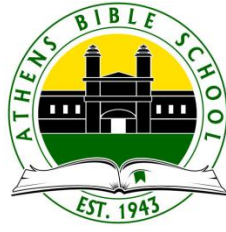


ATHENS BIBLE SCHOOL



Student Handbook

507 Hoffman Street Athens, AL 35611
Office: 256-232-3525 Fax: 256-232-5417
www.athensbibleschool.org



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HANDBOOK
FOR
STUDENTS AND PARENTS

Purpose

This handbook has been carefully prepared to help ensure a pleasant working relationship among the students, faculty, administrators and parents associated with Athens Bible School. To accomplish this purpose, the goals, policies and regulations of the school are stated in this booklet.

Approved and adopted by the Board of Directors
June 2011

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MISSION STATEMENT

The mission of Athens Bible School is to provide each student with a quality education in a Christian atmosphere by working with the home and family to foster the complete and harmonious development of the whole person: spiritually, mentally, physically, and socially.

OUR AIM

It is the aim of Athens Bible School (hereafter ABS) to create an environment and maintain standards of conduct that are consistent with Christian ideals. There are restrictions at ABS which may not be necessary in other places and under different conditions, but which are essential to the maintenance of the ideals of this school. It is understood that every student who enters Athens Bible School thereby pledges to abide by the spirit and letter of all rules and regulations of the school.

Cooperation on the part of parents is essential to the proper management of Athens Bible School. When parents enter sons or daughters in Athens Bible School, they agree to accept the regulations of the school and to encourage their children to be subject to these regulations. This express agreement should be clearly understood by students, parents, faculty and administration.

A school cannot make character, but it can give a student the best opportunity to develop character. In this age when popular attitudes and ideas constantly change, Athens Bible School believes that the most worthwhile education is based on the unchanging principles of the Christian religion.

It is the aim of the administration and faculty to cultivate and develop the spiritual nature of the student and to create and maintain a religious sentiment that is in harmony with the will of God. The Bible is a textbook of every student in Athens Bible School. It is a constant aim to surround the student with an atmosphere that is based on Biblical teachings.

Athens Bible School is operated by a Board of Directors and Administration who are members of the church of Christ. It is supported by tuition, fees, fundraising activities, and private donations. Contributions from congregations are neither solicited nor accepted.

NONDISCRIMINATION POLICY

Athens Bible School does not discriminate against students on the basis of race, color, national origin, sex or handicap.

STUDENT ATTITUDE

Students, this is your school. You, as an individual will have a great influence on the kind of school it is. If you are disinterested, doing only what you must, you will find school a disinteresting place. If you are active and interested, always trying to improve yourself and your school, you will find Athens Bible School alive and challenging. The administration and faculty can only provide opportunities for you to improve yourself; only you can do the job.



Athens Bible School should give you many opportunities to learn the skills you need; to develop the habits you want; to form and express opinions, judgments and conclusions; and to accept responsibilities for yourself and your school. So that all of us at Athens Bible School can concentrate on these opportunities and experiences, we have a number of procedure, policies, and regulations.

ADMISSION

REQUIREMENTS FOR ADMISSION. Athens Bible School seeks students with good behavior and the desire to become a better person and who express a desire to learn both academics and the Bible. Students seeking admission to ABS will provide a record of good behavior. Although we do not provide a special education program, we do admit children with a wide range of abilities. A history of poor conduct is normally the reason for rejection. A student serving any disciplinary action at another school cannot be admitted to Athens Bible School until that action has been completed. A student may be admitted on probation at the discretion of the Principal. Athens Bible School reserves the right to reject any student applying for admittance when, in the judgment of the administration, such admittance would not be in the best interests of the school.

ADMISSION POLICY AND PROCEDURE. The admission process begins with a family conference on campus with the Principal or Assistant Principal. This conference may be set up by calling the ABS office (256-232-3525).

This conference will acquaint the family with ABS and its facilities. A short walking tour may be conducted at this time. Please bring a copy of the student's current report card and a copy of the student's latest standardized test scores.

After the conference the parents should pick up the forms listed below. Complete the forms and return them to the office as soon as possible. There is a non-refundable registration fee of \$100 that must be paid when the application is submitted. This fee is subject to change by the Board of Directors.

1. Application for Admission Form (Form 1) – This form requests general information about the family and previous schools. On back of this form the student in grades six through twelve must write a letter explaining why the student wants to attend ABS. For students in elementary grades one through five, parents must write the letter.

The family will be given a student handbook. Before a student is admitted to ABS all parents and students must read this handbook and sign the application form (Form 1) stating that they have read the handbook and agree to abide by it.

Also, for grades four through twelve, the family must provide three letters of recommendation from persons who are not family members. One of these letters should come from a teacher who has taught the student within the last year.

2. Transcript Release Form (Form 2) – This form authorizes the previous school to release information to ABS.
3. Ledger Sheet (Form 3) – This form gives current address, phone number, whom to notify in case of emergency, etc.
4. Tuition Agreement/Payment Plan (Form 4) – This form gives tuition and fee information and provides payment plan options. A parent or guardian must sign this form and return it with the other admission papers. Prior to admission to a new school year, all fees for the previous year must be paid, or a plan for payment must be approved by the Board of Directors.

Athens Bible School requires one full month of tuition for the month a student is enrolled. This means if a student enrolls or withdraws at any portion of a month, tuition is required for the full month. This is to protect the school with percentage discounts that we give.

5. Free and Reduced Lunch Application (Form 5) – This form is available to all families who wish to apply.

6. Immunization Record – Each student’s “Blue Slip” must be on file before the student can attend classes.
7. Notification Card for Emergency or Illness (Form 6) – This form must be on file with the school nurse before treatment can be given in the first aid room.

FINANCIAL AID

We believe enrollment in our school should not be limited to only those who can pay full tuition. Our financial aid program enables us to assist many deserving students who could not otherwise afford to attend.

Athens Bible School does not discriminate on the basis of race, color, sex, handicap or national origin. All families who need financial aid are encouraged to apply for this aid.

Students applying for aid should present a strong record of good conduct.. All families receiving financial aid are expected to pay part of the cost of tuition, unless authorized by the Board of Directors.

Applications must be resubmitted annually and are evaluated by the Financial Aid Committee in June and July. This committee consists of the Principal and two or three members of the Board of Directors. The committee will ensure confidentiality is maintained. The following checklist will help you ensure your application is completed on time.

1. In April obtain financial aid application materials from the Main Office. Read these materials carefully. If you have any questions, contact the principal (256-232-5478).
2. By May 1 complete the Parents’ Financial Statement (PFS) form, and mail this form with the required fee to the School and Student Service for Financial Aid (SSS). This service in Princeton, New Jersey, performs evaluations for over 1300 private schools and provides a fair and equitable method for determining financial need. Keep two copies of the PFS form and a record of the date you mailed it. SSS will forward the results of their evaluation directly to Athens Bible School within about one month.
3. By June 1 provide to the Main Office a copy of the PFS form and a copy of your complete Federal Income Tax return (including all forms and W-2’s) for the preceding year. Include the tax return of both natural parents. We will consider the assets of both natural parents before making any awards and cannot be bound by the assertion that one parent has disclaimed responsibility for educational expenses. If the custodial parent has remarried, we will also consider the assets of the stepparent, bearing in mind the obligation of stepparents to their own natural children.

By July 15 the Financial Aid Committee will determine awards, and you will be notified of the results by mail shortly thereafter.

GRADING AND RECORDS



BIBLE GRADES

Students enrolled at Athens Bible School are expected to pass every Bible class they take. However, it is understood that some students, especially new students or new Christians, may have difficulty competing with Bible students who have had many years of Bible training. Teachers will take this into consideration as well as the general attitude and conscientious effort of the student to learn and apply Bible teaching in daily life when determining the student’s Bible grade. An “F” in Bible could indicate serious problems on the part of the student such as deliberate failure to try to learn, disrespect or deliberate misconduct which shows a lack of appreciation for the Bible and Bible classes. If a student has a failing grade in Bible class during any nine-week period a consultation between parent and school administration will be required.

GRADING STANDARDS

The following interpretations are to be used in reporting and recording grades:

<u>Evaluation of Work</u>	<u>Numerical Range</u>	<u>Equivalent Letter Grade</u>
Excellent, far above average	90-100	A
Good, above average	80-89	B
Fair, average	70-79	C
Poor, danger of failing	65-69	D
Unsatisfactory, failure	Below 65	F

A student must have a 65 average for the year in order to pass. The average for the year is the average of the two semester grades. A semester average is the average of two nine-weeks grades.

The following interpretations are to be used in reporting and recording conduct grades:

- S = Satisfactory
- N = Needs improvement
- U = Unsatisfactory

REPORT CARDS. Numerical subject grades and letter conduct grades will be given in each subject. Grades in either area must be satisfactory in order to remain enrolled at ABS. Report cards are sent home with the children every nine weeks. Parents are responsible for seeing the report.

OPTIONAL THREE-WEEK LETTERS. Three weeks into each grading period, the teachers will evaluate the progress of each student. If the progress is unsatisfactory, it is at the teacher's discretion, that a letter describing the specific problem be mailed or emailed to the student's home. Teachers may require that these letters be signed by the parent and returned to the teacher within a specific time. This is to insure that we know that the parent has received the letter and has been informed of the situation. The Board and Administration highly recommend that this form of communication be used. You may contact any teacher or staff member by going to our website (<http://www.athensbibleschool.org>).

TEST EXEMPTION. The second and fourth nine-weeks test of each semester may be exempted if a student has an average grade of 90 for each six weeks of the semester, a 92 average for the entire semester, or an 88 average with no absences in or tardies to any class in that semester. A "U" in conduct will require the student to take the nine-week exam. (See also the section on "Unexcused Tardies".) For the last semester only, seniors may exempt if they have at least an 80 average for each of the last 2 nine-weeks, and if their conduct is acceptable.

PERMANENT RECORDS. Permanent records will be kept on each student. These records will contain information regarding the student's grades and behavior. These records are treated with confidentiality. After graduation, one transcript will be mailed to the college of the student's choice. A small fee will be charged for subsequent transcripts that are mailed at the student's request. ABS reserves the right not to release transcripts to any school or college until all accounts are cleared.

ATTENDANCE

CHAPEL. Every student is required to attend chapel each school day. Proper reverence should characterize this period. Failure to show proper reverence in the chapel service may be just cause for disciplinary action or parental conference.

EARLY ARRIVAL TO SCHOOL. All elementary students arriving early must remain in a designated area until 7:45 a.m.

LATE ARRIVAL TO SCHOOL. If a high school student arrives at school after the first tardy bell rings and has a legitimate excuse, the student should come by the office, sign in and receive an excused tardy slip. If the tardy is unexcused, the student should sign in and go directly to class. Tardies to non-first period

classes are unexcused unless the student received an excused tardy slip from the office or previous teacher.

TARDY POLICY.

- Students will be allowed three (3) tardies each semester
 - The student is responsible for bringing a note from parents explaining the nature of the tardy if the student wishes the tardy to be excused.
 - Even with a note, some tardies may not be excused
 - If detained after class, it is the student's responsibility to obtain a note from the teacher to present to the teacher of the next class.
- Tardies will count toward absences
 - Four tardies to class will count as one (1) absence for a high school class period
- Elementary tardies will accrue and be counted as time missed
 - Time will be rounded to the nearest five, with no tardy equaling less than five minutes
- Upon earning the fourth (4th) tardy, the student will be required to attend before or after school detention. The penalty for tardies five (5) and six (6) will result in the same penalty.
- Upon earning the seventh (7th) tardy, the student has demonstrated a lack of respect for his/her teachers and school policy by failing to report to classes at the proper time. As a result, the student will be given a ½ day in-school work detail. Parents will be required to have a conference with an administrator. Any tests/homework missed can be made up.
- For tardies eight (8) through ten (10), the student will be required to attend an afternoon detention for each tardy.
- If a student earns eleven (11) tardies, a full day in-school work detail will be required. Tests and homework can be made up. Parents will be required to have a conference with an administrator.
- For tardies twelve (12) through fourteen (14), the student will be required to attend an afternoon detention for each tardy.
- Upon earning tardy fifteen (15), the student will be assigned a full day work detail (either on campus or community service). The student will not be allowed to make up any work missed on this day. The student will be placed on probation and parents will be required to have a conference with an administrator.
- Further tardies will result in discipline as chosen by the school administrator.

FAILURE TO REPORT TO AN ASSIGNED DETENTION WILL RESULT IN THREE (3) DEMERITS OR ONE (1) ADDITIONAL DETENTION.

Tardies will be cleared at the beginning of a new semester.

HOMEWORK POLICY. Homework assignments will be given out on the Friday or Monday prior to the Thursday on which they are due. No homework is to be assigned on Wednesday nights that is due on Thursday. This policy went into effect at the beginning of the third six weeks of the fall semester, 2003.

CHECKOUT. Once a student arrives on campus, the student may not leave without checking out and obtaining permission from the office. This includes trips to nearby convenience stores before or during school hours. If a student knows it will be necessary to leave the campus during school hours (which must be a matter of absolute necessity), the student must bring a



written note from home signed by the parent or guardian and present it in the office. The note must state the specific reason for the student checking out. If possible, parents should try to schedule dental and medical checkups after school. If a student becomes ill, the student should report to the school nurse or main office. If the student must leave, parents will be notified and a checkout notice (form 7) will be sent to the office with the student to check out.

ABSENCES

Athens Bible School strives to educate students through active involvement with the teacher in a classroom setting. It is, therefore, necessary that students attend classes in order to receive this aspect of their education.

To this end, Athens Bible School sets the following attendance policy:

- Parents are responsible for insuring that their child(ren) are present for classes.
- Parents are responsible for making sure their child(ren) are prepared for and in class on time.
- Students are responsible for making sure they are in class and prepared by the sounding of the tardy bell.

Policy:

- Students shall be given eight (8) absences per semester (per class in high school) without penalty.
 - These days are provided for sickness, doctor's appointments, family emergencies, funerals, extra-curricular activities, etc. If a sickness requires a doctor's visit and the student presents a doctor's excuse upon returning to school, the absence will not be counted against the eight (8) days.
 - Unused absences will not accrue and may not be applied to future semesters.
 - When a student reaches his/her fourth (4th) absence, a notification will be sent to the student's parents/guardians informing them of the number of absences thus far.
 - This is a courtesy of the school, therefore parents/guardians should keep accurate records in order to know the total number of absences and not rely solely on school notification.
- If a student reaches his/her eight (8th) absence, he/she will be placed on audit status for the class
 - If additional absences are accrued, a doctor's excuse will be required or the student will not receive credit for the class and will be required to make up the missed credits/class time by retaking the class the next school year or attending summer school.
 - This will also apply to junior high and high school Bible classes.
 - Any student missing more than eight (8) Bible classes in a semester will be required to attend a school-provided summer Bible course.
 - Elementary students missing more than eight (8) days will be advised by administration of how missed time will be made up during the summer months.
 - Missing part of a school day will be considered an absence.
 - For high school students, records will be kept on a per-period basis.
 - Missing more than eighteen (18) minutes of a (high school) class will be considered as a full absence from the class.
 - For elementary students, time missed will accrue and be recorded as hours missed.
 - Tardies will count toward absences.
 - Four tardies to class will count as one (1) absence for a high school class period.
 - Additional penalties will occur for excessive tardies (see handbook policy).
 - Elementary tardies will accrue and be counted as time missed.
 - Time will be rounded to the nearest five, with no tardy equaling less than five minutes.

Exceptions:

- While excessive absenteeism can be avoided on most occasions, we realize that there are times when students may accrue more than eight (8) absences.
 - Such times would include prolonged sickness, family tragedy, etc.
 - If a student and his/her parents so choose, they may approach the President (or his designee) for an exception to the above stated policy.
 - Parents and student should be prepared to provide the President (or his designee) with pertinent paperwork that includes a written reason for the absences, doctor's reports, etc.
 - The verdict of the President will be final.
- If occasions arise, the school may choose to grant days that will not count against a student's eight (8) absences.
 - Such could arise in times of epidemic sickness where siblings are asked to remain home to prevent spread of the sickness.
 - Such could also arise if the administration chooses to excuse players for state-sponsored ballgames.
 - Ballgames in the regular season of play will count as absences if players leave school early for the game unless authorized by the administration.
 - If parents desire to take children on an educational trip, the President must be approached before the trip if parents desire that these days not be counted against the eight day policy.
 - These types of trips are limited to highly educational outings, not visits to theme parks, beaches, parent's business trips, etc.
 - During the educational trip the student will keep a daily log.
 - Upon the completion of the educational trip a trip report will be written.
 - Both the daily log and trip report will be submitted to the School President.

MAKE-UP WORK. Any absence from school is a serious handicap to the student; there is no substitute for regular class attendance. If absent the student should make arrangements with each teacher immediately upon returning to school to make up the work missed. Teachers will be glad to help students with work missed due to absences, but the responsibility for arranging for make-up assignments rests with the student. Upon returning to class, the student is expected to make up all work including tests within two days for each day the student was absent. Work not made up by this given time may result with a grade of zero if the faculty member so chooses. Extended absences involving more than one week may require extra time at the discretion of the individual faculty member.

PERSONAL GROOMING AND DRESS

The Board desires to extend reasonable liberty to students in their grooming and the selection and wearing of clothing, with due regard to the school's goals and standards.

All students of ABS are expected to be neatly groomed according to the following guidelines. Students and their parents (or guardians) bear the responsibility of insuring that grooming and dress guidelines are followed.

It is expected that all teachers will enforce the dress code. Where differences in judgment exist between student and administration regarding the dress code, the administration's judgment will prevail.

Students are expected to exercise particular care and attention to hair style and attire whenever any clothing is worn, or any item is carried, which clearly identifies the student with ABS, since the student is at the time presenting himself as a representative of the school.

HAIR STYLE. Hair style for boys will be distinctively masculine, as suitable to the age of the boy. The maximum hair length of boys is such that the hair is off the eyebrows and collars, and the ears are only slightly covered. Sideburns will be no lower than the bottom of the ear. Boys' faces will be clean-shaven.

No facial hair will be permitted with the exception boys may wear a mustache that is neatly trimmed and grows no longer than to the corner of the mouth.

Hair style for girls will be distinctively feminine, as suitable to the age of the girl.

No unusual or radical hair styles as judged by the administration, will be permitted.

GENERAL ATTIRE GUIDELINES. The Board of Directors reserves the right to modify the dress code at any point in time. Clothing for all students will be modest, neatly worn, and appropriate to the occasion. Clothing worn by student will be clearly characteristic for the sex of the student (students will not be permitted at any time to wear clothing which is uniquely typical of the opposite sex.). Students are expected to wear shoes and socks at all times. Girls may wear dress sandals. No clothing or accessories will be permitted at any time that displays inappropriate slogans or insignias. No clothing or accessories will be permitted which is associated with or suggests organizations, groups or products whose activities or reputation is contrary to the goals of ABS. All clothing is expected to be in good condition, modest in design and decently worn. No unusual or radical clothing as judged by the administration will be permitted.

ATTIRE FOR BOYS. Acceptable clothing for boys during the normal classroom activities is long pants and shirts with sleeves; shirttails will be worn inside the pants waist, except for styles clearly intended to be worn outside the pants.

Casual clothing for activities outside the classroom such as athletic events, field trips, picnics and similar occasions will also conform to the normal classroom or P.E. guidelines as determined by the school official in charge.

ATTIRE FOR GIRLS. During the school day, girls are permitted to wear dresses or skirts with the hemline touching no higher than the top of the knee when sitting. Slits in skirts may not come higher than the middle of the knee. Girls may also wear loose fitting slacks of which an inch of material may be gathered in each hand at the widest part of the hips. They may not be a stretch-pant. Pants are to be traditional style and may not dip beneath the waist-line (i.e. no low-rise pants). Girls may not wear denim jeans. Capri pants may be worn as long as the length is six-inches below the knee cap bottom and meet all other regulations regarding slacks. Tops are to be loose fitting, so that the lines of undergarments should not be visible under clothing. Top are also to be unrevealing, meaning they may not be see-through or low-cut. Sleeveless dresses or shirts may be worn if the shoulder material is over two inches in width and the armholes are not oversized or cut-in.

No shorts, tightly fitting clothing or revealing clothing will be permitted.

ATTIRE FOR FORMAL OCCASIONS. Clothing for formal occasions, such as banquets, will be suitable for the occasion, and will conform to the general principles specified for classroom attire. No gaudy or revealing clothing will be permitted. All formal dress for girls must meet approval by the administration or designated faculty member. The Board of Directors will review and distribute guidelines each year regarding formal attire by the end of July each year..

PHYSICAL EDUCATION (P.E.) ATTIRE. Normal P.E. attire will be determined by the P.E. teachers and administration. Each student's uniform must be approved for fit by the P.E. coaches at the beginning of the school year. The length of pants should be to the top of the knee while sitting or standing for both girls and boys. Tops will be t-shirts or appropriate apparel. No tank tops will be permitted.

TEMPORARY AND SPECIAL GUIDELINES. Student attire guidelines for special circumstances, or adjustments for temporary conditions, will be determined as needed by the administration and will be posted or announced as necessary.

ENFORCEMENT OF GROOMING AND DRESS GUIDELINES. Students who fail to comply with these guidelines will be warned and corrected by the administration, teachers, coaches or class sponsors.

Flagrant disregard for the grooming and dress code will require direct consultation with parents (or guardians), and may result in disciplinary action.

PARENTS, ALUMNI, AND FRIENDS. In order to set a good example and demonstrate consistency, we would like to encourage parents, alumni, and friends of the school to voluntarily comply with these standards when they visit on campus or attend school activities.

STUDENT BEHAVIOR

In order to protect our students and provide the best environment possible for learning, spiritual development, and character development, the following regulations for student behavior will apply.



MANNERS AND PUNCTUALITY. Students are expected to be diligent in being on time to classes and other school activities. The break period between classes should be used to get appropriate books and materials, and visit the water fountains and restrooms. Unnecessary loitering in the halls is discouraged. If students need to conduct business with the office, the students may do so before and after school.

RESPECT. Students are expected to address faculty and staff members with the appropriate title and proper respect. Students should practice the Golden Rule in their dealings with each other. Wrestling, shoving, hitting, or horseplay is out of place.

HANDS OFF POLICY. Students are expected to display proper decorum in all social relationships. No kissing, holding hands and any other such displays of affection will be permitted among the students while on campus or at any school-related activity. Such conduct will be grounds for disciplinary action.

LANGUAGE. Students are expected to use decent and respectable language at all times on campus and when representing the school off campus. Language, which is usually considered vulgar or obscene, is prohibited. Biblical words such as “God” and “Jesus” should be used in a way, which shows reverence and respect for the Godhead. Likewise, Biblical words such as “damn” and “hell” should be used in a way that acknowledges the seriousness of their religious meaning.

CARE OF ABS PROPERTY. It is the responsibility of students, parents and staff to do all that is possible to keep the ABS facility clean and in good repair. Any item borrowed from school must be adequately cared for and returned promptly, and nothing should leave this campus without express permission of the administration. Library books, textbooks, band instruments, athletic uniforms, etc., are the property of the school and must be cared for properly and returned. If they are not properly cared for, the parents will purchase a replacement or pay for repairs. The administration will determine whether or not there is a need for the replacement or repairs.



DINING HALL: During their lunch period, all students will go to the dining hall promptly and remain there. Proper behavior is expected at all times in the lunchroom. If eating on campus, students are expected to eat in the lunchroom. Bringing “fast foods” on campus is not permitted without permission from the administration or faculty.

Students living nearby who wish to walk home for lunch must obtain permission from the office. Students are not to go home with other students for lunch, or otherwise leave campus without permission from the administration.

SOFT DRINKS. Soft drinks are not allowed in the classroom without faculty permission. Students in grades kindergarten through eight are not permitted to purchase sugared soft drinks unless it is a special occasion and they have faculty permission.

MEDICATION. Every student must have a notification card on file in the nurse's office in order to receive Tylenol, Advil, Tums, etc. Any student who needs to take a non-prescription medication can leave it with the school nurse in a resealable bag with name and directions written on the front of the bag. If prescription medication is needed during school hours, a Medication Prescription Authorization (Form 10) must be completed and given to the school nurse. These forms are located in the nurse's office or the main office.

FIRST AID. All first aid will be handled in the First Aid room, excluding athletic injuries, which will be handled by the Athletic Department, unless the athletic director is not on school premises. All students checking out because of sickness must check out through the first aid room. The student will be given a First Aid Room Check-out Notice (Form 7) to turn in to the main office as they check out. As stated earlier in the section on ABSENCES, a student who checks out of school because of sickness/injury will be counted absent from the time they leave the classroom.

MEDICAL PROBLEMS. Any chronic medical condition must be reported to the administration prior to admission. Serious medical problems that arise must be reported to the administration and the school nurse as soon as the condition is identified. If a student has a temperature of 100 degrees or higher or vomiting, he/she cannot return to school until the temperature or vomiting is normal for 24 hours.

EMERGENCY DRILLS. Tornado, fire and earthquake drills will be conducted regularly to insure adequate preparation in case of an emergency.

DRUGS, NARCOTICS AND MEDICINES. The possession at any time of any drug, narcotic or medicine other than that prescribed by a physician, or which is necessary for a diagnosed physical condition, is forbidden. Substance abuse may be grounds for dismissal.

TOBACCO. The use of tobacco in every form is discouraged. The use of tobacco by students is prohibited on the campus, buses and in all school activities. No tobacco is to be in the possession of students at school or at any school activity.

ALCOHOLIC BEVERAGES. The purchasing, drinking or possession of any alcoholic beverage by a student on campus or off campus is forbidden and may be grounds for dismissal.

SEXUAL MISCONDUCT

Students of Athens Bible School are expected to uphold the Biblical view of sexual morality (1 Thes. 4:3-5). The governing body of ABS does not believe that the human body was made for sexual immorality (1 Cor. 6:13) and that sexual relationships outside of the marriage relationship are unacceptable to God (Hebrews 13:4). We want to encourage ABS students to be pure from immorality in both their minds and their bodies.

Engaging in any form of sexual immorality, on or off campus, is prohibited and will result in immediate suspension from ABS for the remainder of the school year. Application for continuing with homebound classes for the remainder of the school year will be considered on a case-by-case basis, but students will be prohibited from participating in all extra-curricular activities, and, if applicable, will not be allowed to participate in graduation exercises. Students may also be subject to additional fees that will be assessed to compensate for the additional time and resources that may be needed to provide and monitor meaningful homebound coursework. Students may apply for readmission in subsequent school years, and such applications will be considered by the Administration on a case-by-case basis.

Students who disrupt the school environment by promoting or practicing any promiscuous or immoral behavior are subject to disciplinary action up to and including the expulsion of the student.

- **Maternity**

While ABS values the sanctity of life, the school is not equipped to handle the needs of a student who is pregnant; therefore a pregnant student will not be admitted to ABS or allowed to continue

at ABS if she becomes pregnant during the school year (see Sexual Misconduct Policy above). If a student becomes pregnant during the school year, ABS encourages the student to contact the school counselor so appropriate measures may be taken to assist the student in making decisions that will be best for her and the child.

ELECTRONIC DEVICES. While we realize that cell phones are excellent safety devices, they must be turned off during school hours. Inappropriate use of them will result in the loss of the student's privilege to bring a cell phone onto our campus. Students should not bring radios, CD or MP3 players, music players or electronic games to school. If a teacher deems it wise to use such devices, the teacher will provide them. If these devices are found they will be confiscated and returned at the end of the day to the student. After a student has been disciplined 3 times for inappropriate use of a cell phone on campus, parents will be notified.

INAPPROPRIATE MEDIA. Students should not bring CDs, MP3 players, magazines, videos, books, or any other type of media containing inappropriate content, whether it be in word (oral or written) or pictures. These items will be confiscated from the student and further disciplinary action may be taken by the administration.

STUDENT INFORMATION TECHNOLOGY USAGE

Athens Bible School strives to maintain the highest educational and moral standards. The purpose of this policy is to provide guidance for student use of Information Technology (IT) hardware and software.

All hardware and software furnished to students are property of Athens Bible School and are intended for educational use only. Using these items for anything other than the purpose of education as stipulated by ABS is prohibited.

Any questions concerning the use of the hardware and software should be directed toward a member of the IT Faculty or the IT Department. Students who violate this policy will be subject to disciplinary action, up to and including suspension.



INTERNET AGREEMENT (Form 11). Students having a computer class will be required to obey the following rules and sign this agreement.

COMPUTER CLASSROOM RULES

- Absolutely NO food or drink allowed in the classroom. If food or drink is seen in your backpack or even your purse, it will be taken up and thrown away even if it is not opened!!!
- Students are expected to be in the classroom getting ready for work before the tardy bell starts to ring. You will be considered tardy if you are coming through the door as the bell rings.
- Students are expected to have all materials needed for class.
- Students may move a chair or desk only with the permission of the teacher.
- The computers are set for your work. Do not change anything. Do not download anything—this includes any game and music. Doing so will jeopardize your grade. This is the only warning you will receive concerning downloading.
- Every student will be assigned to a certain computer. You may change machines only with the teacher's permission.
- E-mails will not be checked or read in the computer room.
- You are NOT to "chat" while in the computer room.
- Only the computer book is allowed on the computer desk. The work area is very small. Therefore, backpacks and purses are to be placed on the desks in the middle of the room - not beside or underneath the computers.

- You may use the Internet at the discretion of the teacher or substitute in charge.
- When you come into the room for class, get your work area and the computer ready to work. Remember you are not to play games or get on the Internet unless the teacher gives permission. Games and Internet times are a special treat this year—not a right of yours!

DANGEROUS ITEMS. Weapons and other dangerous items (including knives, cigarette lighters, and fireworks) are forbidden to be in the student's possession or vehicle on campus. A member of the administration or faculty will confiscate any such items and disciplinary action will result.

USE OF PHONE. Students may only use the phone in the development office in the main building and ONLY with permission of office staff. Generally, calls should be limited to two minutes. A small fee may be charged for the use of the phone.

SCHOOL STORE. The school store is provided as a convenience for the students and staff. All items purchased from the store must be conducted as a business transaction with the storekeeper or staff person. All items other than the usual store merchandise, such as jackets, blankets, etc., must be paid within two weeks of purchase.

Purchases may only be made during school hours. Otherwise, this area is off limits to the students. Any after hours purchases must be made through a staff person.

TEACHERS' LOUNGE. The teachers' lounge area is off limits to students without direct permission from a faculty or staff member.

TRIPS. Students must have permission slips from their parents to go on all school trips. On all trips, both during and after school hours, the students are expected to comply with all rules and regulations outlined by those in charge. If possible, students will ride our bus on these trips. If students are riding with other parents, an Official Verification of Parental Consent (Form 12) should be turned in to the office or teacher in charge. On certain trips, a Medical Information and Permission form (Form 13) may be required.



FUNDRAISING. All fundraising activities must be pre-approved by the administration. If a child participates in a fundraising activity, the parents are responsible for all funds and materials pertaining to their child's involvement.

SCHOOL MONIES. All funds from fundraising activities and any school related function must be processed through the school office. This is to comply with state law. Any purchase made on behalf of the school must have administrative approval and a purchase order number prior to the purchase. This number must be obtained from the Principal or his designee. Monies collected for specific activities should be turned in to the teacher, sponsor or coach, who will in turn hand in a Field Trip Reconciliation form (Form 14) to the office.

VISITORS. All visitors, including parents, who wish to visit on campus must check through the office and receive a visitor's badge. Students from other schools are not to be on our campus for social meetings without permission from the main office. Students are not to meet students from other schools on our campus during or after school hours without special permission.

PRIVATE PROPERTY. ABS is private property and reserves the right to ask anyone to leave at any time. Use of campus facilities requires office approval. Unauthorized entry into ABS facilities may be grounds for dismissal and/or prosecution.

DISCIPLINE

EXTRACURRICULAR ACTIVITIES. The participation of a student in extracurricular activities is a privilege extended to the student. Extracurricular activities include sports, Student Council and

cheerleading. Inadequate grades or improper attitudes and behavior could jeopardize participation. The following circumstances will result in a three-week suspension from extracurricular activities:

- One “F” in any subject in any nine-week grading period
- An overall grade below 70 for all grades averages together during a nine-weeks grading period
- Three “N”s in conduct during a nine-week grading period
- At least one “U” and one “N” during a nine-week grading period
- More than three unexcused absences during a nine-week grading period
- Suspension from school for any reason
- All student athletes must comply with the AHSAA rules and guidelines

If a student is failing after 3 weeks a notification to the parents will be sent; if the student is still failing after 6 weeks the student will be ineligible for extracurricular activities for one week; in order for the student to regain his/her eligibility the student must be passing the course (above a 65 average) at that time; if a student fails for the nine- weeks, a three week period of eligibility will be mandatory. If a 70 average is maintained after that three-week period, the student may be readmitted to the activity at the discretion of the coach or sponsor.

Beta Club and Scholars’ Bowl have their own respective guidelines.

DISCIPLINE LADDER. Discipline is designed to promote self-discipline and accountability, and it should be appropriate to the misconduct. Discipline will be fair, equally administered, and adequate up to and including corporal punishment, suspension, or expulsion when deemed necessary. Teachers follow a prescribed sequence of disciplinary actions, called the Discipline Ladder. Each teacher will handle discipline according to the teacher’s classroom rules. The teacher will decide when to send the student up the Discipline Ladder. The ladder is as follows:

- | | |
|-----------------------|---|
| 1 st Step: | Conference with counselor |
| 2 nd Step: | Counselor conference with parents |
| 3 rd Step: | Conference with Principal and parents with possible probation or suspension from school |
| 4 th Step: | Suspension or dismissal from school |

DEMERIT SYSTEM. To maintain the proper learning environment, Athens Bible School has implemented a demerit system. This system is to discipline inappropriate behavior that is not in the realm of a teacher’s classroom management rules. Students and parents will be required to sign a form stating they have read and will abide by these rules.

Categories:

- Dress Code
 - o Girls are to be appropriately attired in clothing that meets the standards outlined in the Student Handbook. Violations of these rules, including garments that are too short and/or too tight, will result in a 2 demerit penalty.
 - o Boys are to be appropriately attired in clothing that meets the standards outlined in the Student Handbook. Boys are to be clean-shaven. Violations of these rules will result in a 2 demerit penalty.
 - The Athens Bible School Board of Directors has also established the policy stating that boys’ shirttails must be tucked in at all times during the school day with the exception of P.E. Failure to abide by this rule will result in 1 demerit.
- Abuse of Food, Drink
 - o Students are not to have food or drink in the main school building or gym unless specifically granted permission by an administrator or faculty member.
- Loitering

- Loitering in the halls, distracting students in the classrooms, causing any type of disturbances during school hours, being in unauthorized areas.
- Minor Damage to School Property
 - Writing on desks, books, lockers, walls, sitting on desks or cafeteria/library tables, littering.
- Disrespect
 - Any word, written or spoken, action or gesture that implies disrespect for a fellow student, teacher, or other person.
 - Failure to cooperate with substitute teacher.
- Inattention in Chapel
 - Sleeping, inattention or disrespect will result in a minimum of one demerit.
- Other Infractions Covered by Demerits
 - Overdue library books
 - Failure to obtain an admit slip after arriving late
 - Improper or illegal parking; parking or driving on the grass
 - Excessive use of the phone
 - Using phone without permission
 - Changing lockers without permission

MAJOR OFFENSES. When taken individually, the offenses for which a student receives a demerit may not seem to be a major discipline problem; however, an accumulation of demerits does indicate a serious disregard for school rules. Therefore, students will be assigned a major offense for each six demerits that they receive. All major offenses become a part of a student's permanent disciplinary record and remain in effect for his/her entire career at Athens Bible School.

- Parents will be mailed a copy of each demerit their child receives
- Upon the third demerit, parents will be notified by letter that the student is approaching a first major offense
- A first major offense will result in a half-day in-school work detail
 - Students will be allowed to make up any work missed
 - Sports and extra-curricular activities will be suspended for five school days
 -
- A second major offense will result in a full-day in-school work detail
 - Students Will be allowed to make up any work missed
 - All sporting and extra-curricular activities are forfeited for a three week period (Three weeks will be taken from the next activity in which the student is involved if the student is not involved in an activity at time of second major offense)
 - Third or sixth six weeks tests exemption is forfeited for one semester
 - Junior/Senior Banquet privileges are forfeited
- A third major offense will result in a full-day in-school suspension/work detail
 - Student will NOT be allowed to make up missed work
 - All sporting and extra-curricular activities are forfeited for the remainder of the school year
 - Third or sixth six weeks tests exemption is forfeited for the remainder of the school year
- A fourth major offense will result in discipline as announced by the school administrator
 - Student may be barred from returning to ABS the following year.

A major offense is automatically given and an at-home suspension or school work detail for the following:

- Flagrant disrespect
- Use of or possession of tobacco on or off campus
- Possession of or being under the influence of alcohol on or off campus. This violation could incur expulsion. Students may be held responsible for their dates at school functions
- Deliberately defacing school property
 - Note: Student is responsible for cleaning and/or paying for all damages
- Leaving school without proper authorization or under false pretenses (this includes before school, between the time a student arrives on the school grounds and the time before he/she enters the building)
- Cutting class and/or truancy
- Testing irregularities, plagiarism, cheating (a grade of 0 will also be assigned to the work involved – this includes homework as well)
- Behavior which interferes with the orderly conduct of classes and school work or that endangers the physical, emotional, or moral well-being of one's self or another
- Forging the signature of a parent, teacher, etc.
- Altering grades on reports, tests, or other student progress reports
- Impersonating, or encouraging others to impersonate, a parent on the phone
- Activating a fire alarm without reasonable cause
- Behavior involving threats, serious harassment, fighting, or instigating fights
- Theft of personal property or school property
- Gross misconduct off campus
- Any other activities which the administration deems serious

This listing is not considered to be inclusive. Other offenses can result in a major offense at the discretion of administration. If the nature of any of the above is considered to be grave enough, he may convene a hearing regardless of the number of major offenses previously earned by the student. The recommendations from such a hearing could include expulsion.

There are no private domains at Athens Bible School. In order to safeguard the moral and physical welfare of all students, all spaces which include student lockers, desks, etc., all property which includes students' purses, book bags, etc., are subject to inspection. Any materials obtained from these inspections may be confiscated for use in disciplinary procedures. Possession of or use of unlawful drugs at school or school functions will result in expulsion.

GOOD BEHAVIOR PROGRAM. A student who receives a major offense has shown lack of respect for the rules of Athens Bible School. However, the student will have the opportunity to redeem him/herself by improving behavior to an acceptable level. The good behavior program will work as follows:

- After receiving a major offense, the student may earn a "merit" for each three-week period the student goes without receiving another demerit.
- When six merits are earned, they will, in a sense, cancel out the major offense that has been earned.

DISMISSAL. Students may be dismissed from the school whenever, in the judgment of the administration, their conduct is detrimental to themselves or to the school.

Student may be requested by the administration to withdraw from school at any time such action serves the best interest of the student or the school. This request may be based upon conduct inconsistent with the ideals of the school or upon failure to do satisfactory work.

When a student is requested to withdraw from school, the student's failure to do so may lead to dismissal and loss of credit for subjects taken. When a student is dismissed, that dismissal becomes a part of the student's permanent record.

Before a student is expelled from school, some member of the Board of Directors should be contacted and told of actions by the President of ABS. (By-Laws of Athens Bible School, Article V.)

These regulations relative to dismissal and withdrawals automatically become a part of the contract between Athens Bible School and each student who is admitted to the school.

SPORTS PROGRAM

Knowing that athletics is an integral part of the total educational program of Athens Bible School; that the coaches of ABS have a tremendous responsibility in molding the ideals of young people; that such responsibility requires the services of men and women of high ideals and moral standards, with vision, education and human understanding; that athletics must maintain its place after academics in our total educational program; that the best interests of the athlete must be safeguarded; and that all members of the "ABS Family" must observe proper standards of conduct in their relationships with each other and other schools, the Athens Bible School Board of Directors has formulated the following sports principles. At the end of the principles listing is an explanation of how the coaches will implement these principles.

ABS SPORTS PRINCIPLES

1. Priorities are established in the following order:
 - a. God
 - b. Family
 - c. Academics
 - d. Sports

2. The goals of the athletic program include:
 - a. Teaching the value of teamwork.
 - b. Teaching the value of sportsmanship. Sportsmanship includes conduct becoming one who is fair, generous, a good loser, and a gracious winner.
 - c. Building self-confidence.
 - d. Teaching the value of persistence and commitment to a goal.
 - e. Developing physical skills and healthy bodies.
 - f. Providing a rewarding and enjoyable experience.

3. The Golden Rule applies to the athletic program also. Coaches, players and fans of ABS should treat officials, opponents, visitors and each other as they would want to be treated. All visiting teams and fans are our guests and should be treated as guests. Our behavior when we are visiting is no less than what we expect from our visitors.

4. Scheduling:
 - a. Coaches should jointly work out schedules for practices and games in consideration of other school activities. These schedules are finalized and approved by the Athletic Director. Schedules are based on the priorities listed in Item 1 above. Schedules are published in advance for both events and practices.
 - b. Coaches support and encourage the participants of other sports besides the one they coach, and also encourage the participants in other school activities.
 - c. In order to encourage attendance at worship services, practices and games are not conducted at any time on Sundays or on Wednesdays after school hours. Any exceptions to this principle must be approved by the Principal.

5. Students who desire to participate in more than one sport are allowed to do so. Coaches jointly accommodate these desires in the best interest of the student. It is acknowledged that participation in multiple sports may reduce performance in one or more sports and therefore may reduce playing time in one or more sports.
6. Athletes are not to be moved back and forth from Junior Varsity to Senior Varsity on a game-by-game basis. These are recognized as different teams and athletes should not be moved from one team to another.
7. Adopting these principles and fulfilling these goals takes precedence over winning athletic events.

We, as coaches, want to communicate with both parents and athletes. We will write down our specific rules of behavior and requirements and give them to athletes and parents, along with a copy of these sports principles. A pre-season meeting with parents will be conducted and as complete a schedule as possible will be distributed. The coaches would like to be made aware of all potential conflicts in scheduling as soon as possible.

We recognize that coaches are role models, but perhaps parents are the most important role models of all. Parental behavior is important. If parents can handle winning and losing with dignity, and treat each other with respect, their children will do the same.

Parents are encouraged not to place their perceptions of competition on their children. An adult perspective develops after years of participation in athletics, observations of the collegiate and professional picture, and considerable experience in the business community. Remember, children in high school lack this experience. We would hope parents might teach their children to be good listeners while responding to the needs of their friends. One cannot underestimate the value in teaching youngsters how to give compliments, how to listen and show interest in the points of view of others, and how to ask pertinent questions.

Athletic competition can be one of the most positive life experiences any of us can have. Increasing our sensitivity and awareness, sharpening our athletic perspective, and enjoying the rigors of competition are all within the grasp of each of us. Let us all resolve to do our part. **OUR CHILDREN DEPEND ON US.**

SPORTS IMPLEMENTATION PLANS

The ABS Coaching Staff has established the following guidelines to let the parents know how we will implement the sports principles established by the Board of Directors.

In our opinion, every Christian should conduct their life according to these priorities: God first, family second, academics (or job) third, then any other activity (sports or hobby). If we as coaches “let our light shine”, our example will teach the athletes better than any lesson that could be preached on the subject. We will be conscious of “exam time” and will accommodate test time by our scheduling of games and practices at times to allow for studying and other academic activities.

We will:

- a. encourage the athletes to cooperate with each other and strive as a unit to achieve a definite objective.
- b. be fair and unprejudiced with the athletes and consider their individual differences, needs, interests, temperaments, aptitudes and environment.
- c. point out the athletes’ weaknesses and find ways to help the athletes improve.
- d. make a concentrated effort to emphasize the athletes’ strengths and get them to take full advantage of them.(This increases the self-esteem and confidence of the athletes.)
- e. give careful attention to the physical condition of athletes at all times, particularly at the time of each contest.

- f. follow the rules of the sport ourselves and stress fair play and honesty.
- g. make sportsmanship a part of every practice session and every game.
- h. encourage playing hard but not deliberately breaking the rules to gain an advantage.
- i. encourage players to always show respect for game officials and other game personnel, such as scorekeepers, timers and public address announcers.
- j. discourage name-calling and cutting down of other athletes. (Every competitor, and each of our own teammates, are worthy of our respect and should be treated with courtesy.)
- k. reward our athletes when they show good sportsmanship.
- l. discipline our athletes who disregard good sportsmanship.
- m. commend and applaud good sportsmanship by the visiting team.
- n. treat the visiting coach, team and crowd as if they were visiting in our own home.
- o. keep a well-disciplined and orderly bench throughout the game.
- p. keep our own emotions and actions under control.
- q. teach the athletes to strive to win, but not at all costs.
- r. teach the athletes to be modest in victory and gracious in defeat.
- s. maintain cordial and cooperative relations with the school administration and faculty and accept all decisions graciously.
- t. make sure that all athletes are eligible under state and ABS rules (birth certificate, AHSAA Preparticipation Physical Evaluation (Form 15), grades).
- u. adhere to published schedules for games and practices. (If unforeseen events occur that require a change, this will be done through the administration and Athletic Director.)

We will stress to our athletes that they follow the Golden Rule. The best way to teach this is to follow it in our dealings with them. ALL of what we are trying to teach is best accomplished by “actions rather than sermons”.

Parents are often concerned with conflicts among extracurricular activities. The coaching staff wants to assure that every effort will be made to keep scheduling conflicts from occurring. We have adopted the following guidelines to help keep athletes from feeling stress when faced with conflicts that are unavoidable:

- a. Students who wish to participate in concurrent sports may do so. They will practice both sports as time, the team sport and individual circumstances allow. No practice, meet, or game is to be scheduled to conflict with the state level of the other sport.
- b. Students who wish to participate in overlapping sports will be allowed to do so. The majority of their time is to be spent with the sport that is at the end of its season, (cross-country over basketball and basketball over baseball). If cross-country runners have participated in the summer basketball development program, they will not be required to practice basketball until the cross-country season is completed. If basketball players participated in summer baseball, they will not be required to practice baseball until the basketball season is completed. Both groups will be encouraged to “shoot” or “throw” on their own during the overlapping time frames.
- c. Practices will not be scheduled on Sundays or after school hours on Wednesday unless permission is granted from the Principal. If the Alabama High School Athletic Association schedules a state-level competition on Wednesday after school hours, and our administration is unable to convince them to change the time of day, then the administration will have to decide whether to compete or forfeit. If we are allowed to compete on Wednesday, let us assure you that every reasonable effort will be made to take your child to a recognized congregation for worship services.

We will place the athletes on the level of competition that is appropriate with their ability level. We will not “see-saw” them back and forth between teams, but may move them occasionally in response to sickness, injury, or the athlete’s desire for more playing time at a lower level.

ALABAMA RULES FOR SPORTS PARTICIPATION. The Alabama High School Athletic Association requires that every student pass five units, including the “core four” subjects, of work each year with a composite average of at least 70 (in those 10 semesters of work) in order to be eligible for the next year. A state-certified birth certificate (not a copy, but one issued by the state health department) must be presented to the school and a copy made of it before the student can participate in athletics.