

# ABC CHRISTIAN ACADEMY

## STUDENT/ PARENT HANDBOOK



# ABC CHRISTIAN ACADEMY

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## **1. Introduction**

The most important thing about Christian education is that it changes lives. It helps build character in students, giving young people the foundation they need to build strong marriages, families, and to live lives pleasing to God. This type of holistic Christian education, we believe, can only take place in a Christian environment, with high caliber Christian teachers, a quality Christian curriculum, and excellent facilities.

ABC Christian Academy desires to provide this type of education for the Lilongwe community. We wish to make quality Christian education available to as many Christian families, both missionary and non-missionary, Malawian and non-Malawian, as possible. Our desire is to do this without compromising our Christian faith, our Christian witness, or the educational standards upon which the institution was founded.

## **2. Goals and Objectives**

Our goal is threefold:

1. To provide each attending child with a quality education in a Christian environment. This quality Christian education will be implemented through the development of high educational standards, excellent facilities, the recruitment of qualified teachers, incorporating a quality curriculum, and making Christ the center of student development.
2. To provide an atmosphere in which each child has an opportunity to receive Jesus Christ as his/her personal Savior, as well as the means and opportunity to grow in their walk with Christ and to deepen their love for Him.
3. To meet our goal by teaching subjects from a Christian perspective, and by encouraging the children to live out their relationship with Jesus Christ.

## **3. Disclaimer Statement**

The following policies also represent the most recent expression of the management of ABC Christian Academy in order to provide for equitable and consistent treatment of employees. To assure that ABC Christian Academy achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its employees under changing conditions, African Bible Colleges, Inc. as the governing body of the Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

#### **4. Discrimination Statement**

The ABC Christian Academy is an equal opportunity education institution and does not discriminate on the basis of race, color, gender, national and ethnic origin, age, or religion in its admissions procedures, educational programs, services, activities, or employment practices.

#### **5. Mission Statement**

The ABC Christian Academy is a Christ-centered, international school dedicated to sharing God's love through quality education in a professional, caring environment. As a staff, we strive to equip our students: By modeling Jesus Christ and teaching the truth of God's Word. By meeting the diverse, academic, and social needs of our students. By presenting a challenging curriculum in creative ways.

#### **6. Philosophy of Christian Education**

The philosophy of the ABC Christian Academy is founded on the inspired Word of God, the Bible. Created in the image of God, man's purpose is to glorify and serve Him. As Christian parents, teachers, and instructors it is our responsibility to raise up our children and pupils in God's image, and to prepare them for their service in His Kingdom. Therefore the philosophy of education of the ABC Christian Academy includes three important elements:

1. Christ is the center and the Word of God is the foundation of all learning. Knowledge apart from God is foolishness. Psalm 111:10 reminds us that, "The fear of the Lord is the beginning of wisdom." All we can know about God must be exposed to us through the light of Christ.
2. God did not only create man in His image, He also calls us to live a Christ-like life and to be transformed into the image of our Savior, (1 Cor. 3:18). Christian education, both at school and home, is integral in this process.
3. Christian education cannot take place in a vacuum. Isolation and separation from other children should never be an option to a holistic Christian education where the child can interact with other children. This is one of the most crucial aspects of a holistic Christian education -- for a child to learn cooperation, obedience, sharing, winning, losing, giving, and receiving.

#### **7. Statement of Faith**

We hold to the following Scriptural doctrines and beliefs that have been historically recognized as orthodox and evangelical Christianity:



### The Bible

The Bible is the inspired Word of God, the written record of his revelation of Himself to man. It is absolute in its authority, complete in its revelation, final in its content, and without error.

### The Godhead

God is one God, who reveals Himself in three persons, Father, Son, and Holy Spirit. The Father is infinite, eternal, and unchangeable. We believe that Jesus Christ, the Son, is fully God, was born of a virgin, lived a sinless life, performed miracles, died a substitutionary and atoning death on the cross through the shedding of His blood, was bodily resurrected on the third day, ascended to the right hand of God, and will return in power and glory. The Holy Spirit is divine and equal with the Father and the Son.

### The Estate of Man

The fall and lost estate of man, whose total depravity alienates him from God, make his salvation a necessity. Man's salvation is only by grace, a free gift of God, through faith in the Lord Jesus Christ. Saved, man is assured of eternal blessedness. Lost, man is assured of everlasting punishment in hell.

### The Church

The bride of Christ, in its universal aspect, comprises the whole body of those who have been born of the Spirit. In its manifested expression, it is established for worship, mutual edification, and witness.

### The Christian Life

If man is to fellowship with his Holy God, his Christian life must be holy. Therefore God in His grace 1) has given man the Scriptures that he might see sin, 2) has given man the Holy Spirit to convict of sin, 3) has given His Son, Jesus Christ, to pay the penalty of sin, and 4) has given man access to His throne of grace that he might confess his sin and be cleansed and forgiven. Christian living includes the bearing of fruit through Christian service, the winning of souls, and, preaching the gospel in obedience to Christ's Great Commission.

## **8. A Brief History of the School**

The ABC Christian Academy had its early beginnings in 1994, as a one-room school in the African Bible College's Communications Building. At the time there were only six children with one teacher. As the ministry of ABC grew, the need for quality Christian education for the children of the faculty and missionaries at ABC increased. There were two families who shared the vision for a full Christian Academy, Dr. Paul and Laura Chinchon and Dr. Steve & Marion Spencer. In 1996, plans were drawn up for the

Academy and land was purchased by Dr. Paul Chinchon. In 1997, the Chinchons traveled around the U.S. recruiting teachers, a Headmaster, and raising funds to build the initial six buildings of the Academy (the administration building, 4 blocks of classrooms, and a duplex for teachers). The initial site plan also made provision for the expansion and growth to follow. In 1998, the Academy opened with four teachers and 19 children in grades K - 4. Mr. Dan Linsz was the Academy's first Headmaster (1998-2007). He oversaw the tremendous growth of the Academy from its humble beginnings in 1998 to a sizable institution of over 300 pupils representing countries from around the world. From its inception the Academy was designed to have 50% Malawian and 50% expatriate students in every classroom to ensure that the country of Malawi would benefit as well as the missionaries of African Bible Colleges, Inc. In 2010 the ABC Christian Academy's second Headmaster Mr. Brian Carlisle (2010-2014) introduced standardized testing (MAP) and the growth of many new programs including the ABC Christian Academy High School program and the development of Gospel Week. Mr. Jannie LeRoux (2016-2018) the school's next Headmaster introduced Robotics to Elementary school and solidified policy and procedure.

## **9. Acceptance/Admission Policies**

Each student will be assessed upon applying and will be placed according to his/her age and readiness. All new students are required to take an assessment to discern placement, produce a valid passport, photo, past school transcripts for evaluation, complete application forms, and pay an application fee to be considered. Submitting an application does not ensure acceptance to the ABC Christian Academy.

ABC Christian Academy strives to keep a low teacher to student ratio, which we believe will result in a better education for our children. Not every student who applies will be accepted. Parents are encouraged to apply again the following year if the child is unsuccessful. Reception is not to exceed 16 and Kindergarten class sizes not to exceed 18. First –Twelfth Grade not to exceed 20 students per class.

Only children who speak English as their first language and have moved to Lilongwe during the academic year will be considered for acceptance after the beginning of school.

The purpose of the Academy has always been to provide Christian education for the missionary families of the African Bible College - Malawi, for other missions recognized by the administration, and for the children from Christian families in the Lilongwe community. The Academy also admits students whose families are not Christian. Those families who are not confessing Christians must agree to respect the faith-based

mission of the school, be open to the gospel, and not interfere with the stated purpose of the school to glorify Christ.

ABC Christian Academy admits students of every gender, race, color, national and ethnic origin to all the rights, privileges, program and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national and ethnic origin in Administration of its educational policies, admission policies, scholarships, and athletic and other school administered programs.

### **Grade Level Comparisons**

The grade levels are based on the American educational system. Listed below are the corresponding Malawian grade levels and Designated School Board levels.

#### **American to Malawian**

ABC		ABC	
Kindergarten	Standard 1	Seventh Grade	Standard 8
First Grade	Standard 2	Eighth Grade	Form One
Second Grade	Standard 3	Ninth Grade	Form Two
Third Grade	Standard 4	Tenth Grade	Form Three
Fourth Grade	Standard 5	Eleventh Grade	Form Four
Fifth Grade	Standard 6	Twelfth Grade	Form Five
Sixth Grade	Standard 7		

#### **American to Designated School Board**

ABC		ABC	
Kindergarten	Standard 1	Seventh Grade	Form Two
First Grade	Standard 2	Eighth Grade	Form Three
Second Grade	Standard	Ninth Grade	Form Four
Third Grade	Standard 4	Tenth Grade	Form Five
Fourth Grade	Standard 5	Eleventh Grade	Form Six
Fifth Grade	Standard 6	Twelfth Grade	
Sixth Grade	Form One		

#### **American (ABC) to Bishop Mackenzie International School**

Primary School	Secondary School
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ABC	BMIS	ABC	BMIS
Reception	Reception	Seventh Grade	Year/Grade 8



Kindergarten	Year/Grade 1	Eighth Grade	Year/Grade 9
First Grade	Year/Grade 2	Ninth Grade	Year/Grade 10
		I.G.C.S.E. Start	
Second Grade	Year/Grade 3	Tenth Grade	Year/Grade 11
Third Grade	Year/Grade 4	Eleventh Grade	Year/Grade 12
			I.B. one
Fourth Grade	Year/Grade 5	Twelfth Grade	Year/Grade 13
Fifth Grade	Year/Grade 6		I.B. two
Sixth Grade	Year/Grade 7		

### Age Limits-Initial Enrollment

All ages are based on the child turning his or her age by August 1st.

<u>GRADE</u>	<u>MINIMUM AGE</u>	<u>MAXIMUM AGE</u>
Reception	4	5
Kindergarten	5	6
First Grade	6	7
Second Grade	7	8
Third Grade	8	9
Fourth Grade	9	10
Fifth Grade	10	11
Sixth Grade	11	12
Seventh Grade	12	13
Eighth Grade	13	14
Ninth Grade	14	15
Tenth Grade	15	16
Eleventh Grade	16	17
Twelfth Grade	17	18

The records from previous schools and from assessment testing will determine enrollment in all higher grades.

### 10. Family

ABC Christian Academy believes the family is the key component in a child's learning. We will strive to function as an extension of the Christian family by creating an environment where loving and capable Christian teachers can cooperate closely with the parents in every phase of the student's development. Our style of teaching requires



parental support and active participation in the home. We believe teacher and parent should be in constant communication to reinforce what is taught in the classroom.

## **11. Format for Communication: The Matthew 18 Principle**

Whenever relationships are close there is the potential for problems between people. There is a godly way to handle these problems that is workable and successful, for it has been given by the Lord. It is found in Matthew 18.

The steps we need to follow when we have a complaint about or a problem with another person is as follows. We are to go directly to that person first. We do not tell others about it or go above the person's head. We attempt to handle the matter of the lowest level possible, directly with the person involved. In most cases, the situation will be remedied at this level. If this is not possible, Matthew 18 says to include a person in the conversation who will help to remedy the situation, the next person in the line of authority.

In relation to the academy, if a parent has an issue with their child's learning or anything regarding their child's classroom (academics, homework, relationships) they need to approach the teacher after school to discuss. Parents need to allow a teacher the opportunity to settle an issue first. Then if a parent feels the issue is not resolved, they should seek out the Head Teacher for that class to discuss. If a parent feels the issue is still not resolved they may seek an appointment with either the Deputy Head of school (if in country) or the Head of School to discuss. If a parent still feels the issue is not resolved they may ask for an appointment with the Headmaster, D.H., Head Teacher(s) and Teacher. Last course of action is an appointment with the Superintendent, but only when all other recourse has been exhausted. Please follow this protocol to solve issues.

## **12. Conflict Resolution**

At the ABC Christian Academy we believe in settling disputes using Matthew 18 as a model.

Matthew 18:15-16, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." At the school, we must be very careful to honor this scripture with each other, our parents, and our students. Below are three examples to help illustrate the concept.

1) A parent has an issue with his child's teacher over something taught in class, or an isolated incident. Often parents will come to an administrator and try to sort out the problem with him/her. The job of the Head, D.P., Curriculum Coordinator is to ask if this issue has been discussed with the specific teacher involved. If it has not been discussed, then the Head or administrators will instruct the parent to go to the teacher directly and sort the matter out. If after the parent-teacher discussion the issue still exists, then the matter can be taken to the Head Teacher. If the matter is still not resolved it is taken to the Head of school. The D.P. will also be consulted. If the matter is still not resolved it is taken to the Superintendent for review on a skype call with the Head. The last course of action is the Superintendent but only after all other recourse is exhausted. All parties should be kept informed of such situations on each level. Communication is very important. Make sure you use the Parent Contact Form for documentation.

2) If a fellow teacher comes to you and begins to complain about another teacher on staff, a parent, or the administration, you need to immediately shut that conversation down and tell that person to go and speak directly to the person involved.

3) If parents are discussing amongst themselves a certain negative issue at school involving a teacher or the administration, the parent confronted with this complaint needs to defer the other parent to the teacher or administrator involved.

Jesus knew the effectiveness of dealing with conflicts and faults in this way. This process will quickly cut down backbiting, negativity, and slander that can cripple any organization. We know that this is a difficult rule to follow because our natural inclination is to share our feelings in order to build a case on our side, but we must obey what Christ tells us, and approach issues of conflict in this biblical manner.

### **13. Facilities**

The ABC Christian Academy is located on five hectares (10 acres) of property on/adjacent to the African Bible College campus in Area 47. Present facilities include nine classroom blocks, an administration building, a full-sized library, computer lab, art room, a two-story science/classroom building, a pavilion with a café (for lunch, chapel services, assemblies, music/band/choir room), football pitch, an basketball court, a swimming pool with changing rooms, and a tennis court and a gymnasium located on adjacent property.

Each classroom block accommodates two classrooms. Each classroom is spacious and designed to hold a maximum of 20 students.

The Academy is located adjacent to the ABC campus, and therefore has access to the college's sports fields, multi-purpose gymnasium, outdoor basketball court, volleyball courts, and tennis court.

#### **14. Curriculum**

Curriculum is American-based and reflects a biblical, Christ-centered perspective. The Academy strives to meet the International academic requirements (as well as United States standards) and works diligently to provide learning experiences that take into account the various individual and cultural learning styles, skills, and abilities of students. (Colossians 3:16)

##### **Multi-Cultural Emphasis**

ABC Christian Academy seeks to help students develop a multicultural perspective by experiencing special activities or events from different countries and by becoming aware of the distinctiveness of other cultures represented in the school. One of the ways we emphasize this is our International Day celebration where we celebrate our diverse nationalities with a festival of foods from around the world.

It is appropriate for students to learn about their host country, therefore units on Malawi and African History and Geography are included in the curriculum. Some examples of our curriculum are A Beka, Sonlight, Writer's Inc., Prentice Hall, and Positive Action for Christ, Concerned Communication, Scott Forsman, Saxon, Bob Jones, ACSI, and Educator's Publishing service, Scholastic, and Houghton Mifflin.

##### **Bible Curriculum**

Bible is a required part of our ABC Christian Academy curriculum. The program is cohesive and uses the NIV version. Each grade studies something different. In 2014-2015 we began using the ACSI Purposeful Design Publications for grades 1<sup>st</sup> through 6<sup>th</sup> and as of 2019-2020 we began using Purposeful design Publications for grades 7<sup>th</sup> -12<sup>th</sup>.



## 15. Schedules

### Daily Class Schedule and Special Classes

The school calendar will begin the third week in August and end in mid-June. A detailed calendar will be available two months before the end of the prior school year.

All grades begin the day at 7:15 a.m. *The first bell of the day rings at 7:10am and students are expected to be in class by 7:15am. Middle school and High school students are expected to be in class by 7:00am.*

#### Drop off and pick up times

7:15 – 12:00 (R4 – K5)

7:15 – 12:30 (1<sup>st</sup> – 2<sup>nd</sup> )

7:15 – 13:00 (3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>)

7:15 – 13:25 (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> )

7:15 – 14:20 (9<sup>th</sup> – 12<sup>th</sup> ) or 15:15 if taking period 8

All students have a midmorning food break and an opportunity to visit the Cafe. Middle/High School (Grades 6-12<sup>th</sup>) will have a 30-35 min. lunch break and a small 15 min snack/break.

All students have regularly scheduled physical education classes and computer classes (as available on a yearly basis). Lower grade students are able to use our swimming pool on a once a week basis (K-4 through 5<sup>th</sup>) and two days a week for Sixth through Twelfth grade (as scheduling permits).

#### Chapel

- Reception-1<sup>st</sup> grade Friday morning 7:30-8:05 a.m. Chaplain is a Teacher
- 2<sup>nd</sup> grade- 5<sup>th</sup> grade Friday morning at 8:15-9:00 a.m. Chaplain is a Teacher
- 6<sup>th</sup> grade-12<sup>th</sup> grade Thursday morning at 7:15-8:10 a.m. Chaplain is Middle/High Teacher

### Schedules

#### A. Elementary School

Subjects and suggested time allotment in the Elementary Grades

### **Grades 1 & 2**

Language Arts (Reading, Printing, Writing, Phonics, Spelling)	10 hours per week
Math	4 hours per week
Social Sciences (Science, Health, Social Studies)	4.5 hours per week
Bible (Lessons, Memory Verses, and Devotions)	2.5 hours per week

\*\*The Academy Administration strives to find the following special teachers to take these classes. In the event there is no special teacher the classroom teacher may be given the responsibility for any of these subjects for their class. Some specials may be given in 9 week blocks and interchangeable.

### **Specialist teachers usually take the following subject areas:**

Music	30 minutes per week
PE/Swimming	60 minutes per week (different seasons)
Art	50 minutes per week
Computer	50 minutes per week
Library	50 minutes per week
Chapel	50 minutes per week

### **Grades 3 & 4**

Language Arts (Reading, Printing, Writing, Vocabulary, Grammar, Spelling)	10 hours per week
Math	4 hours per week
Social Sciences (Science, Health, Social Studies)	2 hours per week
Bible, memory verses and devotions (Bible Lesson, Memory Verse, and Devotions)	2.5 hours per week

### **Specialist teachers usually take the following subject areas:**

Music	30 minutes per week
PE/Swimming	60 minutes per week (different seasons)
Art	50 minutes per week
Computer	50 minutes per week
Library	50 minutes per week
Chapel	50 minutes per week

### **Grades 5 & 6 (if not in upper school rotation)**

Language Arts	8-10 hours per week
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(Literature, Writing, Vocabulary, Grammar, Spelling)  
 Math 4 hours per week  
 Social Sciences 4.5 hours per week  
 (Science, Health, Social Studies)  
 Bible, memory verses and devotions 3.25 hours per week  
 (Bible Lesson, Memory Verse, and Devotions)

*The first bell of the day rings at 7:10 am and students are expected to be in class by 7:15 am.*

**Specialist teachers usually take the following subject areas:**

***If a special teacher is not available these classes are taught by their classroom teachers. Some specials may be given in 9 week blocks and interchangeable .***

Music	30 minutes per week
PE	50 minutes per week
Art	50 minutes per week
Computer	50 minutes per week
Library	50 minutes per week
French/Spanish (depending on teacher availability)	30 minutes per week
Chapel	45 minutes per week

## **B. Middle School (Grades 6-8)**

Grade six may be a self-contained classroom with one teacher. Classes are 50 minutes in length with 5 minutes between periods. Chapel will be 55 minutes in length on Thursday mornings 7:15-8:10 a.m. in the Pavilion. Middle/High School Chapel includes grades 6<sup>th</sup>-12<sup>th</sup>.

Students in Upper School (Grades 7-12) are to arrive by 7:00 a.m. to check out Chromebooks and report to their homeroom for attendance. They will immediately proceed to their period 1 class and be seated by 7:15 a.m. First period starts at 7:20 a.m.

### **Grade 6**

Language Arts (English/Literature)	5 periods per week
Math	5 periods per week
Geography/Ancient World	4 periods per week
Bible	2 periods per week
Art/Various Electives	1-4 periods per week
P.E./Swim	2 periods per week



Computer	2 periods per week
Science (Space and Earth)/Health	4 periods per week
Chapel	1 period per week
Clubs	1 period per week

**Grade 7**

Language Arts (English/Literature)	5 periods per week
Math	5 periods per week
History/Geography	4 periods per week
Bible	2 periods per week
Art/Various Electives	1-3 periods per week
P.E./Swim	2 periods per week
Computer	2 periods per week
Science (Life Science)/Health	4 periods per week
Intro to Spanish	1 periods per week
Chapel	1 period per week
Clubs	1 period per week

**Grade 8**

Language Arts (English/Literature)	5 periods per week
Math (Pre-Algebra)	5 periods per week
History/Geography	4 periods per week
Bible	2 periods per week
Art/Various Elective (when available)	2 periods per week
P.E./Swim	2 periods per week
Computer (when available)	2 periods per week
Science (Physical Science)/Health	4 periods per week
Intro to Spanish	2 periods per week
Chapel	1 period per week
Clubs	1 period per week

**C. ABC Christian Academy High School**

(Grade 9, 10, 11 and 12th grade)

**Grade 9 must have 131 clock hours. (50 min classes 5 days a week for 175 days)**

<b><u>Subject</u></b>	<b><u>Periods per week</u></b>	<b><u>Credits</u></b>
World Geography	5	1 unit credit
World History		

Bible/Health/ Nutrition (2021-2022)	3	½ unit credit each
Algebra I/ Geometry	5	1 unit credit
Biology	5	1 unit credit
Earth Science		1 unit credit
English 9	5	1 unit credit
Spanish I/French I	5	1 unit credit
Elective(I.T./Robotics)	3	½ unit credit
P.E.	2	½ unit credit
Chapel	1	None/Required
Clubs	1	None/Required

**Grade 10 must have 131 clock hours. (50 min classes 5 days a week for 175 days)**

<b><u>Subject</u></b>	<b><u>Periods per week</u></b>	<b><u>Credits</u></b>
World Geography	5	1 unit credit
World History		
Bible/Health/Nutrition	3	½ credit each
Algebra I or Geometry	5	1 unit credit
American Literature	5	1 unit credit
World Literature		
Spanish II	5	1 unit credit
Biology	5	1 unit credit
Earth Science		
P.E.	2	½ unit credit
Elective(I.T./Robotics)	3	½ unit credit
Chapel	1	None
Clubs	1	None/Required

**Grade 11 must have 131 clock hours. (50 min. classes 5 days a week for 175 days)**

<b><u>Subject</u></b>	<b><u>Periods per week</u></b>	<b><u>Credits</u></b>
U.S. History	5	1 unit credit
Economics/Government	3	½ unit credit ea.
Bible/ Health/ Nutrition	3	½ unit credit ea.
Algebra II/Pre-Calculus	5	1 unit credit
American Literature	5	1 unit credit
World Literature		
Anatomy/ Physiology	5	1 unit credit

Physics		
Chemistry		
Elective(I.T./Robotics)	3	½ unit credit
Spanish III <small>(depending of availability)</small>	5	1 unit credit
P.E.	2	1 unit credit
Chapel	1	None/Required
Clubs	1	None/Required

**Grade 12 must have 131 clock hours. (50 min. classes 5 days a week for 175 days)**

<b>Subject</b>	<b>Periods per week</b>	<b>Credit</b>
American Literature	5	1 unit credit
World Literature	5	1 unit credit
Calculus	5	1 unit credit
Physics	5	1 unit credit
Anatomy/ Physiology	5	1 unit credit
Chemistry		
Bible/Health/ Nutrition	3	½ unit credit ea.
Government	5	½ unit credit
Economics	5	½ unit credit
U.S. History		
Spanish III <small>(depending of availability)</small>	5	1 unit credit
IT/Robotics	3/3	½ unit credit
Elective	3	½ unit credit
P.E.	2	½ unit credit ea.
Chapel	1	None/Required
Clubs	1	None/Required

**Electives or other required courses for graduation:**

Study Hall/ Student Aide	3	None
Chapel	1	Non
Speech	3	½ unit credit
Drama	3	½ unit credit
Journalism	3	½ unit credit
Yearbook	3	½ unit credit
Choir/Music	3	½ unit credit
SAT Prep	3	½ unit credit
P.E.	3	½ unit credit
Health	3	½ unit credit



I.T. Computer	3	½ unit credit
Robotics	3	½ unit credit
Intro to Art	3	½ unit credit
History in Film	3	½ unit credit
Intro to Electronic Arts	3	½ unit credit
Visual Arts	3	½ unit credit
Intro to Psychology	3	½ unit credit
Nutrition	3	½ unit credit
Anatomy/ Physiology	5	1 unit credit

### 16. Examination Schedule

Examinations for 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade are held at the end of each semester. A schedule is published well in advance. The Head Teacher will draw up the exam schedule with no more than two repetitive exams on each day. Exam days will be shortened days and will have two hours examination blocks. All core subjects will be given exams as well as select non-core classes (Math, English, Science, History, and Languages). One or two days of review before exams is required **(For example: Monday and Tuesday are reviews and Wednesday, Thursday and Friday are exam days).**

### 17. Textbooks/Classroom Fees

It is the student's responsibility (with parental support) to cover all hardback and non-consumable books assigned by teachers. This will help our books to last and protect them. Student accounts will be charged the full amount for damaged or lost books in order to replace these items.

The Academy uses a book card system to distribute books to students. All hardback textbooks (for grades 3<sup>rd</sup>-6<sup>th</sup>), Middle/High school textbooks and Literature chapter books are subject to this system. If the book drops a category (excellent, good, fair, poor) the student is charged accordingly (1/4 cost of the book). The classroom teacher and curriculum coordinator are the final authority on book card charges. Charges are added to student accounts at the end of the academic school year. Report cards will not be released until all charges are taken care of. All students will have some charges for book levy costs. Annual charges will be approximately USD\$200.00 or more. Please encourage your children to take care of books.

There are special electronic calculators needed for upper level high school Math and Science courses. These may be rented for use at USD\$100 a semester per child (non refundable). If the calculator is returned in good working order and with batteries intact

no additional charges will be added. If the calculator is lost or damaged cost will be an additional charged to the students account. No grade reports will be given until the charges are paid in full.

All students in grades 6<sup>th</sup>-12<sup>th</sup> will be charged a USD\$100 lab fee for the use of the Science lab each year. This covers the cost of supplies and chemicals needed and a Chrome book fee USD\$250.

## 18. Student Dress Code

The Academy has chosen to have students, Reception-12<sup>th</sup> grade, wear uniforms. Below is a description of the dress code for boys and girls.

### **Boys:** Dark blue trousers or shorts

White ABC Christian Academy polo shirt, tucked in

No colored undershirts – white only

Black belt (Reception and kindergarten excused from belts)

Black shoes (Reception – 8<sup>th</sup> grade) Black Crocs are acceptable

No Boots

Navy or dark blue socks

Shirt should be tucked in; shorts and trousers should be at proper waist height

Only ABCCA Baseball cap (no other head covering will be allowed)

Only ABCCA Jersey or Jacket (ABCCA Swim Team)**NO OTHER**

**JERSEY SUCH AS HOODIES ALLOWED UNDER SCHOOL UNIFORM**

No noticeable piercings and no earrings

No facial hair

No noticeable tattoos (must be covered by plain long sleeve white shirt to be worn under polo) or long trousers

Proper ABCCA swim suit for P.E. swimming or Swim Team (trunks or ABCCA jammer) No t-shirts in the pool

ABCCA P.E. kit (T-shirt, shorts and cap) for P.E.

### **Girls:** Plaid skirt/skort worn at proper height and coming to the knees.

ABC blouse (2012-2013) may be worn untucked with no tie.

Undergarments should not be seen through the shirt (no colored under shirts – only white)

Black school shoes (Reception –8<sup>th</sup> grade) Black Crocs are acceptable

No boots

White socks (Reception-5<sup>th</sup> Grade)

Navy or dark blue, black leggings can be worn under skirt during cold season

Only ABCCA Baseball cap (no other head covering will be allowed)

Only ABCCA Jersey or Jacket (ABCCA Swim Team) **NO OTHER JERSEY SUCH AS HOODIES ALLOWED UNDER SCHOOL**

**UNIFORM**

Small studs only are allowed in nose piercings.

No other piercings allowed (other than earrings).

No nose rings or eyebrow piercings.

No noticeable tattoos (must be covered by plain long sleeve white shirt to be worn under polo/blouse) or leggings (navy or black)

ABCCA swim suit only for P.E. swim and Swim Team (no t-shirts over suits in the pool)

ABCCA P.E. kit (t-shirt, shorts and cap) for P.E.

Uniforms should be kept clean and regularly laundered with no bleach marks or holes. No faded clothing.

The entire school follows the same uniform code as above. ABC Christian Academy High School (Grades 9-12) may **ADD** the following:

**Boys:**

White socks

Tackies/Tennis shoes (any color) No open toe shoes, no sandals or flip-flops, or boots.

**Girls:**

Only ABC Blouse (implemented in 2012-2013)

White ABC Academy Polo Shirt (same as boys) Only top button may be undone.

Undergarments should not be seen through the shirt and no color undergarments (white spaghetti strap or tank only – no sleeves)

White socks only but socks are optional

Tennis shoes or ballet style flat shoes (any color)

No open toe shoes, sandals, flip-flops, or boots

Dark blue, navy, or black tights/leggings under skirt in the cold season

Only ABCCA swim suit may be worn in the pool (no t-shirts allowed in pool)

PE uniforms consist of the red/orange ABC Christian Academy sport shirt and blue sport shorts. Tackies/tennis shoes should be worn with the PE uniform. PE uniforms are not to be worn to school in the morning, but should be changed into for PE (Reception-Kindergarten exempt). On PE day, tackies/tennis shoes can be worn to school for Reception-5<sup>th</sup> grades. Please have students bring P.E. uniform or swim kit in a plastic bag for changing and keeping track of uniforms. Please label all clothing.



Students should look neat and well kept. Hair cannot be in outrageous styles, and cannot be dyed in any unnatural color, this includes natural hair or braided/extension hair (except on Inter House competition days – Swim Gala and Athletics Day). It is recommended hair be pulled back from the face.

Proper swimsuits must be worn in the swimming pool. All girls must wear a one piece bathing costume/suit and boys should wear either swim trunks or jammer suit. ABC Christian Academy does sell swim wear for P.E. classes (limited stock and sizes) and recommends parents purchase at ABCCA or try to find these either in Malawi or outside and try to keep to dark colors ( navy or black)

Note: The handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question or problem that arises and is not covered in this handbook will be left to the discretion of the administration.

**Here are some things to remember:**

1. Uniforms should not have faded logos, holes or be worn thin. The boy's shorts/ trousers should not be faded. The Headmaster/Headmistress is the ultimate authority if a uniform is to code or not. Do not dry shorts/trousers in direct sunlight because they may fade quickly.
2. Only ABCCA jersey may be worn in the cold season. You must purchase one. If we do not have the appropriate size then you must come into the office with a jersey of the same Navy/Dark Blue color. No hoodies are allowed under a school jersey. All alternate clothing needs to be approved for wear by the Uniform Coordinator. Students may also wear their swim team jackets.
3. Only ABCCA caps/hats may be worn.
4. Black shoes must be worn (except on the class P.E. day) for Grades R-5th. Grade 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> must bring tennis shoes/takkies to change into.
5. P.E. kits are to be worn during P.E. Uniforms are expensive and could get spoiled.
7. Shoes for the girls should have buckles, laces or straps to keep them in place. No open toe (R-5<sup>th</sup>) or boots. Grades 6<sup>th</sup> -12<sup>th</sup> may wear ballet type slipper shoes (enclosed) without socks.

8. Boys must wear a black belt for grades 1<sup>st</sup> -12<sup>th</sup> grade.
9. Boys shirts must be tucked in at all times. Shorts/ Trousers need to be worn at waist height – no sagging.
10. Uniforms must be the appropriate size. We expect parents to buy at least one new uniform at the beginning of every year. Pants are not to be above the ankle or show socks. Shorts should not be too small or tight. The Headmaster/Headmistress is the final authority if the uniform fits.
11. Students should look neat and well kept. Hair cannot be in outrageous styles, and cannot be dyed in any unnatural color. Only girls may wear earrings. No facial or body piercings for boys or girls. Girls are allowed to wear a small nose stud. Students may dye their hair for interhouse swim gala and athletics day to match their house in support.

**If a student has a uniform violation:**

1. A form will be sent home with the uniform violation clearly marked. Parents need to sign the form and return it to their classroom teacher. The child will receive a house point for bringing the slip back promptly.
2. After three offenses for the same violation the student is sent to the office with a note indicating a fourth offense and the piece of clothing in question. (Note: Same violation – you can have many violations if they are all different.)
3. The office manager or uniform room volunteer will then look for loaner clothes (clothes left in lost in found last year that do not have a name and have been washed and ironed and meet uniform code). If she has the item the child will change and take it home for free. If no loaner clothes then a new item will be taken from the uniform closet and immediately charged to the student's account.

**19. Attendance**

Each student is expected to be in school every day. If a student misses more than 15 days of school, he or she may be asked to repeat his or her current grade, to be determined by the administration. Any incomplete grades must be finished by the end of the academic year (one week after the last day of school) or the student will receive a 0 for marking.

## 20. Tardy Policy/Absences

Students are allowed three unexcused tardies per nine-week term without consequences. Tardies at the beginning of the day are kept on the attendance sheets and show up on the report card at the end of each grading term. After three tardies, the student will have to stay after school for detention for 15 minutes for every tardy received (or 45 minutes. Detention Day will be Fridays (beginning in Grade 3).

High School Students can also be marked tardy to each class. If detention is required and the student fails to report, then they will have to double their time. For example, if they have 15 minutes of detention and they miss, then they will have 30 minutes in detention. If there is a legitimate reason why detention cannot be served, a note from a parent must be brought to the teacher explaining why. The student will then make up detention the next week.

A child may receive three unexcused tardies per nine-week term without consequences.

Activity–Related Absences - If students are missing school for an Academy-related event, the supervising staff member will give at least one week's notice to all teachers (if possible). These activities have been pre-approved by the administration and should be treated as excused absences. Students are allowed two days to make up work for every day missed. They will be able to make up the work by using google classroom.(Example: If a student missed Friday, then work is due Wednesday).

Excessive Absences - We will be in communication with you to discuss the problem. If the absences continue and the student's work is not made up, we reserve the right to hold the student back for the next academic year.

Student sign-in and sign-out - Students arriving at school throughout the day must be signed into the office by their parent/guardian. If a student is leaving school early they must be signed-out by their parent/guardian. If a parent brings their child to class mid-day or asks to take them from school, please send them to the office to sign in or sign out. Parents should not be in classrooms unless invited to help teachers at designated times. We encourage parents to drop off children and leave as soon as possible so as not to cause disruptions. Teachers do not take any parent meetings before school. If a parent has an issue, we ask to see parents after school. Most issues can be resolved in an email as well.



## **21. Philosophy on Discipline**

Discipline and its application at ABC Christian Academy are grounded in Scripture (such as Proverbs 12:1, 13:18 and 24, 22:15; Ephesians 5:1-4; Hebrews 12; I Corinthians 13; and Revelation 3:19).

Just as discipline and disciple come from the same root words, so it is, we believe, that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. Discipline must never be administered vindictively, in anger or devoid of forgiveness, or in any manner that is demeaning to the worth of the individual. Discipline is ordained of God for the building of character and the training of behavior.

The reason for the discipline will be clearly explained to the student. Repentance will be encouraged and the opportunity for expressing this resolve will be provided. Forgiveness will be granted as prayerful and wise consideration may direct (John 8:10-11). A disciplinary experience is satisfactorily concluded when there is genuine repentance and forgiveness.

## **22. Student Lifestyle Expectations**

1. Student Conduct - It is our goal at the Academy to see our students develop into young people of Christ-like character. Our standards of behavior are very high. Not only do we expect students to treat each other with respect, but we also hope and pray that they will treat each other with love. As you are among the students every day, take the opportunities to model Christ-like behavior, talk about the right and wrong of situations, commend righteous conduct, and discipline harsh behavior.

2. Philosophy of Student Discipline - Classroom management is a key part of what we do as educators. In order to create a positive learning environment free of distractions, the teacher must have a proper disciplinary plan. The Academy has chosen not to mandate a certain course of action for the smaller offenses that may occur during class. But here is a suggested course of action with a student who is disturbing class that is also part of a school wide policy:

Suggested for All Grades:

1<sup>st</sup> offense- verbal warning

2<sup>nd</sup> offense- quick word with the student privately

3<sup>rd</sup> offense- call home to the parents with the Teacher or Head Teacher

#### 4<sup>th</sup> offense- referral to the or office/Head of School

In keeping with the ABC Christian Academy overall philosophy of a Christian education, discipline is the responsibility of every staff member and is to be administered consistently and in love. While every student is under authority and is expected to be courteous and obedient, the goal is always to develop self-discipline and personal convictions, which are based on Biblical principles.

If a student commits a serious offense, the teacher is asked to fill out an Incident Report and speak with the parents.

General Policy - When a child disobeys, the teacher needs to take corrective measures.

- a. Deal with the child in love, not in anger
- b. Choose measures appropriate to the age of the child and the Offense
- c. Inform the Head Teacher if the problem continues or becomes more serious

Suspension - Sometimes a child causes repeated disturbance in the classroom and/or on the playground. If the teacher's efforts to correct the situation are not effective, the teacher, Head Teacher, and the Head of School should together devise other approaches to solve the problem provided they have exhausted the 4 steps above.

If the situation does not improve, the Head of School may issue a written formal warning to the parents that the child is continuing to misbehave. This warning should enumerate the unacceptable behaviors, specify what changes must be made, and give a date by which the changes must be evident. That warning must also state that the child will be suspended for 2 days or up to a week if there is no change in behavior as noted in the warning. Should the child's disruptive behavior continue, a second suspension should be given at the Head of School discretion with the counsel of the D.P. If the problem is still not resolved, the Head of School will call the Superintendent and discuss expulsion.

Unacceptable behaviors for which a child may be suspended are:

- a. Continuing disobedience/refusal to comply with homework policies in the classroom and/or playground
- b. Constant rude speech (including offensive, vulgar language) to staff or students
- c. Loud, disruptive behavior in the classroom
- d. Fighting on the playground or in the classroom

There are 2 types of suspension. In house suspension and home suspension.

## 23. Discipline Policies

The ABC Christian Academy has adopted an Assertive Discipline Plan to meet the needs of our school and its students.

**The penalty for bringing a weapon on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.**

### WEAPONS

#### Prohibitions

The ABC Christian Academy prohibits the possession of firearms or any other weapon on school property. No student, employee, or visitor may possess or carry any weapon on or about school property or within a vehicle brought on school property. The administration reserves the right to judge if any item is considered dangerous to our students. Any such item found will be confiscated by teachers, turned into the Head of School and not returned.

**The penalty for bringing a weapon on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.**

#### Disciplinary Action

Any student who is charged with bringing a weapon on school property may be suspended for one to ten days and may also be recommended for expulsion or suspension for a minimum period of one calendar year by the Head of School or team of administrators. The suspension shall take effect immediately. The Superintendent will receive the recommendation for expulsion and may determine, based upon the particular circumstances of a given case, if other disciplinary action or alternative placement is appropriate.

#### Readmission

A student who is permanently expelled for bringing a firearm or other weapon on school property must re-apply to the African Bible College Head of Mission in Malawi for readmission to the regular school program. Readmission may be granted by the African Bible College Head of Mission upon receipt of a document showing that the student has participated in successful rehabilitation efforts, including, but not limited to, progress in the alternative school or similar program.



## Severe Disruptions

Private Education is a privilege. Along with this privilege come certain responsibilities. One of these responsibilities is to respect the right to learn and to not disrupt the learning environment of the school. A student who repeatedly disregards the rights of others, violates school rules and/or repeatedly disrupts the learning environment will be dismissed from school.

Any misbehavior, misconduct, or violation of any school rule or regulation will be dealt with using appropriate punishment. Certain types of misconduct may be considered as “cause” for disciplinary action including suspension or expulsion. These are the following:

ABC Christian Academy will call for a mandatory suspension or recommendation for expulsion from school for those students who commit any of the following acts, unless the recommendation is considered inappropriate for the circumstances of the act:

### School Searches

Circumstances will arise where searches of students’ persons, possessions, backpacks, desks, and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the schools responsibility to maintain discipline, order, and a safe environment conducive to education with the students’ legitimate expectations of privacy.

# ABC CHRISTIAN

## SCHOOL WIDE DISCIPLINE PLAN

### ABC Christian Academy

In order to guarantee your child and all the students in the school the excellent learning climate they deserve, we utilize the following Discipline Plan. The following rules are to be obeyed in the classroom, Pavilion, sports field, gym and on the playground. Also listed are consequences for disregarding the rules.

## CLASSROOM RULES

1. Follow directions the first time given.
2. Raise your hand and wait to be called on unless given permission to do so otherwise.
3. Keep hands, feet, and all objects to yourself.

4. No toys or playthings are brought to class without permission.
5. Return materials to their proper storage place when you finish with them.

## PLAYGROUND RULES

1. Play in designated areas only.
2. Follow directions of duty teachers.
3. Play games that are not dangerous.
4. Throw nothing on the playground except authorized playground equipment.
5. No fighting or rough play.

## CHAPEL RULES

1. No talking.
2. Keep hands, feet, and objects to yourself.

## DISCIPLINE PLAN

Suggested for All Grades:

- 1<sup>st</sup> offense- verbal warning
- 2<sup>nd</sup> offense- quick word with the student privately
- 3<sup>rd</sup> offense- call home to the parents with the teacher or Head Teacher
- 4<sup>th</sup> offense- referral to the office/Head of School

### I. DISSEMINATION OF THIS POLICY

A. This policy is incorporated within the ABC Christian Academy Teacher/Staff handbook and the Student/Parent handbook. It shall also be posted on the ABC Christian Academy website for easy access and referral. Further, a copy of this policy shall be distributed to all certificated staff and made readily available in the office of the Head of School.

### II. ADMINISTRATION OF DISCIPLINE

A. ABC Christian Academy has adopted this discipline plan to meet the needs of our individual school and its students. We are a private institution and as such we observe the right to choose our students for our classes.

B. CLASSROOM MANAGEMENT - The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to

support the teacher in decisions made in compliance with the written school wide discipline code of conduct, school policies and procedures.

C. **SUSPENSION** - When unacceptable behavior cannot be corrected by the resources of the teacher or the school administration, the student shall be suspended. During a suspension a student receives a zero or “F” for any homework assignments due, projects due or tests and quizzes given on the day of the suspension. No make up work will be accepted for this day.

D. **EXPULSIONS** – ABC Christian Academy is a private school and has strict codes of conduct. The mission/school reserves the right to expel anyone not following school procedures and guidelines outlined. If repeated attempts have been made to correct student behavior, or it is believed parents are not cooperating with the administration and class teacher with homework policies or excessive absences, or behavior a student may be expelled or dismissed from the ABC Christian Academy.

## **PARENTAL RESPONSIBILITIES**

Parents, legal guardians, and custodians have certain responsibilities for their child. The following are incorporated into the ABC Christian Academy’s discipline plan:

A. parent, guardian, or custodian of a school-age child enrolled in ABC Christian Academy shall be responsible financially for his or her minor child’s destructive acts against property or persons (whether intentional or accidental). This includes any damage to desks, chairs, tables, books, walls, floors, white boards, broken windows, broken items in the Science Lab, etc. Charges will be applied directly to the student’s financial statement.

B.A parent, guardian or custodian of a school-age child enrolled in the ABC Christian Academy may be requested to appear at school by the Head of School or an appropriate school official for a conference regarding acts of the child specified in the paragraph above or for any other discipline conference regarding the acts of the child.

## **STUDENT CONDUCT/SEVERE DISRUPTIONS**

Private Education is a privilege. Along with this privilege come certain responsibilities. One of these responsibilities is to respect the right to learn and to not disrupt the learning environment of the school. A student who repeatedly disregards the rights of



others, violates school rules and/or repeatedly disrupts the learning environment will be dismissed from school.

Any misbehavior, misconduct, or violation of any school rule or regulation will be dealt with using appropriate punishment. Certain types of misconduct may be considered as cause for disciplinary action including suspension or expulsion. These are the following:

- A. Violation of the Academy's weapons policy
- B. Any offense otherwise punishable by law and against the Republic of Malawi
- C. Fighting
- D. Harassment, intimidation, or threats of violence against any student or any school personnel
- E. Disruption of normal school functions or operations, programs, or activities
- F. Disobedience to school personnel, including refusal to accept or follow instructions, disciplinary measures or counseling
- G. Disrespect to students or school personnel
- H. Profanity, insulting language, obscene drawings (of a sexual nature), obscene language, or gestures directed toward students or school personnel
- I. Unauthorized entry on school premises
- J. Unauthorized use of school property
- K. Vandalism, malicious mischief, damage to buildings, fixtures or personal property, including public and private property
- L. Possession, personal use, or being under the influence of alcohol
- M. Possession, personal use, or being under the influence of marijuana, illegal drugs, or any controlled substances, not prescribed to the student or any substance having the effect or appear of such substance or held out by the student to be such substance
- N. Possession or use of any tobacco product or paraphernalia
- O. Attempting to sell or selling alcohol, marijuana, illegal drugs, over-the-counter medications, prescription drugs, tobacco products, tobacco, drug paraphernalia, or any substance having the effect or appearance of a prohibited substance proclaimed or professed by a student to be such substance
- P. Gambling of any nature or possession of gambling paraphernalia
- Q. Truancy or cutting class
- R. Leaving school or leaving class without permission
- S. Cheating
- T. Public display of affection or sexual activity, including such activity in cars parked in the vicinity of school property
- U. Use or possession of pornographic materials, stolen property, noise making devices, beepers or pagers, fireworks, other disruptive materials, or look-alikes of such items

- V. Refusal by a student to participate in P.E. classes or refusal of parents To cooperate and support their child in taking P.E. classes. P.E. is part of the school curriculum.
- W. Forging parental/guardian signatures
- X. Stealing (homework, food, other students personal property, teachers items, school property, classroom items)
- Y. Refusal by student or parent(s) to comply with discipline or homework Policies of the ABC Christian Academy.

## **24. Student Relationships**

As students move into the upper grades, opposite-sex relationships are bound to form. Students are not allowed Public Displays of Affection (PDA). This includes holding hands, kissing, and anything further.

## **25. Electronic devices and Cell Phones**

No Game Boys, PSP's, DS', iPods, I Pads, or any electronic game Devices, reading device, music devices or earphones (unless requested by teachers) are allowed at school (this applies mainly to middle school and High School) or earphones. All such items should be left at home. Grade 11 and 12 students may be allowed, in some subjects, and with prior permission from Head Teacher and Headmaster, to use laptops for some class projects and writing assignments. The Academy will not be responsible for the security of these items. With the introduction of Chrome books this year (2019-2020) for grades 6-12 personal laptops are not encouraged at school.

### **8. Cell Phones**

We strongly advise that students not bring cellphones to school. ABC Christian Academy is not responsible for lost or stolen property. Students are not allowed to use their cell phone during the school day. No texting, checking email, or phone calls will be allowed. If a parent wishes to get a message to their student they should call the office and ABCCA will give a message to the student or call them to the office to call their parents. Smart watches will not be allowed at school. Smart watches are considered a distraction and temptation we wish to alleviate.

If a student or parent insists on their child having a cell phone it must remain in the students pocket or backpack for the entire school day (7:00 a.m. to 2:30 p.m. or when dismissed from their class at the end of the day). Please be advised there is no place for females to put their phones on their person (pocket in uniforms) and leaving a phone in a backpack may result in theft. Cell phones are not permitted to be out during afternoon activities. Cell Phones cannot be used during

break, lunchtime or recess.

We encourage students to leave cell phones/ smart watches at home. No videos or recordings on cell phones are permitted in class or while at school. No phones in the changing room or selfies permitted in the bathrooms to protect student privacy.

If a student is found with a cell phone/ smart watches at school during operating hours including afternoon activities:

- First offense- Student will be asked to put away
- Second offense- Cell phone will be taken to Mrs.Santos/ Headteacher and kept till end of the day when student can come collect
- Third offense- Cell phone will be taken to Mrs. Santos/ headteacher and kept till the end of the day for a parent to collect.
- Fourth offense - detention (please note any detention can mean loss of ABCCA Honor Society status)

## **26. The Grading Policy of ABC Christian Academy**

As ABC Christian Academy is an International School with a faculty and student body representing up to twenty-eight nationalities, it has been difficult over the years to reconcile our grading policy with those found in the passport countries of our students. What is a high score or percentage in one country is considered a poor or low score in another; for example, in the country of South Africa 80% is distinction but in the U.S. it is considered just above average. Remember our curriculum and system of grading is American based.

## **27. Grading System**

As ABC Christian Academy is an international school with a faculty and student body representing up to twenty nationalities, it has been difficult over the years to reconcile our grading policy with those found in the passport countries of our students. What is a high score or percentage in one country is considered a poor or low score in another; for example, in the country of South Africa 80% is distinction but in the U.S. it is just above average. Remember our curriculum and system of grading is American based.

Grade	%	Grade Point Value
A+	97-100	4.0
A	94-96	3.8



A-	90-92	3.6
B+	87-89	3.4
B	83-86	3.2
B-	80-82	3.0
C+	77-79	2.7
C	73-76	2.4
C-	70-72	2.0
D+	67-69	1.3
D	65-66	1.0
F	<65	0.0

**IMPORTANT:** All student tests and quizzes are to be sent home, signed by parents and returned to teachers to ensure parents are aware of grades. Teachers may choose not to send actual tests home but notification of grades to be signed. If a child repeatedly receives poor test grades, the teacher will contact the parents and call for a meeting to discuss the student's poor academic performance

Report Cards - For the elementary classes the Academy has adopted a report card for each grade according to the standards that we adhere to.

Report cards are issued four times during the school year. In the first term the report card is kept by the teacher and turned over to the parents in a mandatory teacher/parent conference after the first nine weeks. If you have outstanding payments you will be able to collect your report cards from the financial controller once payment is made.

The school year is divided into two semesters – August to December and January to June. Each semester's work is assessed separately. Elementary students receive a report after each quarter (nine weeks); middle school students receive a progress report at the end of the first and third quarters and formal reports at the end of each semester.

For 9<sup>th</sup> through 12<sup>th</sup> grade students, a comprehensive exam may be given at the end of each semester. Teachers may assign a major project instead of an end of semester exam with the same weighting. (See below)

The assessment of each semester's work will normally be calculated on the basis of the following guidelines:

Homework and projects	20-60%
Tests and quizzes	30-50%
Final examination	15% (grades 7-10) 20% (grades 11-12)

### Semester and Yearly Grades for the Middle School Classes

Grades 7- 8:

- The exams given at the end of each semester will cover the entire semester.
- These exams will count as 15% of the semester grade.
- The year grade will be the average of the 2 semester grades.

Grades 9-12:

- The exams given at the end of each semester will cover only that semester's work.
- The semester exam will count as 15% of the semester grade for students in 9<sup>th</sup> & 10<sup>th</sup> grades and 20% of the semester mark for students in 11<sup>th</sup> & 12<sup>th</sup> grades.
- The year grade will be an average of the 2 semester grades.

All Upper School teachers will produce "**Course Outlines**" for each of their classes. These will be distributed to your students on the first day of class and to parents on back to school night. Course outlines will include, course description, breakdown of how grades will be measured (homework, final exam, tests, quizzes, projects, etc) based on the above information and classroom discipline policy and homework policy. Course Outlines will also be posted on each teacher's Google classroom.

### **Classes Taken a Second Time**

All classes taken for a second time must be pre-approved by the Head Teacher for Middle/High School and the Academic Dean. When a 9<sup>th</sup> -12<sup>th</sup> grade class is taken a second time for credit, the highest grade earned will be the grade included in GPA calculations; however, both classes will be listed on the official transcript. If a class cannot be repeated it is reflected in the GPA.

## **Attendance Requirements for Middle School/High School**

Since regular attendance is a key to academic success, students need to be in attendance daily. School attendance is the responsibility of the student and their family.

- There are two types of absences: excused and unexcused.
- Each unexcused absence will result in teacher and/or administrator action, or both.
- A student should attend 90 percent of class sessions to receive credit (Failure to meet this standard may lead to withholding of credit. Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration)
- Release time is given only with permission of parent or guardian.
- If tardies become excessive, administrative action will be taken.

General Information on High School Courses offered at ABC Christian Academy (most on a rotation basis)

### **Language Arts:**

#### **English 9**

##### **Grade 9 Full year, 1 credit**

This course emphasizes writing skills, literature, and vocabulary. Writing activities give students practice in organizing and developing narrative, cause and effect, and compare and contrast compositions, literary reviews and research papers. Mastery of the writing process is expected. In addition, students study short stories, novels, poetry, and a Shakespearian play.

#### **World Literature**

##### **Grade 10-12, Full Year, 1 Credit**

This course emphasizes organizing, developing, editing, and revising compositions. Literature studies introduce literary terminology, critical and analytical reading, and appreciation of world literature. Connections will be made between history, cultures and literature. This course also includes historical interpretation, primary source review, and analysis skills while emphasizing writing skills, literature, and vocabulary. Mastery of the writing process is expected to demonstrate students ability to critically think about the world. In addition, students study short stories, novels, poetry, and a Shakespearian play.

#### **American Literature**

##### **Grade 11 full year, 1 unit**

This course will cover American literature from early Native American legends through modern contemporary authors. Students will follow the literature of America chronologically through the anthology provided and discover what makes these writings



distinctly American. Several novels will also be read throughout the year. The course focuses on Literature, but includes vocabulary curriculum and multiple writing workshops and assignments.

### **British Literature**

#### **Grade 12 full year, 1 unit**

The course emphasizes the analysis of British literature, development of critical thinking, and writing for the argumentative/persuasive, research and narrative genres. Students will be expected to study various literary works and then research the historical aspects/factors. This class uses a college-level reading list, which is available from the instructor upon request. Academic resume writing is taught.

### **Mathematics:**

#### **Algebra I**

#### **Grades 9-12 Full year, 1 credit**

#### **Prerequisite: Math 8**

This course is the first year of a standards-based mathematics curriculum. Number sense topics include the concept of understanding and applying numbers, ways of representing numbers, and the relationships among numbers and different number systems. Data analysis focuses on the concept of understanding and applying data collection, organization and representation to analyze and sort data. Algebra topics focus on the concept of representing and analyzing mathematical situations and structures using algebraic representations. Geometric topics include specifying and describing spatial relationships using coordinate geometry and other representational systems. Structure and logic focuses on algorithms and algorithmic thinking and the concept of using reasoning to solve mathematical problems in contextual situations.

#### **Geometry**

#### **Grades 9-12, Full year, 1 credit**

This course will demonstrate understanding of geometric proofs, reasoning, congruency, and similarities. Students will investigate theorems and touch base on trigonometric functions. Students will practice computing areas and volumes of various geometric shapes and figures.

#### **Algebra II**

#### **Grades 9-12, Full Year, 1 Credit**

#### **Prerequisite: Algebra I**

This course includes a study of the real number system; first degree equations and inequalities; polynomial functions including higher order equations and inequalities; rational algebraic expressions and fractional equations; complex numbers; functions; logarithms; problem-solving techniques; applications of algebra in the areas of data analysis; probability; combinatorics; matrices; sequences and series; and if time permits: trigonometric ratios; trigonometric functions; trigonometric graphs, identities, and equations.

## **Pre-Calculus**

### **Grade 11 or 12 full year, 1 unit**

This course prepares students for calculus. Topics covered include number systems, analytic geometry, elementary function theory (including logarithmic and trigonometric functions), and basic proof techniques. Students are presented theorems, definitions and postulates in which brief examinations are given. The course seeks to provide the student with an understanding as well as a working knowledge of mathematical theories.

## **Calculus**

### **Grade 12 full year, 1 unit**

This course covers the topics covered include preliminaries, limits, derivatives, integrals, transcendental functions, infinite series, conic and polar coordinates, and vectors. Students are presented with theorems, definitions and formulas and asked to apply these theorems in written work. As in all math courses, this course aims to provide students with a deeper understanding of Calculus and advanced mathematical theories. This is an upper level course.

## **Science:**

### **Investigative Science: Matter, Energy and Organization**

#### **Grade 9 or Administrative Approval Full year, 1 credit**

This inquiry-based course is designed to investigate chemistry, physics, biology and earth-space concepts in order to develop students' analytical skills and problem-solving techniques. Concepts explored in the course develop foundational knowledge that ensures success in subsequent high school science classes. Emphasis is based on laboratories in which the student is an active participant in the formation of the lab.

## **Biology**

### **Grade 10 or Administrative Approval Full year, 1 credit**

#### **Prerequisite: Investigative Science**

This is a lab-oriented course designed to study the major areas of life and living things. Emphasis will be on the major integrating themes of biology.

## **Chemistry**

### **Grades 9-12, Full year, 1 credit**

This course will describe relevant dominion science problems, offers a biblical response to ecological and earth-age issues, and includes recent chemistry-related research and developments featuring modern materials. Corresponding labs will be offered to show demonstration elements, compounds, and mixtures as found in nature. Chemical reactions, basic problems in chemistry and equations are studied in depth.

## **Physics**

### **Grades 11-12 full year, 1 unit**

This is a lab-oriented course that studies energy in its many forms. Topics include mechanics, electricity, waves, energy, electricity and light. Strong math skills are highly recommended.

## **Anatomy and Physiology**

### **Grades 11-12 full year, 1 unit**

This lab-oriented course covers the anatomy and physiology of the human body, appreciating the beauty of God's design. Anatomy is a branch of biology concerned with the study of the structure of the human body and its parts. Physiology is the branch of biology that aims to understand the body as a system from the function of a basic cell to the integrated behaviour of the whole body and the influence of the external environment. Students will learn about the body system, their parts, and their functions through lectures, activities and dissections. This is an upper level science course. Students must have taken Biology as a prerequisite course first.

## **History:**

### **World History**

#### **Grades 9-12 Full year, 1 credit**

This course covers world history from early civilization to the present. Critical thinking, study skills, problem solving, teamwork, and the integration of all forms of technology will be encouraged. This course also includes historical interpretation, primary source review, and analysis skills.

### **World Geography**

#### **Grades 9-12, Full year, 1 credit**

This course covers world geography from early civilization to the present. Critical thinking, study skills, problem solving, teamwork, and the integration of all forms of technology will be encouraged. This course also includes geographical interpretation, primary source review, and analysis skills.

### **U.S. History**

#### **Grades 11-12 Full year, 1 credit**

The course will cover American history from the American Revolution, the founding of the United States to the present. Emphasis in the second semester will be the 20th century era, and specifically from World War I to the present. Students will study U.S. foreign policy, and the many political and social movements that shaped American culture. Problem solving, critical thinking, writing, research, geographic skills, cooperative learning activities, and the integration of technology are encouraged.

## **Government/Economics**

### **Grade 12 (each subject is one semester) 1 unit total**

This course is a study of the structures and philosophies of government, the American political system, civil rights, and public opinion. Through American Government, comparative government studies, and world economics, students will study the Cold



War, Latin America, Canada, World War II and American Foreign policy today. The students will develop economic reasoning skills in order to apply basic economic concepts, assess problems, and make choices. Students will have an opportunity to evaluate the choices of others as consumers, workers, and citizens in local, national and global economics.

### **World Languages:**

#### **French I**

##### **Grades 9-12 Full year, 1 credit**

This course is an introduction to the language and culture of France. The student learns vocabulary and grammar through listening, speaking, reading and writing. Emphasis is on listening, comprehension and simple conversational skills.

#### **French II**

##### **Grades 9-12 Full year, 1 credit**

##### **Prerequisite: French 1 or equivalent course**

This course is a continuation of French 1 with more practice in listening, speaking, reading and writing skills. New vocabulary, grammar and cultural units are presented. The student will increase aural-oral skills through conversations and written skills with simple compositions.

#### **French III**

##### **Grades 11-12 full year, 1 unit**

This course is designed to review and improve skills learned in French II. Emphasis is on linguistic skills: speaking, listening, reading and writing through the study of grammar, literature and culture.

#### **Spanish I**

##### **Grades 9-12, Full year, 1 credit**

This course is an introduction to the language and culture of Spain. The student learns vocabulary and grammar through listening, speaking reading and writing. Emphasis is on listening, comprehension and simple conversational skills.

#### **Spanish II**

##### **Grades 9-12, Full year, 1 credit**

The course will build on the foundation of Spanish I as students learn communication skills for everyday situations. Lessons provide Scripture passages for practice in reading.

#### **Spanish III**

##### **Grades 11-12, full year, 1 credit**

Spanish 3 furthers the study of grammar, vocabulary and cultures of Spanish- speaking countries. Students improve listening, speaking, reading and writing skills. Students further develop their reading comprehension skills through literature, oral presentations and written exercises. The goal at this level is to engage in conversational Spanish regularly about interesting and relevant topics.

**Electives: (dependent on teaching staff and on a rotation basis)**

**Journalism**

**Grades 9-12 Full year, 1 elective credit or one semester ½ credit**

This class introduces students to the basics of journalism, including the history of journalism and the development of mass media. Students will learn interviewing and news gathering techniques with a concentration on writing news, features, sports, and opinion articles. There will be an opportunity for those in the class to contribute to the school newspaper and/or yearbook. Can be a semester course for ½ credit depending on availability of teaching staff. Journalism may be taken for two years of high school credit only.

**Speech**

**Grades 9-12, 1 Semester, 1/2 credit**

This course provides practice in speaking exercises, group projects, and selections for interpretation, while introducing the students to aspects of public speaking from platform presence to persuasion. Students are introduced to several types of speeches leading to methods of speech preparation and techniques for delivery. The course will also teach topic choice, research, organization, and communication.

**Drama**

**Grades 9-12, Semester, 1/2 credit**

This is a beginning course for students interested in acting or theater but have little or no acting experience. Activities and projects will introduce the concepts of pantomime, voice production, improvisation, presentation, and production skills as well as dual acting scenes. The student must expect to perform before a class as well as a general audience. The class requires one to two performances held after school or in the evenings.

**Introduction to Art**

**Grades 9-12 1 semester, 1/2 credit**

This is an introductory course designed to help students in producing artwork. Areas such as drawing, painting, sculpture, jewelry, and ceramics may be explored. This is a good preparatory class for other art classes. Material usage fee required.

**Home Economics**

**Grades 9-12 one semester, ½ unit**

This course includes a general introduction and lessons on basic sewing, cooking, miscellaneous homemade crafts and items as well as practical home management techniques, such as living on a budget. The sewing portion of the class will cover not only sewing hems and minor mending, but also pattern reading and general tailoring.

**SAT Prep Course**

**Grades 9-11, one semester, ½ unit**

This course is designed to help the student with sitting and taking the SAT. Students will study Math and English test-taking skills and take mock exams to help prepare them for better scores. Test taking strategies will be reviewed and practiced. **This course is usually done through**

**North Star.**

**Student Aide**

**Grades 10-12 1 semester, 1/2 credit**

**Prerequisite: Administrator approval**

Students will be assigned to an office or teacher and serve as an assistant performing a variety of clerical duties. Students may earn a maximum of 1/2 credit towards graduation.

**Yearbook**

**Grades 9-11 full year, 1/2 unit**

Members of this class will produce the school yearbook. Students will gain skills in one or more of the following areas: page design, copywriting, editing, proofreading, and photography while producing a creative, innovative yearbook which records school memories and events. Students receive guided instruction in the fundamentals of journalistic writing, photojournalism, graphic design, budget management, and organizational skills necessary to produce the yearbook as well as guided practice in the areas of responsibility necessary for the production of the book and distribution. Students also develop their abilities to work as a team as they produce the yearbook. Yearbook may be taken for two years of high school credit only.

**Introduction to Music**

**Grades 9-12, full year, 1 unit**

This is an introductory course designed to help students understand and recognize different types of music and artists/composers. Classical music, jazz, rock, pop, hip-hop, blues, country and other types of music will be studied. Basic music reading skills will be taught. Students will be able to recognize and name different music genres by using listening skills.

**History of Film**

**Grades 9-12, full year, 1/2 unit**

The course is designed to help students think carefully about the portrayal of history in various time periods through film. A historical study of each event or time period accompanies the watching of each film, which leads to the comparison of fact and fiction, discussion of Biblical ethics, and analysis of historical events. Films are grouped into units chosen thematically and cover various time periods within each unit.

**Visual Communication**

**Grades 9-12, 1 semester , 1/2 unit**

Visual communication is an elective class focused on the elements of art, the principles of design, and modern design trends to create various marketing and design projects. The goal of the class is for students to understand not only how to design materials, but also what goes into good design and becoming familiar with online softwares to create that design.



## **Nutrition**

### **Grades 9-12, 1 semester, ½ unit**

This course is designed to provide students with an understanding of the fundamental concepts of human nutrition, including digestion, absorption, metabolism, and the function of nutrients as they relate to human health and disease. The goal of the class is to help students to stay healthy and to care for their bodies as God's temples.

## **Theatre Production**

### **Grades 9-12, Full Year, ½ unit**

Theatre Production is a practical elective course that produces a selected dramatic work as a result of collective class involvement in casting, set design and construction, lighting, costuming, sound, props, rehearsal, stage management, and performance. The class gets hands on in helping to produce the Christmas Pageant and End of Year Music Show.

## **Information Technology:**

### **Computer/Information Technology**

#### **Grades 9-12 Full year, 1 elective unit or one semester, ½ credit**

This course is designed to introduce students to the breadth of the field of computer science through an exploration of engaging and accessible topics. Rather than focusing the entire course on learning particular software tools or programming languages, the course is designed to focus on the conceptual ideas of computing and help students understand why certain tools or languages might be utilized to solve particular problems. The goal of this course is to develop in students the computational practices of algorithm development, problem solving and programming within the context of problems that are relevant to the lives of today's students. Students will also be introduced to topics such as interface design, limits of computers, and societal and ethical issues.

## **Robotics:**

This course introduces robotics as an advanced application of computer science that can be used to solve problems in a variety of settings from business to healthcare and how robotics enables innovation by automating processes that may be dangerous or otherwise problematic for humans. Students explore how to integrate hardware and software in order to solve problems. Students will see the effect of software and hardware design on the resulting product. Students will apply previously learned topics to the study of robotics.

## **Physical Education:**

### **Introduction to Physical Education**

#### **Grades 9-12 Full year, 1 credit**

This course offers students a basic foundation in physical education by exposing them to a variety of individual and team sports. A strong emphasis on lifetime sports is stressed.

**Health:**

**Christian Health**

**Grades 9-12 1 semester, 1/2 credit**

This course is designed to help students become aware of how good health habits can be a means of improving the quality of their lives. This class, based on a Christian perspective, will cover such topics as communicable diseases, addiction, wellness, safety, self-esteem, and decision-making. This course will also include a condensed driver education curriculum.

**Biblical Studies:**

**Bible**

**Grades 9-12 1 semester, 1/2 credit each academic year**

This class is mandatory for enrollment at the ABC Christian Academy and to meet graduation requirements.

High School (9<sup>th</sup>-12<sup>th</sup>) - These classes are combined into one class for Bible and may be taught from one of the following subjects below on a rotation basis.

**Grade 9-12**

**Title:** *Let God Be God*

**Theme:** A Study of the nature and attributes of God

Or

**Title:** *Journeying With God:*

**Theme:** A Survey of the Old Testament:

Or

**Title:** *To the Ends of the Earth:*

**Theme:** The Birth and early expansion of the Church (Book of Acts)

**Biblical Studies:**

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Or

**Title:** *To the Ends of the Earth:*

**Theme:** The Birth and early expansion of the Church (Book of Acts)

5. Graduation Requirements - One credit is given for 131 hours of instruction time over a school year. A course offered at ABC Christian Academy for the entire year is worth 1 credit. A course offered for one semester is  $\frac{1}{2}$  a credit.

**5 periods per week = 1 credit**

4 periods per week = 0.8

**3 periods per week = 0.6 –  $\frac{1}{2}$  credit** (for one semester)

2 periods per week = 0.4 Or 2 days per week for entire year is 0.8 – still  $\frac{1}{2}$  credit

1 periods per week = 0.2

### Graduation Requirements

Subject Area	Credit Value per year	Credits needed for Graduation
Language Arts/Literature	1	4
Mathematics	1	3* Moved to 4 2025
Science	1	3 Moved to 4 2025
Social Sciences	1	3
Government and Economics	$\frac{1}{2}$ each	1
World Languages	1	2
Bible	$\frac{1}{2}$	2**
Information Technology/Robotics	$\frac{1}{2}$ each	$\frac{1}{2}$ Grad 2023 must have 1
Health	$\frac{1}{2}$	$\frac{1}{2}$
Electives	2	4-7
Total Minimum Credits		23-24

\*Must include at least Algebra II



\*\*1/2 credit for each year enrolled at ABC Christian Academy

- Minimum number of credits for graduation: 23-24 (above for 2025 Graduates)
- Minimum semesters for graduation: 7 (here or at another school)
- Minimum grade point average for graduation 2.0 GPA

For those who have failed courses and cannot meet the requirements for ABCCA graduation they may receive a school leaving certificate with a minimum of a 2.0 GPA. They will wear gowns but will not wear a stole or cap to distinguish them from the diploma holders. They may attend graduation and be recognized as a separate group.

**Elective Courses for High School Grades:** Electives are offered based on the qualifications of our teachers year to year, while also suiting our graduation requirements. Students in grades 9-12 will be required to take the courses offered each year. In Grade 12, if students have met their graduation requirements, they may have the choice to forego taking an offered elective course. This option will be subject to permission from the administration.

### **30. Student Academic Matters**

1. Academic Probation - This measure is in place to help a struggling student get back on track with his/her schoolwork. More often probation is for the upper school students, but can be applied to the elementary grades as well. For the details of academic probation please see Appendix T\*.

2. Extracurricular Eligibility - Participating in after-school activities is a privilege and students must earn the right to be involved. All students in 7<sup>th</sup> grade and above participating in after-school activities must earn at least a 2.0 grade point average. Failure to reach this mark will result in a student losing the privilege of participating in sports or any extra-curricular activities. Also, students can be ineligible for athletics if their attitude or behavior is poor. The upper school Head Teacher manages eligibility.

3. Grading Scale - ABC Christian Academy has adopted this widely accepted grading scale for use with letter grades.

#### Value of Grades

- a. They are tools to record and report a student's academic achievement.
- b. They are a means of holding students and teachers accountable.
- c. They are a means of encouraging students to apply themselves.

Student work should be evaluated through a variety of assessment tasks. This could include tests and quizzes. However, some options of other forms of assessment that could be used are portfolios, oral presentations, and reports. You are encouraged to use a variety of assessment tools in your classes with your students.

### **31. Official Transcripts**

Transcripts may be obtained from the Head of School and Head Teacher for (middle/high school) only and must be sealed and delivered unopened. A request to email transcripts directly to another school may be granted only if address and contact are confirmed first. Report Cards are considered adequate transcripts for most schools (Grades R-6<sup>th</sup>) but sometimes parents want a letter confirming a student was enrolled. Official School Transcripts are needed for grades 7<sup>th</sup>-12<sup>th</sup>.

### **32. Withdrawal Procedure Policy**

1. Inform the office as soon as possible if you are moving or plan to withdraw a student.

2. When a pupil moves, the teacher will check in all textbooks and library books (working with the Librarian) and will send a note to the Admissions/Business office indicating everything is turned in and in order. If a pupil has not turned in books, he/she will not have his/her records or grades sent to his/her new school. Teacher will not give out grade reports until the office clears it.

3. If pupil withdraws before Christmas, parent must pay 2/3 tuition. If after Christmas, parent must pay full tuition.

4. No grades/transcripts/letters will be released until school bill is settled in full.

### **33. Homework**

The amount of homework students have will vary from teacher to teacher. Remember that we have set high standards of achievement at the academy. We do need to give homework, but we also know that homework is not always the key to good learning. It is up to your teacher's discretion how much homework affects the students' grades in your class.

Grades 1-3 should keep homework assignments to 30 minutes and grades 4-5 should not exceed one hour. Middle School (grade 6-8) should not be more than 20 minutes per subject. High School may take longer on homework depending on research or group projects but it is suggested to follow along the same lines as middle school. It is

understood that the work speed of individual children and unusual circumstances such as special projects may cause this time to vary, but these time limits are our goal. We strive to keep homework to a minimum on Tuesday evenings for Middle school because this is youth group night.

### **34. Honor Society**

Honor Society - Honor Society in the upper grades (7<sup>th</sup>-12<sup>th</sup>) is based on the student's grade point average. Students must receive at least a 3.0 grade point average for three consecutive semesters to be invited to the honor society. Students in the honor society will be given recognition at the end of the year awards ceremony and at graduation. To graduate with "Honors" a student must have an average of 93% for each semester for their entire High School transcript. You must also attend ABCCA for at least 2 years to qualify. This honor will be related with cords around the graduate's neck on graduation. Other responsibilities for honor role members will include community service hours and good character.

### **35. Incomplete grades**

Incomplete grades should be given for one of two reasons: a) if a student has an extended period of excused absences that has not allowed him/her to finish the work required, b) if the teacher deems it necessary to give a proper reckoning of the students' ability and effort in the class. Incomplete grades should be reconciled within four weeks of the end of the grading term or before Graduation.

### **36. Makeup work**

Each teacher may develop his/her own policy for late/makeup work. If students have an excused absence, they should be allowed some time to complete the work (two days for every day absent). If a student has simply not turned in work, they should be penalized with a point deduction. Please use the method that you find most effective for your students' success. These expectations should be communicated to your students and parents in your "Course Outline" sent home at the beginning of the year.

### **37. Special Needs**

Unfortunately we do not have a special needs department. We are very limited on what we can do for children who are not operating at a standard level for their grade. If you have a child you suspect has a learning disorder please see your Head teacher.



### **38. Retention**

If a student has a significant deficit in language arts or math skills due to educational background or lack of effort, and it is the school's assessment that repeating a grade would be of benefit, retention at the same level the following year may be considered if the child is not too old for the grade as indicated in the parent handbook.

If a student is below grade level in language arts and math due to special educational needs, the school will weigh the benefits of promotion versus retention and the ability of the Academy to help the child.

Retention may also be considered if a student is somewhat young for the class and shows considerable immaturity. Parents will be informed and met regarding any decisions. The Head of School, D.P., Head Teacher and the parents should be kept informed if there seems to be a possibility of retention. If the child is not ESL you can discern by nine weeks if the child is not up to standards. A teacher should prepare the parents for possible retention at the first nine weeks parent conference. At the 3<sup>rd</sup> quarter conference, if the child is still struggling, the parents need to be informed that the child will be retained. This is not a decision you wait to make until the last week of school. If you need support and counsel on this decision please consult with your Head Teacher, Head of School. Retention of any student must be based upon the failure of two core subjects, except in the lower elementary grades (Reception – 2<sup>nd</sup> grade) where it can be based on either reading/language arts or math. Core subjects are reading, math, science, social studies and language.

### **39. Chrome Book Policy and Procedures**

Students in grades 5-12 will be issued a Chrome book computer for their use at School for the academic year. Chrome books will be checked out in homeroom class at 7:00 a.m. Students then proceed to Period 1 and start at 7:15 a.m.. Chrome books are left on the desk after period 2 for break or locked back in Chrome book station. Teachers will lock the room during this time. Chrome books are returned to the assigned docking station and locked before Lunch. Chrome books are not to be taken home unless specified for distance learning. The IT technician will have a chrome book orientation to start school (during club time for 1-2 weeks) to help students with apps and google docs and any other approved programs. All work will be submitted online. Chrome book charges are \$250 per year (\$100 deposit, \$100 chromo book fee, \$50 google fee). Restrictions on chrome book use will be covered at orientation. If a Chrome book is lost or stolen it may or may not be replaced depending on availability.

### **40. Birthday Parties**

Parents are encouraged to bring a cake or cupcakes (individual small cakes) on the day of the child's birthday to celebrate during break. Parents are to bring napkins (serviettes) and a knife (if needed). No candles are permitted. No sweet drinks (sodas or juice) are allowed.

#### **41. Teacher Qualifications**

1. Each teacher must be a professing Christian and approved by African Bible College Head of Mission, Superintendent, in cooperation and with consideration for the opinions of the Deputy Head of School and Headmaster/Headmistress.
2. In an effort to keep tuition low, all missionary expatriate teachers will be recruited on a volunteer basis and are expected to raise their own funds.
3. Every effort should be made to hire qualified, credentialed teachers with experience for grades 1-6 who have at least a B.A. degree in Education, Christian Education, or Child Development. Teachers with B.A. degrees are to be considered first but individuals with experience in teaching and practical experience may also be considered. Teachers who have a University degree in subject areas (ex. Math or Biology, Physics etc.), may be considered experts in the field and hired with a university degree (B.A. or M.A.) in said subject to teach grades 7<sup>th</sup>-12<sup>th</sup>.
4. Teachers should have international experience and be proficient with international curriculum. Teachers are expected to teach to our standards for American Based curriculum, international MAP testing criteria, and towards the ACT and SAT examinations for University selection.

#### **42. Extra Curricular Activities**

ABC Christian Academy offers afternoon activities to all children. These activities take place after school and occasionally events/games are held on weekends. Some activities require a fee. Activities are based on our staff skills and availability. Examples of activities offered annually include:

- a. **Swimming (Reception-12<sup>th</sup> grade) Lessons and Swim Team**
- b. **Soccer (2<sup>nd</sup> -12<sup>th</sup> grade)**
- c. **Rugby (2<sup>nd</sup>-5<sup>th</sup> grade)**
- d. **Ball skills (Reception-1<sup>st</sup> grade)**
- e. **Basketball (2<sup>nd</sup>-12<sup>th</sup> grade)**
- f. **Tennis**
- g. **Cricket/ American Baseball/Softball/Rounders**

- h. Field hockey**
- i. Netball**
- j. Cross Country**
- k. Ballet**
- l. Choir**
- m. Piano**
- n. Band**
- o. Drum Line**
- p. Archery**
- q. volleyball**

The current schedule is posted on the bulletin board adjacent to the main school office. Afternoon Activities are also posted on the ABC Academy Website at [www.abcchristianacademy.net](http://www.abcchristianacademy.net) or [www.abcca.net](http://www.abcca.net)

#### **43. Medical care for students**

If you have a student who is injured at recess, PE, or during class-time, they will be taken to the nurses station,. We can give minor treatment: cleaning cuts, administering band-aids (and perhaps a piece of candy). An incident report will also be filled out and you will receive an email from the teacher.

If the injury is more severe and the student should not be moved, then we will notify the office immediately so that we can contact the clinic and have a doctor at the scene quickly.). An incident report will also be filled out and you will receive an email from the teacher.

#### **44. Library Policy (in cooperation with other school policy)**

1. Students are allowed to check a set number of books depending on their grade level of which three is the maximum number of books to be checked out.
  - \* Reception - First Grade - 1 Book
  - \* Second Grade - 2 Books
  - \* Third Grade - High School - 3 Books unless additional resources are needed for special projects.
2. All books can be checked out for a maximum period of one week and can be renewed if necessary.
3. Marking or damaging library books and property is prohibited. If found,



necessary measures will be taken against that behavior and the child/parent will be charged to replace the book.

4. Bringing food, water, candy, and gum in the library is prohibited.
5. Creating loud, or disruptive noises, such as loud talking, screaming, or banging on computer keyboards or tables that interfere with other patron's use of the Library or that can be reasonably expected to disturb other persons are not acceptable.

#### **45. Organizational Structure**

The ABC Christian Academy is a ministry of African Bible Colleges, Inc. The ABC Board of Directors and its Board of Trustees in Malawi approved the establishment of this institution to serve not only the faculty of the college, but also the many Christian families who live in Lilongwe.

The Board of Directors of African Bible College will appoint one of the college's administrators to act as Superintendent of the ABC Christian Academy. The superintendent will work with the Headmaster/Headmistress and Deputy Head of School to appoint the headmaster, teachers, and to identify appropriate curriculum. The African Bible Colleges, Inc. is the governing body of the ABC Christian Academy.

#### **Constitution**

1. The Board of Director of African Bible College will appoint one of the mission's administrators to act as Superintendent of the ABC Christian Academy.
2. The superintendent will work with the Head and Deputy Head of School to appoint the Headmaster, teachers and to identify appropriate curriculum.
3. African Bible College's Head of Mission must ratify all Academy administrative appointments.
4. The Superintendent reserves the right to veto Parental Advisory Committee recommendations.
5. Each of the following groups will have a minimum of one permanent seat on the ABC Christian Academy Parental Advisory Committee:

- ~ African Bible College Faculty
- ~ African Bible College Board of Trustees
- ~ Expatriate Christian community of Lilongwe
- ~ Malawian Christian community of Lilongwe

### ADMINISTRATIVE STRUCTURE

ABC Board of Directors  
The Superintendent  
Head of School /Deputy Head of School (Vice Principal)  
Head Teachers  
Teachers

#### **46. NorthStar Policies from 2018-2019**

##### 1.Student Progress

Students are expected to complete between 10-15(perhaps more) hours of work at home each week in order to stay caught up. The responsibility for monitoring these hours lies with the parents. If a student starts falling behind, the supervisor may require the student to keep a “time log” of their work hours at home each week. Parents also have access to student progress on the Brainhoney and GeniussIS online schooling websites. A more detailed progress report will be sent home by the supervisor at the end of Quarters 1,2 and 3, along with “as needed” reports in between.

##### 2.Completion of courses

Though NorthStar grants 12 months to finish yearlong courses, students must complete their coursework within the limits of the ABC Christian Academy calendar. Pacing will be planned according to this 36/37(normally) week calendar. Extensions may be granted, but are made at the discretion of the administration and (if 12<sup>th</sup> grade) the student will not be allowed to walk through graduation ceremony unless the course is complete and documented proof is sent from NorthStar before Graduation.

### 3. Graduation

ABC Christian Academy must have received verification from NorthStar of a student's successful completion of all published requirements. This means that students will need to complete and send all assignments for final grading at least 1-2 week prior to the date of the graduation ceremony. The administration is taking a firm stand that if a student has not completed all the coursework or NorthStar does not confirm completion at least 2 days prior to graduation the student will not participate in a graduation ceremony.

### 4. Failed Classes

If a student receives an F grade in any North star class, they will be required to re-take the course accordingly.

### 5. NorthStar Payment

Parents must pay the cost of the course directly to the ABC Christian Academy. The ABCCA Upper School Head Teacher will liaison with NorthStar for the appropriate course charges. No courses will NOT be paid for in advance of parent payment. These courses will be done in a block at one time and one time only. ABCCA will not "front" the money for any course.

If a student fails two classes (2 full units), the administration reserves the right to remove this student from the NorthStar Academy program at ABC Christian Academy. This may mean the student will not graduate with a "College Prep High School Diploma" which is required for most university enrollment.

### 6. Tuition

Parents will pay the same full tuition for the courses offered at ABCCA. NorthStar courses are in a addition to tuition costs and depend on the course and how many courses a student must take that year. North Star costs will include the cost of the course from NorthStar and also the cost of a printer, ink cartridges, paper and alternate internet accessibility (if offered at ABCCA) computer fee, along with registration and book costs.

The ABCCA tuition cost covers up to 5.5 units of enrollment each year. The family on top of their normal tuition will pay for any North Star courses needed.



## 7.Mandatory Bible class

Each student enrolled in the NorthStar program at ABCCA is required to take a ½ credit Bible course at the Academy each year they are enrolled.

## 8.School Holidays

NorthStar students will follow the ABC Christian Academy calendar and holidays. If a student falls behind they may approach the NorthStar Supervisor or Head Teacher (at least 1 week ahead) and arrange supervised access to the lab during the October Break, Christmas Holiday and Easter Break. This may be denied. If access is granted it will only be between 8:00-12:00 – Noon and is dependent on the availability and willingness of the Upper School Head Teacher.

## 9.Struggling Students

Though students should be able to stay caught up in all NorthStar courses by a combination of disciplined work at school and home, many students do fall behind. If necessary, the supervisor of NorthStar and administration of the Academy will institute measures to help students get back on track. This may require later school dismissal or more required work at home. If a student continues to fall behind, shows a lack of discipline over a prolonged period of time, or there is a lack of parental cooperation, then the Academy administration does reserve the right to suspend or remove the student from the NorthStar program at ABC Christian Academy.

## 10.Computer and Internet Access

All NorthStar students must have online Internet access in their homes. It is not possible to complete all the homework/work/downloads during school hours. The ABC Christian Academy does not accept sole responsibility for Internet availability.

## **47. Tuition policies**

These are our policies regarding tuition for ABC Christian academy families:

- The 1st student enrolled per family pays 100%, the 2nd receives a 5% discount, the 3<sup>rd</sup> and following receive a 10% discount.
- Families applying for Rec-12<sup>th</sup> grade will be charged a \$100.00 non-refundable application fee (at the current kwacha rate) upon submission of a completed application. Students will be tested for readiness (Reception) in March or (KG-12<sup>th</sup>) grade level placement in April/May. Students (if accepted) will be placed according to their age and readiness.
- Upon acceptance, families are required to pay the kwacha equivalent of \$400 for a non-refundable desk fee per child.

The first payment of one third of the total tuition will be due by **June 1<sup>st</sup>, 2023**. The second payment, one third, is due during registration week, which will take place from the **8<sup>th</sup> – 12<sup>th</sup> of August 2023**. The third payment is due on **November 30<sup>th</sup>, 2023** before the Christmas holiday.

- Failing to make a payment on the specified dates will result in a \$100.00 late fee. Students will be excluded from class immediately for non-payment of fees.
- Payment can be made in Malawian Kwacha or U.S. Dollars.
- If a family decides not to send their child to ABC Christian Academy after the first payment has been paid, the following refund schedule will apply: 100% refund if ABC Academy is notified before June 30, 50% refund if the academy is notified before July 17<sup>th</sup>, 25% refund if we are notified before August 14<sup>th</sup>, NO refund if we are notified by August 14<sup>th</sup> or later.
- For students not staying the full year, the following payment schedule is in effect: Families attending the academy any length of time between August and December only will pay two thirds of the full tuition. Families with students enrolling in December or January for the Second Semester will pay two thirds of the full tuition at the time their student starts classes. Families enrolling their children at the beginning of the year to hold a place but delaying the start of actual attendance will be subject to the full payment and refund schedule as shown above.
- 6<sup>th</sup>- 12<sup>th</sup> grade will be charged a chrome book fee of \$250 (\$100 refund on return of chrome book at the end of the school year in condition it was received).
- 7<sup>th</sup>- 12<sup>th</sup> grade will be charged a science lab fee of \$100 non- refundable.
- 9<sup>th</sup>-12<sup>th</sup> grade will be charged a fee for use of a graphic calculator if they use one from the office of \$100. This is refundable if the calculator is returned in the same condition it was checked out with. Computer/ Robotics classes will be charged \$100 non-refundable.

**NOTE: This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question, or problem that arises and is not covered in this handbook will be left to the discretion of the administration.**