

**ABLE Christian School  
Student Handbook  
Effective August 1, 2022**

**Table of Contents**

Description: Population, Mission, Vision, Verse, Mascot, Logo, Motto.....p. 2

Academic Philosophy .....p. 3

Accreditations .....p. 3

Required Credits for Graduation.....p. 3

Grading Scale.....p. 4

Policies and Regulations .....p. 5

- Attendance..... p. 5
- Dress Code.....p. 6
- Discipline.....p. 8
- Admissions.....p. 16
- Enrollment Options.....p. 16
- School and Office Hours...p. 17
- School Calendar.....p. 17
- Transportation.....p. 18
- Transcripts.....p. 18
- Faculty .....p. 18
- Technology Usage.....p. 20

**Description**

Population, Mission, Vision, Verse, Mascot, Logo, Motto

**POPULATION: WHO?**

6<sup>th</sup>-12<sup>th</sup> Graders

**LOCATION: WHERE?**

200 West Campground Rd., McDonough, GA

**MISSION STATEMENT: WHAT and HOW?**

The mission of ABLE is to provide unique students with various learning abilities an opportunity to achieve academic success, maximize their individual potential, and utilize their God-given strengths and interests; by providing them a student-centered, brain-based, STEM learning program within a Christian setting.

**VISION STATEMENT: WHY?**

The vision for ABLE is to RAISE up Godly world changers who live a purpose-driven life, equipped and empowered Relationally, Academically, Individually and above all Spiritually, with Excellency.

**WHY STEM?**

As a Nationally STEM certified school, our goal is to equip students to meet college and career expectations of the 21<sup>st</sup> century's global society, by enabling them to think critically, communicate effectively, engage creatively, collaborate skillfully, and live purposefully.

**SCHOOL VERSE: Ephesians 3:20**

Now to Him who is ABLE to do exceedingly abundantly above all that we ask or think, according to the power that works in us.

**MASCOT: TRAILBLAZERS**

Trailblazers reach beyond the limits. They are pioneers, innovators, and courageous leaders who blaze a path for many to follow. They show others that regardless of the wilderness that surrounds them, they are ABLE to do all things through Christ who strengthens them.

**MOTTO:**

Thinking Outside the Box  
Blazing Beyond the Limits

## Academic Philosophy:

Brain-based education is effective for students to learn in a way that their brains learn best. Students are given an opportunity to succeed by being provided academic instruction and innovative strategies that appeal to their brains. The non-traditional academic environment supports research on the functions of the brain and how to optimize its performance. Effective brain-based education focuses on the following innovative approaches which allow students to experience real learning that promotes a depth of understanding and an application of knowledge: Meaningful/Relevant lessons, which allow students to connect school to their real lives and beyond the classroom; Interaction, which allows students to actively engage in the learning; Multi-faceted resources, which allow students to utilize visual, auditory, kinesthetic and tactile approaches to learning; Interdisciplinary content, which allows students to see connections amongst the various subjects they are learning and not view them in isolation; and Child-centeredness, which structures the learning around the students' individual strengths and interests, while supporting their weaknesses. A brain-based environment promotes success for all students, including those who typically do not thrive within a traditional setting. Brain-based education has the potential to remediate academic deficiencies, challenge high achievers and to assist all students with reaching their fullest potential. Maximized academic success has a positive impact on students' social, emotional, behavioral, intellectual and spiritual well-being. Success in school performances provides a greater opportunity for successful future outcomes. Most importantly, Christian education not only focuses on what a person knows, but great emphasis is placed on what a person becomes; therefore, knowledge is the basis for the development of wisdom and living a God-centered life of purpose. Further, the end of education is not the acquisition of status, but to glorify God and fulfill His mandate.

## Accreditations:

ABLE Christian School is accredited by Cognia and the Georgia Accrediting Commission (GAC).

## Required Credits for Graduation

Core Subjects	Credits	Mandatory Courses
English	4.0 credits	English 9, 10, 11, and 12
Math	4.0 credits	Algebra I, Geometry, Algebra II, Pre-Calculus
Science	4.0 credits	Biology, Chemistry, Physics/Physical Science, Other Science (i.e. Anatomy)
Social Studies	3.0 credits	U.S. History, World History, Civics/Economics

## Other Requirements

Fine Arts	1.0 credit	Varies
Physical Education	0.5 credit	Physical Education
Health	0.5 credit	Health
Technology Education	1.0 credit	Foundational Technology
Foreign Language/Electives/ language)		World Language (both credits must be in the same language)

Bible                      2.0 credits  
                                 3.0 credits              3 credits in electives

1 credit per year in attendance Bible  
1.0-4.0 credits

**Total**  
**24-27 credit**

### **Grading Scale**

- A+ – 99-100 – 4.50
- A – 92-98 – 4.00
- A – 90-91 – 4.00
- B+ – 88-89 – 3.50
- B – 82-87 – 3.00
- B- – 80-81 – 3.00
- C+ – 78-79 – 2.50
- C – 76-77 – 2.00
- C- – 74-75 – 2.00
- D+ – 73 – 1.50
- D – 71-72 – 1.00
- D- – 70 – 1.00
- F – 0-69 – 0.00

## POLICIES AND REGULATIONS

### Attendance/Tardiness

School achievement begins with regular attendance. Parents/guardians must ensure that their students are in school on time daily. Additionally, school personnel must communicate any attendance problems or concerns to parents/guardians in a timely manner. The most effective strategy to prevent excessive absence and tardiness involves the school and family working together. It is imperative for students to be on time at the beginning of the school day, which starts at 8:15 a.m.

For any absence to be excused, on the first day a student returns, a handwritten note or a medical doctor's excuse must be submitted. Please review the list of excused absences listed below.

We will only accept five (5) handwritten notes for the school year.

After five (5) handwritten notes or a total of 10 days absent (excused or unexcused), absences will remain unexcused unless a doctor's note is submitted. In addition, if a student is absent due to a sickness resulting in three (3) or more days absent, only a doctor's note will excuse the absences.

**If your student has extenuating circumstances in regard to a medical condition**, please contact our office to discuss.

Student attendance may be viewed through Renweb.

3 tardies to school equals 1 absence.

### Excessive Absences

Please be aware that attendance letters are sent when a student reaches the 3rd, 5th, and 8th unexcused absences. Parents of students with 5 absences (excused or unexcused) will be required to attend a meeting to set-up an attendance contract.

### Penalties

The legal penalties and consequences for truancy include referral of parents, guardians, or custodians to State Court and referral of juveniles to Juvenile Court for prosecution. Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates the Mandatory Attendance Code section of Georgia law, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence. Each day's absence from school is a violation of this provision and shall constitute a separate offense. If convicted of truancy, juveniles may face severe penalties under the Juvenile Code of the State of Georgia. In addition, failure to satisfy the state's attendance requirements can affect the opportunity for students to obtain or keep a

driver's permit/license.

Excessive absences may jeopardize a student's ability to earn course credits for the semester or year. Although the above guidelines are generally progressive in nature, ABLE reserves the right to refer students and their parents to court prosecution at any time, especially when a student and/or parent's conduct is egregious and/or disruptive to the learning environment. Students' participation in the graduation ceremony is a privilege and not a right. Therefore, ABLE has the right to prohibit a student's participation if the student is found to have violated any provision of the Code of Conduct, including attendance requirements.

Chronic absenteeism affects a student's ability to learn in school and succeed in school. School approved field trips/activities; medically documented absences, and suspensions will not count toward excessive absences. If a student has a serious medical or legal problem, the student's parent/guardian is responsible for notifying the school. Excessive absences will be addressed according to ABLE's Absentee policy.

#### Excused Absences

Absences will be treated as excused if they occur for the following reasons:

1. Student illness that would endanger the student's health or the health of others.
2. Serious illness or death in the student's immediate family which would reasonably necessitate absence from school, in the determination of the principal or his/her designee.
3. A scheduled medical, dental, or eye examination.
4. Special and recognized religious holidays observed by the student's faith.
5. An order of a governmental agency, such as a court order or a pre-induction physical exam for military service.
6. An inability to attend school due to weather or other conditions making school attendance impossible or unreasonably hazardous.
7. Attendance upon a trip or event having significant educational value, provided the principal is notified of the absence in advance and he/she determines the trip or event has significant educational value.
8. Unusual or urgent circumstances requiring the student's parents to be outside of Henry County overnight, and where the parents determine that it would be in the student's best interest to accompany them. If prior notice cannot be given, a written explanation is to be provided no later than the first day the student returns to school after the absence.
9. Take Your Child to Work Day. Students who participate in this event will be excused, but will be counted absent.
10. To visit with a parent serving in the armed forces of the United States or the National Guard. If such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, a student shall be granted excused absences, up to five (5) school days per school year, for the purpose of visiting with his/her parent.

#### **DRESS CODE POLICY**

Since the Bible teaches that God cares about our appearance, it is our belief that we should strive to ensure that our appearance is pleasing to Him. The intent of our dress code is to promote and encourage modesty as well as a clean, neat appearance, expressing the Christian values we represent. Appearance can affect not only learning and the quality of school work, but also the strength of our Christian witness, all of which represent our purpose as a Christian

school. Therefore, we strongly encourage appropriate dress and good grooming and ask that parents and students understand our intent.

### **1. General**

2. ABLE uniforms, including outerwear, must be worn on Mondays- Thursdays, as well as designated special occasions.
3. Shirts must be tucked inside of pants and skirts. When wearing pants, an approved belt must be worn.
4. The length of skirts and shorts must be no shorter than 2 inches above the knee, even when wearing approved tights.
5. Pants must not be too tight.
6. Students must wear their pants properly at the waist. No sagging.
7. Hair should be kept neat, clean and reasonably styled.
8. Facial hair should be neat and clean.
9. For girls, non-distracting piercings must be limited to the ears.
10. Boys may not wear earrings.
11. Any artificial hair coloring should reflect naturally occurring human hair color that occurs naturally for children and adolescents.
12. The administration reserves the right to determine the appropriateness of hair length and/or styles.

### **2. Friday Dress Code**

- A. An ABLE t-shirt must be worn.
- B. Jeans may be worn. No holes are allowed in the jeans.
- C. ABLE outerwear must be worn.

### **Dress Code Violations: Offenses tallied per semester**

- A. First Offense - Warning- Change of clothing required.
- B. Second Offense - Change of clothing required-1 lunch detention
- C. Third Offense - Change of clothing required- 2 lunch detentions
- D. Fourth Offense - Change of clothing required- 1 day of In School Suspension

- E. Fifth and Final- Change of Clothing- 1 day of Out of School Suspension- Parent Meeting.

## **DISCIPLINE POLICY**

### **PURPOSE**

My son (daughter), preserve sound judgment and discernment, do not let them out of your sight; they will be life for you. – Proverbs 3:21,22

### **Philosophy of Discipline**

ABLE Christian School, as a Christian academic community, strives to uphold a unity based on the lordship of Jesus Christ, guided by Biblical principles and certain prudent rules which we believe are beneficial in establishing an atmosphere conducive to Christian growth and order. Members of this community are expected to live according to the Word of God, responding to one another in love. Those who join this community are asked to accept the responsibilities of membership by respecting and supporting its Christian distinctive and its standards of conduct.

### **Discipline Policy Overview (Positive Discipline)**

The purpose of discipline in a Christian school is two-fold: to bring the student to maturity in Christ, and, second, to develop qualities of good citizenship. To help attain these goals, certain standards of conduct are established. Students are asked to discipline themselves in relation to this code because the best form of discipline is self-discipline under the guidance of the Holy Spirit. Indeed, the goal of all outward discipline is self-discipline within the framework of positive relationships between them.

Positively, the school seeks to cooperate with the home in forming good habits in the student such as cheerful obedience to authority, courtesy and respect for others, responsibility, cleanliness and orderliness, truthfulness and honesty, morally correct conduct, and wise use of time, talents and material possessions. ABLE seeks, in other words, to build Godly character traits into the lives of its students and pursues an active program in doing so, both through instruction and example. A rebellious spirit or negative attitude, which is unchanged after much effort by the faculty, can be a poor influence on other students. Continued deliberate disobedience to a teacher or to school rules has an adverse effect upon the school's testimony.

As an expression of ABLE's mission, the school's discipline policy is intended to support the discipleship process for students, and to serve as a reflection of Jesus Christ and as an extension of the home. As such, the primary purpose of the discipline process is to produce growth in students while maintaining an environment of learning and order, providing a support to parents, and reflecting scriptural principles of conduct and influence. In keeping with this purpose, the scriptural principles that provide the foundation for the discipline policy are as follows:

- Submission to authority (I Peter 2:13-17)
- The principle of reaping and sowing (Galatians 6:7-8)
- Confrontation, restoration, and separation (Matthew 18:15- 17)

Under the guidelines of these scriptural principles, the goal of ABLE through the disciplinary process is to:

- Work alongside of parents within the process of discipline
- Provide an environment of order and respect that promotes an atmosphere conducive to learning (Kind, but Firm)
- Apply necessary and appropriate consequences for choices (logical consequences)
- Guide in the restoration of relationships with Jesus Christ and with ABLE, its employees and its students
- Use relational influence to produce spiritual growth, correction, and right choices
- Do so in a context that seeks the best interest of both the involved parties and the student body as a whole.

As a general rule, classroom actions which evidence disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, and other offenses shall be handled by the teacher. Situations that the teacher evaluates as chronic, flagrant, or otherwise worthy of special handling will be referred to the Administrator. These situations will be dealt with as seems most helpful to the individual and the student body as outlined under the guidelines as outlined within this document.

## **Code of Conduct**

In order to best fulfill the goals of the discipline process, ABLE has established a Code of Conduct that defines expected student behavior, and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of ABLE can affect a student's standing as well as the reputation of ABLE, therefore it is the expectation of the administration that students adhere to the Code of Conduct at all times. It is therefore also understood that violations of the Code of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of ABLE and its employees, including when attending a school function or activity.

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority
- Respect for self, ABLE and its employees and students, and the property of others
- Courtesy extended in all relationships – student to student or student to teacher/staff
- Stewardship of the property, supplies, and equipment of ABLE Christian School, as well as wise stewardship of personal items
- Preparation for class and readiness to learn- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received.

## **Prohibited Activities**

In order to inform our ABLE family, the following prohibited in- school activities (including time spent on in transport to activities), for which disciplinary penalties will be assessed, are provided. Items marked with an asterisk (\*) relate to out- of- school situations as well. While the actions described below represent a cross section of activities, no compilation can be all inclusive and students are expected to refrain from behavior that would be characteristic of the areas mentioned below.

Attendance Parameters- Leaving school campus without permission- Being in halls during class time without permission

- Being in locations where students are not normally allowed
- Excessive time out of class Dress Code
- Failure to conform to the expected dress code Careless Behavior
- Horseplay- Throwing or shooting objects in the building-

Improper behavior when transported\*- Reckless driving on school property or at any school event\*

Classroom/School Etiquette- Disruptive behavior that impedes the educational process- The use of cellular phones and other electronic devices during work time

Usually for the first offense in a day, the student will be given a warning. This is left up to the discretion of the teacher, based upon prior offenses. The 2nd offense in a day will result in the phone being confiscated. Students may pick up their phone at the end of the session. The third offense in a day will result in the phone being confiscated. Parents must pick up the phone.

- Misbehaving in class or disturbing the class

### **Physical/Sexual Behavior**

- Inappropriate public displays of romantic affection (i.e., holding hands, kissing, excessive hugging)
- The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones, computers, or any other electronic devices.
- Possession of impure or suggestive literature, writing, symbols, drawings, or recordings (audio or video). Distribution of such will result in a more severe penalty
- Sexually harassing another individual

### **Sexual Immorality**

ABLE Christian School is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of ABLE Christian School is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. ABLE Christian School believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. ABLE Christian School expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, ABLE Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

Leviticus 18:22- Thou shalt not lie with mankind, as with womankind: it is abomination.

Leviticus 20:13 If a man also lie with mankind, as he lieth with a woman, both of them have committed an abomination: they shall surely be put to death; their blood shall be upon them.

Romans 1:18- For the wrath of God is revealed from heaven against all ungodliness and unrighteousness of men, who hold the truth in unrighteousness;

Romans 1:26-28- For this cause God gave them up unto vile affections: for even their women did change the natural use into that which is against nature: [27] And likewise also the men, leaving the natural use of the woman, burned in their lust one toward another; men with men working that which is unseemly, and receiving in themselves that recompence of their error which was meet. [28] And even as they did not like to retain God in their knowledge, God gave them over to a reprobate mind, to do those things which are not convenient;

I Corinthians 6:9-10- Know ye not that the unrighteous shall not inherit the kingdom of God? Be not deceived: neither fornicators, nor idolaters, nor adulterers, nor effeminate, nor abusers of themselves with mankind, [10] Nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners, shall inherit the kingdom of God.

Galatians 5:19- Now the works of the flesh are manifest, which are these; Adultery, fornication, uncleanness, lasciviousness,

Ephesians 5:3- But fornication, and all uncleanness, or covetousness, let it not be once named among you, as becometh saints;

Colossians 3:5- Mortify therefore your members which are upon the earth; fornication, uncleanness, inordinate affection, evil concupiscence, and covetousness, which is idolatry:

I Thessalonians 4:3- For this is the will of God, even your sanctification, that ye should abstain from fornication:

### **Harassment/Intimidation**

- Sexual harassment including all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual's performance or which create an intimidating, hostile or offensive atmosphere.
- Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.

### **Verbal Behavior**

- Language and/or gestures that are vulgar, obscene, offensive, derogatory or disrespectful will result in disciplinary action. The believer's talk should build up, not put them down.

## **Dishonesty**

- Dishonesty in any form, including lying, theft, cheating, and plagiarism this guideline applies to the person copying as well as to the person knowingly supplying the material to be copied.

## **Disrespectful Behavior**

- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Littering
- Disturbance or rude behavior in Chapel or Bible class
- Defacing of any kind of school, church, student, or faculty property
- Direct disobedience to any teacher or Administrator
- Deliberate destruction or damage to school, church, student, and/or faculty property
- Disrespect by word or action toward any faculty, staff member, or student

## **Prohibited Items and Activities**

- Use or possession of weapons and/or dangerous items (i.e., guns, knives (including pocket knives), explosive devices, etc.) A zero-tolerance policy is in place on bringing any type of such weapons or explosives to school.
- The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medications.

The possession or use of any illicit drugs, alcoholic beverages, tobacco, etc. at school or any school function will be considered grounds for suspension and possible expulsion. Because of the harmful nature of these activities, the continuance in our school of any student involved in such activities in or out of school is in serious question. Students involved in the use, possession, or selling of drugs, alcohol or tobacco may also be turned over to the proper authorities.

## **Disciplinary Process**

Disciplinary action will be taken for infractions of school policy and rules. Logical

consequences will be administered. These may include conferences, written assignments, work detail, detention, probation, suspension, or as a final resort, expulsion. It is the goal of ABLE to assist all students with making the right choices.

As a result, students will be engaged in personal conferences that are aimed at getting to the root of the problem and repentance.

Most disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following, separately or in combination as appropriate.

Minor Infractions: Personal conference with the teacher and/or Administrator- Notification of behavior problems to parents- Detention (12:00-1:00) Includes written assignments and/or work detail - A parent-teacher-student or parent- teacher-administrator conference

More extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures.

Major Infractions: Behavior Plan

- Probation, combined with appropriate application of consequences relevant to the offense
- In-school suspension- Withdrawal, temporary, until restitution and restoration can be confirmed via visible student behavior and recommendation of counselor, etc.

Expulsion: A formal report to record all infractions will be retained, outlining the nature of the infraction and how the issue was addressed.

- Disciplinary Probation

Disciplinary probation is designed to alert the student and his or her parents to areas of his or her life that need special attention. Students may be placed on disciplinary probation by the recommendation of the faculty and the approval of the Administrator for a specified period of time for actions which include, but are not limited to, continued deliberate disobedience, continued and persistent rebellious attitude, negative influence on other students, academic progress that is unacceptable because the student is not working up to his or ability, committing a serious breach of conduct inside or outside the school, failure by students and parents to comply with school policies, or failure by the parents to get recommended professional help of students when needed.

A conference with the student and his or her parents is held at the beginning of the probation to discuss the reasons for the probation. Teachers who wish to participate in the conference may do so or they may be requested by the Administrator to attend. A letter stating the results of the conference and the reasons for the probation will follow this conference.

In cases where the probation follows a serious breach of conduct, a second major incident

of misconduct during the disciplinary probation period will result in the suspension or expulsion of the student. If the offense occurs during the second semester, the student may be admitted the following year only under disciplinary probation.

During the restriction the teachers will periodically review the progress of the student. The Administrator will then decide whether the student shall be returned to the status of a regular student or expelled from the school.

Disciplinary probation is sincerely intended as an intermediate step for the student to adjust any unacceptable behaviors. If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or he or she will be expelled .

### **Suspension and Expulsion**

Suspension is the responsibility of the Administrator and may be used for serious violations or repeated violations of school rules. Examples of such conduct include cheating, smoking, drinking, illegal use of drugs or the possession of drugs, sexually immoral behavior, etc. Students involved in the use, possession, or selling of drugs or alcohol may be turned over to the proper authorities. A student may be suspended for a period of one to ten days at the discretion of the Administrator.

The following violations of the Code of Conduct will result in an immediate suspension from school, pending a more thorough investigation of the matter, and may result in withdrawal or expulsion:

-The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication

- Immoral sexual conduct- Possession of weapons and/or dangerous items
- Repeated dishonesty
- Flagrant disrespect and disobedience
- Leaving campus without permission
- The possession and/or distribution of pornographic materials and information
- Harassment in any form, both physical and/or sexual in nature - Vandalism- Continued willful disobedience, misconduct, disrespect

During the suspension period the student must keep up with his or her school work. All assignments missed during the period of suspension must be completed.

The student returns to school and the student will be placed on probation for a period of six

weeks or more.

Students may be expelled from school when major moral or social offenses have been committed and after other disciplinary procedures have failed.

### **Admissions Procedures**

After a prospective family has completed a tour, they will meet with the Head of School for any additional questions. Someone from the Admissions team will instruct the applicant on the procedures for admission to ABLE Christian School. All forms that are necessary to complete the admissions process are located on our website at [www.ableschool.net](http://www.ableschool.net). All forms and document submissions must be completed before an acceptance decision is made. Students must meet with the Head of School for an interview and complete an online assessment for math and reading. See below for a list of required forms to be submitted

1. Completed Student Application
2. Current Report Card – Transcript for high School Students
3. Additional Testing Records- (If your child has been tested professionally for any one of the following: speech, language development, hearing, vision, ADD/ADHD, SLD, gifted, or any other)
4. Financial Agreement
5. Statement of Cooperation
6. 2 Letters of Recommendations-from Principal, Teacher, Counselor, Pastor (4th-12th grade)

ABLE Christian School admits all qualified applicants without regard to race, sex, ethnic or national origin.

### **Enrollment Options**

#### **Option one:**

##### **Face to Face Classroom**

On campus learning with safety guidelines in place

#### **Option 2:**

##### **Virtual Classroom**

Live interactions with teachers and peers while students learn from home

#### **Option 3:**

##### **Hybrid Learning**

3 days at school and 2 days at home

## **Tuition and Fees**

ABLE Christian School is a private school and does not receive governmental funding. As a result, payment of tuition is vital and essential to the ongoing operation of the school. School tuition and other charges may be paid annually or in twelve monthly installments. The first payment is due June 10<sup>th</sup>, and the last payment is due May 10<sup>th</sup>. If it becomes necessary for parents to withdraw a student, tuition is due through the end of the current month the student attends. In addition, a withdrawal fee of \$500 will be due at time of withdrawal. There will be NO exceptions to the withdrawal fee (loss of job, transfer job, etc.). Student records will not be released until all payments are cleared through the bank.

Should an account fall behind in payment, the following procedure will apply to all students and parent/families:

- *After ten (10) days of delinquency, a \$25.00 late fee will be applied per student to the current balance due.*
- *After twenty (20) days of delinquency, a letter will be sent to the parent/family stating that the student will not be allowed to return to school if the account is not paid by the end of the month (30 days).*
- *After thirty (30) days of delinquency, if no agreement has been made, the student will be asked to withdraw from ELCA until the account is paid in full.*

If a student has a delinquent account, he/she will not be allowed to participate in any extracurricular activity such as class trips, athletics, and fine arts until the account is current. NO ACCOUNT will be allowed to go beyond thirty (30) days overdue.

**Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments.**

## **School Hours**

8:15 A.M. -3:45 P.M.

## **Office Hours**

7:30 A.M. -4:00 P.M.

## **School Calendar**

ABLE follows the Henry County School System's school calendar for all major breaks unless otherwise indicated. The current school calendar is posted on the school's website under the "Students" tab.

## **Transportation**

If someone other than a driver who is listed in the student's file plans to pick up a student, a written or e-mailed notice must be provided to the office by the parent. Any student planning to take a guest home from school must also present written or e-mailed permission to the office. Students driving to and from school must not allow another student to ride in their cars without written permission from both sets of parents.

## **Transcripts**

Transcript Request forms must be used to request a transcript. Request will be processed within (1) week.

Transcripts are \$5.00 each. He completed Transcript Request form must be e-mailed to [sandra.elder@ableschool.net](mailto:sandra.elder@ableschool.net) or

Mail the original, completed Transcript Request form to:

**ABLE Christian School  
Attn: Registrar  
200 West Campground Rd., McDonough GA 30253**

## **Faculty Guidelines and Expectations**

- Be in whole-hearted agreement with the ABLE Confession of Faith.
- Be in regular attendance at a local church, or actively seeking a church home.
- Articulate a clear Christian testimony of confessing Jesus Christ as Lord and Savior.
- Be ready to explain Christian Education and provide anyone who asks why these distinctive qualities make ABLE a great school.
- Be ready to explain Brain-based Education and provide anyone who asks why these distinctive qualities make ABLE a great school.
- Respect staff, students and parents, and be diligent to maintain unity.
- Be a mature Christian role model in attitude, speech, and actions toward others.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and professionalism in agreement with school policy.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Demonstrate care and concern for students' spiritual, academic, social and emotional well being.
- Support and cultivate students' interests and goals.
- Provide individualized, enthusiastic, engaging instruction.
- Demonstrate a commitment to students and a desire to assist them with reaching their full potential.

## **CONDITIONS OF EMPLOYMENT**

The employee will strive at all times to understand, appreciate, love, and nurture the students entrusted to

his/her care. To the best of his/her ability, the employee will provide for the fullest spiritual, intellectual, physical, and emotional development of the student.

The employee agrees that if at any time during employment he/she is out of harmony with the philosophy, standards, or Administration of the school, he/she will immediately make this fact known to the Head of School, and shall voluntarily withdraw from employment, or be subject to termination for cause.

The employee agrees to follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing biblical principles— always presenting a united front. Appropriate confidentiality will be observed in regard to student, parent and school matters.

## BACKGROUND CHECKS

Background checks, including criminal history checks, will be conducted on all applicants for all positions at ABLE. It is ABLE's policy that a conviction for any of the following offenses bears directly upon an applicant's qualifications and ability to teach or perform jobs involving children in any manner:

- a. A felony or misdemeanor classified as an offense against the person or family.
- b. Any felony or misdemeanor involving moral turpitude, including any violations of the Controlled Substances Act.
- c. Any other criminal conviction which, in the sole discretion of the Administration, would render an applicant unfit for employment at ABLE.
- d. Crimes committed as a child to the extent that they involved a felony, physical injury, or sexual assault, or if the applicant was tried and convicted as an adult of the aforementioned offenses.
- e. A conviction involving unlawful consenting sexual activity which involves a minor.
- f. Adult criminal behavior to the extent that such behavior involved a felony, sexual assault, Class A misdemeanor, or caused serious injury.
- g. Theft.

## **ACCEPTABLE USE AGREEMENT: COMPUTER/INTERNET**

I understand that the ABLE Christian School provides electronic resources, including Internet access and computers for students' work, as an integral part of the curriculum.

Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

I will use the internet and my computer for educational purposes during academic work times during the school day.

I will not take up space on my computer for non-academic games, etc.

I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.

I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.

I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission.

I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.

I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.

I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer “viruses,” attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.

I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices .

I will report any problems to the supervising staff member.

I understand that ABLE reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.

I understand that the prohibited conduct described above is also prohibited off campus when/if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures.

I will follow all school rules while using my other devices on school grounds. I understand that the rules outlined above regarding my use of the computer resources apply to my use of my other personal devices on school property.

I will not take photos or record video of any student, teacher or administrator unless I have that individual’s express permission to do so.

I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.

I understand that my computer and other devices may be confiscated at any time, and that a teacher or administrator may view contents of my device, including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in an inappropriate manner.

I understand that ABLE will not cover the cost of repairs for computers.

