

Albemarle Baptist Church School



2016-2017
Parent/Student
Handbook

K-12

Acknowledgements

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1. Mission Statement

As an educational ministry of Albemarle Baptist Church, Albemarle Baptist Church School (ABCS) works in cooperation with Christian families for the purpose of training for life young men and women to be academically equipped and spiritually prepared for Christian service and leadership beyond their school years.

2. Statement of Philosophy

The primary reason for the formation of ABCS is to teach young people in a Christian atmosphere, based on a biblical philosophy of life. The Bible curriculum includes a weekly chapel program and a daily Bible class. We expect every student enrolled to study, memorize, and take to heart God's Word as it is presented on his/her respective age level.

The underlying philosophy of ABCS is that all truth is from God and that God's Word, the Bible, is truth (John 14:6; John 17:17). In view of this belief, every course in ABCS is taught from a biblical perspective. The textbooks and curriculum information are evaluated and interpreted from truth as embodied in the Bible. It is our goal to reproduce what we are as a church ministry in the lives of every student.

3. Legal Status

Being a religiously exempt educational institution, ABCS chooses not to seek state accreditation since doing so compromises its objectives and philosophy. ABCS will seek its accreditation with the American Association of Christian Schools and with the North American Christian School Accrediting Association, a Virginia Council of Private Education state recognized accrediting organization as we meet their requirements upon formal organization of the school in September, 2011. The educational goals, curricula, methodologies, and standards are governed by the beliefs of Albemarle Baptist Church as stated in the doctrinal statement. Albemarle Baptist Church believes that the Bible is the only absolute standard given to man by God. In other words, every aspect of the church's ministry will be founded upon the truth as given in the Scriptures. Every course's content will be evaluated and taught in the light of the truth of the Bible, in order that the spiritual goals, as given in the Bible, are reflected in the lives of the pupils.

ABCS does not discriminate on the basis of race or national origin. ABCS admits students of any race, color, or natural origin to all the rights, privileges, programs, and activities available to students attending the school. Enrollment in ABCS is a privilege and not a right. Students choosing not to conform to the spirit or standard of conduct of the school forfeit their privilege of attending.

4. Statement of Doctrine

As a ministry of Albemarle Baptist Church, the faculty and staff of ABCS hold to the following truths, which are consistent with the doctrinal statement of the Albemarle Baptist Church. We believe in the Bible as the inerrant Word of God, verbally inspired in all parts and therefore altogether sufficient as our only infallible and authoritative rule of faith and practice. We believe in the one true God who exists in three persons: God the Father, God the Son (the Lord Jesus Christ), and God the Holy Spirit. We believe that all men are by nature and choice sinful and lost and that

salvation is given by grace through faith. This salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue or work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life and the divine guarantee that they shall never perish. We believe that apart from Christ there is no possible salvation.

5. Registration

Enrolled students may register for the next school year in February of the current school year. Siblings of enrolled students may also register at the same time. Completed re-enrollment/enrollment forms and payment of the registration fee (\$45) are necessary to complete the registration process.

Open registration for the next school year begins in March of the current school year. Parents wishing to enroll their children in ABCS may request an application on-line at www.albemarlebaptistchurch.org or may request an application packet from the school office. The parent should mail or bring to the office the completed application forms and the registration fee (\$45). The registration fee is non-refundable, except when the school does not accept the registration. An interview will be scheduled once the registration fee and completed forms are received. One parent or guardian and all prospective students must be present for the interview. The purpose of the interview is to establish acceptance of a student application and for the administration of a placement test. Parents will be contacted regarding acceptance following the interview and placement test.

Enrollment is limited and is based on a priority and first-come basis. Returning students are registered first. **NO REGISTRATION CAN BE ACCEPTED OR SHOULD BE CONSIDERED AS FINAL WITHOUT THE REGISTRATION FEE AND COMPLETED ENROLLMENT FORMS.** For fees and tuition rates, please refer to the finance sheet for the current school year.

6. Activities, Books, Tuition, and Fees

Tuition and fee rates for the 2016-2017 school year:

First, eldest child in family	\$3,000
Second child in family	\$2,700
Third student in family	\$2,550 ^[1]
Annual book and supply fee	
Kindergarten	\$175
Grades 1 through 6	\$300
Grades 7 through 11	\$350
Grade 12	\$450
Monthly activity and supply fee	\$50 ^[2]
Notes:	
There is a tuition discount of 2% available to those who pay the yearly balance in full before August 15.	
[1] Less 5% discount for each student when there are more than 3 students from the same family.	
[2] Payable on the 10 th of each month.	

Annual book fee is due August 1 and is considered late if received after August 15, unless monthly payment arrangement is made. A late fee of \$25.00 will be charged for all book and supply fees received after August 15. The book and supply fee is **non-refundable**. This fee covers textbook purchase, SAT testing, ODACS membership, and student insurance. If a student withdraws at any time during the school year, the book and supply fee remaining balance is due before any ABCS school records can be released.

7. Admissions

A student is admitted to ABCS based on the interview, former records and placement/diagnostic tests. The administrative staff reviews each student's record yearly to decide reenrollment for the next year. New enrollees must complete the registration process, the interview, and placement testing to be considered for admission. Upon acceptance, new enrollees must complete a tuition management form for tuition or pay tuition in full to complete the admissions process.

The age requirements for kindergarten K4 and K5 admission are 4 years old and 5 years old, respectively, on or before September 30th of the school year. A student must be 6 years old by September 30th to enter the first grade. Exceptions to this age requirement may be waived with permission of the school administrator. For further age and academic criteria for admission refer to the Administrative Policies available from the school administrator.

ABCS, as a church ministry, reserves the privilege of setting and maintaining its own standard for student conduct, dress, cleanliness, and scholarship. The administration maintains the right to refuse admittance, to suspend, to discipline, or to expel any student who violates the standards set down in this ABCS Handbook. It is considered a privilege to attend ABCS.

Parents and students are expected to cooperate spiritually, academically, and in matters of conduct and discipline. We expect students to show respect to God, country, family, faculty, and fellow students.

As it is the mission of ABCS to reproduce in the life of every student the same spiritual convictions as Albemarle Baptist Church, it becomes necessary to enact a policy that will protect the Biblical doctrines foundational to the ministries of Albemarle Baptist Church. Therefore, the administration requires that, in addition to the initial interview, which establishes a relationship between home and school and includes diagnostic testing, a follow-up interview with families and students will be scheduled between the conclusion of the sixth grade and before the start of the seventh grade year in order to reinforce the school's mission.

8. Finances

ABCS is a private, non-profit ministry. The school receives no state or federal funds. Income from tuition is insufficient to fully cover the cost of operating the school. Individuals are invited to contribute to the operation of the school. Gifts could include providing scholarships, participating in school fund raising projects, and donating equipment and supplies.

8.1 Payment Schedules

All tuition and book fees for the elementary, junior and senior high school divisions are to be paid in full unless arrangements for monthly payments are made in advance. Payment plans are applicable for the current school year only. Monthly payments are due by the 5th of each month. Any account that becomes delinquent will no longer be eligible for the monthly payment program and may be required to be paid in full. Delinquent accounts will not be eligible for enrollment the following school year and records will be held until the financial obligations are met.

8.2 Graduation Fee

The graduation fee is included in the annual book and supply fee. Graduates are charged a fee to cover graduation costs. Diplomas for twelfth grade graduates are held in the school office and may be picked up 1 week after graduation. Diplomas and certificates for all graduates will be held until the following criteria are met:

1. All school bills and graduation fees are paid.
2. The senior checklist is completed and turned in to the homeroom teacher. All library books, textbooks, and school materials are returned in good condition.
3. All course work is completed and submitted to the appropriate instructor for evaluation.

9. Absences, Tardies, and Withdrawals

Good attendance is a life skill that we strive to develop at ABCS. Absences are excused only for the following reasons: legitimate illness, death in the family, doctor and dentist appointments, or family trips approved by the school administrator. School hours are 9:15 AM – 3:30 PM.

9.1 Absences

If the student is to be absent for any extended period due to illness or any other reason, the school office must be notified. Parents should attempt to make medical and dental appointments after school so that the student will miss a limited amount of instruction time.

When a student returns from an absence, a note stating the date(s) of absence, student's name, and reason for absence must accompany him/her upon his/her return to school. The note must be signed by a parent and must specifically state why the student was absent. Failure to provide an excuse note on the day of return will result in the absence being classified as unexcused. A parental note does not ensure that the absence is excused. Absences for any reason other than illness or medical appointments will be unexcused unless approved by the school administrator **in advance**. An absence request form must be filled out and turned into the school office 2 days before a known absence. An unexcused absence means the student will receive a zero for all work *due or assigned* on the date(s) of the unexcused absence(s). The student may be required to complete the work even though the grade will remain a zero. Suspensions are considered unexcused absences. Truancy may result in expulsion.

Any student who is absent for 20% of the school days throughout the course of the year may be required to repeat the year. Senior high students who miss 20% of school days from a class may lose credit for that course.

Any student missing more than fifteen days per semester for any reason will find his grades for the semester's work in jeopardy. Parents will receive a letter from the school administrator when the student has reached the tenth absence in a semester and, again, when the fifteenth absence has occurred.

It is the student's responsibility to talk with his/her teacher regarding making up work when he/she receives an excused absence. In the primary grades, we ask parents to work with the teacher.

No student may leave school without permission. Parents who wish to pick up a student early must write a note to the teacher indicating the time of early dismissal. Once the parent arrives for early pick up, he/she is to wait in the reception area. Students with early dismissal notes are sent to the reception area at the appointed time. A parent's signature is required in the sign-out book for early dismissals. Student drivers must have parental permission to leave school early.

Note: Scholarship recipients are required to comply with the ABCS Attendance Policies.

9.2 Tardies

All students coming late to school need to bring a note from their parents stating specifically why they are late and check in with the school administrator in order to receive a green (excused) or pink (unexcused) Admittance Slip. Parents of preschool age children are requested to walk their children to class for late admittance. Students in first grade and up should present a note for late admittance. The note does not guarantee that the tardy is excused. If no note is presented, the tardy will be unexcused. In the kindergarten and elementary grade levels, 3 unexcused tardies will result in 1 unexcused absence. Starting with the fourth unexcused tardy in each 9-week grading period, the

student will receive a 1-point deduction in his/her 9-week grade for Bible for every 3 additional tardies. In the high school, tardies will be addressed through the demerit system. Doctor's appointments, severe road conditions, and car trouble are some excused tardies, while oversleeping, stopping for gas, etc., are unexcused.

If a student arrives at school at 12:01 p.m. or after, this is considered a half-day absence and requires a note from the parent and a green or pink Admittance Slip from the office.

9.3 Withdrawals

Parents who wish to withdraw a student from ABCS must contact the school administrator and sign a Student Withdrawal Form. Tuition billing and recorded attendance will continue without a signed withdrawal form. If the student withdraws from school for any reason, and his tuition was paid in advance, a refund will be made prorated for the month he/she last attended plus a \$50.00 withdrawal fee. Financial records must be clear and school materials returned before records can be released. This includes all textbooks. Academic fees and monthly activity fees are nonrefundable. No grades will be processed, transcripts made, or promotions given until the account is current.

10. Student Welfare

10.1 Child Abuse Policy

10.1.1 Purpose

Child abuse as defined in this policy statement includes child sexual abuse. Historically, child abuse strikes children from every social background, race, ethnic culture, and age. Often it occurs in settings in which students completely trust adults. It can and regrettably has happened in the most trusted of all environments — the church. We have a profound moral and legal obligation to reduce the possibility of child abuse from ever occurring. By God's grace, and as stewards of His holy work at ABCS, it is our desire to make ABCS as safe a place as possible for our most prized possessions — our children. More specifically, therefore, the purpose of this policy is to-

- Safeguard the children and youth of ABCS from child abuse.
- Protect employees and volunteers from allegations of child abuse.
- Limit the extent of the school's legal risk and liability due to child abuse.

10.1.2 Action

In order to take every reasonable precaution to provide a safe environment for the children entrusted to ABCS' care, the following broad guidelines are to be placed in effect:

- The screening of all employees, paid or volunteer.
- Necessary precautions against child abuse and neglect occurring on ABCS premises.
- The use of classrooms and materials that are in good condition.
- The use of school vehicles that are in compliance with state safety standards and are operated by qualified drivers.
- An initial and ongoing training program for all employees of ABCS.

10.1.3 Reporting Obligations

State compliance — legal obligation. The Virginia Code is very clear regarding the reporting of child abuse and includes every employee and volunteer at ABCS. The Code states in part “...any person associated with or employed by a private organization responsible for the care, custody, or control of children who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately” (Article 63.1-248.3). Reports are to be filed within 72 hours to the Albemarle County Department of Social Services.

10.2 Communicable Disease Policy

While it is not the desire of ABCS to discriminate against any student, we are charged with the challenge of providing a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to mortal illness.

We recognize also that the school, with its limited finances, is not equipped to physically care for the needs of very ill students or any student with a serious continuing or chronic communicable disease.

Therefore, because we are moved with sympathy for the sick child and the well child, it will be the policy of ABCS to deny admission or to require dismissal from the school of any child with a serious and continuing communicable disease. The concern is twofold: it is that other students not be infected and that the ill student will not become infected with other diseases transmitted by fellow students or others within the school family.

Children enrolled at ABCS or who seek to enroll at ABCS who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease shall be denied admission or dismissed from the school. They will not be permitted to enroll or re-enroll in regular classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to such diseases as, but not limited to, syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) or who are infected with ARC (AIDS Related Complex) are included in this policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for a current student).

In adopting this policy, ABCS recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statements in light of significant new information on such diseases.

ABCS also does everything necessary to prevent the spread of common communicable diseases. Students with an acute (short-term) contagious disease should not return to school until released to do so by their physician. Students with certain types of diseases may be asked to provide an attending physician's statement giving them permission to return to school or participate in school activities.

Students who have had fever or obvious signs of contagious illness, such as flu or other viral infections, should not return to school until the student has been without fever and symptom-free for 24 hours without fever-reducing medications. Example: Student is absent with flu symptoms and fever on Monday and Tuesday but is feeling better and free of fever on Wednesday morning. He should not return to school until Thursday.

10.3 *Illnesses and Absences/Tardies*

For the welfare of your child and the others in the school, all children who are ill must be kept at home. If your child becomes ill (vomiting, fever, signs of contagious illness) during the school day, you will be notified to take your child home. Please make sure your school information card stays updated with current phone numbers and contacts.

Any special medication needed by your child should be given to the school secretary with a completed **Medication Consent Form**. All medications need to be kept in the school office. If a spoon or other administration tool is needed with any medication, please send it along with the medicine. The instructions should be taped to the medication with the child's name clearly affixed. All medications **must** be in the original box with original instructions, including pharmacy leaflets. Some medications (nebulizers) must have a doctor's signature on the Medication Consent Form accompanying the medication.

10.4 *Immunizations*

Every child must have all the proper immunizations as required by Virginia law and have his/her completed State Immunization Form at the time of registration. A form showing any updated shots should be turned in to the office during the year to keep your child's file current.

10.5 *Internet, Cell Phones and Electronic Games*

The internet is a great tool; however, it can be a detriment to the spiritual growth of our students. We expect our students to live according to Scripture and to be separate from the world. Access to the internet at ABCS is designed for educational purposes. Any student found with material deemed inappropriate to the purpose and mission of the school may be subject to disciplinary action through the school discipline system. All students must have a signed current internet use form on file in the school office. No personal computers may be brought to school.

Cell phones may be used before or after school to communicate with parents only. No cell phones may be turned on during the school day.

Nonviolent electronic games may be played before or after school or during lunch or recess only.

10.6 *Sexual Harassment and Bullying Policy*

We believe that there is adequate Scriptural basis for a policy against sexual harassment and/or bullying. Our Lord admonishes us to treat others as we would want to be treated (Mt. 7:12). Ephesians 5:29 gives the Christian guidance in language which would edify the hearers.

ABCS prohibits any form of sexual discrimination or bullying. Sexual harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior of a sexual nature that has the purpose or effect of substantially interfering with an individual's well being..

Any student who feels that he or she has been the victim of sexual harassment or bullying should contact either the school administrator or one of the teachers, who will then report to the administrator.

It is the policy of ABCS that no teacher or other employee of the school may date a student who is currently enrolled in the school or have a romantic relationship with any student.

11. Curriculum

To ensure the best academic program coupled with a biblical philosophy of life, the administration and faculty carefully selects the textbooks and curricula. The school receives materials from such publishers as ABEKA Book Publications, Apologia Educational Ministries, Bob Jones University Press, Saxon Math, McDougal/Littell and Positive Action for Christ.

A brief outline of the basic structure of curriculum content is presented in the following sections.

11.1 Kindergarten

K4 (4-year-olds):

- Phonics: alphabet, sounds, blends, and words
- Reading words on the chalkboard and booklets
- Writing: manuscript printing
- Numbers: concepts from 1 -20, counting to 100
- Poetry: enjoyment and memorization
- Bible and Scripture memory
- Other: art, music, social living skills, fun activities

K5 (5-year-olds):

- Phonics: letter sounds, special rules, blends, and words
- Reading: 450-word vocabulary
- Numbers: counting to 100, counting by 2's, 5's, and 10's, number concepts to 20, telling time, money, introduction to fractions, number sequences and combinations
- Bible and Scripture memory
- Other: writing, art, computer, poetry, music, social living skills, social studies, and science

11.2 Elementary School

Based on school enrollment, ABCS reserves the right to combine grade levels for instructional purposes in appropriate courses.

GRADE 1:

- Reading: advanced program with Christian readers, plans for children in all levels of achievement
- Phonics: drill and word analysis skills

- Arithmetic: emphasis on addition, subtraction, telling time, story problems
- Bible and Scripture memory
- Other: writing, spelling, poetry, science, art, music, and computer.

GRADE 2:

- Review of first grade material
- Reading: Christian readers, phonics, vocabulary
- Spelling, grammar, penmanship (manuscript and cursive)
- Arithmetic: addition and subtraction facts through 12, time, money, story problems, simple fractions, and introduction to multiplication
- Introduction to U.S. history, science
- Bible and Scripture memory
- Other: art, computer, and music

GRADE 3:

- Reading: complete plans for teaching from a variety of readers, phonics, vocabulary
- Grammar, penmanship
- Arithmetic: addition, subtraction, multiplication, division, story problems, fractions
- U.S. History
- Bible and Scripture memory
- Other: music, art, poetry, science, and computer

GRADE 4:

- Reading: character building, patriotic stories, improving reading speed, book reports
- Spelling and vocabulary: words and definitions per week
- Penmanship: daily work on correct letter formation and writing
- English: grammar, creative writing, book reports
- American and Virginia History
- Science: survey of earth science, the body, weather, plants, insects, water
- Math: drill in speed and accuracy in the 4 math processes, multiplication and division facts through 12, multiplying by 2-digit numbers, working with fractions, long division and measures
- Bible and Scripture memory
- Other: poetry, art, music, physical education (PE), and computer

No table of contents entries found. GRADE 5:

- Reading: character-building, patriotic stories, improving reading speed, book reports
- Spelling and vocabulary: words and definitions per week
- English: grammar and usage, creative writing, library research project
- History: world geography and old world history
- Science: creation, plants, animals, matter, energy, light, minerals
- Math: fractions, decimals, percentage, graphs, metric system
- Bible and Scripture memory
- Other: poetry, art, music, PE, and computer

GRADE 6:

- Reading: character building, patriotic stories, improving reading speed, comprehension, book reports
- Spelling and vocabulary: words and definitions per week
- English: grammar and usage, creative writing, library research project
- History: world geography and new world history
- Science: creation, plants, invertebrates, forces of the earth, the universe, space travel
- Math: fractions, decimals, percents, graphs, metric system, ratios, square roots, exponents, signed numbers, geometric formulas
- Bible, Scripture memory
- Other: poetry, art, music, PE, and computer

11.3 Junior High School

GRADE 7: Grammar, literature, spelling, math, world history, Bible, life science, PE, vocal music, speech, art, and computer.

GRADE 8: Grammar, literature, spelling, pre-algebra, U.S. history, Bible, physical science, PE, vocal music, speech, art, and computer.

11.4 Senior High School – Course Rotation List

FRESHMAN	SOPHOMORES	JUNIORS	SENIORS
Bible 9	Bible 10	Bible 11	Bible 12
English 9	English 10	English 11	English 12
Pre-Algebra	Business Math	Consumer Math	Consumer Math
Algebra 1	Consumer Math	Business Math	Business Math
Earth Science	Algebra 1	Algebra 2	Algebra 2
World Geography	Geometry	Advanced Math	Advanced Math
Computer	World History	Geometry	Calculus
P.E./Health	Biology	U.S. History	Geometry
Art	Spanish 1	Chemistry	U.S. Government
Choir	Computer	Spanish 1 or 2	Virginia History
	P.E.	Computer	Physics
	Art	P.E.	Spanish 1 or 2
	Choir	Art	SAT Preparation
		Choir	Life Management
		Yearbook	Skills
			Computer
			P.E./Health
			Art
			Choir
			Yearbook
			Student Aide

GRADES 9 THROUGH 12: To graduate, a student must complete a minimum of 24 units of work satisfactorily. Any adjustments in required courses or required number of credits for graduation must be approved by the administration.

11.5 Graduation

A minimum of one (1) full year attending ABCS is required for graduation. The records of students transferring from other high school programs will be evaluated and appropriate requirements established for graduation. Failed courses may be retaken through summer school or correspondence courses approved in advance by the administration. The student’s high school grade level is based on credits earned as follows:

Grade Level	Number of credits
Freshman (9 th grade)	0 to 6
Sophomore (10 th grade)	7 to 13
Junior (11 th grade)	14 to 20
Senior (12 th grade)	21+

At the high school level, a student will continue to advance to the next grade as far as homeroom is concerned. The credits earned, however, determine actual grade level. Credits earned outside the normal school day or year must be approved by the administration in advance. High school students are required to have a full day schedule.

Four (4) Bible credits are required for graduation. For a student transferring from a school not requiring Bible, the administration reserves the right to waive Bible credits in those cases and require the student to take additional elective credits.

The measure of a credit consists of at least 140 hours of instruction per unit of credit. One unit of credit is given for one (1) school year's work meeting one (1) academic hour each day for the school year. A student’s semester grades will be averaged for the course, producing a year average. Students must have a passing year average and sufficient attendance in that course to receive credit for the course.

The current graduating class will need to meet the following general diploma or academic diploma requirements. Credits listed are earned in the 9th through 12th grades.

ACADEMIC DIPLOMA	
<u>COURSE</u>	<u>CREDITS REQUIRED</u>
English	4
Math (see tracks below)	4
<u>Academic Track #1</u>	<u>Academic Track #2</u>
Geometry	Algebra 1
Algebra 2	Geometry
Advanced Math	Algebra 2
Calculus	Advanced Math
History	4
World Geography, World History, U.S. History, U.S. Government/Virginia History	
Science	4
Earth Science, Biology, Chemistry, Physics	
Foreign Language	2
Spanish 1-2	
Physical Education	2
Fine Arts	1
Art, Choir, Yearbook	
Electives	2
Additional Fine Arts, Computer, PE	
Bible	4
Total Credits Required	27

GENERAL DIPLOMA	
<u>COURSE</u>	<u>CREDITS REQUIRED</u>
English	4
Math	3
Pre-Algebra, Algebra 1, Algebra 2, Geometry, Advanced Math, Calculus, Consumer Math, Business Math	
History	4
World Geography, World History, U.S. History, U.S. Government/Virginia History	
Science	3
Earth Science, Biology, Chemistry, Physics	
Foreign Language	1
Spanish 1-2	
Physical Education	2
Electives	3
Fine Arts, Computer, PE	
Bible	4
Total Credits Required	24

The academic diploma requires completion of math courses as listed in either academic track #1 or academic track #2. Courses must be taken in sequence. High school credit must be earned for each course. Students earning an academic diploma must take a math course each year while in senior high school (9th – 12th). **The academic diploma will be awarded to students with a cumulative 3.0+ GPA and the required 27 credits.**

The SAT I or ACT College Board test is required for graduation. One of these tests must be taken by the student as a junior or senior prior to graduation. Official score reports must be sent to and received by the school before the diploma can be issued. Students must put the school code for ABCS is 470-877.

The cumulative grade point average (GPA) will be used to determine valedictorian, salutatorian, and honor graduates. Grade point averages will be calculated on the following un-weighted, 4-point scale from the student’s final grades in 9th – 12th grade classes:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

The distinction of honor graduate will be given to graduating seniors with a cumulative GPA of 3.0 or higher, regardless of diploma earned. The graduating senior with the highest cumulative GPA

and who has earned the academic diploma will be honored as valedictorian. The graduating senior with the second highest cumulative GPA and who has earned the academic diploma will be honored as the salutatorian. Both valedictorian and salutatorian must attend ABCS as full-time students. If the top 2 graduating seniors (who have earned academic diplomas) have the same GPA, then the cumulative numeric average will be used to determine the valedictorian (highest numeric average) and salutatorian (second highest numeric average). These honors may be forfeited due to the discipline and/or attendance records of the student.

12. Promotion and Retention

12.1 Elementary School

Students who fail 3 or more subjects (yearly average) will automatically repeat the grade level. Failure for the year or of the last semester of math or English requires completion of an approved summer school program (tutoring) before the student may be promoted (unless the student is being retained). The promotion will be on a probationary basis. Summer tutoring is recommended for students who receive a "D" (yearly average) in math, English, or reading.

12.2 Junior and Senior High Schools

Seventh and eighth graders do not accumulate credits toward high school graduation without permission for the school administrator. Failure of 3 or more subjects (yearly average) automatically requires retention for seventh and eighth grades. Junior high school students who fail the year in math or English are required to complete an approved summer school in the failed subject. Without completion of summer school, the student will automatically be retained. Summer school or summer tutoring is highly recommended for junior high students who fail the last semester of math or English. A final grade of 78 or higher in pre-algebra is required before the student may take Algebra 1; therefore, the junior high student who does not obtain a final average of at least 78 in pre-algebra has the option to retake the course during summer school or retake the course during the following school year in lieu of summer school.

At the senior high school level, the number of earned credits will determine a student's grade level. Students who fail a course during the school year may be required to attend summer school in order to meet the graduation requirements. Summer school or summer tutoring is highly recommended for senior high students who fail the last semester of math or English.

The prerequisites for high school math courses are as follows:

- Algebra 1 final grade of 78 or higher in Pre-Algebra
- Geometry final grade of 78 or higher in Algebra 1
- Algebra 2 final grade of 78 or higher in Geometry
- Advanced Math final grade of 80 or higher in Algebra 2
- Calculus final grade of 80 or higher in Advanced Math

In keeping with our philosophy, students in grades 7 – 12 who fail their Bible course (yearly average) will be required to complete a summer project requiring them to keep a journal outlining weekly devotions and sermon topics. The journal will be evaluated at the end of the summer by the administration with the student's parents in order to determine the enrollment status of the student.

Summer school will not be used to gain credits for the purpose of advancing in grade level.

13. Report Cards and Grading

13.1 Academic Grading Scale

All students (1st – 12th grades) will receive an evaluation report every nine (9) weeks. The evaluation will include the student's rating in each area of the curriculum. The academic areas of the curriculum will be graded using the following evaluation system:

Numerical Average (%)	Letter Grade
98-100	A+
93-97	A
90-92	A
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
65-67	D
0-64	F

13.2 Progress Reports

Student grade cards (1st through 12th grades) are prepared and distributed at the end of each 9-week grading period. Kindergarten students will receive a grade card beginning with the second 9-week grading period.

13.3 Honor Roll

Elementary, junior high, and senior high school honor rolls are compiled for the first 3 grading periods. Kindergarten honor rolls are compiled for the second, third, and fourth quarters. There is an all “A” honor roll and an “A-B” honor roll. An incomplete in any subject on a report card will automatically disqualify that student from the honor roll for that grading period. High school students who receive 3 “unsatisfactory” conduct grades are disqualified from the honor roll.

13.4 Ineligibility (Currently non-applicable to ABCS)

Academic ineligibility is determined as follows:

1. A student has 2 or more “F’s.”
2. A student has 1 “F” and an overall grade point average below 2.0.
3. A student has an overall grade point average below 2.0.

Eligibility is determined 3 times during each quarter. Eligibility is determined at each Edline posting of grades and using the results of the 9-week report card and is in effect until the next posting of grades. Semester and exam grades are not used for determining eligibility. Eligibility affects student participation in school-related organizations and extra-curricular activities. Students who earn a minimum of 40 demerits are subject to probation penalty (see Junior and Senior High Discipline).

14. Parent/Teacher Conferences

Once every nine (9) weeks, at the end of the grading period, a parent/teacher conference may be scheduled. This allows parents a time to meet with teachers, tour the facilities, and gain insight into his/her child's progress.

15. Homework

We believe that homework is an integral part of the school program, and each teacher is at liberty to give reasonable homework assignments to aid students in their studies. The school and teachers expect complete homework assignments. Incomplete assignments affect a student's deportment and academic grades. Teachers have the liberty to assign after school time for completing missing or incomplete assignments.

The discipline system decides how to handle late homework. A student with an unexcused absence must make up all missed assignments, tests, and quizzes, but he/she will receive a grade of zero for this work. Failure to turn in homework receives appropriate discipline. All students record daily assignments in an assignment notebook. Students must have an assignment notebook. A parent signature in the assignment notebook is required for students in kindergarten through the sixth grade.

When a student has an excused absence, it is the student's responsibility to make up the work missed. The teacher will determine the due date for missed assignments. The make-up time for assignments should not exceed twice the number of days missed. A student submits all assignments made before an absence on the day he/she returns. Tests and quizzes assigned before the absence will be completed on the day the student returns to school at the latest.

The following is a guideline to help parents evaluate the amount of homework time for their student:

Kindergarten 0 to 10 minutes

Grades 1-3 10 to 30 minutes

Grades 4-6 40 to 60 minutes

Grades 7-12 60 to 90 minutes

If you find that your child is consistently spending more time doing homework than the above guidelines suggest, **contact the teacher**. Perhaps your child needs additional help in that subject area or perhaps a teacher is unaware of how long an assignment is taking.

We want to encourage faithful church attendance; therefore, ABCS has a "no homework" policy on Wednesday evenings. This provides opportunity for school families to attend church services.

16. Comprehensive Testing Program

Each student in grades K5 – 11th takes the Stanford Achievement and the Otis-Lennon School Ability Tests annually. The school sends a parent copy of the SAT test results home. Please refer to the current school year calendar for the SAT testing dates. Parents should avoid scheduling any appointment that takes the student out of school during this week. The administration decides if a new student requires SAT testing before enrollment. Enrollment is not final until the test results are evaluated by the administration.

17. Physical Education

Students in grades 4 – 12 who have physical education class must wear the appropriately-sized physical education uniform. The PE uniform includes the following:

- Male students: plain black gym shorts (knee-length) and a gray crew shirt. (Black sweatpants and sweatshirt are optional.)
- Female students: plain black gym shorts (knee-length) and gray crew shirt (Black sweatpants and sweatshirt is optional.)

We hope to make arrangements with one of the local gyms to be able to use their facilities twice weekly for physical education classes.

18. Food Services

Students may bring a packed lunch daily. If parents prefer, a microwaved meal will be prepared daily at a cost of \$2.25 for an entrée, desert, snack, and drink. Parents will be notified on the Monday of the week that we plan to cook on Thursday. This is part of the educational program and there is no cost for the lunch of this day. On field trip days, students may pack a lunch or choose to purchase a meal at the sight of the trip.

19. School Visits

Parents are encouraged to keep a close relationship with the school. The administration and faculty stand ready to help in any way possible. Parents wanting a teacher conference should call the school office and schedule a meeting after school hours. Parents should refrain from visiting the classroom without first making arrangements through the office, as it may disrupt the teaching process.

20. Dress Code

The student dress code exists to promote a comfortable and structured school environment. It is the goal of ABCS to maintain a biblical philosophy of dress. *Modesty, gender distinction, identification with the Lord and not the world, appropriateness, and the motivation of the heart are just a few guidelines established by Scripture.*

The dress code is in effect for all school activities and functions including those that may occur outside the normal school hours (9:00 a.m. to 3:30 p.m. Monday through Friday). If a student

does not follow the dress code, his or her parents will be called, the student will change, and all classes missed will be counted as unexcused absences.

ABCS works to maintain a consistent dress style among the students from K5 through grade 12. We request all staff, faculty, students, and parents to direct questions concerning attire to the administration. Questions concerning a specific piece of clothing should be directed to the administration **before** the student wears it to school. Working with the area of dress requires a cooperative attitude on the behalf of the school and the home. Parents who enter the building to pick up children are requested to dress modestly (no shorts) and not to smoke on school property.

Clothing and hairstyle must result in a neat and well-kept appearance. Students' hair must be a natural hair color.

For special activities (field trips, activity days) students shall dress according to the dress standard prescribed for that day.

Tattoos of any kind are not permitted.

The administration reserves the right to decide if the student's dress and appearance are proper and to prohibit objectionable styles and jewelry.

Girls are to wear black, khaki, or green skirts with polo shirts (green, white, or yellow) or a like color dress and tennis or dress shoes with socks.

Boys are to wear black, khaki, or green slacks with green, white, or yellow polo shirts with tennis or dress shoes.

Conservative, traditional, neat haircuts are acceptable if hair does not hang below the top of the eyebrows and does not hang over or touch the ear or collar. Hair styles are not to be excessively full or faddish.

There are special dress requirements for ODACS competitions and special programs/events. Dressy events require special attire.

The special dress requirements for **high school graduation** are as follows:

- Ladies: modest church dress within dress code, (dress should be knee length so as not to hang below the gown). Hose (natural) and dark dress shoes.
- Gentlemen: white dress shirt, black dress slacks black dress socks, black dress shoes, green or yellow tie.

Some field trips and special events will require that ladies wear dresses instead of the school uniform skirt and shirt. Dresses for these events are to be modest, may not be excessively tight, may not be denim, and shall be no shorter than to the bend of the knee. Slits in dresses should come no higher than the bend of the knee. Sleeveless attire and sundresses are not permissible. Dresses are not to be low in front or in back or to be considered as immodest or sloppy in any way by the administration

Dressy or formal occasions require men to wear dress shirts, dress slacks, dress shoes, coat and tie.

Young men in grades 7-12 are to be clean shaven with no facial hair. Side burns are to be no longer than the middle of the ear. Conservative, traditional, neat haircuts are acceptable if hair does not hang below the top of the eyebrows, and does not hang over or touch the ear or collar. Hair styles are not to be excessively full or faddish.

21. Standard of Conduct and Discipline

Proper discipline is necessary for the welfare of the school and the student. ABCS expects full cooperation from both students and parents in fulfilling every objective of the school. All parents must sign the Standard of Conduct. All students, from grades 7 through 12 must read and sign the Standards of Conduct.

ABCS holds that the Bible is the infallible, divine Word of God, and that salvation by faith in Christ is the first step in the Christian life. There is adequate biblical basis for spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life. The result is a life consecrated unto God and separated from the world.

ABCS must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who dwells in us. Christians will endeavor to avoid worldly practices. Loss of sensitivity toward sin hurts a Christian's spiritual growth and maturity. ABCS is a church-based school, organized to protect a Christian's physical, mental, and spiritual well-being. (1 Corinthians 8:9, 12-13; 9:27; 10:32)

Because of these principles, ABCS has adopted certain standards. Whether at home, school, or elsewhere, the school requires each student to refrain from smoking, foul language, dancing, drug abuse, alcoholic beverages, and rock music (both religious and secular). These are detrimental to spiritual growth for Bible-believing Christians. (Refer to the Standards of Conduct.)

We expect all students to live by biblical values and morality, *both in school and out of school*. Some of these include honesty, chastity, sobriety, purity, submission to authority, decency, orderliness, loyalty, patriotism etc. Any student not abiding by these spiritual principles will be subject to counseling, discipline, suspension, or expulsion.

The school reserves the right to select the means of discipline including Saturday school, extra assignments, parental conferences, suspensions, or expulsion. The teacher or administrator notifies the parent of a student detention by a written note delivered by the hand of the student. Scheduled parental conferences are arranged at a convenient time before or after school hours. Suspensions and expulsions are normally not given until after a parental conference is held.

22. Kindergarten and Elementary School Discipline

Proverbs 22:6 – “Train up a child in the way he should go: and when he is old, he will not depart from it.”

Kindergarten and elementary teachers use a visualized discipline chart in their classrooms. The chart is a measure of a student's progress or decline in his behavior. Rewards, verbal incentives, and positive reinforcement occur because of good behavior traits. Some of the character traits that will be noted are obedience, diligence, cooperation, kindness, joy, and patience. Verbal reprimands, loss of privileges, and classroom isolation occur because of poor behavior skills. Offences will be noted on the chart using a check or tally system.

The following offenses will be noted:

- Talking/communicating without permission
- Inappropriate behavior/conversation
- Failure to follow instructions
- Homework-incomplete or not turned in on time
- Homework notebook not signed
- Disrespectful to authority
- Off-limits
- Aggressive or rude behavior
- Other, unspecified offenses deemed notable by the School Administrator or the Pastor of Albemarle Baptist Church.

Parents will be notified of behavior problems via the homework pad. Teachers will check pads each day. An elementary student refusing to improve his behavior requires parental assistance. Therefore, teachers will contact parents concerning additional measures of discipline. These include scheduled “after school” time for the student or a joint conference with parents, teacher, and the administrator. The latter conference automatically schedules a 1-hour “after school.” Should the child's behavior not improve, the parents are contacted and the child receives a suspension from school. If behavior does not change following the suspension, the parents, teacher, and school administrator meet to discuss the consideration for expulsion from ABCS.

In the elementary school, lying, cheating, stealing, foul language and fighting are considered very serious offenses. In the lower elementary (grades 1-3), parents will be notified of the first offense. A second offense will result in an After School and parents will be contacted. A third offense will require a parent conference with the teacher and the administrator and a possible 1-day suspension. In the upper elementary (grades 4-6), an automatic 1-hour After School suspension will be given and parents contacted with the first offense. A second offense will result in a 1-day suspension and a parent conference with the teacher and administrator. Subsequent suspensions may be longer than 1 day. All work missed during a suspension is to be completed and turned in to the teacher. Suspensions are considered unexcused absences and will follow the policies/procedures for unexcused absences. The goal for the teachers and students is to avoid the offenses. Students will be encouraged and reminded of our goal.

23. Junior and Senior High School Discipline

1 Corinthians 14:40 - "Let all things be done decently and in order."

The desire of ABCS is to develop Christian character. This requires a cooperative spirit among the parents, administration, faculty, and the students. A cumulative demerit and Saturday school structure has been established to maintain proper discipline at school. A demerit buy-back system has also been established to promote improved behavior among students.

The following system has been designed to provide consistent disciplinary procedures and to make the student aware of how he/she may avoid disciplinary action. A complete demerit system will be used to help with disciplinary procedures on the 7 – 12th grade levels. The privilege of attendance at ABCS may be forfeited by any student who does not conform to the standards and regulations of the school. The school may request at any time the withdrawal of any student who, in the opinion of the administration, does not fit in with the spirit of the school, regardless of whether or not he/she conforms to the school's specific rules and regulations. Students will be evaluated each semester in regard to their attitude, influence on others, academic effort, overall spiritual impression, self-control, etc. Detentions may be utilized by the teacher as well as the principal for violations minor in nature.

Students must attend detention when it is assigned. Students failing to show up for a scheduled detention will receive an additional detention. Students will receive 2 days notice for scheduled detentions.

Saturday School and Saturday Detention Dates: Detentions may be served on Saturday.

Saturday detention will be used for students who are involved in either minor or major violations as prescribed by the administrator. Students will serve 1 hour of time for each detention they have earned.

Saturday school will be held 1 Saturday each month. Students will need to attend from 8:00 AM – 2:00 PM. Students will be notified at least 2 weeks in advance of needing to serve Saturday school time. Students must serve a full day of Saturday school when they cross the 30, 60, and 90 demerit mark. Saturday school for 2016-2017 is scheduled on the following Saturdays:

October 1, November 5, December 3, January 7, February 4, March 4, April 1, May 6, June 3.

If a student commits a major offense, he/she will meet with the administrator to be assigned detentions, demerits, restrictions, suspension, or expulsion, depending on the seriousness of the offense and the student's previous conduct and attitude. This list includes activities away from the school property. Any major offense by itself may be grounds for suspension or expulsion. Major offenses are those offenses that carry a demerit weight greater than 10 demerits. Parents will be contacted in writing if their student is placed on suspension, probation or expulsion from ABCS.

Demerit System:

5 demerits

1 hour Saturday detention

30 demerits	1 day of Saturday school
60 demerits	1 day of Saturday school
90 demerits	2 days of Saturday school
100 demerits	The student will be expelled from ABCS

At the end of the first semester, students with less than 15 demerits will have their demerits cleared. The following is a list of offenses and applicable demerit amounts. This list does not attempt to be an all-inclusive list. It is impossible to think through every possible scenario that may occur during the course of a given school year. Students may earn back 2 demerits per week under the demerit buy-back system. Students may not earn back demerits into the negative numbers. One homework grace per quarter per class may be awarded by the teacher. Demerits remain on the student’s record for the given school year.

Offense	Demerits	Offense	Demerits
No homework	1	Major horseplay	15
Excessive talking	2	Skipping class	20
Drinks in classroom	2	Misconduct on trips/special events	20
Food in classroom (not teacher distributed)	2	Defacing school property	20
Passing\Writing notes	2	Leaving school grounds without permission	25
Dress\Hair code violation (proper clothes brought in)	2		
Excessive hall noise	2	Harassment of another student	30
Unexcused tardy to class	2	Disrespect	30
Unexcused tardy to school	2	Direct disobedience	40
Sitting on tables/desktops	3	Plagiarism	40
Gum chewing	5 additional 5 each time		
Repeated dress\hair code violation	5	Lying	50
Disruption of class offense	5 50	Cheating – first	
Use of unkind or hurtful speech	5	Cheating – second offense	70
Minor horseplay	5	Destruction of school property	50
Not following teacher guidelines	5 – 10	Fighting	25/50
Leaving class without permission	10		
Phone use without permission (including cell phones)	10	Profanity/vulgarity (incl., spoken, written, gestured)	60
Inappropriate language	10	Stealing	75
Reckless driving in parking lot	15 (loss of privilege as deemed necessary)		

Students of the opposite sex are not to be alone in a car or anywhere on the property and must keep a clear distance between each other. Any boy-girl couple shall not arrive to nor leave from school or school functions without an approved chaperon. Chaperons must be approved in the school office at least 1 day in advance.

Any student in possession of a weapon, before, during or after school hours, will receive a minimum of 2 days of Saturday school and possibly expulsion. Legal action will also be taken as necessary in dealing with a weapon possession incident.

Definition of a weapon – A weapon shall consist of any firearm, stun weapon or knife, except a pocket knife having a folded metal blade less than 2 inches. Weapons also include such items as throwing stars or flailing instruments.

ABCS has a zero tolerance policy concerning all forms of racism, pornography, tobacco possession/use, alcohol possession/use, drug possession/use, immorality or homosexuality. Failure to comply in these areas will result in expulsion from school.

Students who reach 100 demerits are expelled from ABCS and will not be allowed to return for a minimum of 2 semesters. Students are not guaranteed re-instatement even after 2 semesters. Students who are expelled from ABCS may not be on school property during school hours or extra-curricular activities. ABCS cannot be responsible for helping students with course work during the time of expulsion.

The administration determines the appropriate discipline and the number of demerits received by a student. Suspensions are considered unexcused absences and will follow the policies/procedures for unexcused absences.

Number of Demerits	Result/Punishment
15	Parent sent a warning letter
30	1 day of Saturday school (8:00 – 2:00)
40	Probation penalty * - in effect for 2 weeks Parent Conference
60	1 day of Saturday school (8:00 – 2:00) Probation penalty * - in effect for 4 weeks
80	Probation penalty* - in effect for 6 weeks
90	2 days of Saturday school (8:00 – 2:00)
100	Expulsion
* Probation Penalty: Eligibility to participate in the student council, school play, Ministry Team, Honor Team, extra-curricular activities, etc. will be determined by the administration.	

24. Field Trips and Off-site Activities

All field trips are considered normal school days. Parents will be notified in advance of such trips in order that special arrangements can be made to bring students early or pick them up late, should that be necessary. All students are expected to participate in scheduled field trips. All seniors are expected to participate in the senior trip.

Parents are welcomed and encouraged to serve as chaperones. Chaperones must follow the school dress code and sign the insurance sheet before the activity.

1. Students are representing Albemarle Baptist Church and Albemarle Baptist Church School at all times when on field trips.
2. All passengers – students and chaperones – will refrain from waving or other means of distracting drivers of other vehicles.
3. All passengers must be seat belted at all times.
4. All passengers will remain facing forward when the van is proceeding through traffic.
5. In compliance with ABCS policies, no cell phones may be used by any passenger except in the case of an emergency. If there is an emergency, a student may use one of the adult's cell phones. Incoming calls will be received by an adult chaperone other than the driver. Inappropriate use of a cell phone will result in the principal taking the phone, only to be returned to the parent on arrival home.
6. Musical (music as approved by the School Board and described in the Handbook), game, or other electronic devices may be used by individual students or between other students as long as all remain belted and seated forward. Earphones must be used at all times.
7. No missiles of any type may be thrown while the van is in motion.
8. All food and drink containers must be disposed of properly at the earliest location.
9. Students must remain with the adult chaperons at all times unless given permission to stray from the group.
10. The dress code applies. The school uniform is to be worn on all field trips except of ODACS competition (the ODACS dress code will be adhered to on such occasions). In inclement weather, slacks/leggings may be worn by female students under their skirts. All students are to wear collared shirts unless we are wearing ABCS spirit tee shirts. Jeans are appropriate for some trips; this will be approved by the Principal prior to the trip (for females and males)..
11. Name calling, excessive teasing, and inappropriate comments will not be tolerated.
12. All classroom rules apply on all field trips.
13. Violation of any of these policies may result in forfeiture of the right to participate in future field trips.

All policies also apply when personal automobiles are being used for transportation of any students.

These policies will be reviewed by the Principal or other adult chaperone prior to departure from the church parking lot on any field trip.

Parents and other adults are expected to comply with each of the above policies.

25. Old Dominion Association of Church Schools (ODACS)

The Old Dominion Association of Church Schools (ODACS) is an organization of church school ministries throughout the Commonwealth of Virginia. ODACS Competition is a regional and state-wide competition in various athletic/sporting events (in which ABCS does not currently participate due to our small numbers), Academics, Bible, and Fine Arts. Fourth through twelfth grade students may participate in the ODACS Competition. All students participate in the preliminary in-school competition. Those selected from the in-school competition represent ABCS at the regional competition. Students competing at level 2 and level 3 who receive first place at the regional level compete in a state competition. Students competing at level 3 who receive first place at the state level compete in a national competition in Greenville, South Carolina.

If you would like your student to participate in the preparation of ODACS activities in a certain area, please be sure to contact the homeroom teacher. Some categories involve **extensive** home assistance.

25.1 Areas of Competition

Bible/Fine Arts Competition: The 5 areas of competition are Bible, Music, Art, Speech, and Academics. An individual student can enter as many as three (3) different categories of individual competition, plus an art project or a science fair project. He/She can only enter one category in each area. A student may enter group competitions in addition to the 3 individual categories.

There are three levels of ODACS competition: Level 1 (grades 4-6), Level 2 (grades 7-9), and Level 3 (grades 9-12). Ninth graders may choose to compete at either level 2 or level 3.

25.2 In-School Competition

Students may sign up for competition areas at the beginning of the school year. Grades 4 through 12 will compete against each other at the in-school competition in February. Competitors for the regional competition will be selected from those who compete at the in-house competition. Those selected to compete at the regional level may not necessarily be the first place winners from the in-house competition. Only 1 student for each individual category will represent our school at the ODACS Bible/Fine Arts Competition. Students may be required to follow the ODACS dress code requirements for the In-House Competition. Students will be notified in advance if this is required.

25.3 Awards

In-school competition will award 1st, 2nd, and 3rd place ribbons. The regional ODACS will award 1st and 2nd place ribbons. The state competition awards 1st place trophies and 2nd and 3rd place ribbons.

25.4 Competition Areas for Grades 4-12

25.4.1 Area One: Bible

Bible Quiz Team:

Bible Testing: A 1-hour written test is taken over selected books from the Old or New Testament.

Bible Memory: Memorize a given list of verses with a common theme; quizzed spelling bee fashion.

Bible Teaching: Prepare and teach a Bible lesson.

Bible Preaching: Open only to young men; prepare and preach a message (expository, evangelistic, or topical).

Bible Sword Drill: Only elementary students are eligible.

25.4.2 Area Two: Music

Students may only compete in one (1) individual competition in the fine arts area.

All music must be memorized except for band, organ, handbells, piano duet, organ-piano duet, and instrumental ensembles. Selections of music shall be religious, patriotic, or classical and no longer than 8 minutes in length. Students are responsible for supplying the original composition with all measures numbered.

25.4.3 Area Three: Speech

All selections are memorized. The author of the piece must be known.

25.4.4 Area Four: Art

25.4.5 Area Five: Academics

Testing: Academic testing is evaluated with a 1-hour written test.

25.4.6 Area Six: Science Fair

Science Fair Project: (Biological or Physical)

26. Parking Lot

Safety is a priority when picking up or dropping off students at the school. **Remember that pedestrians have the right-of-way!** Please drive with caution.

27. Cell Phones and Personal Electronic Devices

Students may use the school office phone before 9:15 a.m., after 3:30 p.m., and during their lunch times in emergency situations only. All calls must be business in nature; no personal or frivolous calls. If it is necessary for a call to be made to a parent at other times, a teacher or administrator will place and monitor the call. We ask that parents and students help us in keeping the phones as free as possible for those who do need to make urgent calls.

Because the faculty and staff are busy during the school day, we ask that parents refrain from calling the school except in an emergency. A teacher or administrator will take a message and deliver it to the student. Students will not be permitted to accept a call during the school day.

Parents wishing to speak to a teacher or administrator should call the school office before 9:15 a.m. or after 3:30 p.m. Teachers are not available for phone conversations during the school day.

Students may not use any personal electronic communication or message devices during the academic school day (cell phones, pagers, beepers, etc.). These items are not to be turned on or to be with the student during the academic school day. These items will be confiscated by ABCS personnel and given to the administrator. Confiscated items will be returned to the parents of the student. Students will receive discipline consequences for this offense. Cell phones may be utilized after 3:30 PM by high school students; however, no student, including high school students, may use a cell phone without the permission of a faculty/staff member. Notebook computers, PDA's, and the like are allowed in the high school classroom with the permission of the teacher as long as their use is academic in nature and not distracting from the classroom environment. The internet may be accessed from these devices for educational purposes only and only if the student has a signed current internet use form on file in the school office. Students are not permitted to access personal websites or email accounts while at school.

28. Fire Drills

Each room contains the fire exit route to follow. Students will do drills monthly. Teachers demand NO TALKING in the hallway, stairwells, or exterior lines. Teachers instruct students to go quickly to their designated areas.

29. Library

For the current school year, ABCS does not have an operating library. Students will be encouraged to obtain a Regional Library Card. When necessary, arrangements will be made during the school day for our students to visit the Northside Library. Donations of approved fictional, non-fictional, and reference materials will be accepted. Books needed for book reports, research papers, and leisure reading are available through Northside; by agreement with the Library materials will be checked out to ABCS in the name of the student. The responsibility for the safe return of materials checked out from the library rests with the parents. Items not returned to ABCS for return to the library are billed to the parent's account. Overdue library books are charged 10 cents per day per item. Weekly overdue and fine notices will be sent home with the student. Any accounts that are not brought current in thirty days will be transferred to the finance office and applied to the family account.

30. Lost and Found

All found items are sent to a designated lost and found area in the school office. Reclaiming items must be done before or after school. Periodically throughout the school year lost articles will be on display. Students can claim them during these times. Any items remaining afterward are discarded, donated to a charitable organization, or sold. Students are encouraged to label all uniforms worn to school as well as personal items brought to the school.

31. School Closings

It is the school's desire to notify parents when circumstances may warrant the closing of school due to weather or emergency conditions. Please understand that undesirable weather can occur at the

most inopportune moment. Your patience and cooperation are important during these times. If, on any day, the parents make the decision that it is too dangerous for them to transport their student to school, please call the administrator before 9:15 A.M.

Notification will be made to local radio and television stations. Parents may also call the school (249-1423) after 6:30 a. m. to check on the status of the School.

If severe weather during the school day makes it necessary to pick up your child early, please call before coming.

Should the school need to close early due to increasingly bad weather conditions or other emergency conditions, the school will attempt to reach each parent by phone for pick up. If parents cannot be reached, the alternate contacts given on the information card will be contacted for pickup of students.

32. Personal Invitations

Students or parents wishing to distribute invitations to members of any class must first receive permission from the administrator. It is the parents' responsibility to distribute or mail approved invitations.

Solicitation is forbidden at ABCS without the specific approval of the administrator. This includes selling of tickets, candy, distribution of political material, or circulation of petitions and flyers.

33. End of Year

All library books, supplemental textbooks or workbooks, and other school materials or equipment must be returned in good condition. Desks must be clean and free of damage. A fee will be charged for any damaged or lost item. This fee must be paid before report cards or records will be released.

Training for Life!

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