
   d. Students will hold all paper and trash until the end of the period to be disposed of.
   e. Students will come to class prepared with all necessary materials.

**Cafeteria/Lunches**

“Taste and see that the Lord is god.” Psalm 34:8a

A daily lunch program is available in our cafeteria prepared on site with offerings directed toward younger children for elementary. Menus will be different each day. They will be posted and sent home to parents. Students who bring sack lunches may purchase milk or other items but will not be allowed to use the vending machines in the lunch area. Elementary parents may eat with their child at designated tables in the cafeteria. If the parent plans to eat cafeteria food, they should call the office before 9AM or send a note with the student to the teacher so they can be added to lunch count. Parents should sign in at the elementary office and receive a “parent badge” before proceeding to the cafeteria.

**Other Information**

**Parties.** The elementary principal must approve all parties in the elementary school.

**Flower Policy.** Special holiday occasion flowers, balloons, candy or like items need to be delivered to the student’s home. Our offices will no longer be able to accept these items on behalf of the student.

**Prayer.** Prayer is talking to God to praise Him, to thank Him, and to petition Him. It is always appropriate, and classes are encouraged to engage in prayer and to lead others in prayer. All classes will begin with prayer.

**Bible Version for the Classroom.** ACS recognizes the New King James Version as the translation normally used in the classroom for study, quotation and memorization.
**Pledges.** As a demonstration of an individual’s love and appreciation for our country, our Savior and the Bible, Augusta Christian School begins each day with the recitation of the following pledges:

**Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**Pledge to the Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, buried, risen and coming again, with life and liberty for all who believe.

**Pledge to the Bible**

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, and light unto my path. I will hide its word in my heart that I might not sin against God.

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**SECTION IX – PARENT RESPONSIBILITIES**

In order that Augusta Christian Schools achieve its goals and objectives for students, there must be cooperation between the school and the home. Therefore, although this handbook applies primarily to students, parents and/or guardians need to recognize their responsibilities to their children and to the school community. You, as parents, should help assure proper attitudes toward the environment desired at Augusta Christian Schools by:

1. Demonstrating a positive attitude toward your child’s school education by showing interest in your child’s work.
2. Getting to know your child’s school, its staff, curriculum, programs and activities. Attending parent-teacher conferences and school-parent functions.
3. Informing your child’s school of your current home, phone number, home address, work telephone and emergency contact number.
4. Understanding and supporting the policies of this handbook and discussing it with your child.
5. Teaching your children to be clean and well groomed, dressed according to the school guidelines.
6. Making sure your child arrives at school on time with all homework, books, projects, lunch, etc.
7. Keeping your child home when you know your child is ill or has a contagious disease, and having your child immunized, consistent with the Georgia Statutes and school policies.
8. Notifying the school administration within 48 hours of your child’s absence from school and the reason for the absence.
9. Advising the school administrative team immediately of anything that may affect your child’s ability to learn, to attend school regularly, or take part in school activities. This information needs to be updated as soon as possible if there is any change.
10. Teaching your child, by work and example, to respect the policies and authority in this school and to respect the rights and property of others.
11. Working with school personnel to solve any disciplinary and academic problems.
12. Reporting a change of address to the school office within five (5) days of the occurrence.
13. To provide a nutritious lunch for your child.
14. In cases of “Special Custodial Issues,” parents should provide a copy of the legal custodial papers and guidelines to school officials.

PARENT-STUDENT AGREEMENT

It is our goal to work in partnership with each family who send their children to Augusta Christian Schools. In order to be unified as a school family, we believe it is necessary that each family unit shares a position of agreement with ACS regarding the policies and procedures as stated within this handbook.

If, after completely reading this handbook, you and your student can agree to abide in SPIRIT and PRACTICE with the limitations contained within, we require that you sign below affirming your agreement and support. This page must be returned to your homeroom/classroom teacher no later than the end of the first week of classes.

Thank you for your cooperation and we look forward to a great school year!

With His Blessings and Strength,

Dr. David M. Piccolo
Head of School
Parent-Student Agreement Form

I have read and understand the requirements as stated in the Augusta Christian School Parent/Student Handbook, and am willing to abide by said rules and regulations.

I have read the Augusta Christian Schools’ Internet Use Policy for the Internet. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary measures. I agree to use the Internet according to the Code of Ethics contained in the Acceptable Use Policy.

Student’s Name (print) __________________________________________

Parent’s Signature (print) ____________________________ Date _______

NOTE: Please sign this page for your records. Sign the insert and return to your student’s teacher.