

Auburn Baptist Christian Academy

Student/Parent Handbook

Mission Statement

Auburn Baptist Christian Academy, a ministry of Auburn Baptist Church, is a learning community in which Jesus Christ is glorified through biblical training and academic excellence.

We are here to provide quality, Christ-centered, formal education in partnership with the home and church. We desire to prepare students to be lifelong learners and to fulfill the Great Commission in diverse vocations.

We pray that each student will receive the gift of salvation through Christ; and then love and serve Him with all of their heart, soul, mind, and strength.

We desire to enrich them to be ready to be Christian leaders in whatever vocation they pursue.

The ABCA faculty are professional Christian educators, who create classrooms that are effective, engaging, and founded on Christian principles.

Statement of Faith

- We believe that the Bible is the inspired and the only infallible, authoritative Word of God.
- We believe in one God, eternally existent in three Persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for salvation of lost and sinful man, belief in the Lord Jesus is absolutely essential.
- We believe in the present ministry of the Holy Spirit whose in-dwelling in all believers, enables them to live holy and Christ-like lives.
- We believe in the personal return of our Lord Jesus Christ in power and glory to reign in righteousness.
- We believe in the resurrection of both the saved and the lost- those that are saved to the resurrection of life and those that are lost to a resurrection of everlasting punishment.
- We believe in the spiritual unity of believers in our Lord Jesus Christ and in the importance of all his followers maintain good works as evidence of faith in Christ.
- We believe that heaven is the final place of eternal life with God for the believer and that Hell is the place of everlasting separation from God for the unbeliever.

Admission Procedures and Requirements

ENROLLMENT PROCESS

Enrollment will be processed through FACTS Management. Once ABCA has received and reviewed the application through the FACTS Management System, you will be contacted by our Administrator to schedule a family interview. The presence of both parents and the student at the interview is encouraged.

RE-ENROLLMENT PROCESS

Parents of currently enrolled students will be notified in the spring, informing them of their opportunity to re-enroll their child. A \$200 fee will be due after acceptance in order to reserve their child's place. At the time of re-enrollment, admission status will be evaluated for all current students. Based on the criteria stated above, it is possible for a current student to be denied admission or to be placed on probationary admittance status. Regular attendance, satisfactory academic performance, and compliance with stated discipline and conduct expectations will determine re-enrollment admission status for the upcoming school year.

ACADEMIC EXPECTATIONS

Academic excellence is a primary goal at ABCA, and we encourage high academic performance. Furthermore, our curriculum is Christ-centered, and all subjects are designed to be taught in the light of God's Word. The elementary program focuses on developing basic skills in Reading and Language Arts, Mathematics, Science, Social Studies, Penmanship, Bible and Fine Arts.

HOMEWORK

Homework is a valuable part of the Abeka curriculum schooling experience. It allows students to practice, extend and consolidate work done in class. Homework establishes habits of study, concentration, and self-discipline which will serve students for the rest of their lives. The Academy values a balanced life for students and therefore teachers are given guidelines to balance student's homework load. As a student uses his/her time in class well, homework and study time outside of class should be minimal.

GRADING SCALE

The academic year at ABCA is divided into 4 quarters. Parents can expect a student's academic achievement report a week after each quarter. Parents are encouraged to track their child's progress. Parents may contact teachers at any time during the school year to ask about the progress of their student(s).

Here at ABCA we have formal standardized testing in March of the current school year. The school takes the Iowa Based Standardized Test. We believe that this test does the best job at testing the students in their all around knowledge. It is not mandatory for students to take the test, but highly recommended to have another way to measure academic success.

Grading Scale:

- *100 A+*
- *93-99 A*
- *85-92 B*
- *77-84 C*
- *71-76 D*
- *Below 70 F*

- *E - Excelent*
- *S - Satisfactory*
- *N - Needs Improvement*

ACADEMIC PROBATION

Students will be placed on academic probation if they receive an F in any subject at the end of each year. If student receives a failing grade again at the next year, they can be asked to withdraw from the Academy. Students may only be on academic probation twice before they are asked to withdraw within their elementary or middle school years. Our desire is to help each student to be successful learners. As we sense that a student is trying to improve, we can try to make a plan to help.

COLLEGE CLASSES/DUAL ENROLLMENT

Students in eleventh and twelfth grades are eligible to take college classes through New River Community College. Any student interested will need to contact the Administrator at ABCA at least two weeks before each semester. If your student elects to take a class through NRCC that is a required class at ABCA, a 5% discount will be applied to the ABCA tuition. The discount only applies if the class taken at NRCC is a required ABCA class. If the class is passed, it will count as a high school credit at ABCA as well as a college credit at NRCC. Be sure to discuss this option with the ABCA Administrator.

ATTENDANCE POLICIES

Parents are strongly encouraged to see that students arrive on time to begin the school day. Doors to the Academy will be locked after 8:35 a.m. and if students arrive late, a parent must come in to sign their student into school. This is done through the office. If a student needs to leave school early, parents must also come into the office to sign their student out.

TARDY POLICY

For every five days tardy, one absence will be recorded. It is imperative that students arrive on time. Here at ABCA, we begin academic instruction promptly at 8:35. When a student is tardy they are an interruption to the class and makes it difficult to be prepared for the school day.

ABSENCE POLICY

Consistent class attendance is necessary if a student is to be successful in ABCA's academic program. Therefore, a student will be allowed no more than 18 unexcused days of absence during the school year. Students who exceed eighteen days absent during the school year will not be given credit for that years work without Administrators approval. After accumulating 10 absences, a letter will be sent home reminding the parent of this policy. If a student exceeds the allowed limit, the student and his/her parents will be asked to meet with the Administrator to explain their circumstances. Correspondence from teachers, doctors, and/or parents may be presented at this time. The Administrator will determine at that point whether the student has done sufficient and satisfactory work to advance to the next grade level.

MAKE-UP WORK

Because assignments are an important part of the learning process, students will be expected to make up all work missed during an absence. One class day of make-up time is given for every day a student is absent.

The primary responsibility for finding out what assignments were missed because lays with the student and parent, not the teacher. If a student has an extended absence due to illness, the parent may contact the teacher daily to find out what work is missed. If the absence is known in advance, for such purposes as family travel, trips, doctor or dentist appointments, parents and/or students should obtain assignments from their teacher in advance. Requests for such assignments should be made at least three days prior to expected absence. Even more advanced warning is requested and appreciated by the teachers if the absence will be for an extended period of time. Such assignments are to be turned in at the time they are due or upon arrival back in class.

CLOSINGS AND DELAYS

In the event of inclement weather such as snow, ice, heavy rains, etc. you will be notified in at least three ways. Please tune into WDBJ 7 and WSLs news where you will see our schools information along the top of your television screen or on their webpages. ABCA also has a Facebook and email to notify you of delays/cancellations.

Note: ABCA will typically follow Auburn High School and Montgomery County with delays/cancellations due to inclement weather.

WITHDRAWAL

If a student leaves school in the middle of the year, he must obtain the proper forms from the school office. Transcripts are mailed/emailed directly to the new school that the student will be attending. Any outstanding balance from tuition, fees, etc... must be paid before student records can be released and forwarded to the next school. If tuition is already paid in full at the time of the transfer (if within 30 days of the first day of school), reimbursement is possible after the days that the student attended are prorated.

STUDENT LIFE

CHAPEL

Chapel services are held each Tuesday at 8:45 a.m. The purpose of chapel is to provide an opportunity for the students to worship God and grow spiritually. Parents are encouraged and welcome to come!

STUDENT ACTIVITIES

All school endorsed student activities outside of school hours are supervised by the adult sponsor and approved by ABCA administration. Any activity which involves contact with the public, or fundraising, must be approved by an Administer. A parent is free to take their child out to lunch or home; however, it is essential that the parent communicate with their child's teacher and sign their child out and back in if necessary.

LOST AND FOUND

Students should make sure that all of their belongings have their names on them. If something is lost, students should check the "lost and found" by the office. After a reasonable length of time, items will be donated to charity.

FIELD TRIPS

All teachers are encouraged to take their class on field trips which enhance the educational process. When the trip occurs within the New River Valley the annual Emergency Contact form will suffice. Trip specific permission slips will be imputed for each field trip that travels beyond the NRV. Previously completed emergency medical information is taken along on each trip. At times, Parents will be asked to join and assist with supervision and travel.

HEALTH AND SAFETY

ABCA is committed to maintaining a safe haven of learning, free from all forms of violence, intimidation and harassment. Therefore, any student who engages in acts of violence, intimidation or harassment on or off campus (including, but not limited to fights, threats, bullying) will elicit a response from the ABCA staff and will serve disciplinary action.

CLOSED CAMPUS

ABCA operates as a closed-campus academy. All visitors must check-in at the office with the receptionist. Students are required to remain on campus at all times during school hours unless signed out with a legitimate excuse by an authorized person.

ABCA students who want to bring another student onto the ABCA campus who attends another school must make arrangements at least one day in advance. A form must be picked up at the school office and signed by all appropriate teachers and the administration in order to obtain permission. Visitor attending classes must comply with the school standard of conduct and dress.

STUDENT HEALTH CARE

The ABCA Office will keep a paper copy of all medical records and a digital copy uploaded on FACTS. The ABCA Nurse will keep all needed medications and emergency medical items available for immediate action if needed. Parents are asked to make sure a student's health information and immunization records are updated annually.

DRUGS/MEDICATIONS

Students who are taking daily prescriptions/medications should ALWAYS go to the school nurse to take them. Students are NOT to keep any prescriptions/medications with themselves. Teachers are not to administer medications at any time. The school nurse should be informed of the medication and dosage, and administered at the appointed time of any medicine needed. No student should ever take medication apart from the knowledge and cooperation of the Main Office.

EMERGENCY CONTACT INFORMATION

All parents must complete the Emergency Contact Form which gives consent to treatment in case of a medical emergency. It is important that the school be able to make contact with a parent of family representative in case of an emergency.

PARKING LOT

DROP-OFFS: Parents are asked to drop off all students on the LEFT side of the building between 8:10a and 8:30a.

PICK-UPS: Pick-up line for Elementary and Pre-K will be on the RIGHT side of the building, while the Pick-up line for Secondary will be on the LEFT side of the building between 3:05p and 3:20p.

If a parent needs to talk to a teacher or Administrator, they should park in the parking lot and wait until the car line is finished after 3:20p. The teacher or Administrator will be able to talk with the parent after this.

TRANSPORTATION

Parents must inform the office and their child's teacher of any special circumstances in which someone other than the parent may be picking up their child from school, or of anyone specifically not authorized to pick up their child from school. This procedure is simply a safeguard against unauthorized individuals arriving on the school campus to pick up students without parents' permission or approval.

EMERGENCIES

The Academy has emergency procedures to implement in case of fire, inclement weather, civil or political disturbance, or other emergency. Students practice these procedures during the school year. If an emergency were to occur that forced the cancellation of classes, the school will notify parents by phone so they can make arrangements for their students to be immediately picked up.

ABCA, at this point, will be on lock-down. Parents or authorized persons must come to the office door to pick up their child. Parents are urged to inform the office of any change in telephone numbers and also provide parent call phone numbers so that in an emergency, the school's information for contacting the family will be current.

SCHOOL CONDUCT

SCHOOL HOURS

The school offices are open between 9:00a and 3:00p during the school year while the school day begins at 8:30a and ends at 3:05p. If students are late to school, a parent should come to the office to sign-in their student and fill out a tardy form.

Any school groups that meet must have an advisor or sponsor present. No student may be alone in a classroom at any time unless permission has been granted from a teacher. Students should generally not be out of class when class is in session. If this is necessary, the student must have a pass from the teacher.

PUBLIC DISPLAYS OF AFFECTION

To maintain Christian standards and environment, Public Displays of Affection are not allowed nor appropriate. PDA includes, but is not limited to hugging, kissing, hand holding and any other touching deemed inappropriate by staff. PDA will be considered a discipline issue and will follow discipline guidelines. PDA used "in a joking manner" will be held to the same standard.

WEAPONS

Devices that are considered "weapons" in any culture are not permitted at school. Possession of a weapon on campus typically will result in an automatic suspension or possible expulsion.

ELECTRONICS

Phones, audio/visual devices (ie. AirPods or other similar listening devices), gaming devices (ie. Nintendo Switch, Tablets, iPads, etc), or electronics of any form are not to be used by students on campus. Phones and devices should be turned off and left in the students' locker during classes, and left in their backpacks until being picked up. If there is an emergency and there is an immediate need for a parent to contact a student, Parents may contact the school office. A Staff member will enable the student to contact the parent with haste.

ABCA defines Smart watches as "a watch that connects to internet/wifi with capabilities to access information via search engines or voice-activation". These smart watches are NOT permitted in class. Digital watches are acceptable as long as they do not fit said criteria.

If said electric devices are used, the following actions will take place...

1st Offense: *A verbal warning will be given and Staff will ensure the device has been returned to the students locker.*

2nd Offense: *The device will be confiscated and placed in a secured location in the School Office and given back to the student at the end of the day.*

3rd Offense: *The device will be confiscated and placed in a secured location in the School Office and the only the student's parent can retrieve it. After this 3rd offense, Students will be asked to leave all electronic devices at home.*

Use of ANY form of AI (Artificial Intelligence) such as ChatGPT or any other similar software is NOT permitted in any class for any assignment. ABCA uses assignments to enhance effort and originality, while AI Software bypasses these efforts. If a student is caught having used AI Software on an assignment, the student will receive a 0% on that assignment and be subject to suspension.

DRESS CODE GUIDELINES

The emphasis of the ABCA dress code is guidelines of modesty, cleanliness, and professionalism. The dress code serves the purpose of preparing students to dress appropriately in various settings and to foster an attitude of learning readiness. Students are encouraged to dress in a manner that honors God and allows them to do their best.

SCHOOL UNIFORMS and APPEARANCE

Girls may wear Navy, Black, and Khaki colored pants, skirts, and shorts as long as they meet the 1" above the knee length requirements, and are free of holes, tears, and frays.

Boys may wear Navy, Black, and Khaki colored pants and shorts as long as they meet the 1" above the knee length requirements also, and are free of holes, tears, and frays.

ALL Students must wear a collared polo shirts that have sleeves even if a hoodie, sweatshirt, or jacket is worn. Polo shirts can be any color as long as it is a one solid color (no stripes or different colored piping on seams). Shirts may have a "normal sized logo" on the chest, but none on sleeves or collars.

Sweatshirts and Hoodies must follow the same guidelines as polo shirts.

Leggings, tights, or stockings may be worn under skirts and shorts, but wearing leggings/tights does not alleviate the rule for length of skirts and shorts (1" above the knee).

HAIR

Girl's hair should be clean and styled so that both eyes can be seen. Hair should be natural color with no added dyes or sprays.

Boy's hair should be tapered so that it is OFF the ears and collar. No "modern" haircuts (ie. mohawks, mullets, words/lines shaved into hair, no coloring etc.)

JEWELRY:

Girls may wear one or two earrings per ear lobe only. Nose, lip, eyebrow, or any other facial piercings of any kind are not permitted (even if the studs/earrings are clear). Girls may wear jewelry (ie. Bracelets, necklaces, etc) within moderation.

Boys are not allowed to wear jewelry of any kind.

Students should NOT wear:

- *Clothing that exposes the midriff, either the front or back (ie. pants that are cut too low or shirts not long enough to tuck in)*
- *Styles of pants labeled as "skinny" in their description. Pant legs should fall straight down to the ankle and not form fit to the legs.*
- *Clothing that is too tight, reveals underclothing or that is otherwise revealing (spaghetti straps or backless tops).*
- *Clothing containing images or writing that is inappropriate or contradicts our Statement of Faith.*
- *Hats or hoods in the building*
- *Flip Flops*

Each family has a different definition of what is appropriate and acceptable. So, ABCA reserves the right to make decisions on any dress code issues regarding students.

Parents are asked to take responsibility for seeing that students are appropriately dressed. Any student making the choice to not abide by the dress code will be sent to the office to phone their parents and ask for appropriate apparel. The student will remain in the office until they are in the compliance with the dress code. All work missed in classroom instruction will have to be made up for homework.

PHYSICAL EDUCATION CLASS STANDARDS

Seventh through tenth grade boys and girls must change into ABCA gym uniforms for P.E. Students will be given the opportunity to purchase ABCA gym uniforms. Athletic shoes and socks are required.

At ABCA, we also have the Knight Shop which is a FREE shopping experience where you can bring your school uniforms that your student may have grown out of and exchange it for another garment that they can currently wear.

LIFESTYLE AGREEMENT

The Academy desires to partner with parents in creating a safe, healthy environment for young people. ABCA students are asked to agree to refrain from the behaviors that bring reproach on the name of Jesus Christ while on and off campus as they are enrolled as a student of the Academy. God has given the primary authority in a student's life to parents, so the ABCA asks parents to support and uphold to the values of Christ and His Word with their students in the home just as we do.

DISCIPLINE

The Academy desire that its philosophy of discipline be based on Biblical principles. In particular, the following understandings guide the processes of classroom management and discipline at the Academy:

- Self-Discipline is the goal in which a child understands the standards set forth in the school and God's Word, and they choose with a willing heart to align with those standards.
- Discipline is a process of loving, strengthening, protecting, training, and correcting a person with the intent of developing an individual to practice obedience to God and sensitivity to the needs of others.
- Discipline is based upon the level of the rule broken. *As ABCA recognizes that there is no "small sin", we have divided infractions into Minor and Major Offenses to understand the levels of discipline.*
- God disciplines those He loves (Hebrews 12:6), so teachers are to discipline their students out of love and care.

The focus of ABCA with Discipline is to create an environment that 1) pleases the Lord, 2) establishes a productive learning environment, and 3) promotes a heart of obedience that the Lord can use.

DISCIPLINARY PROCESSES:

Verbal Warnings: *Staff will speak to the students about the infraction.*

Communication to Parents: *Staff will send a letter home with the student to be signed and brought back to the student's home room teacher. An email will also be sent to the parent explaining the infraction and any discipline that was handed to the student. Discipline from a second offense will range from loss of privileges, lunch detention, or extra work in the classroom.*

Meeting with the Parents: *Staff will call a meeting with the parents to come to the office to discuss the infractions of the student and consider further actions needed such as detention, in-school suspension, out-of-school suspensions, disciplinary probation, or expulsion.*

ACTIONS FOR DISCIPLINE

The goal of all ABCA Students should be to follow actions that reflect God's desire for us as seen in the Bible. No offense is acceptable, but as previously stated, ABCA has categorized into Minor and Major Offenses. Discipline will be based on the level and amount of offenses.

Minor Offenses consist of, but are not limited to:

Interrupting the learning process of others, excessive talking in class, failure to be prepared for class, unapproved tardiness, derogatory comments to others, excessive attitude issues, etc.

Major Offenses consist of, but are not limited to:

Disobedience, disrespect, stealing, willful destruction or abuse of property, fighting, bullying (electronic or in person), cheating, profanity, vulgarity, dishonesty, etc.

All offenses can result in automatic suspension/expulsion based on the level and quantity of the offense. *Use or possession of illegal drugs, possessions of weapons, possession of pornographic material of any kind, and all instances of immorality* are also severe offenses that will result in automatic suspension/expulsion based on the discretion of the administration.

TUITION

All tuition payments will be made through the school's FACTS Management System. Payments will be based on each families choosing of monthly, quarterly, or yearly payments on their FACTS Account.

EXTRA PAYMENTS

Throughout the year, there will be payments due for other instances such as Sports Fees, Food Orders, Field Trips, and Fund Raisers. These monies will be processed through the classroom and offices as directed.

ENROLLMENT

Enrollment and Re-Enrollment will be processed through the school's FACTS Management System. Existing ABCA Families will have first opportunity to enroll their students during our Early Re-Enrollment period from March 1st to April 1st, and Open Enrollment for the public begins on April 14th. Enrollment is based on a first-come, first-served basis.

All financial accounts need to be current to re-enroll your student(s), to receive a diploma at graduation, or to have ABCA forward school records or transcripts.

INSURANCE

ABCA carries general liability insurance only and does not cover sports injuries or things caused by student's negligence. The parent's own insurance policy will take precedence over the school's policy when settling claims.

OPEN HOUSE

"Open House" will be on the Tuesday before school starts and will open with a School Assembly. Parents will then have a chance to meet their student's teachers and see their classrooms at this time. At least one parent from each household must attend these meetings for the appropriate grade level of their children.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are set aside towards the end of the FIRST and THIRD QUARTERS of the school year. Any other time parents can schedule appointments to meet with their child's teacher as their calendar permits.

NOTIFICATIONS

Emails will be sent regularly to communicate school information such as news, updates, upcoming events, calendar changes, etc. Facebook will also contain similar updates regarding School Closings, Events, and Updates.