

Arlington Christian School



Parent/Scholar Handbook **2020-2021**

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ARLINGTON CHRISTIAN SCHOOL

Dear Parents and Scholars:

Welcome to the Arlington Christian School learning community. Our desire is to provide an academically challenging and dynamic learning environment that mirrors the dynamic and challenging future of our young scholars in a spiritual and nurturing environment. In order to create, maintain, and excel at providing such a learning environment, it is important that we clearly state the policies and regulations of our community and detail the expectations we have for our families and scholars

The information contained in *Arlington Christian School's Parent/Scholar Handbook* is intended to serve as a reference guide for some of Arlington's significant policies and procedures. It is important for you to understand and accept those policies and procedures so that we as a community – teachers, scholars, administrators, and parents – are united in our effort to educate our scholars.

- Motto / Tagline -

The Better Choice!

- Mission Statement -

"To help children grow, as Jesus did, in wisdom and stature, and in favor with God and man."
(From Luke 2:52.)

- School Colors –

Green (hunter or forest), Gold (Vegas or Old), Black

- Mascot –

The Eagle

Academic Honesty

All scholars are required to complete their own work. Scholars who are caught cheating or sharing individual assignments will receive a grade of zero (0) on the assignment and the parents will be notified. Scholars will not be able to make-up assignments or tests where cheating has occurred. It is imperative that we teach honesty and responsibility to our scholars. We expect scholars to do their best on every assignment and if their grade is not acceptable, they will be allowed to complete make-up work or to redo the assignment. Cheating is not necessary to be successful.

Advanced Coursework

Arlington has advanced academic programs for scholars in grades middle through high school. These programs include advanced placement classes, dual enrollment, etc. If your child qualifies, he/she will be able to enroll in one (1) or more of these classes/programs.

Parents will be notified if their child qualifies for advanced coursework.

Allergies

Parents should notify the school of any allergies scholars may have, especially food allergies. Supporting documentation from a physician should accompany the notification. Medications cannot be distributed by the school without a completed Medication Form signed by a licensed physician. **No exceptions will be made.**

Attendance Policy and Scholar Absences

The school discourages scholars from missing classes unless it is absolutely necessary. Excused absences include sickness and attendance at family weddings, funerals, and graduation ceremonies. The first day a scholar returns after an absence, there must be a written excuse from the parent or guardian stating the reason for the absence. If the absence was for three (3) or more consecutive days, a doctor's note must be presented. **In the case of a rash or any contagious illness, the note from the doctor must state that the child is no longer contagious and able to return to school, for the protection of the other scholars.** This information will be kept on file. Parents of scholars who have six (6) or more absences will receive a letter making them aware of the absences. Six (6) tardies is the equivalent of one (1) absence and scholars will be unable to receive perfect attendance for that semester.

Scholars will receive one (1) week to submit make-up work after an excused absence. After that,

a grade of zero (0) will be issued. All zeros **MUST** be cleared up before the end of that grading period. **No exceptions will be made.**

Scholars must be present until 11:30 a.m. to be counted present for the day. Likewise, scholars checked in to school after 11:30 a.m. will be counted absent for the day. This does affect perfect attendance.

Awards Program

Arlington Christian School will host an Awards Program in December and May of each year. Criteria for the awards are listed below:

Principal's List - All A's, S's and E's

Satisfactory grades in conduct with no disciplinary issues.

Honor Roll - A combination of A's, B's or E's

Satisfactory grades in conduct with no disciplinary issues.

"B" Honor Roll - All B's, E's or S's

Satisfactory grades in conduct with no disciplinary issues.

Behavior – Remember, N's and U's will prevent scholars from being academically honored.

Perfect Attendance - The scholar must be present all days during the semester. Six (6) or more tardies disqualifies a scholar from Perfect Attendance.

Before & After Care Program

Due to COVID-19 Coronavirus, there is no Before Care program; only After Care, and it is an extension of the school day. Our current partner, Day-Star Christian Academy provides our After Care service. Understanding that After Care teachers are still authority figures, scholars are expected to adhere to all general school rules and regulations in After Care. Accordingly, After Care teachers are able to administer appropriate consequences for negative behaviors. After Care teachers will refer continuous discipline issues to the principal. This service is a luxury. Therefore, scholars who are continuous discipline disruptions may not be allowed to continue in the program.

After Care hours for all scholars are from 3:30 p.m. to 6:30 p.m. Please pick up your child no later than 6:30 p.m. when After Care ends. The pick-up time will be strictly followed in order to provide for the daily transition of our scholars, parents, teachers, staff, etc.

Birth Certificate

All official school documents must contain the scholar's LEGAL first and last name. If revisions are needed to a scholar's name, please go through the court to obtain an updated birth certificate and provide that information to the school. Upon receipt of that documentation, the information will be updated in RenWeb and applied to all school business. Remember, all Pre-K, kindergarten, and first grade scholars must have a birth certificate before they can register. A copy will be kept on file.

Book Fair

Arlington Christian School will host a Fall Book Fair during the month of October and a Spring Book Fair in March. Dates and times will be advertised on the webpage and throughout the building. Teachers will also send correspondence home regarding the fair. Scholars will be allowed to preview books via the Scholastic webpage and in-person at the school prior to the fair. Money for the fair should be sent by the scholar in a sealed envelope for lower grades, along with the list of items you wish for your child to purchase. Tax will be assessed for all items. A receipt will be provided for each transaction. No credits will be given.

Building Security

All exterior doors are locked at 8:00 a.m. and remain locked for the entire school day. Only staff with a keycard can access the exterior doors. All parents and visitors must be buzzed in by the front desk receptionist. Gated entrances support our safe school environment.

Care of School Facility

Scholars are expected to assist in maintaining cleanliness in the classroom, lunchroom, halls, restrooms, and grounds. Scholars are also expected to use proper care in the use of school furniture and equipment. No chewing gum or candy may be brought to school. Scholars **must** pay for deliberate damage to school property. We welcome parent volunteers to assist us once a month in school beautification.

Carpool and Traffic

Due to COVID-19, the following plan will be in place until further notice: scholar beginning times and dismissal times will be staggered. Elementary scholars will enter through the elementary hallway. Middle school and High school scholars will enter at the second entrance

near the gym. Parents will not be able to enter the building. Staff will be present at the door to take temperatures, give sanitizer, and escort scholars to their classes. All teachers will stand in their doorways at the beginning and end of the day to assure scholars get to the appropriate place without interacting with each other in an unsafe manner. Masks must be worn in the building at all times, except during breakfast and lunch.

Cell Phones, Electronic Devices or Toys

Items such as CD players, iPods, MP3 players, tape recorders, toys, etc. are not allowed at school for elementary scholars. Due to the tensions created by COVID-19, all scholars (including elementary school) may bring a phone but cannot use it during class time. Any scholar violating this policy will not be able to have a phone at school. The school is not responsible for electronic devices, toys, or games. These items are not used for education and should be left at home. If scholars break this policy, parents will be contacted. If they continue to bring items to school, parents will be contacted and may collect all items from the office. All items left at the end of the school year will be given to charitable organizations. Neither the school nor school personnel will be responsible if items are damaged, stolen, or lost.

Change of Clothes

Children in elementary school often have restroom and other accidents such as food spills, play area incidents, etc. Every scholar in grades Pre-K and kindergarten should have a change of clothes including underwear that is kept in the classroom, or parents should be available if accidents occur. While Arlington does, indeed, have some donated used uniforms in our closet, no underwear is included.

Child Custody Issues

Child custody issues are handled through the courts. The school must receive appropriate documentation for visitation, scholar check out, and the release of scholar information. As information changes, the legal guardian must update all information on the scholar. It is vital that the school be notified as soon as possible when any changes in the family relationships occur which might affect the temporary or permanent custody of a child.

Collection of Money

No money shall be collected by faculty or parents for any reason without the knowledge and consent of the Principal. This includes payments relating to clubs, holiday parties, and field

trips. Receipts will be given for all payments received.

Conduct

The following guidelines with respect to scholar conduct should always be followed:

1. Scholars will be treated with respect and are to respond respectfully to all children and adults in the school.
2. Talking back and arguing is not acceptable.
3. Hurting another person, either physically or with words, is not acceptable.
4. Scholars are always to follow playground safety rules. Playground rules will be taught and consistently reinforced by staff. (Note: playgrounds are currently off limits, due to COVID-19.)
5. Scholars will be expected to walk in the hallways like ladies and gentlemen, using soft and quiet feet. Walking through the halls quietly shows respect for others who are studying.
6. Scholars will always be encouraged to use appropriate language. Swearing and/or inappropriate gestures are not acceptable.
7. Scholars will be expected to keep our school looking attractive and free of vandalism and/or graffiti.
8. Drugs, alcohol, tobacco, and weapons are strictly forbidden on the Arlington campus. **(Violation of this rule will result in automatic suspension or expulsion in the absolute discretion of the Principal.)**
9. Gum is not allowed at school.
10. Bullying is not tolerated.
11. Unkind or obscene remarks, jokes, insults, or teasing are not tolerated.
12. Comments that show a lack of respect for race, religion, ethnic origin, gender, or physical appearance are not tolerated.
13. Threats (implied or intended) are not tolerated.

Conduct continued - Online Class Etiquette:

Due to COVID-19, the learning process at Arlington Christian School will be a bit different this school year. Face-to-face learning and online learning are completely different. Yet, this school year, online learning will be necessary for all scholars; for some, more than others.

It is important to understand some common rules for good online etiquette that will ensure the best possible online learning experience for the scholar and the teacher:

1. **Be respectful.** While it is easier to say hurtful or disrespectful things without standing face-to-face with someone, it is important to remember that classmates and teachers are real people who are affected by the words that are spoken and written. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. If you would not say it to someone's face, do not say it online either.

2. **Be aware of strong language, all caps, and exclamation points.** It is easy for written text messages to be misread and misunderstood. By being cognizant of strong language, you can identify potential confusions before sending messages. **Tip:** Read everything out loud before you send it.

3. **Be careful with humor and sarcasm.** Of course, have fun in your online classes! Your personality can shine through in online classes just like face-to-face classes. Be sure to make it clear that you are being funny and not being rude. Emojis can be helpful when conveying humor so that it is read correctly.

4. **Yes, grammar and spelling matter.** In an educational setting (even online), keep your coursework formal. Your written communication should be professional and reflect proper writing style.

5. **Do not post or share (even privately) inappropriate material.** Nothing is truly private online, and EVERYTHING has consequences.

6. **You are at school.** Even though on some days you may be at home, technically, you are still at school. Be sure to look and dress appropriately. No doo rags! No bonnets! No siblings or friends on screen.

Parents and teachers are encouraged to discuss, model, practice, and review with the children polite conversations, good manners and appropriate behavior. Misbehavior is an opportunity for adults to teach children a better response. Problem solving techniques will be taught and modeled by all adults.

Discipline Protocol: Offenses and Consequences

Arlington Christian School believes that although scholars have the right to an education where they can be taught and treated fairly, they do not have the right to:

1. Interfere with any other scholar's learning;
2. Engage in behavior that is not in their best interest or in the best interest of others; or
3. Interfere in the teaching/learning process.

Arlington Christian School is strongly committed to encouraging all who are involved with the development and education of children to work together to make the school experience successful. Positive scholar behavior will be expected, and misbehavior will be dealt with in an appropriate manner.

School personnel will strive to secure individual and group discipline, but will not tolerate insubordination, lack of proper respect, or improper conduct on the part of a scholar or scholars. Such conduct will result in disciplinary action and may lead to suspension or expulsion. Scholars are charged with the responsibility of abiding by accepted standards of good conduct

and discipline while on school property or while participating in any school activity. Scholars whose misconduct interferes with the rights of other scholars or adults or brings discredit upon him or her or the school will be disciplined in an appropriate manner. Scholar misconduct that results in the violations of state or federal law will be referred to the appropriate law enforcement agency.

In appropriate cases, in-school suspension may be used at the discretion of the Principal when possible by placing scholars in other teachers' classrooms.

The nature, scope, and duration of all scholar discipline will be in the absolute discretion of the Principal. Please see the current discipline policy below:

Arlington Christian School strives to create an environment built on safety, responsibility, respect, and learning. In order to make your child's elementary, middle, and high school experience meaningful and positive, it is necessary to build a relationship between the scholar, teacher, staff, administration, and parents. In this policy, you will see an overview of Arlington's classroom and school-wide behavior plan. Please take the time to review the plans and procedures with your child(ren), so they and you clearly understand the school's expectations and are willing to abide by these procedures.

Minor Offenses:

Not paying attention in class, tardy, not prepared for class, running in the school/hallway/class, breaking classroom rules, talking or refusing to follow directions.

First Offense: Redirect scholar and refer to them back to the character word for the week.

Second Offense: Conference with scholar.

Third Offense: Conference with parent. Scholar will also be required to submit a grade appropriate research report which addresses the specific action.

Fourth Offense: (Severe clause) Referral to Principal with possibility of Discipline Contract and Probation.

Major Offenses:

Verbal assault: Language that is discriminatory, abusive, obscene, or threatening to another person.

Physical assault: Acting with the intent to cause fear in another person, immediate bodily harm, or intentionally inflicting or attempting to inflict bodily harm on another person.

Insubordination: Willful refusal to follow an appropriate staff member's direction or order.

Theft or knowingly possessing stolen property: Unauthorized taking of property of another person, or receiving or possessing such property.

Vandalism: Defacing, cutting, or otherwise damaging property that belongs to the school, other

scholars, staff members, or other individuals while the scholar is on school property, at a school activity, or under the supervision of school staff.

First Offense: Document incident, conference with parent, and referral to Principal with possibility of Discipline Contract and Probation.

Harassment (Sexual, Racial, or Bullying):

Participating in or conspiring with others to engage in acts that injure, intimidate, or disgrace other individuals including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, sexual orientation, or any disability they may have.

First offense: (Severe clause) Referral to Principal with possibility of Discipline Contract and Probation.

Weapons or look-alike weapons:

Possessing a device or instrument designed as a weapon and capable of producing bodily harm or a device/instrument that looks like it might be capable of bodily harm.

First Offense: (Severe clause) Referral to Principal with possibility of expulsion.

~~See below for the image of the form used to report discipline incidents.~~

Dress Code

In order to maintain a positive learning environment and to provide for the health, safety, and well-being of our scholars, Arlington Christian School requires that all scholars wear uniforms to school every day. The uniform is a symbol of unity, pride, and excellence. Certain materials and styles are unacceptable as a replacement for traditional uniforms. **When a scholar is not in uniform, the parent will be asked to take the child home to change before he/she will be allowed to go to class or we can use the donated uniforms if appropriate sizes are available.**

General Guidelines

1. Please refer to our website (www.arlingtonchristianschool.org) for a complete list of our uniform requirements.
2. Scholars are expected to be well-groomed and appropriately dressed while on campus and while representing the school off campus.
3. Clothing must be neat, clean, and in good repair.
4. Shoes must be worn at all times.
5. No baseball-style caps may be brought or worn to school.
6. Grooming includes clean and combed hair.

Girls

1. Makeup is not appropriate for elementary school scholars.
2. Small earrings are allowed; however, large, dangling earrings and other items of jewelry (such as dangling bracelets, etc.) are distracting to the scholars and teachers and, therefore, are not allowed. Scholars occasionally lose items of jewelry which can be of significant monetary or sentimental value to them. Please help us to avoid these disappointments by not allowing your child to wear such items to school.
3. The length of skirts should be **at least** as long as the point where the scholar's fingertips touch the upper leg when the arms hang fully extended to the side of the body.
4. Hair should be neat, clean, and well-groomed.
5. Please refer to the Uniform List on our website (www.arlingtonchristianschool.org) for a complete list of our uniform requirements as well as the appropriate shoes. **High-heeled** shoes are **not** acceptable.

Boys

1. Shirts with the Arlington logo are the required uniform shirts. No other shirts are acceptable uniform attire. Any exceptions must be approved in advance by the Principal.
2. Gym sweatpants and athletic shorts are not acceptable school attire.
3. The length of shorts should be **at least** as long as the point where the scholar's fingertips touch the upper leg when the arms hang fully extended to the side of the body.
4. Hair should be neat, clean, and well-groomed.
5. Please refer to the Uniform List on our website (www.arlingtonchristianschool.org) for a complete list of our required uniform requirements.
6. Earrings are not acceptable attire at school.

Early Pick-Up

Please try to avoid making appointments for your child during the school day. If an appointment during the school day is necessary, please do the following:

1. Send a note or e-mail to let the teacher know what time and day your child will be picked up.
2. Come to the office to sign your child out. **Do not** go to the classroom.
3. Pick your scholar up before 2:00 p.m. We ask this so that the dismissal process is not affected.
4. Wait at the office/in your car for your child. Someone in the office will get your child.
5. Upon returning to school, come to the office to sign your child back in. When necessary, your child will be escorted back to class by the appropriate school personnel.

Emergency Communication Regarding School Closings, Delays, etc.

Fire safety, tornado, and intruder alert drills are held during the year. Teachers will instruct their scholars on the procedures to be followed during fire and tornado drills.

The Principal will contact the news media to announce any changes in normal school operations. Announcements are normally released to the media between 6:00 and 6:15 a.m. We will also use our email system to notify parents of school closings, delays, etc. When you feel that school may be closed due to bad weather, please listen for announcements on **WSBTV Channel 2, WAGA Fox 5, WXIA Channel 11 and CBS Channel 46 (television) for school closings**. We will be listed as “Arlington Christian School”. It is the parent’s responsibility to monitor news reports or to contact the school to find out about school closings or changes. If, in a parent’s judgment, weather conditions represent a threat to the child’s safety, the parent shall keep the child at home. Should it be necessary for school to close early, parents must make arrangements to pick up their children. For more information, contact the Principal.

Fever

Any scholar who has a temperature of 100°F or higher will be sent home immediately. Parents are expected to pick scholars up immediately after receiving the phone call. Remember that a scholar should be fever-free (without the aid of fever-reducing medication) for 24 hours before he/she returns to school. This is one of the ways we can work together to decrease the amount of illness within the school.

Field Trips

Arlington Christian Scholars utilizes field trips to supplement the curriculum. Field trips come in the forms of outside field experiences and in-house experiences. Field trip expenses are not included in tuition and will be an additional cost to the scholar’s family. Arlington has a bus; therefore, the cost of outside field trips will include both the site cost, as well as the associated transportation fees. For those parents who do not pay for the field trip experience by the allocated deadline, the cost will be added to their monthly tuition. **All field trips are suspended due to COVID-19 until further notice.**

General Conduct for Parents and Scholars

A positive and constructive working relationship between Arlington Christian School and its families is essential to the fulfillment of Arlington’s educational purpose. For that reason,

Arlington Christian School reserves the right to dismiss a scholar from the school, or to withhold the privilege of enrollment, if Arlington (acting through its Principal) concludes in its absolute discretion that the actions of a scholar, or of that scholar's parent/guardian, make such a positive or constructive relationship impossible, materially interfere with Arlington's mission, or is otherwise not in keeping with Arlington's accepted standards or principles.

Grading Policies and Procedures

Scholars in grades 1st – 5th and 6th – 12th will have their grades designated by letter: A, B, C, D, and F. Progress Reports may be viewed by parents at their convenience using the RenWeb application. Scholars in grades Pre-K and Kindergarten will be evaluated based on the following grades: E, S, N and U. Evaluation of each scholar's performance and progress is critical.

The grading scale for Arlington Christian School is:

90 – 100	A – Excellent
80 – 89	B – Good
70 – 79	C – Average
60 – 69	D - Poor
Below 60	F – Failing

Grading Criteria:

25%	Tests
20%	Quizzes
20%	Projects
25%	Classwork
10%	Homework

Deficiencies

Deficiencies are sent home for all scholars with grades below 75% and conduct below satisfactory. They will be sent every six (6) weeks. Deficiencies should be signed and returned within 48 hours. Additionally, parents are strongly encouraged to schedule a conference with their child's teacher and actively monitor RenWeb for grade activity. Arlington will no longer print progress reports.

Zero Policy

Scholars who are caught cheating or sharing individual assignments will receive a grade of zero (0) on the assignment and will not be allowed to make up assignments or tests where cheating has occurred. Additionally, any scholar missing an assignment due to absence, and the assignment(s) can be made-up, the work must be submitted within one (1) week, or the scholar will receive a grade of zero (0) for those assignments. All zeros must be cleared up before the

end of that grading period.

Homework

Age-appropriate homework is an integral part of the instructional program at Arlington Christian School. Homework may consist of activities such as make-up work, meaningful projects, collecting material for classroom projects, listening to or viewing suggested radio and television programs, or completing work begun in the classroom. The purpose of homework is to stimulate independent study habits, to develop responsibility and self-discipline, and to reinforce school learning. To help each scholar be successful in completing his/her schoolwork, parents should:

1. Make sure your child's homework is complete.
2. Provide a time and place (a table or a desk with good lighting) in your home for your child to study and complete homework.

Immunizations

Under Georgia law, every child must have on file a completed immunization form (Form 3032) and a Hearing/Dental/Vision Screening certificate (Form 3300). These forms must be signed by physicians or Health Department officials and must be current. If a form has expired, a new certificate must be provided within 10 days or the scholar will be withdrawn.

Invitations

Personal or Private Party invitations **shall not** be distributed at school unless the invitations include the **entire** class. **All** invitations must be handled and distributed through the office.

Leaving Items for Children

If you must bring something to your child during the school day, **do not** take it to the classroom. Bring the item to the office with your child's name on it and the item will be delivered to your child. Items brought in for delivery to scholars should be limited to things needed during the school day. It is important for children to learn to be responsible for their materials and belongings. Having them face the natural consequences of forgetting is often a powerful lesson that they need to learn.

Lunch Guidelines

Arlington Christian School has partnered with a catering service (JW3 Kitchen) to provide breakfast and lunch for scholars. There will be one (1) entrée for breakfast and one (1) for lunch. Breakfast will cost \$2.00 and lunch will cost \$5.00. The caterer will provide a monthly menu so scholars may see what will be served during that month for both meals.

Due to COVID-19, all meals will be served in the classroom.

GOALS: Manners are an important aspect of an enjoyable dining atmosphere. Saying "please" and "thank you" are common courtesies expected of everyone. Respect for lunchroom staff, teachers, scholars, property, and food is expected.

In keeping with the above goals, please remind scholars to observe the following guidelines (when school is in normal session, i.e., post-COVID-19):

1. Always walk, never run, in the cafeteria.
2. While waiting in the food line, scholars should act appropriately.
3. Get your food before you sit down. Take your tray directly to your table. No "saving" places.
4. Once you sit down, do not move to another seat.
5. Remember to put your napkin in your lap.
6. Talk quietly to the people at your table only.
7. Remember that visiting at other tables is not allowed.
8. Scholars are responsible for cleaning their area. Debris should be picked up from the floor around the table.

Media Center

The media center exists to aid scholars in their pursuit of an education and to help teachers carry out the requirements of the curriculum. Scholars are permitted to visit the media center routinely to check out books. If a scholar returns a book late, a fine may be imposed. Scholars are responsible for any lost, destroyed, or damaged books and/or materials. Restitution must be made prior to the release of school records in the event of a lost or damaged book. Report cards may also be withheld until restitution has been made.

Messages

Scholars are not allowed to receive telephone calls. Please make sure that you discuss all relevant information prior to your child coming to school. If you would like to change or make transportation arrangements that are different from the information on file, you must send a handwritten note to the office. If emergencies occur during the day, parents should call the front office and ask the receptionist to get their child to a phone.

Notice of Access to Personal and Public Information

Arlington Christian School reserves the right to access, view, copy, or monitor any information stored on or transmitted over the school's technology resources, personal equipment that has been brought to school or used to access the school's network, and personal equipment that violates any aspect of this policy.

Office Procedures

Our goal is to provide excellent customer service to all. The office personnel will be glad to assist you with concerns regarding your children. The office staff will request all parents/guardians to present a picture ID before checking out a child. If a parent designates another individual to pick up their child, the individual's name must appear on the school data system. This procedure is in place for the safety of all children.

Parent/Teacher Conferences

Parent conferences may be scheduled the second Tuesday of each month for Elementary scholars and the second Thursday of each month for Middle and High school scholars. Parents may request a conference call or face to face meeting with the teachers on these days after school. School conferences are scheduled before the end of a grading period; one in October and one in March. These meetings are designed to provide helpful information to aide in the success of your child(ren). These meetings will take place during the school day and the schedule will be announced at the appropriate time. All parents are encouraged to meet with their child's teacher throughout the school year. There should be no surprises at grading time.

Conferences must be scheduled and must not interfere with instructional time. Please do not request conference before school begins.

Records Maintenance

All scholar records will be maintained in the office. Please notify the teacher and school office personnel as soon as possible of any changes in address, phone number, or any other pertinent information so records can be updated.

Withdrawal

When officially withdrawing your child from school, the scholar records will be submitted to the

new school upon receipt of the official request for records form from that school. Parents are not allowed to pick up scholar records. Please make sure that all library books and textbooks that are property of Arlington are returned. In addition, be sure to clear any charges for lost books, etc. Records will be sent only if these items are cleared.

Please note that only legal guardians and/or the person who enrolled the scholar can withdraw a scholar from school.

Replacement of Lost School Materials

Children are responsible for lost or damaged textbooks and other school materials. If materials are lost or damaged, parents will be notified of the replacement cost. The child's end-of-the-year report card will be held until this obligation has been met. Scholars failing to compensate the school for lost, destroyed, or damaged textbooks or library books shall receive an incomplete and no credit for the course until the school has been compensated. **The scholar will not be issued another textbook of the same title until the school has been reimbursed or the book found.** No transcript or any other information can be released to any person or institution until these charges have been paid. It is the responsibility of each scholar to take care of and return Arlington-issued textbooks in good condition. Please discuss with your child the importance of taking care of his/her books. This includes library books and equipment used by the scholar. It is their responsibility to inform the teacher immediately if they cannot find a book that is checked out to them. It then becomes the teacher's responsibility to immediately notify the parents and request payment for the book.

Scholars are assigned a Chromebook at the beginning of the school year (unless they are using their own devices.) The scholar's name is placed on their tablet with a label to ensure that only that scholar has access to it. As with other materials, scholars are responsible for damages to this device. Parents will be notified if damages occur.

Responsible Use Policy - Electronics

Arlington administrators expect scholars to exemplify and adhere to the following principles at all times, including when using the internet, electronic devices, and technology:

Safety and Privacy

1. I will be honest about my age when online and adhere to the age requirements and guidelines of all websites.
2. I will respect myself and others by keeping all online communication school related.
3. I will show respect for myself and others by accessing, posting, and hosting information and images that reflect positively on myself and others.
4. I will protect my personal information and that of others by not posting or distributing private information, including full names, email addresses, street addresses, and phone numbers.

5. I will not use sites when I do not meet the age requirement (i.e., Facebook, personal Google accounts, and blogs.)

Digital Citizenship

1. I will be honest about my identity when I represent myself in any online communication.
2. I will use electronic devices appropriately, communicating and interacting with others in respectful ways.
3. I will not access or use hate-based or sexually explicit materials, nor will I belittle others.
4. I will show my respect for intellect and creativity by asking permission, giving credit, and observing the law.
5. I will assess how much time I spend with digital media and balance that with offline activities.
6. I will not post anything online that an individual would not want shared.
7. I will not post pictures or anything hurtful or inappropriate online, whether in my own name, anonymously, or by using another identity.
8. I will not post anything about others that could compromise their reputation or relationships with others. This includes:
 - a. Calling people names
 - b. Insulting individuals for any reason, including race, religion, national origin, disability, gender, or sexual orientation
9. When using online communication to collaborate with others, I will inform a trusted adult when:
 - a. Teasing crosses the line and is hurtful
 - b. People engage in hate-speech
 - c. Any physical threats are made
 - d. Someone feels isolated
 - e. An individual is being excluded in a hurtful way
 - f. A posting is sexually explicit
10. I will not damage the digital or physical property of the school or others.

Classroom Use

1. I will follow all guidelines set by my teacher(s) regarding the use of electronic devices.

Conservation of Resources

1. I will print only what is necessary.
2. I will limit the amount of information I store on the network and keep it school related.
3. I will respect and preserve resources by conserving paper, bandwidth and storage space.

Network Security

1. I will respect the connected nature of our digital community and will not tamper in any way with electronic devices owned or operated by the school.

Care of Electronic Devices

1. I will care responsibly for the electronic device that has been entrusted to me, following the guidelines of proper care and use.
2. I will not damage school equipment or property of others, nor disrupt the network.
3. I will not attempt to access or alter parts of the network that I have not been given permission to use, such as another person's files or network tools.
4. I will not attempt to bypass the security restrictions on my electronic device or on the network.
5. I will report to my teachers any apparent problems with viruses or spyware as soon as they arise.
6. I will not attempt to use another person's login or give my login information to other
7. scholars.
8. If I damage my electronic device, I will report the damage to my classroom teacher as soon as possible. Examples of misuse that can damage an electronic device include dropping, placing heavy objects on top, or exposure to food, liquids, or excessive heat or cold.
9. I will treat my power supply with care.
10. I will only use approved cleaners. I will never spray cleaners directly on my electronic device.
11. I will never use a pencil, eraser, or other object on the electronic device.
12. I will not place stickers anywhere on the inside of the electronic device.
13. I will not remove or cover the identifying stickers placed on my electronic device by the school.
14. I will not touch the screen with sharp or pointed objects.

School Hours: Arrival and Dismissal Times

Arrival time for all scholars is between 7:30 a.m. and 7:50 a.m. The traditional school day is from 8:00 a.m. to 3:00 p.m. **All scholars must report to their assigned classroom no later than 8:00 a.m.** Scholars are tardy if they are not in the classroom by 8:00 a.m.

Parents of scholars arriving after 8:00 a.m. must park and accompany their children to the school's door to receive a tardy slip and further instructions regarding their children proceeding to their classrooms.

Dismissal time is 3:00 p.m. Scholars who have not been picked up by 3:30 p.m. will go to our After-Care Program (and parents will be charged accordingly).

School Pictures

There will be two (2) picture days during the school year: one (1) during the Fall semester and one (1) during the Spring semester. Fall pictures will be taken in school uniforms **ONLY**.

Scholars will be able to wear regular clothes for Spring pictures. Pictures will be distributed by the school's contracted photographer. This will be determined by how COVID-19 proceeds during the school year.

Security

One thing that distinguishes Arlington from other schools is our ability to provide an exceptional education in a secure environment, with small class sizes. We are proud of the gate security as you enter the campus, the secure exit doors that can only be accessed by school personnel or staff, and the growing technology available to our scholars.

We believe that classroom visitors, including parents, can disrupt the learning process. Parents will be unable to visit or sit in on classes. However, we can allow you to view the class through the door of the classroom to get a bird's eye view of what your child is doing during class.

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the school environment. It refers to behavior that is unwelcomed, offensive and interferes with the learning process. If your child feels uncomfortable in any situation, or if you have any reason to believe or suspect inappropriate behavior of any kind, please report this to a school administrator immediately for proper investigation.

Standardized Tests

Scholar assessment is a part of the total learning program at Arlington. The testing program will include the MAP Assessment, SAT, ACT, and Stanford 10 (for grades 3, 5, and 8.)

Arlington's teachers and administrators use the information from these tests for the following purposes:

1. To provide a standardized assessment of each child's academic progress in various areas.
2. To determine academic expectations and to measure progress toward suitable individual goals.
3. To identify relative strengths and needs of each child so that materials and instructional procedures can be changed or adapted to meet these needs.
4. To assess strengths and needs in group performance in order to facilitate future curriculum planning.

The results are only one (1) measure for grouping or making educational recommendations. A test is only an indicator of an individual's success at the time the test is taken. Your child's daily classroom performance, participation, and learning provide a more comprehensive

picture than one (1) standardized test.

Parents will be notified of the test dates and will receive information regarding the specific days for each grade level.

A generous time limit is allotted each day. Since testing begins in the morning, it is especially important for your child to arrive promptly. As always, please see that your child gets adequate sleep and a nutritious breakfast prior to school. We will arrange for scholars to make up any section of the test if absences occur due to illness.

Scholar Healthcare

Children showing evidence of illness may not remain in school. Any child who becomes ill at school will be sent to the office to contact parents for pick-up. It is an absolute necessity that we are able to contact a parent and/or legal guardian during the school day. Please provide the school with at least two (2) emergency numbers of someone who can pick up your child when emergencies arise. **Please make the school aware of changes in important phone numbers as soon as they occur.** If your child is injured at school, we will make him/her as comfortable as possible and call the parents immediately. If you cannot be reached, we will attempt to contact the emergency numbers that you have provided.

Scholar Placement

Much study and consideration, and many hours of hard work, have gone into developing the classroom assignments for boys and girls. We **cannot** accommodate parents' requests for scholar placement.

Scholar-Related Forms

When parents make a request to have Arlington's teachers complete scholar-related forms that need to be forwarded to professionals or to other schools, these forms must be delivered to the School office. Please do not deliver forms directly to your child's classroom teachers. Parents must sign a release form at the time of delivery giving Arlington permission to send the forms to the appropriate place. All forms will be mailed directly from Arlington to the school or to the professional and will not be returned to parents.

Telephone Use and Emergency Calls

The telephone number at Arlington is available to all parents. Please be advised that this is a business telephone and cannot be used for personal reasons. Telephone calls to teachers will be returned at the end of the day. Teachers cannot receive phone calls during instructional time. In

case of emergencies, messages will be delivered to your child in class.

Visiting the School During the School Day

All parents and other visitors must come to the office to sign in upon arrival at the school and sign out upon leaving. Visits from non-Arlington scholars are inappropriate. All visits must be approved by administrators. Due to COVID-19, no visitations are permitted in the building until further notice.

Acknowledgement of Review of Parent/Scholar Handbook

Please complete this form and return it to your scholar's teacher after reviewing The Arlington Christian School Parent/Scholar Handbook.

Your signature notes your review of the handbook and your full intention to adhere to the policies, procedures, rules and regulations of Arlington Christian School. If you have more than one scholar enrolled at Arlington, please sign one copy for each scholar to turn in to his/her teacher.

Scholar(s) Name

Parent Signature

Date