

2009 - 2010

Parent Handbook
Student Directory



ABC Christian Academy

Table of Contents

Introduction	1
Mission Statement	1
Goals and Objectives	1
Philosophy of Education	1
History	2
Statement of Faith	3
Family	3
Format for Communication: The Matthew 18 Principle	3
Facilities	4
Curriculum	4
Acceptance/ Admission Policies	4
Daily Class Schedules and Special Classes	5
Grade Level Comparisons	7
Age Limits for Initial Enrollment	8
Textbooks	8
Dress Code	8
Attendance	9
Tardy	9
Philosophy Of Discipline	10
Discipline Policy	10
Student Relationships	13
Electronic Devices and Cell Phones	13
The Grading Policy of ABC Christian Academy	13
Grading System	14
Semester and Yearly Grades for the Middle School Classes	14
Graduation Requirements	15
Official Transcripts	18
Homework	18
Honor Roll	18
Incomplete Grades	18
Makeup Work	19
Special Needs	19
Retention	19
Birthday Parties	19
Teacher Qualifications	20
Extra Curricular Activities	20
Organizational Structure	20
Constitution	20

1. Introduction

The most important thing about Christian education is that it changes lives. It helps build character in students. It gives young people the foundation they will need to build strong marriages and families and the ability to live lives pleasing to God.

It is our belief that this type of holistic Christian education can only take place in a Christian environment, with high caliber Christian teachers, quality Christian curriculum, and adequate facilities.

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

2. Mission Statement

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

3. Goals and Objectives

Our goal is three fold:

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

4. Philosophy of Education

Modern Secular education has a man-centered view of the world and teaches every subject from this perspective. Christian education at the ABC Christian Academy has a God-centered view of the world and teaches every subject from that point of view. God is creator and sustainer of all things, the One who gives beauty and order to life. He is in sovereign control of all events, directing history towards the final Day of Judgment and redemption. (Psalm 19:1, John 1:1-5)

The philosophy of the ABC Christian Academy is founded on the inspired Word of God, the Bible. Created in the image of God, man's purpose is to glorify and serve Him. As Christian parents, teachers and instructors, it is our responsibility to rear our children in God's image and to prepare them for their service in God's kingdom.

ABC Christian Academy's Philosophy of Education includes four important elements:

1. Christ is the center and the Word of God is the foundation of all learning. Knowledge apart from God is foolishness. Psalms 111:10 reminds us that, "The fear of the Lord is the beginning of wisdom." All we can know about God must be exposed to us through the light of Jesus Christ.
2. God did not only create man in His image; He also called us to live a Christ-like life and be transformed into the image of our Savior (I Corinthians 3:18). This is an impossible task unless Christian values and character is being demonstrated both in the home and at school.
3. As Christian parents, it is our responsibility to provide our children with Christian based education. Children are a gift from God (Psalms 127:3-5). The nurturing of their spiritual life and the sharpening of their character should be the paramount priority of every Christian parent. Parents must decide in whose hands they will place this valuable clay that God has entrusted to them. Will it be a servant of the Lord who is shaping and molding your child each day at school; or is your precious clay being shaped by the hands of a non-believer?
4. Christian education cannot take place in a vacuum. Isolation and separation need not be an option. Instead, Christian education needs to be holistic, where each child interacts with other children. One of the most crucial aspects to a holistic, Christian education is for a child to learn how to cooperate with others, how to obey, how to share, how to win, how to lose, how to give and take, etc.

5. History

The ABC Christian Academy had its early beginnings in 1994 as a one-room school in the college's Communication's Building. At the time there were only 4 - 6 children with one teacher, all in one room. But as the ministry of ABC grew, the need for quality Christian education for the elementary students of the faculty and missionaries at ABC increased. There were two families who shared the vision for a full Christian academy, Dr. Paul & Laura Chinchin and Dr. Steve & Marion Spencer. In 1996 plans were drawn up for the Academy, and land purchased. In 1997 the Chinchins traveled through the U.S. recruiting teachers, a headmaster and raising funds to build the initial six buildings at the Academy (the administration building, 4 blocks of classrooms, a duplex for teachers). In 1998 the Academy opened with two teachers and 19 children in Grades 1st - 4th. Mr. Dan Linsz was the Academy's first Headmaster (1998 - 2007), and oversaw the tremendous growth of the Academy from its very humble beginnings in 1998 to a sizeable institution of over 300 pupils.

6. Statement of Faith

The Bible

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

The Godhead

God is one God, who reveals Himself in three persons, Father, Son and Holy Spirit. The Father is infinite, eternal and unchangeable. The Son, Jesus Christ, was born of a virgin, lived a sinless life, died an atoning death, resurrected on the third day, and is now exalted at the right hand of God. The Holy Spirit is divine, equal with the Father and the Son.

The Estate of Man

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

The Christian Life

If man is to fellowship with his holy God, his Christian life must also be holy. Therefore God in His grace has given man the Scriptures that he might see sin, the Holy Spirit to convict of sin, His Son to pay the penalty of sin, and access to the throne of God through Jesus Christ that he might confess his sin and be forgiven.

7. Family

ABC Christian Academy believes the family is the key component in a child's learning. We will strive to function as an extension of the Christian family by creating an environment where loving and capable Christian teachers can cooperate closely with the parents in every phase of the student's development. Our style of teaching requires parental support and active participation in the home. We believe teacher and parent should be in constant communication to reinforce what is taught in the classroom.

8. Format for Communication: The Matthew 18 Principle

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

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

9. Facilities

The ABC Christian Academy is located on five hectares (10 acres) of property on the African Bible College campus in Area 47. Present facilities include eight classroom blocks, an administration building, a full-sized library, computer lab, a new science building, a pavilion (for lunch, chapel services, and assemblies), football pitch, and a beautiful new swimming pool.

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

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

10. Curriculum

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

Multi-Cultural Emphasis

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

It is appropriate for students to learn about their host country, therefore units on Malawi and African history and geography are included in the curriculum. Some examples of our curriculum are A Beka, Sonlight, Prentice Hall, Positive Action for Christ, concerned Communication, Scott Forsman, Saxon, Educator's Publishing, and Houghton Mifflin.

Bible Curriculum

Bible is a required part of our ABC Christian Academy curriculum. We use Positive Action for Christ for grades Kindergarten through Ninth Grade. The program is cohesive and uses the NIV version. Each grade studies something different.

11. Acceptance/Admission Policies

Each student will be assessed upon applying and will be placed according to his/her age and readiness. Placement tests will be given to all students who are transferring from a non-American educational system.

ABC Christian Academy strives to keep a low teacher to student ratio, which we believe will result in a better education for our children. Not every student who applies will be accepted. If your child is not accepted, please apply again the following year. Reception is not to exceed

16 and Kindergarten class sizes not to exceed 18. First – Ninth Grade not to exceed 20 students per class.

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

12. Daily Class Schedule and Special Classes

The school calendar will begin the last week in August and end in mid-June. A detailed calendar will be available in the spring.

All grades will begin the day at 7:15 a.m. First bell rings at 7:10 a.m. and all children in class by 7:15 a.m.

Reception and Kindergarten will dismiss at 12.00pm

First through Third Grades will dismiss at 12.30pm

Fourth through Fifth Grades will dismiss at 1.00pm

Sixth through Twelfth will dismiss at 1.10pm

All students have a midmorning food break and an opportunity to visit the Tuck Shop.

All students have regularly scheduled physical education classes and computer classes
Lower grade students are able to use our new swimming pool on a once weekly basis.

Elementary

Subjects and suggested time allotment in the Elementary Grades

Grades 1 & 2

Language Arts 10 hours per week

(Reading, Printing, Writing, Phonics, Spelling)

Math 4 hours per week

Social Sciences 4.5 hours per week

(Science, Health, Social Studies)

Bible 2.5 hours per week

(Lessons, Memory Verses, and Devotions)

The following subject areas are usually taken by specialist teachers:

Music 30 minutes per week

PE/Swimming 110 minutes per week (different seasons)

Art Across the curriculum

Computer 50 minutes per week

Library 50 minutes per week

Grades 3 & 4

Language Arts 10 hours per week

(Reading, Printing, Writing, Vocabulary, Grammar, Spelling)

Math 4 hours per week

Social Sciences 2 hours per week

(Science, Health, Social Studies)

History/Geography	4.2 hours per week
Bible	3.3 hours per week
Art (when available)	1.6 hours per week
PE	3.3 hours per week
Computer (when available)	3.3 hours per week
Science/Health	3.3 hours per week
Study Hall/ Student School Service	3.3 hours per week
Chapel	50 min. per week

Grade 9 and Northstar Students

Grade 9 must have 131 clock hours. (45 min classes 5 days a week for 175 days)

<u>Subject</u>	<u>Hours per week</u>	<u>Credits</u>
Geography or U.S. History	4.2 hours	1 unit credit
Bible	3.3 hours	½ credit
Algebra I	4.2 hours	1 unit credit
Physical Science or Biology	4.2 hours	1 unit credit
English I	4.2 hours	1 unit credit
French I (when available)	4.2 hours	1 unit credit
French II (when available)	4.2 hours	1 unit credit
Computer (when available)	3.3	½ unit credit (one semester)
P.E. (when available)	3.3 hours	1 unit credit
Study Hall/ Student School Service	3.3 hours	none
Chapel	50 minutes	none
Home Economics (when available)	3.3 hours	½ unit credit
Christian Health (when available)	3.3 hours	½ unit credit

13. Grade Level Comparisons

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

American to Malawian

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

American to Designated School Board

Kindergarten	Standard 1	Seventh Grade	Form Two
First Grade	Standard 2	Eighth Grade	Form Three
Second Grade	Standard 3	Ninth Grade	Form Four
Third Grade	Standard 4	Tenth Grade	Form Five
Fourth Grade	Standard 5	Eleventh Grade	Form Six

Fifth Grade Standard 6
Sixth Grade Form One

14. Age Limits-Initial Enrollment

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

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

Enrollment in all higher grades will be determined by the records from previous schools and from assessment testing.

15. Textbooks

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

16. Student Dress Code

The academy has chosen to have students, Reception-9th grade, wear uniforms. Below is a description of the dress code for boys and girls:

- Boys: Dark blue slacks or shorts
 White ABC Christian Academy polo shirt
 Black belt (Reception and Kindergarten excused from belts)
 Black shoes
 Socks are dark blue or navy
 Shirt should be tucked in, pants should be at proper height waist
- Girls: Plaid skirt/skort worn at proper height and coming to the knees
 White ABC Christian Academy blouse
 Undergarments should not be seen through the shirt
 Black school shoes
 Socks are white, dark blue, or black (tights or leggings) (R-5th)

Shirt should be tucked in
Tie for grades R-5th

Uniforms should be kept clean and regularly laundered with no bleach marks or holes. PE uniforms consist of the red ABC Christian Academy sport shirt and blue sport shorts. Tackies/tennis shoes should be worn with the PE uniform. PE uniforms are not to be worn to school in the morning, but should be changed into for PE (Reception-Kindergarten exempt). Students should look neat and well kept. Hair cannot be in outrageous styles, and cannot be dyed in any unnatural color. If students ignore the dress code, they get a warning. If they continue to break from the dress code, please refer them to the office and they will be given "loaner clothes". Parents account may be charged for uniform replacements if need be.

Students in Grades Ten through Twelve will need to provide appropriate dress.

- Boys: White ABC Academy Polo Shirt
Kakie Shorts or Pants
White socks
Tackies/Tennis shoes (any color) No open toe shoes, sandels or flip flops
- Girls: White ABC Christian Academy Blouse or White ABC Academy Polo Shirt (same as boys)
Undergarments should not be seen through the shirt
Only top blouse button may be undone – No tie required
Kakie skirt
White socks only but socks are optional
Tennis shoes or ballet style flat shoes (any color)
No open toe shoes, sandels or flip flops

17. Attendance

Each student is expected to be in school every day. If a student misses more than 15 days of school, he or she may be asked to repeat his or her current grade, to be determined by the administration.

18. Tardy Policy

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

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

19. Philosophy On Discipline

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

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

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

20. Discipline Policies

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

Weapons

The ABC Christian Academy prohibits the possession of firearms or any other weapon on school property. No student, employee, or visitor may possess or carry any weapon on or about school property or within a vehicle brought upon school property. The administration reserves the right to judge if any item is considered dangerous to our students. Any such item found will be confiscated by teachers and turned into the Administrative Assistant and not returned. The penalty for bringing a weapon on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.

Zero Tolerance

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

1. Violation of the Academy's weapons policy
2. Violations of the following misconduct of the ABC Christian Academy's severe disruptions policy which include:
 - ◆ Fighting
 - ◆ Profanity
 - ◆ Forging parental/ guardian signatures

- ◆ Stealing (homework, food, other students personal property, teachers items, school property, classroom items)
 - ◆ Refusal by student or parent(s) to comply with discipline or homework policies of the ABC Christian Academy.
 - ◆ Harassment, intimidation, or threats of violence against any student or any school personnel
 - ◆ Possession, personal use, or being under the influence of alcohol
 - ◆ Possession, personal use, or being under the influence of marijuana, illegal drugs, or any controlled substances, not prescribed to the student
 - ◆ Attempting to sell or selling alcohol, marijuana, illegal drugs, over-the-counter medications, prescription drugs, tobacco products, tobacco or drug paraphernalia or any substance having the effect or appearance of a prohibited substance
3. Any offense punishable by the laws of the Republic of Malawi that pertain to crimes against persons.

School Searches

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

Severe Disruptions

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

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

- A. Any offense otherwise punishable by law and against the Republic of Malawi
- B. Fighting
- C. Harassment, intimidation, or threats of violence against any student or any school personnel
- D. Disruption of normal school functions or operations, programs, or activities
- E. Disobedience to school personnel, including refusal to accept or follow instructions, disciplinary measures or counseling
- F. Disrespect to students or school personnel
- G. Profanity, insulting language, obscene language, or gestures directed toward students or school personnel
- H. Unauthorized entry on school premises
- I. Unauthorized use of school property

- J. Vandalism, malicious mischief, damage to buildings, fixtures or personal property, including public and private property
- K. Possession, personal use, or being under the influence of alcohol
- L. Possession, personal use, or being under the influence of marijuana, illegal drugs, or any controlled substances, not prescribed to the student or any substance having the effect or appear of such substance or held out by the student to be such substance
- M. Possession or use of any tobacco product or paraphernalia
- N. Attempting to sell or selling alcohol, marijuana, illegal drugs, over-the-counter medications, prescription drugs, tobacco products, tobacco, drug paraphernalia, or any substance having the effect or appearance of a prohibited substance proclaimed or professed by a student to be such substance
- O. Gambling of any nature or possession of gambling paraphernalia
- P. Truancy or cutting class
- Q. Leaving school or leaving class without permission
- R. Cheating
- S. Public display of affection or sexual activity, including such activity in cars parked in the vicinity of school property
- T. Use or possession of pornographic materials, stolen property, noise making devices, beepers or pagers, cellular phones, fireworks, other disruptive materials, or look-alikes of such items

21. Student Relationships

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

22. Electronic devices and Cell Phones

No game boys, PSP's, DS', iPods, any electronic game devices, or music devices are allowed in the classrooms (this applies to middle school and Northstar as well). All items should be left at home. Possession of any such items will result in a one-day suspension.

Cell phones are allowed at school, but only if they are turned off and stored in a student's backpack, cubby, or purse (not on a students person or in pockets – this is to prevent text messaging) during school hours. No cell phones are to be used by students during class hours (7:15 -1:10 p.m.). If a student is found with a cell phone on his/her person it will be taken away and given to the Administrative Assistant for safe keeping until collected by a parent. ABC Christian Academy is not responsible for lost or stolen property. We encourage students to leave cell phones at home.

23. The Grading Policy of ABC Christian Academy

As ABC Christian Academy is an international school with a faculty and student body representing up to twenty-eight nationalities, it has been difficult over the years to reconcile our grading policy with those found in the passport countries of our students. What is a high score or percentage in one country is considered a poor or low score in another; for example, in the country of South Africa 67% is distinction but in the U.S. it is a poor grade at D. Remember our curriculum and system of grading is American based.

24. Grading System*

Anything below a 60% is a failing grade and is unacceptable.

A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62

* For Ninth through Twelfth Grades, a special grading system called a GPA (Grade Point Average) will be used.

A = 4.0	A- = 3.6	B+ = 3.4
B = 3.2	B- = 3.0	C+ = 2.7
C = 2.4	C- = 2.0	D+ = 1.0
D = 1.0	D- = 1.0	F = 0.0

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

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

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

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

25. Semester and Yearly Grades for the Middle School Classes

Grade 7&8:

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

Grades 9-12:

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

Classes Taken a Second Time

All classes taken for a second time must be pre-approved by the Head Teacher for Middle School and the Headmaster/mistress. When a 9-12 class is taken a second time for credit, the highest grade earned will be the grade included in GPA calculations; however, both classes will be listed on the official transcript.

General Information on High School Courses offered at ABC Christian Academy (Grades 9 and 10)

English 9

Grade 9 Full year, 1 credit

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

Journalism

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

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

Introduction to Art

Grades 9-12 1 semester, 1/2 credit

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

Algebra I

Grades 9-12 Full year, 1 credit

Prerequisite: Math 8

This course is the first year of a standards-based mathematics curriculum. Number sense topics include the concept of understanding and applying numbers, ways of representing numbers, and the relationships among numbers and different number systems. Data analysis focuses on the concept of understanding and applying data collection, organization and

representation to analyze and sort data. Algebra topics focus on the concept of representing and analyzing mathematical situations and structures using algebraic representations. Geometric topics include specifying and describing spatial relationships using coordinate geometry and other representational systems. Structure and logic focuses on algorithms and algorithmic thinking and the concept of using reasoning to solve mathematical problems in contextual situations.

Introduction to Physical Education

Grades 9-12 Full year, 1 credit

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

Christian Health

Grades 9-12 1 semester, 1/2 credit

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

Investigative Science: Matter, Energy and Organization

Grade 9 or Administrative Approval Full year, 1 credit

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

Biology

Grade 10 or Administrative Approval Full year, 1 credit

Prerequisite: Investigative Science

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

World History and Geography

Grades 9-12 Full year, 1 credit

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

U.S. History

Grades 11-12 Full year, 1 credit

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

French 1

Grades 9-12 Full year, 1 credit

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

French 2

Grades 9-12 Full year, 1 credit

Prerequisite: French 1 or equivalent course

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

Student Aide

Grades 10-12 1 semester, 1/2 credit

Prerequisite: Administrator approval

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

Bible

Grades 9-12 1 semester, 1/2 credit

This class is mandatory for enrollment at the ABC Christian Academy and to meet graduation requirements. Students will study all 66 books of the Bible in an overview, memorize verses and include discussions.

26. Graduation Requirements

One credit is given for 131 hours of instruction time over a school year. A course offered at ABC Christian Academy for the entire year is worth 1 credit. A course offered for one semester is 1/2 a credit.

5 periods per week = 1 credit

4 periods per week = 0.8

3 periods per week = 0.6

2 periods per week = 0.4

1 periods per week = 0.2

Minimum number of credits per subject area

Subject	Credit value for each course (per year)	Credits needed for graduation
English	1 credit	4 credits
Math	1 credit	3 credits
Science	1 credit	3 credits
Social Sciences	1 credit	3 credits
French	1 credit	2 credits
Bible	1 credit or 1/2 for sem.	3 credits
PE	1 credit or 1/2 for	2 credits

	sem.	
Fine Arts/Electives		2 credits
Computer	½ credit for semester	1 credit
Other		2 credits
Total		24 credits

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

27. Official Transcripts

Transcripts may be obtained from the administrator and must be sealed and delivered unopened. A request to email transcripts directly to another school may be granted only if address and contact are confirmed first.

28. Homework

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

Grades 1-3 should keep homework assignments to 30 minutes and grades 4-6 should not exceed one hour. Middle School should not be more than 20 minutes per subject. It is understood that the work speed of individual children and unusual circumstances such as special projects may cause this time to vary, but these time limits are our goal. We strive to keep homework to a minimum on Wednesday evenings for Middle school because this is youth group nights on ABC.

29. Honor Roll

Honor Roll in the upper grades (7th-9th) is based on the student's grade point average. Students must receive at least a 3.5 Grade Point Average to be on the honor roll. Students on the honor roll will be given recognition at the end of the year awards ceremony.

30. Incomplete grades

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

31. Makeup work

Each teacher may develop his/her own policy for late/makeup work. If students have an excused absence, they should be allowed some time to complete the work. If a student has simply not turned in work, they should be penalized with a point deduction.

32. Special Needs (Based on Availability)

The Special Needs Coordinator is the head of the Special Needs department. He/she and his/her staff spend time with specific students at grade levels (reception - 5th grade) throughout the week focusing on remediation and skill development. The academy can make recommendations to parents for a clinical psychologist for testing if needed. Please inquire in the office.

33. Retention

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

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

Retention may also be considered if a student is somewhat young for the class and shows considerable immaturity. Parents will be informed and met with regarding any decisions. The headmaster/mistress and the parents should be kept informed if there seems to be a possibility of retention. Retention of any student must be based upon the failure of at least one basic subject, except in the lower elementary grades (Reception - 2nd grade) where it can be based on either reading or math. Basic subjects are reading, math, science, social studies and language.

34. Birthday Parties

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

35. Teacher Qualifications

1. Each teacher must be a professing Christian and approved by African Bible College or the ABC Christian Academy Parental Advisory Committee.
2. In an effort to keep tuition low, all missionary expatriate teachers will be recruited on a volunteer basis and are expected to raise their own funds.

36. Extra Curriculum Activities

ABC Christian Academy offers afternoon activities to all children. These activities take place after school and occasionally events/games are held on weekends. Activities offered annually include: (under revision due to new house system).

- a. Swimming (Reception^t-12th grade)
- b. Soccer (1st-12th grade)
- c. Rugby (2nd-5th grade)
- d. Ball skills (Reception-1st grades)
- e. Chitipi outreach (6th-12th grades)
- f. Basketball (2nd-12th grades)
- g. Tennis
- h. Cricket
- i. Field hockey
- j. Netball
- k. Cross Country
- l. Ballet
- m. Golf

The current schedule is posted on the bulletin board adjacent to the main school office.

37. Organizational Structure

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

The Board of Directors of African Bible College will appoint one of the college's administrators to act as Superintendent of the ABC Christian Academy. The superintendent will work with the Parental Advisory Committee to appoint the headmaster, teachers, and to identify appropriate curriculum. **The African Bible Colleges, Inc. is the governing body of the ABC Christian Academy.**

38. Constitution

1. The Board of Directors of African Bible College will appoint one of the college's administrators to act as Superintendent of the ABC Christian Academy.

2. The Superintendent will in turn work with the Parental Advisory Committee to appoint the headmaster(s), teachers, and to identify appropriate curriculum.
3. All Academy administrative appointments must be ratified by African Bible College's Director.
4. The Superintendent reserves the right to veto Parental Advisory Committee recommendations.
5. Each of the following groups will have a minimum of one permanent seat on the ABC Christian Academy Parental Advisory Committee:
 - ~ African Bible College Faculty
 - ~ African Bible College Board of Trustees
 - ~ Baptist Mission in Malawi
 - ~ Expatriate Christian community of Lilongwe
 - ~ Malawian Christian community of Lilongwe

ABCCA Parental Advisory Committee

Dr. Chris Brooks
 Mrs. Heather Brooks
 Dr. Paul Chinchen
 Mrs. Laura Chinchen
 Dr. Ross Collier
 Mrs. Sherry Collier
 Mrs. Fanny Mtawali

Mr. Henry Najira
 Mrs. Shamiso Najira
 Rev. Sam McDonald
 Mrs. LeAnne McDonald
 Dr. Stephen Spencer
 Mrs. Marion Spencer

ABC Christian Academy Authority Pyramid

African Bible College Board of Directors
 The Superintendent
 Headmaster/mistress, Assistant Head & Parental Advisory Committee
 Head Teachers
 Teachers

Revised 16th August 2009