



*Association of Christian Schools International*



# **TOOLS TO RUN AN URBAN CHRISTIAN SCHOOL**

*Compiled and edited by Vernard T. Gant, D. Min., and Tasha M. Tillman*

A black and white photograph of two young children, a boy and a girl, looking down. The boy is in the foreground, and the girl is slightly behind him. They are both looking down at something out of frame.







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To enable Christian educators and schools worldwide to effectively prepare students for life

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As an organization, ACSI is committed to the ministry of Christian school education, to enable Christian educators and schools worldwide to effectively prepare students for life. As a publisher of books, textbooks, and other resources, ACSI endeavors to produce biblically sound materials that reflect Christian scholarship and stewardship and that address the identified needs of Christian schools around the world.

For additional information write the Urban School Services Department at ACSI.

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Dear Reader:

Thank you for purchasing *Tools to Run an Urban Christian School*. We are very excited about this publication because it puts just about every administrative tool that you will need right in the palm of your hand. It is our sincere desire that you find this manual useful as you run your urban Christian school.

The manual has three very important sections. The first section is a sample parent/student handbook. The second section gives you job descriptions for every position imaginable. The third section includes forms you will need to run your school.

You may use all or part of the items in each section. Use them as they are, or edit them from the CD-ROM. You will find that some items are not relevant to your school, while others are exactly what you are looking for. You are at liberty to use them as they are or change them to meet the specific needs of your school.

If you have any questions or comments, please feel free to write us: PO Box 35097; Colorado Springs, CO 80935-3509.

We pray blessings upon your school as you minister to God's children.

Dr. Vernard Gant  
Tasha Tillman  
Urban School Services



# Contents

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|   |           |
|---|-----------|
| <b>Parent/Student Handbook</b> . . . . .            | <b>1</b>  |
| Our Mission . . . . .                               | 3         |
| Our Vision. . . . .                                 | 3         |
| Our Stakeholders. . . . .                           | 3         |
| Our Values . . . . .                                | 3         |
| Our Strategic Plans . . . . .                       | 4         |
| Admissions and Enrollment . . . . .                 | 5         |
| Procedure . . . . .                                 | 5         |
| Acceptance . . . . .                                | 6         |
| Specific Rules. . . . .                             | 6         |
| Discipline. . . . .                                 | 6         |
| Level I . . . . .                                   | 6         |
| Level II . . . . .                                  | 7         |
| Level III . . . . .                                 | 7         |
| Level IV. . . . .                                   | 7         |
| Dismissal . . . . .                                 | 7         |
| Readmission or continued enrollment . . . . .       | 8         |
| Attendance . . . . .                                | 8         |
| Absences . . . . .                                  | 8         |
| Unavoidable Absences . . . . .                      | 8         |
| Other Absences. . . . .                             | 8         |
| Unexcused Absences. . . . .                         | 9         |
| Tardiness . . . . .                                 | 10        |
| Excused. . . . .                                    | 10        |
| Unexcused. . . . .                                  | 10        |
| Penalties . . . . .                                 | 10        |
| School Hours . . . . .                              | 11        |
| Dress Code . . . . .                                | 11        |
| Office Policy and Procedures. . . . .               | 12        |
| Lunch . . . . .                                     | 12        |
| Parent/School Relations . . . . .                   | 13        |
| Program of Instruction . . . . .                    | 14        |
| Health and Safety . . . . .                         | 15        |
| Infectious Diseases . . . . .                       | 15        |
| Administration of Medicine . . . . .                | 15        |
| Parents' Emergency Phone Numbers Required . . . . . | 15        |
| Medical Release Form Required . . . . .             | 16        |
| Doctor and Dental Appointments . . . . .            | 16        |
| <b>Job Descriptions. . . . .</b>                    | <b>18</b> |
| Executive Director. . . . .                         | 20        |
| Assistant Director. . . . .                         | 21        |

|   |           |
|---|-----------|
| Head Principal . . . . .                                  | 22        |
| Associate Principal . . . . .                             | 24        |
| Development Officer . . . . .                             | 25        |
| Volunteer Coordinator . . . . .                           | 27        |
| Director of Instructional Services . . . . .              | 28        |
| Administrative Assistant . . . . .                        | 30        |
| Psychometrist . . . . .                                   | 31        |
| Administrative Assistant—School Host . . . . .            | 33        |
| Administrative Assistant—Student Records . . . . .        | 34        |
| Administrative Assistant—Registration . . . . .           | 35        |
| <b>Administrative Forms . . . . .</b>                     | <b>37</b> |
| Checklists . . . . .                                      | 39        |
| Progress Report . . . . .                                 | 40        |
| Faculty Evaluation . . . . .                              | 41        |
| Registration Checklist . . . . .                          | 44        |
| Media Release Consent . . . . .                           | 45        |
| Homework Assignment Check-Off Sheet . . . . .             | 46        |
| Teacher-Home Communications . . . . .                     | 47        |
| Field Trip Permission Slip . . . . .                      | 48        |
| Intent to Return Form . . . . .                           | 49        |
| Parent Notice of Excessive Tardies and Absences . . . . . | 50        |
| Notice of Discipline . . . . .                            | 51        |
| Admission Procedures . . . . .                            | 52        |
| Parent/Guardian’s Commitments . . . . .                   | 53        |
| School Covenant . . . . .                                 | 54        |
| Registration Form . . . . .                               | 55        |
| Partnership Letter . . . . .                              | 56        |
| General Information . . . . .                             | 57        |
| Parent’s Report on Student’s Health . . . . .             | 58        |
| Personality and Behavior . . . . .                        | 59        |
| Physician’s Report of Health . . . . .                    | 60        |
| Parent Agreement Form . . . . .                           | 61        |
| Financial Agreement . . . . .                             | 63        |
| Discipline . . . . .                                      | 64        |
| Corporal Correction Release . . . . .                     | 65        |
| Student Record Release . . . . .                          | 66        |



Parent/Student Handbook





## Our Mission

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ABC Christian School exists to provide a holistic education that promotes the highest achievement in academics, a biblical worldview, and character development marked by disciplined behavior, thereby equipping children with what they need today to live successfully and effectively tomorrow.

## Our Vision

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ABC Christian School will embody and promote the spirit of individual excellence through the highest quality teachers, broad based family and community support, and programs that are biblically based. ABC will be the alternative school of choice enabling children to reach their full potential and perform successfully on standardized testing at the national level. ABC will become a model school for educating children regardless of their current academic and social status. As a result, ABC Christian School will become a nationally recognized Blue Ribbon School that will provide the community with its leaders and productive citizens of the future.

## Our Stakeholders

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1. The children
2. The staff
  - a. Administrators who provide leadership, program development, and service coordination
  - b. Teachers who provide classroom instruction and student supervision
  - c. Support personnel who provide assistance and program services
3. The home

Where parents (who are the primary teachers of children) participate in the learning process by reinforcing the individualized educational goals for their child.
4. The supporters
  - a. Board of directors
  - b. Volunteers: those who donate their time and talents to provide remedial instructions, enrichment activities, special programs, and support services
  - c. Contributors
    - Financial: those who give financially to underwrite the costs of educating the children
    - Material: those who give material goods to facilitate the mission of ABC

## Our Values

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At ABC Christian School we value the total commitment of all our stakeholders (students, parents, staff, and supporters), as evidenced by:

1. A sense of shared purpose and values
2. Camaraderie, teamwork, and collegiality

3. Effective communications at all levels to facilitate the educational objectives

An academic program marked by excellence and high achievement, as evidenced by:

1. An environment that conveys the message that all students can learn, marked by increasingly higher levels of achievement with students performing at or above their academic grade level
2. Effective, enabled, equipped, and empowered staff, parents, and supporters
3. Individualized and personalized instructions

A biblical worldview that is evidenced by:

1. An awareness of the unconditional love of God, a sense of purpose and self-worth, and hope for the future
2. Workers who serve as models and mentors of the highest biblical values by loving God and loving others
3. Instructions and training that integrate the truth of God's Word with the facts about God's world

Positive character development through:

1. Having clearcut expectations of the children to demonstrate appropriate, responsible, and productive social behavior
2. Teaching by persons who represent positive role models that the children can emulate
3. Teaching social skills to children in formal and informal settings

## **Our Strategic Plans**

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To facilitate its mission and vision, ABC recognizes seven strategic areas.

1. Accreditation

This school will demonstrate to the public that we strive for excellence by meeting the rigorous requirements and standards for ACSI accreditation. Our commitment, however, is to exceed these standards in our academic objectives.

2. Curriculum

The curriculum is the medium and the message for equipping students with the exposure, experience, and education they need to function effectively in society. It is the "tool" of education. As any craftsman knows, the more effective the tool (whether simply a sharpened tool or an advanced electronic one) the more efficient the job performance. Therefore, after several months of research we have selected curricular materials that, in our opinion, are some of the best tools on the market.

3. Faculty/Staff Development

A tool, no matter how sophisticated, is only as effective as the person using it. So it is with the school's curriculum. It is simply a tool that finds its effectiveness in the hands of teachers who administer it. Staff development, therefore, is essential for equipping the teachers with the resources to use the curricular materials effectively. The teacher is undoubtedly the key to the academic process.



#### 4. Student Assessment

The philosophy of teaching adopted by ABC is that teaching is directly related to learning, and where learning has not taken place, neither has teaching. The act of teaching is not an end but a means to an end. The end is that the student registers the information taught, retains the information, and is able to recite it with understanding. To measure the effectiveness of the teaching/learning process, ABC is committed to regular student assessment. Such assessment provides the information needed to diagnose the student's beginning academic levels, prescribe an effective course of study tailored to the individual student, and prepare the student for optimum performance on nationally administered standardized tests. We also administer the Stanford Achievement test each spring.

#### 5. Technology

A noted author once stated in reference to children in the inner city that we are raising a generation of young people who are already technologically obsolete. The problem is not rooted primarily in a lack of advanced technological equipment. Rather, it is a pedagogical failure because children are not developing the critical thinking and comprehension skills necessary to understand and use the available equipment. If we teach the children how to think and thus develop their comprehension skills, they will have the ability to use and master any equipment placed before them. ABC is committed to equipping its students to function productively in a global society that is increasingly technologically oriented.

#### 6. Parental/Community Involvement

At ABC we believe that the parent is the first and most important teacher in a child's life. The home is where a child should be trained up in the way he or she should go. The reality is that we continue to witness the demise of the basic family structure that offers children the best foundation for their physical, social, mental, emotional, and spiritual development. As a result, children are starting school with considerable emotional, moral, and academic deficiencies. These deficiencies require the mobilization of adult caregivers who will instruct by their teaching and illustrate by their living the core values essential for a child's development. ABC is committed to mobilizing parents and volunteers to this end.

#### 7. Development

ABC Christian School is forging the next generation of educational institutions for urban youth. We represent a unique blend of the public and private in that while we fully target public school children, we are fully privately funded. As a result, we face a threefold challenge in regard to future development. First, we must consider how to expand this work so that we reach as many at-risk children and families as possible. ABC represents "a center of hope" for these families because we are the only institution in their lives that offers true welfare—that which gives a future and a hope. Second, we must generate funds from the private sector to finance this great effort. The families we target can least afford private school education. Therefore, it is imperative that ABC remain a non-tuition-based school. Third, and equally important, we must maintain the highest standard of excellence.

## Admissions and Enrollment

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General: ABC Christian School does not discriminate on the basis of race, color, gender, national and ethnic origin, or religion for purposes of admission.

### A. Procedure

1. Parent or guardian visits school.
2. Parent or guardian and student read the handbook thoroughly.
3. Application is submitted accompanied by registration and application fees.
  - a. Student must be enrolled by a parent or legal guardian.

- b. Student must be living with at least one parent or legal guardian.
  - 4. Schedule student to take the Academic Assessment Test.
  - 5. Attend Parent Orientation.
  - 6. Parents sign all permission forms including corporal punishment release and parent/school covenant.
  - 7. Blue or pink immunization forms must be received before a student may enroll in school. (All students must have immunizations for diphtheria, polio, measles, and rubella.)
- B. Acceptance
- 1. Parents will be notified concerning the outcome of the enrollment process when the above procedure has been completed. Students may be placed on a waiting list, depending on space availability. For all grades, a student's position on the waiting list depends on the date of application and priority status.
- C. Specific Rules
- 1. ABC Christian School reserves the right to suspend or expel a student for misconduct whether the misconduct occurred on or off the school campus, whether the form of misconduct is identified specifically herein, and whether the behavior is specified as improper off campus.
  - 2. While ABC Christian School has no control over student activity off campus that is not school-sponsored, and while the school does not supervise off-campus student conduct that occurs during an activity that is not school-sponsored, misconduct during such an activity may come to the attention of the school authorities and may result in administration of discipline, including suspension or expulsion.
  - 3. School property shall be protected. Malicious or careless defacing, damaging, or destroying of school property will result in both appropriate disciplinary action and the replacement of such property by the student and/or his or her parents or legal guardian.
  - 4. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
  - 5. Respect for authority is required. Each student is expected to show respect for any staff member at all times, in and out of school. Any student who is disrespectful to a staff member(s) will be subject to disciplinary action, which may include suspension or expulsion.

## Discipline

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For the most part, teachers will handle their own discipline situations according to their own methods and abilities as well as school policies. Disciplinary methods can include, but are not limited to, having the student miss recess, write an essay, or stay after school.

When a student is unable to function within the school's discipline guidelines, the following procedure will be implemented:

### A. Level I

A student who interferes with the learning process and the atmosphere of the classroom may be placed on Level I and, if necessary, be sent immediately to the principal. Next, a conference will take place between the student and the teacher involved. The parents will be notified at this time, and a plan will be implemented to help the student correct her behavior. Disciplinary action may be taken by the teacher also.

1. Missing recess for a specific period of time.
2. Doing extra homework (must meet teacher's standards).
3. Copying or writing out sentences or passages from the Bible, a textbook, or other materials. (2 Timothy 3:16)
4. Doing other activities according to the teacher's discretion as to what will bring about the needed reconciliation.

In any event, the teacher will contact the parents when the misbehaviors are excessive or the teacher deems a parent conference necessary.

ABC is committed to never using work as punishment, since it is our conviction that work is good. It is essential for students to develop wholesome work ethics and habits. Therefore, our intention is to use work to help our students develop the discipline necessary to live productively and effectively.

#### B. Level II

If the Level I plan has not been successful in changing the student's behavior, the teacher may call for a parent/student/principal conference. The parent, teacher, and principal will work as a team to help the student meet the required standards of behavior. Other staff members involved with the student may attend the conference. Information will be shared and a plan of action, including time constraints, will be developed.

#### C. Level III

If planned objectives for the student have not been realized in the first two levels, more drastic action will be needed. The principal will contact the parent and student, review the student's actions, and decide on one of several options, including corporal punishment, disciplinary probation, or suspension.

1. *Disciplinary Probation* Any student who receives one or more disciplinary referrals can be placed on disciplinary probation by the administration. A plan of action will be developed by the parent(s), teacher(s), and principal including time constraints and restriction. Any violation of this plan will incur further disciplinary action up to and including Level IV disciplinary action.
2. *Suspension* A suspension from school will result in a parent contact and/or conference; a special counseling program, restriction from all school-sponsored activities, and a deduction of two percentage points or the equivalent from each final grade for each day of suspension during the current ten-week quarter. Schoolwork missed because of suspension may be made up within a time equal to that of the suspension.

#### D. Level IV

Student behavior that is consistently inappropriate and unacceptable during any activity on or off campus will incur a request for withdrawal or expulsion for one semester or more.

#### E. Dismissal

Dismissal refers to disciplinary action taken by the administration to remove a student from the school. The administration does not easily or lightly resort to dismissal but uses it only as a last step for students who do not adhere to the rules of the school.

The dismissal of a student is totally the prerogative of the school administration and does not require the student or his parents to agree that the action is warranted. A notice of dismissal will always be accompanied by a reason for the dismissal.

**In summary, the administration reserves the right to deal with any and all actions not covered by these policies and procedures.**



## F. Readmission or continued enrollment

1. Any student expelled from school will normally not be allowed to apply for readmission. Requests for readmission should be made in writing to the Executive Director.
2. The school reserves the right to deny admission, readmission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, readmission, or continued enrollment.

## Attendance

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We believe that regular attendance in classes is essential to the success of a student's school experience. One can really never make up or compensate for absence from class. A work done to make up what was missed during absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance, and it is acceptable only under the conditions described below.

## Absences

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### Excused Absences

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- a. Advance notification from parents or a legal guardian not required for the following absences:
  - (1) Illness or injury prohibiting a child from coming to school.
  - (2) Student participation in school-sponsored activities during the school day.
  - (3) Serious illness or death in the student's family.
- b. Advance (24-hour minimum) written notification from the parents or legal guardian is requested for the following absences to be excused:
  - (1) Marriage in the immediate family.
  - (2) Doctor or dental appointments that cannot possibly be made outside school hours. This refers specifically to orthodontist appointments or treatment for dental or other physical problems.

## Unavoidable Absences

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- a. Business trips where both parents or legal guardians are required to be out of town and the children are too young or have no other place to stay. Advance written notification is required.
- b. Help at home of an emergency nature will also be given consideration.

## Other Absences

---

- a. Educational trips must be genuinely educational. Extended weekend vacations or other such trips will normally not be considered excused. Great care will be taken in excusing such trips, and in no case will more than ten (10) school days be granted. In any event, the principal must be consulted before the trip, and he or she shall make the final decision concerning the absence. The request must be made in writing to the principal a minimum of four (4) days in advance. Except in very unusual circumstances, students will not be excused immediately preceding or following a vacation date (i.e., Christmas vacation, spring holidays, etc.)

- b. Occasionally, special situations may develop where a student may have an opportunity to represent his church, a scout troop, a civic organization, or some other group. Decisions to excuse special situation absences or other appropriate requests will be made after prior consultation with the principal by parents and the student. Such things as the student's grades and the amount of school time already missed will be considered in making a decision. Again, a written request must be made in advance, and the principal will make the final decision.

## Unexcused Absences

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The following are examples of unexcused absences:

- a. Any of the above listed excused or unavoidable absences that were not requested in writing, and approved in advance.
- b. Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, parent notes without either any explanation or an excusable reason (as defined above).

### Penalty for Unexcused Absences

---

- a. Students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time will result in an automatic zero.
- b. If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (or day) prior to attending an activity that evening.

### Procedure for Reentering School After an Absence (Excused or Unexcused)

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A signed note must be taken directly to the classroom teacher, who in turn will send it to the school office. The principal has the final authority to excuse an absence.

### Make-Up of Missed Work

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- a. It will be necessary for missed work, including tests, to be made up before or after school. Sometimes a student who has been approved for an absence wishes to take a test or turn in homework before the absence. This matter is left to the discretion of the teacher. If a test is already available, it is advantageous to both the student and the teacher for the student to take the test early rather than late.
- b. It is the student's responsibility to schedule a time for make-up work. All work missed must be made up within the same number of days the student was absent.
- c. If the homework or test was assigned prior to the absence, the student is responsible for the homework or test upon returning to school.

### Loss of Credit for the Year Due to Absences

---

- a. For a student to receive credit in any class, total semester absences may not exceed ten (10) days, and yearly absences may not exceed twenty (20) days.
- b. Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the principal.

## Signing Students Out of School

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- a. Students may be signed out only under the following conditions:
  - (1) Their absence would fall under one of those defined as excuses in the Student Handbook.
  - (2) If the reason is illness, the student must:
    - a) have a fever as determined by the school nurse.
    - b) be obviously ill, as determined by the best judgment of the school officials.
    - c) establish phone contact between the school and parent or legal guardian, and have a member of the office staff verify permission for the student to leave campus. Students must wait in the area designated by the school for a parent or legal guardian to arrive.
- b. Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and principal. More than six (6) sign-outs will be regarded as excessive, and the student must be withdrawn.
- c. Students may not leave campus during the school day without telephone contact with, or personal appearance of, the parents or legal guardian. Notes from home requesting that a student be dismissed at a particular time will not be accepted without proper telephone or personal contact from the parents or legal guardian. Students are to be released only to the student's parent(s) or legal guardian, except in extreme cases where the principal has made an exception.
- d. Upon checking either later that day or on the following day, a written note from home must accompany the student as outlined above in the "Procedure for Reentering School After an Absence."

## Tardiness

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### A. Excused

- (1) Bus delays or breakdowns
- (2) Parent automobile delays or breakdowns en route to school
- (3) Detainment by the office or another teacher
- (4) Temporary illness
- (5) Unavoidable reasonable circumstances

### B. Unexcused

- (1) Oversleeping, or arriving late for any reason not in keeping with reasonable prudence.
- (2) Any lateness in getting to classes during the school day.

### C. Penalties

- (1) Please notice the Parent's Commitments concerning absenteeism and tardiness, which are underlined in the School's Covenant .
- (2) Any student arriving after 10:00 A.M. will be marked absent for that day. Exceptions may be granted under the excused tardiness.
- (3) Parents of students who have more than three (3) tardies during a grading period will be contacted by the principal's office. Continued tardiness will necessitate a conference. Three (3) tardies during a ten (10) week grading period is equivalent to one (1) unexcused absence. Students who are absent more than six (6) times will be withdrawn.

Students in grades 1–6 must be signed in by a parent or legal guardian.

## School Hours

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1. School hours are from 8:00 A.M. to 3:00 P.M. Monday through Friday. Students are to arrive at school with ample time to organize their books and supplies, and be seated in class by 7:55 A.M.
2. Students are to be in school EVERY DAY with the necessary books, materials, and supplies; except in case of serious illness.
3. Students must be picked up within fifteen (15) minutes at the end of the school day. There will be a charge of one dollar (\$1.00) per minute, after 3:15 P.M. for children who have not been picked up.

## Dress Code

---

It is the desire of ABC that our students live and conduct themselves in a manner that will be pleasing to God and will glorify the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The dress code of ABC is one of the first, and most tangible, rules of the school to which an entering student must respond. It not only affects the clothes budget, and the planning and shopping for a wardrobe, but every school day this rule visibly affects our students. It is vital that each student wholeheartedly support the dress standards.

When a student is observed by a teacher or the principal to be in violation of the dress code, the parents or legal guardian may be called, and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, she may be held out of class for the remainder of the day. The student's grade for each class will reflect her absence.

If a student has been cited as "out of uniform" more than six (6) times, she will be asked to withdraw from school.

### School Uniform

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#### Girls

- Navy blue uniform jumpers or skirts
- Navy blue uniform shorts (only during June and August)
- White blouses with collars
- Black shoes only (no sneakers, tennis shoes, or sandals)
- White socks only (no colored socks)
- Navy blue or white sweater

#### Boys

- Navy blue uniform pants (no jeans)
- Navy blue uniform shorts (only during June and August)
- White knit polo shirts or white shirts with collars
- Black shoes only (no sneakers, tennis shoes, or sandals)
- White or navy blue socks
- Navy blue or white sweater

\*No coats or jackets worn in the classroom

## Office Policy and Procedures

---

### 1. Student Records:

The school maintains a permanent cumulative file on all ABC students. Records of health, grades, standardized test scores, reports on parent conferences, and reports on disciplinary action make up most of the content.

### 2. Release of Records:

- a. ABC will release student grades, standardized test scores, and medical information on the written request of another school system when such request contains both the signature of an authorized school official and the signature of at least one (1) parent or legal guardian on a form to be supplied by the receiving school.
- b. Records and transcripts will not be released if a student's tuition and/or fees account is not "paid in full" at the end of a school year, or if an account is delinquent during the school year.

### 3. School Phone

Students may use the office telephone with permission of a staff member, when it is needed and available. (Calls to students during school hours are to be limited to emergency messages. Students may not make calls or receive calls in the classroom. Classroom phones are for official use only.)

### 4. Lost and Found

Clothing, books, and personal articles will be collected by the school custodial staff each day, and placed in a central depository. Students and their parents or guardians are asked to check and reclaim articles during times designated. The school assumes no responsibility for articles left lying about the building or improperly stored. Articles that are not reclaimed after a reasonable time shall be forfeited by the owner and donated to an appropriate charitable organization. Staff in the school office can advise students and parents about the location of "found items."

### 5. Textbooks and Supplies (Book Fee/Rental)

- a. Each student purchases the required softbound textbooks and supplementary books. It must be emphasized that only the "consumable" (softbound) books need to be purchased. The hardbound books are the property of ABC Christian School and must be properly cared for, including the use of appropriate protective covering. Deliberate mutilation, defacing, or loss of any of these hardbound books will result in the parents or legal guardian being assessed the full replacement cost.
- b. Supplies will be sold at the school. Students may purchase these from 7:25–7:50 A.M. A supply list will be sent home with a price list.

## Lunch

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Students are to bring their own lunch to school. They are free to bring their own drinks in thermos containers.

Food is to be eaten **only in the cafeteria**. No student is allowed to eat anywhere else in the building. Food is never to be wasted, and garbage is to be disposed of properly. Throwing and/or playing with food will not be allowed. Students should always be orderly in the cafeteria.

### NOTE TO PARENTS:

Please be sure to give your children a lunch before they leave for school. Getting a lunch to them at school interrupts the office, student, teacher, and class routine. If you do need to get a lunch to your child, leave it in the school office, where your child should stop by for it. Also, we welcome and encourage those parents/guardians who would like to eat lunch at school with their children. We only ask that they make arrangements with the child's teacher in advance. These guidelines will help insure smooth operation of our daily schedule. We appreciate your cooperation.



# Parent/School Relations

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## 1. Appointments with Teachers

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their child's progress. Teachers are available before or after school for this purpose. To facilitate conferences, parents are asked to call the school office to confirm the availability of the teacher they wish to see. Parents who desire a telephone conference may leave a message with the office, and the teacher will be asked to return their call at his earliest possible convenience.

## 2. Parent/Teacher Conferences

Regularly scheduled conferences will be held each quarter. Parents will be given the opportunity to request scheduled conferences.

## 3. School Communications

The school is committed to effective communication. If a parent needs further information concerning school activities, please call the school office. Notices of special events and activities will be mailed, or sent by students, during the school year. Parents are asked to always read the notices sent home because important news concerning school closings, holidays, time changes, etc., may be involved.

## 4. Classroom Visiting

- a. Parent(s) or guardian(s) are invited to visit provided the arrangement is made in advance and approved by the principal. Anyone visiting the campus must first check in at the office and receive a "PASS." Parents may not go to classroom without a "PASS."
- b. Other visitors are not permitted to visit class or be on campus during the school day without the approval of the principal or a designated official.

## 5. Complaint or Problem Procedures

Occasionally during the course of the year, misunderstandings or problems will arise between the teacher and a student, teacher and parent, parent and school, or one of several other possible areas. Such a misunderstanding often results from lack of communication between those involved.

Students must, at all times, conduct themselves in a manner becoming a Christian. Gripping is not tolerated! If a student comes home complaining about a discipline policy, parents should follow this procedure:

- a. Give ABC the benefit of the doubt.
- b. Realize that your child's reporting is emotional, and may not contain all the relevant information.
- c. Realize that we have reasons for all rules, and that we enforce them without favor.
- d. Support the administration and call us for all the facts.

The administration has adopted a set policy for these situations, and complaints or problems will be handled in the way prescribed. (Matthew 18:15-17)

- (1) All questions, problems, or complaints should be brought directly to the teacher first, before anyone else is involved.
- (2) If the situation is not cleared up at this level through direct contact (and 95 percent are!), the problem should be brought to the principal.
- (3) If it is not solved at this level, it should then be presented to the executive director of ABC for consideration.
- (4) Finally, but only when all the above three (3) steps have been taken in order and without satisfactory resolution, does the problem find its way to the chairman of the board of directors of ABC through written appeal.

# Program of Instruction

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## 1. Homework:

- a. Each teacher may require her own particular format in homework. Spelling, grammar, and proper penmanship must meet the required standards. Homework done poorly or carelessly will be returned to be redone.
- b. Teachers expect all students to turn in assignments completed and on time. No teacher will allow an assignment required of all students to remain undone by a single student. If an assignment is not done, the following procedure may be used:
  - (1) The student may be sent from class and will make up the assignment during class time, receiving a failing grade for that class period.
  - (2) Failure to complete an assignment on time will result in a penalty of points taken off the grade.
  - (3) Chronic failure to complete homework will be brought to the attention of the parent or legal guardian and the principal.
  - (4) Standardized forms may be used to report poorly done or late assignments to parents.
  - (5) Students may be required to carry assignment verification forms each day to class to be initialed by the teacher and then verified by the parent(s) or guardian.

## 2. Report Cards and Grading Procedures

- a. Please see the school calendar for the end of the ten (10) week grading periods. Parents must attend all “report card” conferences. If the parent is unable to attend at the designated time, he or she must call the school to arrange an alternative time.
- b. All entries made by the teacher on a student’s report card are made after careful evaluation of classroom learning, attitudes, and effort. Please discuss each report with your child carefully. Remember, however, that grades should be guides to learning rather than goals for learning. Often, far too much emphasis is placed on grades. Parents should be reminded that grades are merely indications of present achievement and not indications of one’s overall ability to learn.
- c. Letter grades are determined by the following criteria:

|   |           |              |
|---|-----------|--------------|
| A | Excellent | 90-100       |
| B | Good      | 80-89        |
| C | Average   | 70-79        |
| D | Poor      | 65-69        |
| F | Failure   | 64 and Below |
- d. In addition to the standard grades, marks indicating effort and conduct will be given.
- e. Any student who has failed to make up daily work or tests by the end of the grading period will receive an “Incomplete” (I) on the report card. Any student who does not make up work because of negligence is given an “F” (64) or his own failing grade average for the grading period.

## 3. Extracurricular Activities

A vital part of school life is its extracurricular activity program. In today’s world, the opportunity that the school provides for social activities outside the normal school day plays an important role in the growth and development of the students. ABC is concerned not only with the intellectual dimension of our students, but also with growth and development spiritually, socially, and physically.

- a. Field Trips

Field trips will be conducted in relation to classroom learning activities. They are not intended simply as a break from school. Rather, field trips will be used to enhance the educational and social development of the student.

(1) *School time* Most field trips will occur during the school day.

(2) *After-school hours* On some special occasions, a field trip will be conducted after school or on a Saturday. Parents are invited and encouraged to help chaperone field trips.

b. Special Programs and Assemblies

From time to time, speakers, films or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs.

c. Chapel

Weekly chapel topics will be planned by teachers with input from students. Parents and guardians are invited and encouraged to attend chapel.

d. Library

Students will be given ample opportunity to make use of the library for both research and reading for pleasure. The library is maintained at great cost. Books are extremely expensive, and the system of cataloging and inventory control requires much time and effort. Parents and guardians are urged to help the school by seeing that books borrowed from the school library are properly cared for and returned on time, and that all penalties and fines are paid. Students' grades will not be mailed until the library account has been cleared.

## Health and Safety

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In accordance with state laws (of your state), each student must have up-to-date physical records and required immunizations.

A. Infectious Diseases

In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier thereof, the following will apply:

1. Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based on the behavior, neurologic development, and physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will also be considered.
2. The parents or guardians of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations, as determined by the school administrator, so as to permit a reliable assessment of any change in the student's condition that might affect the school's decision permitting enrollment or continued attendance.

B. Administration of Medicine

All medication must be administered by the school nurse or office personnel. The student shall deliver the medication, labeled with his or her name, to the office along with a signed note from the doctor, parent, or guardian stating what the medication is for, how often it is to be taken, and how long it is to be taken. Any special handling, such as refrigeration, dilution, etc., must be put in writing. Time will be provided in the child's schedule to come to the office to receive the medication.

C. Parents' Emergency Phone Numbers Required

We request that at least one emergency phone number be on file in the school office. In addition to the home phone numbers, the school requires a work phone number or the number of a close friend, neighbor, or relative who can be contacted in the event of a serious problem.

D. Medical Release Form Required

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event that it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under the age of eighteen (18) without parental consent, and in a serious emergency a medical release could save a life! The form will be used only by a school official when a parent or guardian cannot be reached. In any event, effort will be made to reach the parents or guardians, and school officials will follow their instructions.

E. Doctor and Dental Appointments

Whenever possible, all medical and dental appointments must be made outside of regular school hours. If this is not possible, parents or guardians should notify, in advance, teachers to be affected by the student's absence, and the note should then be presented at the office for verification and sign-out before a student may leave school. Generally, appointments during school hours will be considered excused absences.

**Student Pranks** .....

Student pranks that disrupt any aspect of the school program or cause any property damages will subject the student to serious disciplinary action. The student will also be responsible for any financial liability resulting from the prank.

ABC Christian School reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission or continued enrollment.

[illegible]



**Job Descriptions**





# Title: Executive Director

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## Responsible to:

1. Board of Directors

## Responsible for:

1. Providing leadership and oversight to the development and operation of ABC Christian School.

## Qualifications:

1. Visionary
2. Leadership skills
3. Organizational and planning skills
4. Communications skills

## Spiritual gifts:

1. Administration
2. Leadership

## Responsibilities:

1. Facilitating vision, mission, goals, and objectives
  - a. Serve as the visionary for ABC Christian School and the chief facilitator and communicator of the vision statement.
  - b. Establish and further the mission of ABC Christian School, ensuring that all operations and activities are consistent with and contribute to the goals and objectives designed to facilitate its mission.
2. Personnel
  - a. Hiring, placement, and dismissal of all employees of ABC Christian School
  - b. Exercising and delegating the supervision of all staff
3. Program development and expansion
  - a. Develop strategic plans for the development and expansion of ABC Christian School
  - b. Facilitate the plans of the Board of Directors of ABC Christian School
4. Public relations
  - a. Serve as the official spokesman for ABC Christian School
  - b. Promote ABC Christian School to the public and to its primary stakeholders (parents, students, investors)
5. Budget development and supervision
  - a. Develop an annual operating and capital budget for ABC Christian School
  - b. Oversee the implementation of the budget

## Title: Assistant Director

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### Responsible to:

1. Executive Director

### Responsible for:

1. Serving as the second in command; performing duties and responsibilities designated by the Executive Director

### Qualifications:

1. Organizational Skills
2. Leadership Ability
3. Background in Education
4. Communication Skills

### Spiritual gifts:

1. Administration
2. Service

### Responsibilities:

1. Curriculum development and supervision
  - a. In concert with administrators and faculty, design, develop, acquire, and distribute curricular materials
  - b. Maintain inventory of all curricular materials and resources
2. Registration
  - a. Implement registration policies and procedures
  - b. Process parents and students for registration
3. Purchasing
  - a. Process purchases of building, office, and classroom supplies
  - b. Maintain inventory of school property
4. Personnel supervision
  - a. Serve as general supervisor of support staff monitoring attendance, job performance, and job assignments
  - b. Staff training and evaluation
5. Parent accounts
  - a. Determining tuition and other related enrollment fees
  - b. Collecting fees

# Title: Head Principal

---

## Responsible to:

1. Executive Director

## Responsible for:

1. Providing leadership for the development and operations of the main ABC Christian School campus consistent with the mission, goals, and objectives of ABC Christian School.

## Qualifications:

1. Experienced classroom teacher
2. Management skills
3. Ownership of ABC Christian School's vision, mission, etc.
4. State certification

## Spiritual gifts:

1. Leadership
2. Administration

## Responsibilities:

1. Campus development
  - a. Design, develop, and implement a program for the growth and improvement of the campus.
  - b. Implement strategic plans adopted by the board of directors.
2. Teacher training and supervision
  - a. Provide programs and opportunities for the personal and professional development of the school faculty.
  - b. Periodically observe and evaluate faculty with commendations, expectations, and recommendations.
3. Student affairs
  - a. Assign students to classes.
  - b. Implement policies and procedures governing student expectations, behavior, discipline, and other matters as outlined in the student handbook.
4. Parental affairs
  - a. Encourage strong parental involvement in academic affairs.
  - b. Oversee parent/teacher support sessions.
5. Instructional and program services
  - a. Give oversight to student assessment services.
  - b. Give oversight to volunteer placement; tutoring, extracurricular activities, special school programs, and other services.

6. Staff placement
  - a. Assign and place specialty and support teachers and staff.
  - b. Supervise, observe, and evaluate specialty and support teachers and staff.

# Title: Associate Principal

---

## Responsible to:

1. Executive Director

## Responsible for:

1. Providing leadership for the development and operations of ABC Christian School campuses consistent with the mission, goals, and objectives of ABC Christian School.

## Qualifications:

1. Experienced classroom teacher
2. Management skills
3. Ownership of ABC Christian School's vision, mission, etc.
4. State certification

## Spiritual gifts:

1. Leadership
2. Administration

## Responsibilities:

1. Campus development
  - a. Design, develop, and implement a program for the development and improvement of the campus.
  - b. Implement strategic plans adopted by the board of directors.
2. Teacher training and supervision
  - a. Provide programs and opportunities for the personal and professional development of the school faculty.
  - b. Periodically observe and evaluate faculty with commendations, expectations, and recommendations.
3. Student affairs
  - a. Assign students to classes.
  - b. Implement policies and procedures governing student expectations: behavior, discipline, and other matters as outlined in the student handbook.
4. Parental affairs
  - a. Encourage strong parental involvement in academic affairs.
  - b. Oversee parent/teacher support sessions.
5. Instructional and program services
  - a. Give oversight to student assessment services.
  - b. Give oversight to volunteer placement; tutoring, extracurricular activities, special school programs, and other services.



# Title: Development Officer

---

## Responsible to:

1. Executive Director

## Responsible for:

1. Designing developing, and implementing efforts for securing funding and resources to facilitate the mission, goals, and objectives of ABC Christian School.

## Qualifications:

1. Two plus years in fund-raising and sales with experience in nonprofit preferable
2. Communication skills
3. BA/BS four-year college
4. Organizing and planning skills

## Spiritual gifts:

1. Discernment
2. Service
3. Exhortation

## Responsibilities:

1. Fund-raising
  - a. Design, develop, and implement a strategy for securing capital and operating funds for ABC Christian School.
  - b. Responsible to be “stand in” for director or board to civic groups when they are not available.
2. Partners
  - a. Identify, recruit, and secure a “partner” for each ABC Christian School student.
  - b. Plan, schedule, promote, and follow up on all Partner’s Day activities.
3. Promotional luncheons
  - a. Identify, recruit, and host prospective contributors at a school luncheon where they can be exposed to the ABC Christian School story.
  - b. Follow up on luncheon guests with an objective of establishing enough contacts to secure possible contributions.
4. Promotional events
  - a. Design and/or research ways of promoting ABC Christian School to the public.
  - b. Represent ABC Christian School to civic, social, religious, and other organizations for the purpose of fund-raising, public relations, networking, and resourcing.

5. Foundations and grants

- a. Writing and presenting all grant and foundation requests for financial, material, and human resources.
- b. Research nationwide sources of funding for projects, programs, materials, and other areas that will serve to promote the development of ABC Christian School.

# Title: Volunteer Coordinator

---

## Responsible to:

1. Executive Director

## Responsible for:

1. Developing, implementing, and supervising a volunteer program to assist in facilitating the mission, goals, and objectives of ABC Christian School.

## Qualifications:

1. Interpersonal skills
2. Development and implementation skills
3. Verbal presentation skills
4. Writing skills

## Spiritual gifts:

1. Encouragement and helps

## Responsibilities:

1. Volunteer recruitment and orientation.
  - a. Assist with recruitment presentations at luncheons; provide the luncheon presentation in the absence of the executive director and/or development officer.
  - b. Develop and implement a volunteer orientation program.
2. Volunteer training and supervision
  - a. Develop and implement a volunteer training program.
  - b. Develop and implement a volunteer supervision program.
3. Volunteer placement
  - a. In concert with the principals, psychometrist, and director of instructional services, place volunteers according to their gifts and interests with students for remediation, enrichment, and other individualized services.
  - b. Process volunteers and organizations providing program services designed to facilitate the mission and goals of ABC Christian School.
4. Volunteer correspondence
  - a. Develop and implement volunteer announcements.
  - b. Develop and implement a system of individual volunteer appreciation.
5. Student health coordinator
  - a. Coordinate the screening activities for the students.
  - b. Provide health-related information as requested.

# Title: Director of Instructional Services

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## Responsible to:

1. Executive Director

## Responsible for:

1. Assisting the principals in facilitating the instructional objectives for each child consistent with the mission, goals, and objectives of ABC Christian School.

## Qualifications:

1. Experience in administering and interpreting standardized academic assessment tests
2. Organizational skills
3. Ability to research, identify, and develop remedial and enrichment resources
4. Ability to communicate well with all ages

## Spiritual gifts:

1. Leadership
2. Teaching
3. Discipling

## Responsibilities:

1. Student assessments
  - a. Select or develop an assessment tool designed to indicate specific academic strengths and weaknesses of each ABC Christian School student.
  - b. Administer, score, and interpret results to the administration, parents, and teachers with the objective of individualizing instruction.
2. Administer Stanford Achievement Test
  - a. Schedule, secure, and administer the Stanford Achievement Test and distribute results to administrators, teachers, and parents.
  - b. Interpret the findings and incorporate into academic program for following school year
3. Remedial and enrichment services
  - a. Work in concert with the teachers to ensure that the identified deficiencies are addressed with the goal of each child reaching optimum performance.
  - b. Work in concert with the volunteer coordinator to connect human resources with areas of need.
4. Educational resource center
  - a. Secure, stock and catalog resources designed to meet the educational objectives of Stanford 9 and serve as a resource person for the teachers, directing them to appropriate sources of information and materials.

- b. Develop a correlation between the educational objectives of the Stanford and California Achievement Tests, and the resources and tools for meeting educational objectives.
- 5. Student progress
  - a. In conjunction with child's teacher, monitor progress of those who have posted deficiencies to ensure that the deficiencies are being addressed.
  - b. Check students' report cards for accuracy in reflecting standardized tests.

# Title: Administrative Assistant

---

## Responsible to:

1. Executive Director

## Responsible for:

1. Aiding the Executive Director by performing designated duties and responsibilities to help facilitate the mission, goals, and objectives of ABC Christian School.

## Qualifications:

1. Education: BA/BS in Accounting
2. Administrative and organizational skills
3. Analytical and technical skills
4. Communication and interpersonal skills

## Spiritual Gift:

1. Administration

## Responsibilities:

1. Accounting/bookkeeping
  - a. Accounts payable; pledge receivable; process donations; manage banking and investment accounts (transfers and deposits)
  - b. Prepare financial statements; pledge statements; donor reports; maintain record of assets (for depreciation) and property.
2. Payroll
  - a. Set up new employee's paperwork; produce bimonthly payroll; prepare payroll tax returns (federal, state, city, county, unemployment).
  - b. Coordinate employee benefits; manage cafeteria fund (flexible benefits plan).
3. Personnel files
  - a. Set up and supervise a system of monitoring employee attendance.
  - b. Maintain appropriate and accurate employee files according to SACS requirements and any government requirements.
4. Administrative Assistant to Executive Director
  - a. Handle scheduling and appointments, and communicating to chairman's office and development officer.
  - b. Process correspondence and respond appropriately to inquiries, requests, and donors.
5. Corporate board matters
  - a. Correspond with members of board of directors concerning meetings, special events, and other matters for board consideration.
  - b. Record, process, and distribute board minutes.



# Title: Psychometrist

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## Responsible to:

1. Head Principal

## Responsible for:

1. Assisting the principals in facilitating the instructional objectives for each child by identifying educational deficiencies and disadvantages that are hindering children from performing consistent with the mission, goals, and objectives of ABC Christian School.

## Qualifications:

1. Experience in administering and interpreting standardized academic assessment tests
2. Organizational skills
3. Ability to do research and develop remedial and enrichment resources
4. Certified psychometrist

## Spiritual gifts:

1. Teaching
2. Discipling
3. Compassion

## Responsibilities

1. Individual assessments
  - a. Assess referred students to determine intelligence and achievement levels.
  - b. Work with teachers to develop prescriptions designed to assist students in reaching optimum performance.
2. Group assessments
  - a. Assist director of instructional services in administering, scoring, and interpreting diagnostic tests.
  - b. Assist teachers in interpreting results of Stanford Achievement Test with a view to developing appropriate instructional objectives and lesson plans.
3. Assessing physical impairments
  - a. Assist school nurse with hearing and vision screening to determine possible impairments.
  - b. Implement a procedure to determine any developmental deficiencies along with possible programs, methods, and/or other resources to address such deficiencies.
4. Staff and parental counseling
  - a. Assist staff in identifying signs indicating possible learning disorders.
  - b. Counsel with staff and parents on extra classroom activities to assist children in overcoming disorders and disadvantages.

5. Extra-classroom instruction
  - a. Ensure that students are properly enrolled on classroom computers.
  - b. Monitor progress periodically to ensure that ample time is being spent on computers to meet specified requirements.

## Title: Administrative Assistant—School Host

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### Responsible to:

1. Head Principal

### Responsible for:

1. Performing clerical and hospitality services designed to facilitate the mission, goals, and objectives of ABC Christian School.

### Qualifications:

1. People person possessing people skills
2. Computer literate with the ability to learn new programs
3. Able to manage multi-line telephone system
4. Organizational and managerial skills

### Spiritual gifts:

1. Service
2. Helps
3. Hospitality

### Responsibilities:

- a. Update mailing lists.
- b. Mail processing, including mass mailing.
- c. Luncheon and other guest reception (name badges and follow-up).
- d. School luncheons.
- e. Phone processing.
- f. Training and assigning tour guides.
- g. Assist with Partner's Day as directed by development officer.
- h. Assist with volunteer programs as directed by volunteer coordinator.

## Title: Administrative Assistant—Student Records

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### Responsible to:

1. Associate Principal

### Responsible for:

1. Performing clerical and hospitality services designed to facilitate the mission, goals, and objectives of ABC Christian School.

### Qualifications:

1. People person possessing people skills
2. Computer literate with ability to learn new programs
3. Able to manage multi-line telephone system
4. Organizational and managerial skills

### Spiritual gifts:

1. Service
2. Helps
3. Hospitality

### Responsibilities:

- a. Transcripts.
- b. Attendance including calling parents of absent students.
- c. Filing labels.
- d. Report cards and progress reports.
- e. Design, classify, distribute, and file forms for teachers and administrators.
- f. Second front desk backup.
- g. Assist with Partner's Day as directed by development officer.
- h. Assist with volunteer programs as directed by volunteer coordinator.

## **Title: Administrative Assistant—Registration**

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### **Responsible to:**

1. Assistant Director

### **Responsible for:**

1. Performing clerical and hospitality services designed to facilitate the mission, goals, and objectives of ABC Christian School.

### **Qualifications:**

1. People person possessing people skills
2. Computer literate with the ability to learn new programs
3. Able to manage multi-line telephone system
4. Organizational and managerial skills

### **Spiritual gifts:**

1. Service
2. Helps
3. Hospitality

### **Responsibilities:**

- a. Develop a student directory and class rosters
- b. Update registration folders
- c. School minder management
- d. School/home correspondence
- e. Third front desk back-up
- f. PTM registration
- g. Assist with Partner's Day as directed by development officer
- h. Assist with volunteer programs as directed by volunteer coordinator

## **Development office duties**

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1. Promotional luncheons
  - a. Receive and register guests.
  - b. Conduct tours of school facilities.
  - c. Develop and implement four follow-up contacts with guests.
  - d. Secure additional referrals from guests for lunch invitations.

- e. Ensure that guests are added to mailing list.
  - f. Order and pick up lunch or appropriate meal.
2. Partnership program
    - a. Establish and maintain relationships with partners (including board members).
    - b. Develop and implement a partnership renewal strategy.
    - c. Coordinate and supervise the pairing of partners and students.
    - d. Coordinate Partner's Day activities.
      - 1) Schedule Partner's Days.
      - 2) Correspond with partners before and after each Partner's Day.
      - 3) In concert with school principals, plan Partner's Day programs.
    - e. Promote partnership program among contributors.
  3. Public relations
    - a. Initiate, arrange, and coordinate speaking engagements with religious, civic, and community organizations.
    - b. Maintain and expand mailing list.
    - c. Design, develop, and distribute informational and promotional literature.
    - d. Arrange for the publicity of the school through press releases and public service announcements.
    - e. Arrange for the publicity of the school through electronic media such as videos, website, and audiotapes.
    - f. Entertain and respond to inquiries about ABC Christian School.
  4. Foundations and grants
    - a. Research local, regional, and national organizations that contribute to ABC Christian School's cause.
    - b. Write grant requests for capital, operating, and/or program expenses.
    - c. Identify the trustees of the charitable organizations and coordinate contact by members of ABC Christian School's board and/or friends of ABC Christian School.
    - d. Give oversight to ABC Christian School's compliance with the terms or conditions of the gifts.
  5. Maintain and expand donor data base
    - a. Design and implement plan for increasing persistence and level of donations.
    - b. Establish a communication plan with stakeholders including newsletters, annual reports, upcoming events, success stories, etc.
    - c. Cultivate relationship with volunteers to facilitate financial as well as human resources.
    - d. Design and implement a program for processing contributors.
    - e. Create tracking database for all stakeholders.
  6. Organize fund-raising events
    - a. Annual Celebrity Golf Tournament
    - b. Other fund-raising events. (e.g., Young Lawyers, VBS, etc.)
  7. Plan for the development and expansion of the program





Administrative Forms



## Checklists

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

Year \_\_\_\_\_ Grade \_\_\_\_\_

Year \_\_\_\_\_ Grade \_\_\_\_\_

Year \_\_\_\_\_ Grade \_\_\_\_\_

Tuition \_\_\_\_\_

Tuition \_\_\_\_\_

Tuition \_\_\_\_\_

|  |  |
|--|--|
| Interview                                |  |
| Child Pick-Up Authorization Form         |  |
| Student Record Release Form              |  |
| Corporal Correction Release Form         |  |
| Financial Agreement Form                 |  |
| Parent Agreement Form 1                  |  |
| Parent Agreement Form 2                  |  |
| Blue Immunization Form                   |  |
| Physician's Report of Health Status Form |  |
| Parent's Report of Health Status Form    |  |
| General Information Fee                  |  |
| Student Information Form                 |  |
| Parent/Guardian Commitment Form          |  |
| School Covenant                          |  |
| Parent/Guardian Information Form         |  |
| Student Enrollment Form                  |  |
| Birth Certificate                        |  |
| Student Photograph                       |  |
| Proof of Income                          |  |
| Book Rental Fee                          |  |
| Smart Tuition                            |  |
| Registration Fee                         |  |
| Application Fee                          |  |
| Publicity and Media Release Form         |  |

|  |  |
|--|--|
| Interview                                |  |
| Child Pick-Up Authorization Form         |  |
| Student Record Release Form              |  |
| Corporal Correction Release Form         |  |
| Financial Agreement Form                 |  |
| Parent Agreement Form 1                  |  |
| Parent Agreement Form 2                  |  |
| Blue Immunization Form                   |  |
| Physician's Report of Health Status Form |  |
| Parent's Report of Health Status Form    |  |
| General Information Fee                  |  |
| Student Information Form                 |  |
| Parent/Guardian Commitment Form          |  |
| School Covenant                          |  |
| Parent/Guardian Information Form         |  |
| Student Enrollment Form                  |  |
| Birth Certificate                        |  |
| Student Photograph                       |  |
| Proof of Income                          |  |
| Book Rental Fee                          |  |
| Smart Tuition                            |  |
| Registration Fee                         |  |
| Application Fee                          |  |
| Publicity and Media Release Form         |  |

|  |  |
|--|--|
| Interview                                |  |
| Child Pick-Up Authorization Form         |  |
| Student Record Release Form              |  |
| Corporal Correction Release Form         |  |
| Financial Agreement Form                 |  |
| Parent Agreement Form 1                  |  |
| Parent Agreement Form 2                  |  |
| Blue Immunization Form                   |  |
| Physician's Report of Health Status Form |  |
| Parent's Report of Health Status Form    |  |
| General Information Fee                  |  |
| Student Information Form                 |  |
| Parent/Guardian Commitment Form          |  |
| School Covenant                          |  |
| Parent/Guardian Information Form         |  |
| Student Enrollment Form                  |  |
| Birth Certificate                        |  |
| Student Photograph                       |  |
| Proof of Income                          |  |
| Book Rental Fee                          |  |
| Smart Tuition                            |  |
| Registration Fee                         |  |
| Application Fee                          |  |
| Publicity and Media Release Form         |  |

## Progress Report

|                |         |       |
|----------------|---------|-------|
|                |         |       |
| Student's Name | Subject | Grade |
|                |         |       |
| Teacher        |         | Date  |

### Instructions

Dear Parents: This report is designed to help you understand your child's progress to this date. The number circled indicates the statement that applies to your child's work.

1. Above Average

2. Average

3. Below Average

4. Substantially Below Average

### General Performance

| School Behavior     | Work Habits                | Performance In Subject |
|---------------------|----------------------------|------------------------|
| Attendance          | Preparation of Assignments | Working to Potential   |
| Cooperation         | Class Preparation          | Tests                  |
| Influence on Others | Attention                  | Homework               |
| Health Habits       | Self-Motivation            | Basic Skills           |
| _____               | _____                      | _____                  |

### Recommendations

6 Conference with Teachers      6 Greater Concentration at Home      6 After School Help      6 Tutoring      6 \_\_\_\_\_

### Teachers Comments

|                    |                     |
|--------------------|---------------------|
|                    |                     |
| Parent's Signature | Teacher's Signature |

## Faculty Evaluation

|                  |                   |
|------------------|-------------------|
|                  |                   |
| Teacher Observed | Date              |
|                  |                   |
| Class Observed   | Class Period/Time |

### Personal and Professional Qualities

Rate each of the following qualities, characteristics, and competencies on a scale of 1–5.

(Legend: 1=Never; 2=Seldom; 3=Sometimes; 4=Usually; 5=Always; N=Not Observed/Rated)

- \_\_\_\_\_ 1. Dress and grooming are appropriate to the school standards and a positive Christian role model.
- \_\_\_\_\_ 2. Cooperativeness and support add to the unity of the school and the fulfillment of the school philosophy.
- \_\_\_\_\_ 3. Honesty, integrity, and character establish high Christian standards for youth to emulate.
- \_\_\_\_\_ 4. Displays a strong work ethic that follows biblical principles of duty and service.
- \_\_\_\_\_ 5. Expresses joy in service.
- \_\_\_\_\_ 6. Works to promote harmony with fellow teachers, staff, students, and parents.
- \_\_\_\_\_ 7. Displays professional conduct in relation to administrators, staff, students, and parents.
- \_\_\_\_\_ 8. Serves faithfully in extracurricular activities and duties within the school.
- \_\_\_\_\_ 9. Seeks professional growth opportunities.
- \_\_\_\_\_ 10. Seeks spiritual growth opportunities.
- \_\_\_\_\_ 11. Demonstrates love, compassion, and sensitivity to the personal needs of students.
- \_\_\_\_\_ 12. Works to develop self-esteem in each student.
- \_\_\_\_\_ 13. This teacher follows the Matthew 18 Principle for handling grievances.

### Classroom Organization and Operation

Rate each of the following on a scale of 1–5.

(Legend: 1=Unsatisfactory; 2=Needs Improvement; 3=Good; 4=Excellent; 5=Superior; N=Not Observed/Rated)

- \_\_\_\_\_ 1. There is strong evidence of advance planning and organization for the class(es).
- \_\_\_\_\_ 2. Utilizes the class period time in a productive and efficient manner.

- \_\_\_\_\_ 3. Takes advantage of opportunities to apply biblical truths to the subject matter being taught.
- \_\_\_\_\_ 4. The subject is taught from a distinctively Christian perspective.
- \_\_\_\_\_ 5. The classroom environment is conducive to learning and consistent with expected school standards.
- \_\_\_\_\_ 6. Helps to create a positive learning environment.
- \_\_\_\_\_ 7. Expectations concerning class conduct are obviously clear to all students.
- \_\_\_\_\_ 8. Works to involve each student in the learning process.
- \_\_\_\_\_ 9. Established procedures for maintaining accurate attendance records are closely followed.
- \_\_\_\_\_ 10. Clearly defined lesson plans with productive objectives are available when a substitute teacher is needed.
- \_\_\_\_\_ 11. An appropriate number and type of evaluation procedures are used to determine fair and equitable grades.
- \_\_\_\_\_ 12. Homework assignments are used effectively to enhance the learning process.
- \_\_\_\_\_ 13. Makes a serious effort to help the students understand the value of studying the subject(s) in question.
- \_\_\_\_\_ 14. An appropriate variety of methods and techniques are used to facilitate learning in the classroom.
- \_\_\_\_\_ 15. Seeks to help students develop a positive Christian attitude toward their peers and their teachers.
- \_\_\_\_\_ 16. Respect for the teacher is demonstrated by the students.
- \_\_\_\_\_ 17. Discipline problems (if any) are handled quickly and effectively.
- \_\_\_\_\_ 18. Clearly communicates information, instructions, and assignments in a timely manner.
- \_\_\_\_\_ 19. Maintains a good sense of humor.
- \_\_\_\_\_ 20. Displays an obvious interest in the subject matter being taught.
- \_\_\_\_\_ 21. Is sensitive to the personal, spiritual, and emotional needs of the students.
- \_\_\_\_\_ 22. Is fair and consistent with all students.
- \_\_\_\_\_ 23. \_\_\_\_\_ (Other)
- \_\_\_\_\_ 24. \_\_\_\_\_ (Other)
- \_\_\_\_\_ 25. \_\_\_\_\_ (Other)
- \_\_\_\_\_ Overall Rating (Legend: 1=Unsatisfactory; 2=Needs Improvement; 3=Good; 4=Excellent; 5=Superior)

Comments by the Evaluator \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pre-evaluation conference \_\_\_\_\_  
*Date* *Time*

Post-evaluation conference \_\_\_\_\_  
*Date* *Time*

Signature of Evaluator

Date

As the teacher, I concur with this evaluation

6 Yes 6 No

Signature of Teacher

Date

Teacher's Response (Optional) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Registration Checklist

Date \_\_\_\_\_

Dear Parent:

We are delighted that you have chosen ABC Christian School as the place to enroll your child for the upcoming school year. We eagerly anticipate the opportunity to co-labor with you in the vital matter of educating your child for the future. We are committed to providing an education that is Academically excellent, Biblically based, and rich in Character development. We believe that such an education will provide children with the foundation upon which they can build successful and productive lives.

In order for us to continue to process your child's application, we need the following checked items in the office by:

Date \_\_\_\_\_

| Forms   | Fees                | Amount Due |
|---|---------------------|------------|
| 6 Proof of Income (1040)                            | 6 Application Fee   | _____      |
| 6 Photograph of Student                             | 6 Registration Fee  | _____      |
| 6 Birth Certificate                                 | 6 Smart Tuition Fee | _____      |
| 6 Student Enrollment                                | 6 Book Rental Fee   | _____      |
| 6 School Covenant                                   | 6 Graduation Fee    | _____      |
| 6 Parents/Guardians Information                     |                     |            |
| 6 Parents/Guardians Commitments                     | Total Amount Due    | _____      |
| 6 Student Information                               |                     |            |
| 6 General Information                               |                     |            |
| 6 Parent's Report of Health Status                  |                     |            |
| 6 Immunization                                      |                     |            |
| 6 Physician's Report of Health Status               |                     |            |
| 6 Parent Agreement                                  |                     |            |
| 6 Financial Agreement                               |                     |            |
| 6 Corporal Correction Release                       |                     |            |
| 6 Student Record Release                            |                     |            |
| 6 Child Pickup Authorization                        |                     |            |
| 6 Parent/Guardians Interview                        |                     |            |
| 6 6th 7th 8th Student Interview                     |                     |            |
| 6 Report Card and SAT Scores                        |                     |            |
| 6 Media Release Form                                |                     |            |
| Thank you for your prompt attention to this matter. |                     |            |



## Media Release Consent

Dear Parent or Guardian:

ABC Christian School, Inc., is a nonprofit educational institution designed to provide children a superior education at an affordable cost. This work represents a rather unique educational opportunity in that it functions much as a public school in its open enrollment policy, yet as a private school in its religious orientation. We are neither publicly funded nor tuition-based. As a result, we rely upon the generous contributions from the private sector for the daily operation of our program.

Public relations is a vital part of telling the ABC story to the public so that we can solicit and secure the needed resources. This involves promotion through the news media, publications, brochures, and other printed media. It is therefore likely that your child will appear in photos that are taken here at the school.

Please sign the bottom of this letter granting your permission to use your child's likeness in our printed materials and publications that are used to tell others about our school.

Thank you for your attention to this important matter.

Sincerely,

Executive Director

I hereby give my permission for photos of my child, \_\_\_\_\_, to appear in printed material, publications, and related efforts to tell others about ABC Christian School, Inc.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

Homework Assignment Check-Off Sheet

Teacher

Subject

Week Of

| Name | Mon | Tue | Wed | Thu | Fri |
|------|-----|-----|-----|-----|-----|
|      |     |     |     |     |     |
|      |     |     |     |     |     |
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|      |     |     |     |     |     |
|      |     |     |     |     |     |

## Teacher-Home Communications

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Phone: \_\_\_\_\_

|           | Conference | Correspondences | Personal Visits | Phone Calls |
|-----------|------------|-----------------|-----------------|-------------|
| August    |            |                 |                 |             |
| September |            |                 |                 |             |
| October   |            |                 |                 |             |
| November  |            |                 |                 |             |
| December  |            |                 |                 |             |
| January   |            |                 |                 |             |
| February  |            |                 |                 |             |
| March     |            |                 |                 |             |
| April     |            |                 |                 |             |
| May       |            |                 |                 |             |
| June      |            |                 |                 |             |

## Field Trip Permission Slip

Date: \_\_\_\_\_

The \_\_\_\_\_ class(es) is(are) planning a field trip to \_\_\_\_\_ on \_\_\_\_\_.  
(Place) (Date)

We will leave the school at \_\_\_\_\_ and will return by \_\_\_\_\_.  
(Date) (Date)

The cost of the trip will be \_\_\_\_\_  
(if applicable)

Your child will need to bring \_\_\_\_\_  
\_\_\_\_\_ for the trip.

☐ Yes, my child has my permission to go on the field trip.

☐ No, my child may not participate on the field trip.

☐ Yes, I would like to help chaperone.

Child's name: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

## Intent to Return Form

Calendar Year \_\_\_\_\_

Teacher Name \_\_\_\_\_

Please indicate, by placing a check on the appropriate line, your decision regarding your continued services at ABC Christian School for the next school year. Return the form to the principal's office by \_\_\_\_\_.

- ☐ I plan to continue my service at ABC Christian School for the next school year.
- ☐ I do not plan to continue my service at ABC Christian School for the next school year.
- ☐ I am undecided about continuing my service at ABC Christian School for the next school year.
- ☐ I would like to be considered for the \_\_\_\_\_ (a different teaching position if desired) for the next school year.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Parent Notice of Excessive Tardies and Absences

Date: \_\_\_\_\_

Dear Parent or Guardian:

ABC Christian School has the highest commitment to providing its students with the very best in education and character development. We see ourselves as doing this in concert with the home. We partner together with the home to introduce and reinforce the training and nurture that are so vital to the child's development. For this partnership to work, each party has to endeavor to keep the terms of the agreement.

Part of the agreement is to make sure that the students are present and that they are present on time. You are receiving this notice because our records indicate that you have not met your obligation in reference to attendance. (Three tardies during a ten-week grading period constitutes one absence. Twenty unexcused absences in one year result in retention.)

Your child, \_\_\_\_\_, has been absent \_\_\_\_\_ times and has been  
(Name)  
tardy \_\_\_\_\_ times as of \_\_\_\_\_ .  
(Date)

The total absences and tardies amount to:

\_\_\_\_\_ days missed for this quarter

\_\_\_\_\_ days missed for this semester

\_\_\_\_\_ days missed for this year

As a result, your child

☐ is falling behind in his/her grades

☐ is failing this  
☐ semester    ☐ quarter

☐ will not be promoted to the next academic year

If you have any questions or comments, please contact the school office.

## Notice of Discipline

Date \_\_\_\_\_

\_\_\_\_\_ has been/will be required to \_\_\_\_\_

Child's name Discipline

for \_\_\_\_\_ on \_\_\_\_\_ for the following reason(s):  
(Amount of time) (Date)

\_\_\_\_\_ talking without permission      \_\_\_\_\_ disturbance in \_\_\_\_\_

\_\_\_\_\_ out of seat without permission                      \_\_\_\_\_ cheating

\_\_\_\_\_ fighting \_\_\_\_\_ foul or disrespectful language

\_\_\_\_\_ dress code violation \_\_\_\_\_ other \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

## Notice of Discipline

Date \_\_\_\_\_

\_\_\_\_\_ has been/will be required to \_\_\_\_\_

Child's name Discipline

for \_\_\_\_\_ on \_\_\_\_\_ for the following reason(s):  
(Amount of time) (Date)

\_\_\_\_\_ talking without permission      \_\_\_\_\_ disturbance in \_\_\_\_\_

\_\_\_\_\_ out of seat without permission      \_\_\_\_\_ cheating

\_\_\_\_\_ fighting \_\_\_\_\_ foul or disrespectful language

\_\_\_\_\_ dress code violation \_\_\_\_\_ other \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

## Admission Procedures

1. Parent or guardian visits school.
2. Parent or guardian and student read the handbook thoroughly.
3. Application is submitted accompanied by registration and application fees.
  - a. Student must be enrolled by a parent or legal guardian.
  - b. Student must be living with at least one parent or legal guardian.
4. Student is scheduled to take the Sylvan Enrollment Test.
5. Parent or guardian attends parent orientation.
6. Parents sign all permission forms including corporal punishment release and parent/school covenant.
7. Blue or pink immunization forms must be received before a student may enroll in school.

All students must have the following immunizations: diphtheria, polio, measles, rubella.



## Parent/Guardian's Commitments

As a parent/guardian I commit to:

- Ensure that student is in school EVERY DAY with the necessary books, materials, and supplies except in case of serious illness.
- Make sure that student arrives at school with ample time to organize books and supplies, and be seated in class by 7:55 A.M.
- Attend all report card conferences. If parent is unable to attend at the designated time, he or she must call the school to arrange an alternative time.
- Attend regularly scheduled parent/teacher meetings.
- Facilitate communication with the school by allowing home visits for that purpose.
- Work with school staff to promote appropriate speech, behavior, and social development in each student. Close cooperation and rapid response are particularly important when a student's behavior is not in accordance with the standards of ABC Christian School.
- Pick up the student within 15 minutes of the end of the school day.
- Provide children with a quiet, distraction-free environment for homework and studies. This area should be free of TELEVISIONS, RADIOS, TELEPHONES, VIDEO GAMES, AND YOUNG CHILDREN.
- Provide children ample time in evenings and on weekends to complete assignments and studies.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## School Covenant

\_\_\_\_\_ School Year

Student Name (s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABC Christian School SCHOOLS are committed to spiritual formation and to the development of social and academic excellence in young people. Excellence can be attained with the cooperation and dedication of the three principal partners in a student's education: parent, school, and student. The level of effort and dedication put forth by these three partners will ultimately determine each student's level of success at ABC Christian School.

Our mutual goal is your child's success. Because ABC Christian School cannot guarantee success for every student, it is critical to set forth in this covenant an understanding of our mission and our intention to do our best for each student. Accordingly, through this covenant between ABC Christian School and parents, we mutually pledge to strive to meet the expectations listed below:

- To provide a community that is Christ-centered, safe, and supportive.
- To provide academic, social, and spiritual challenges that encourage learning and promote continual growth and improvement.
- To keep parents informed of their children's progress through frequent report cards and conferences.
- To work closely with families to assist with the personal and social development of each child in the years of early childhood.
- To provide opportunities to learn independently.
- To work for the benefit and growth of the school community through regular parent meetings.

## Registration Form

Date\_\_\_\_\_

Application Fee (Nonrefundable)..... 10.00

Registration Fee (Nonrefundable)..... 25.00

Smart Tuition Processing..... 35.00

Tuition ..... \$185 Monthly

Book Fee/Rental (Nonrefundable)..... \$150

Hardback books belong to school

Consumable books belong to students

### School Hours

8:00—3:30 Monday—Friday

### School Uniform

Girls: Navy blue uniform jumpers

Navy blue uniform shorts (only during June and August)

White blouses with collars

Black shoes (no sneakers, tennis shoes, or sandals)

White or navy blue socks (no colored socks)

Navy blue or white sweater

Boys: Navy blue uniform pants (no jeans)

Navy blue uniform shorts (only during June and August)

White knit polo shirts or white shirts with collars

Black shoes (no sneakers, tennis shoes, or sandals)

White or navy blue socks

Navy blue or white sweater

\* Only sweaters may be worn in the classroom, no coats or jackets.

## Partnership Letter

Dear Parent or Guardian:

Grace and peace to you from God our Father and the Lord Jesus Christ. Our hearts are filled beyond description because of what God is doing here. We are in high gear in anticipation of the 2001–2002 school year. In many ways this fall will represent the official launching of ABC Christian School.

I want to thank you for your interest in ABC Christian School. We are a Christ-centered school offering an education of the highest caliber in academics and character development. We take very seriously the charge for the spiritual, intellectual, and social development of each child here.

The financial cost for us to provide such an education is approximately \$5,000 per child per year. We have developed a Partnership program whereby we ask various organizations and individuals to give \$2,500 to help sponsor a child. Our goal is for every child to have a partner/sponsor. The balance of this cost (approximately \$185 monthly) is the amount we charge for tuition. It is our sincere desire for our education to be affordable for any family in this city desiring it. Therefore, we will work with those families needing additional financial assistance to get the cost of the tuition down to an affordable level. In other words, no one is turned away because of tuition. You may contact the school office and set up an appointment to make the necessary arrangements.

The book fee for the next school term is \$150.00. We ask all families to make this one-time annual investment in the child's education.

It is our desire to work with you in every way we can. We truly see this as a partnership whereby we covenant together to give your child a bright future and a hope. Therefore, we ask you to covenant with us by agreeing to participate in your child's education. We see this as the school spilling over into the home and the home spilling over into the school—a true partnership.

You will find enclosed the academic calendar for next year. Please note that we will have an eleven-month school year with school starting the second week of August. We really want to prevent what some educators call "data dumping" that takes place over the summer months. We want to equip our children so that they can compete on a global level. Therefore, we need to give them more and require more of them.

Enclosed also is other information pertaining to registration. Please complete all the forms and return them to the school office as soon as possible. If you have any questions, you may call between 8:00 A.M. and 4:30 P.M.

Please pray with us concerning this new and exciting approach to educating children. Your child is in store for a wonderful adventure in learning.

Sincerely,

Executive Director

## General Information

Has child ever been expelled, dismissed, suspended, or refused admission to another school? \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has child ever had any disciplinary difficulties? \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has child ever been in trouble with the law, arrested, etc.? \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about this school? \_\_\_\_\_

\_\_\_\_\_

Please indicate academic level of pupil's previous work:

☐ Excellent

☐ Good

☐ Average

☐ Poor

Has child ever been retained in school? \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about this school? \_\_\_\_\_

Reason for selecting this school? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Agreement

I have read the informational materials furnished and agree to insist that my child submit to the program, academic and disciplinary regulations, and all other requirements instituted by the administration and carried out by the principal and faculty.

Date \_\_\_\_\_

Signature of Mother \_\_\_\_\_

Signature of Father \_\_\_\_\_

## Parent's Report on Student's Health

IT IS MANDATORY that students who show symptoms of communicable disease be excluded from class until readmission is acceptable to school authorities. Your cooperation will be greatly appreciated. Thank you!

|                 |  |                    |        |
|-----------------|--|--------------------|--------|
| Student's name  |  | Birth date         | Gender |
| Father's health |  | If deceased, cause |        |
| Mother's health |  | If deceased, cause |        |

**Past Diseases:** If your child has had any of the following, state age when he/she had it/them.

|   |       |  |       |   |       |
|---|-------|--|-------|---|-------|
| <input type="checkbox"/> Mumps          | _____ | <input type="checkbox"/> Diphtheria      | _____ | <input type="checkbox"/> Polio            | _____ |
| <input type="checkbox"/> Measles        | _____ | <input type="checkbox"/> Scarlet fever   | _____ | <input type="checkbox"/> Convulsions      | _____ |
| <input type="checkbox"/> Whooping cough | _____ | <input type="checkbox"/> Rheumatic fever | _____ | <input type="checkbox"/> Heart disease    | _____ |
| <input type="checkbox"/> Asthma         | _____ | <input type="checkbox"/> Chicken pox     | _____ | <input type="checkbox"/> Diabetes         | _____ |
| <input type="checkbox"/> Hay fever      | _____ | <input type="checkbox"/> Pneumonia       | _____ | <input type="checkbox"/> Discharging ears | _____ |

## Health Patterns

|   |       |   |       |   |       |
|---|-------|---|-------|---|-------|
| <input type="checkbox"/> 4 or more colds yearly | _____ | <input type="checkbox"/> Fainting spells      | _____ | <input type="checkbox"/> Hearing difficulty | _____ |
| <input type="checkbox"/> Frequent sore throat   | _____ | <input type="checkbox"/> Abdominal pains      | _____ | <input type="checkbox"/> Tires easily       | _____ |
| <input type="checkbox"/> Poor vision            | _____ | <input type="checkbox"/> Frequent urination   | _____ | <input type="checkbox"/> Breath shortness   | _____ |
| <input type="checkbox"/> Frequent leg pains     | _____ | <input type="checkbox"/> Allergy              | _____ | <input type="checkbox"/> Hernia (rupture)   | _____ |
| <input type="checkbox"/> Dizziness              | _____ | <input type="checkbox"/> Persistent cough     | _____ | <input type="checkbox"/> Ringworm           | _____ |
| <input type="checkbox"/> Frequent sties         | _____ | <input type="checkbox"/> Speech difficulty    | _____ | <input type="checkbox"/> Nose bleeding      | _____ |
| <input type="checkbox"/> Dental defects         | _____ | <input type="checkbox"/> Crippling conditions | _____ | <input type="checkbox"/> Growing pains      | _____ |

Does your child have a disability due to disease or accident? \_\_\_\_\_

Please describe \_\_\_\_\_

Has your child had a skin test for tuberculosis? \_\_\_\_\_ Date administered \_\_\_\_\_

Has he/she been associated with a tubercular patient? \_\_\_\_\_ When? \_\_\_\_\_

## Personality and Behavior

☐ Is he/she shy? \_\_\_\_\_

☐ Suck thumb? \_\_\_\_\_

☐ Like school? \_\_\_\_\_

☐ Overactive? \_\_\_\_\_

☐ Have excessive fears? \_\_\_\_\_

☐ Play well with others? \_\_\_\_\_

☐ Bite fingernails? \_\_\_\_\_

☐ Have temper tantrums? \_\_\_\_\_

☐ Eat breakfast? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When is his/her regular bedtime? \_\_\_\_\_

What is his/her rising time? \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

REMINDER: No student will be excused from P.E. without a written permit from a physician. Use back of page for listing inoculation series.

## Physician's Report of Health

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

### Review of Systems

Neuroendocrine \_\_\_\_\_

Cardiovascular \_\_\_\_\_

Respiratory \_\_\_\_\_

Gastrointestinal \_\_\_\_\_

Genitourinary \_\_\_\_\_

Musculoskeletal \_\_\_\_\_

Diagnosis \_\_\_\_\_

Attach Certificate of Immunizations (Blue Slip) for children age 4 and older. If blue slip is not available, or if children are age 3 and under, complete the section below:

| Immunizations:           | Number given as of date of this type of immunization examination |
|--------------------------|--|
| DPT or DT                | _____  |
| Polio                    | _____  |
| Red measles              | _____  |
| Rubella (German measles) | _____  |
| Mumps                    | _____  |

Immunizations are up-to-date for the age of the child: ☐ Yes ☐ No

Laboratory and other testing (if indicated): ☐ Yes ☐ No

I examined this child on (date) \_\_\_\_\_. I find him/her to be in good physical condition, free of contagious and infectious diseases.

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*If the student needs to receive medication during school hours, we must have prescription from the physician.



## Parent Agreement Form

Date \_\_\_\_\_

Child's name \_\_\_\_\_

Address \_\_\_\_\_

Telephone numbers where parent(s) or guardian(s) may be reached during time child is in school.

Mother \_\_\_\_\_

Father \_\_\_\_\_

Other \_\_\_\_\_

### 1. Medical Treatment/Care

Child's doctor \_\_\_\_\_ Office phone \_\_\_\_\_

Office address \_\_\_\_\_

Child's dentist \_\_\_\_\_ Office phone \_\_\_\_\_

Office address \_\_\_\_\_

Should my child, \_\_\_\_\_, become ill or suffer an accident of any character while he/she is in the care of ABC Christian School, the staff shall undertake to contact me immediately. ABC Christian School and/or its designated staff shall be authorized to secure and to consent to such medical attention, treatment, and services for my child as may be deemed necessary.

Any qualified person providing such required medical attention, treatment, and services for my child may accept such consent as if given by me in person. I agree to assume responsibility for payment of all medical costs incurred.

Signature \_\_\_\_\_

Persons other than the parent(s) or guardian(s) to contact if your child becomes ill or injured during the time he or she is at ABC Christian School, and the parent(s) or guardian(s) cannot be reached:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### 2. Field Trips

I understand that special trips are planned for the children away from the school throughout the school year. I am aware that I will be notified when these excursions are to occur and that they will be carefully arranged and supervised by an adult. I am willing to assume the responsibility for ABC Christian School to take my child \_\_\_\_\_ on these trips.

### 3. Transportation

My child has permission to ride the bus/van/car on field trips.

### 4. Statement of Cooperation

I further understand and agree to hold the school and its agents harmless for any liability to my child or any agent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against ABC Christian School or any employee or agent thereof, on my child's behalf and the school or its agent not to be found at fault, I agree to pay any attorney fees, damages, or other costs that ABC Christian School or its agents incur to defend itself against such action.

This Statement of Cooperation will be in effect for as long as my child(ren) listed (or others to be enrolled) attend ABC Christian School.

I understand that should my marital status change, it is my responsibility to have a corrected Statement of Cooperation signed and updated, and delivered to ABC Christian School.

List names and grades of children in ABC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent signatures

Mother \_\_\_\_\_

Father \_\_\_\_\_

**\*\*Both parents must sign**

Sole guardian \_\_\_\_\_

Date \_\_\_\_\_

## Financial Agreement

I (We) have read, understand, and agree to comply with the school's financial policy as set forth herein. In the event of noncompliance, I assume full responsibility for any attorney's fees, court costs, damages, or other costs incurred for collection.

|                                   |               |       |
|-----------------------------------|---------------|-------|
| Student's Name                    | Date of Birth | Grade |
| Address                           |               |       |
| City, State, and Zip              | Phone         |       |
| Father's Signature/Legal Guardian | Date          |       |
| Mother's Signature/Legal Guardian | Date          |       |

"All students are admitted without regard to race, color, national or ethnic origin."

## Discipline

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Therefore, each teacher is given the liberty of making and enforcing classroom regulations in the manner which she or he feels is in accordance with Christian principles and discipline as set forth in the Scriptures. ABC Christian School expects full cooperation from both students and parents. Any parent or student suggestion or complaint is expected to be taken through the proper chain of authority in a respectful manner. All parents are required to sign discipline permission forms.

The Bible admonishes, "Train up a child in the way he should go; and when he is old, he will not depart from it" (Proverbs 22:6). A part of this training, at times, is corporal punishment. Again the Bible calls for it, warning that "He who spares his rod hates his son; but he who loves him disciplines him promptly" (Proverbs 13:24).

ABC Christian School has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at ABC Christian School is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request withdrawal of any student at any time who does not fit into the spirit and regulations of the school. This guideline is shared in a spirit of love. There is at ABC Christian School a great sense of commitment and love for the students and families we serve. There is also, however, a commitment to the total school family and to the Lord Jesus Christ.

A Scripture passage that points out the heartfelt concern and commitment of ABC Christian School is 1 Thessalonians 5:12–23: "And we urge you, brethren, to recognize those who labor among you, and are over you in the Lord and admonish you, and to esteem them very highly in love for their work's sake. Be at peace among yourselves. Now we exhort you, brethren, warn those who are unruly, comfort the fainthearted, uphold the weak, be patient with all... in everything give thanks; for this is the will of God in Christ Jesus for you. Do not quench the Spirit. Do not despise prophecies. Test all things; hold fast to what is good. Abstain from every form of evil. Now may the God of peace Himself sanctify you completely, and may your whole spirit, soul, and body be preserved blameless at the coming of our Lord Jesus Christ."

In an atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is a fine opportunity for the development of a strong Christian character.

Strict and proper discipline is a chief concern of parents who send their children to ABC Christian Schools. Our school staff takes seriously their responsibility to discipline students in accordance with biblical standards. The following basic premises are observed:

- A. Discipline is a reflection of love and concern as we train and nurture students.
- B. Responsibility and authority to discipline come from God. Teachers stand in the place of parents during school hours and have delegated authority to discipline students. It is vital that teachers and parents closely communicate on discipline matters.
- C. All discipline should be administered at (or as near as possible to) the time of the offense in a thoughtful, caring manner by the person immediately responsible for the student or a supervisor.
- D. Discipline procedures should be limited to those directly involved and related to a specific incidence. The people involved should be held to the smallest number possible without undue conversation that would initiate rumors or attitudes negative to the student's school experience.
- E. The intent of all disciplinary procedures is to instruct in the right way, correct negative or inappropriate behaviors, and encourage self-discipline as students submit to God and other authorities over them.
- F. The teachers and principal have full discretion in discipline of the child. It is understood that they may use the "rod of correction" on the basis of Proverbs 22:15. Parents sign discipline permission forms to this effect.
- G. The school reserves the right to discipline or expel any student who does not cooperate with the total instructional program. Students or parents alike who, during off-school hours, violate biblical principles or cast a poor reflection on the school may be subject to dismissal.
- H. If any malicious damage or vandalism is done to school property by a student, the parent will be held financially responsible, and the student will be subject to disciplinary action.

## Corporal Correction Release

Dear Parents:

ABC Christian School is honored that you have asked our staff to assist you in training your child for Christian leadership. Our total program is designed to develop the spiritual and academic qualities that characterize your child. We believe it is necessary to follow the scriptural admonition to correct a child when his or her behavior is in violation of proper or reasonable rules and procedures. When warranted, corporal correction will be exercised under the following guidelines:

1. The offense will be clearly discussed with your child.
2. The principal will discuss spiritual applications and will pray with your child.
3. A reasonable number of strokes will be administered by the principal.
4. A staff witness will be present.
5. Your child will not be physically restrained. (If he or she refuses to submit to a paddling, you will be asked to come discuss the matter; and if it is believed to be in the best interest of the school, the child will be withdrawn from the school.)
6. After administering the strokes, the principal will pray with your child, assuring him or her of their love.

I, \_\_\_\_\_, have read the above statements and agree to support the school in its policy of corporal  
Name of Parent  
punishment and personally pledge my support for the school's use of a scriptural approach to discipline.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

## Student Record Release

\_\_\_\_\_  
Releasing School

\_\_\_\_\_  
Receiving School

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Date

Dear Counselor:

My child has been withdrawn from your school. Please release his/her academic and health records to the above named receiving school.

| Student's Name (last name first) | Age | Grade Level at Time of Withdrawal | Social Security Number |
|----------------------------------|-----|-----------------------------------|------------------------|
|                                  |     |                                   |                        |
|                                  |     |                                   |                        |
|                                  |     |                                   |                        |
|                                  |     |                                   |                        |
|                                  |     |                                   |                        |

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(Signature of receiving principal)





*Enabling Christian Educators and Schools Worldwide*



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