

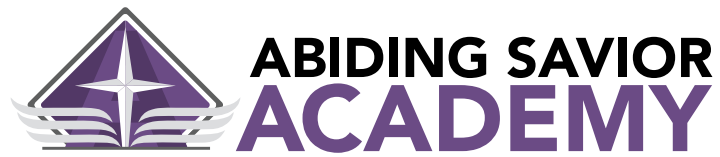


ABIDING SAVIOR
ACADEMY

PRESCHOOL & K-12

Parent/Guardian
Handbook

Policy and Procedures



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Welcome

We are honored to have the opportunity to embark on the journey of learning, growth and faith with you.

Children are a precious gift from God, and they are the future. Therefore, our goal is to equip our students with readiness and truth for the world.

Children and adults alike are confronted daily with influences of today's culture that can often hinder progression in a positive direction. We learn by observing individuals and influences around us. Therefore, in order to inspire and promote a different frame of thinking, we must first model and teach the behaviors which are pleasing to God.

The education provided through Abiding Savior Academy is Christ-Centered and Bible based. This gives our students the unique opportunity to learn what is good and true in their most formative years.

Get ready to dive in to learning through a Classical Christian education—an education that will not only prepare you for the future by strengthening the mind, but also by strengthening the spirit.

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.” - 1 Timothy 4:12

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Mission/Vision

The Academy's Mission Statement *A Classical Christian Culture Growing Mind, Body & Spirit*

I. Christ-Centered [Luke 24:27; Ephesians 1:19-23]

We value being Christ-Centered as demonstrated by our belief that through faith in Christ Jesus our sins are forgiven, we are made a new creation, and we have a new relationship with God characterized by peace. Christ is the foundation of our lives and the assurance of our salvation, and as a response to this new identity with Him by grace through faith; we extend grace towards our fellow human beings. Our teachers, staff, and pastors endeavor to model Christ's character as we support parents committed to raising children who know and love Jesus Christ.

We envision graduates who:

- Value and Defend Life [Genesis 1:27]
- Walk in daily forgiveness of sin through Christ [Luke 7:36-50; John 1:29; Ephesians 1:7-8]
- Extend Christ's forgiveness to those around them [Matthew 6:12, 18:21-22]
- Experience the peace and joy of being God's children [Romans 5:1-5]
- Are engaged in a personal relationship and walk with Christ [John 15:1-11; Colossians 1:10]
- Are being fed weekly within the body of Christ [Acts 20:7; Hebrews 10:25]
- Are active and joyfully exercising their spiritual gifts [1 Peter 4:10]

II. Bible-Based [Psalm 119:105; John 17:17]

We value a Bible-Based world view as demonstrated by our recognition of the authority of Scripture, specifically as contained in the Old and New Testaments. We submit our lives to the Scriptures as God's Word for us today and we view the world and our lives through the truth of Scripture.

We envision graduates who:

- Have a working knowledge of God's Word, both Old and New Testaments, and who understand the storyline that ties them together.
- Submitting their lives to the authority of scripture [2 Timothy 3:15-17]
- Engage in life-long discipleship [Jeremiah 15:16; Acts 20:32]
- Become life-long students of God's Word.

III. Classical-Approach

We value the Classical-Approach as demonstrated by our belief in Classical education, which has been practiced for more than 2,000 years as the most effective means to educate and develop the whole person. We model education in the Classical method as established in the Trivium.

We envision graduates who:

- Understand how God encompasses all knowledge: math, logic, literature, art, music, science, physical education, and history.
- Express knowledge and present reasoned arguments in a way that is both edifying to society and glorifying to God.
- Know our Creator by fully understanding the world around us.
- Express themselves in a cohesive, articulate, and persuasive manner.

IV. Family-Focused [Genesis 2:23-24; Deuteronomy 6:4-7; Ephesians 5:22-6:4]

We value Family-Focus as demonstrated by our belief that families are the first, best and most influential institution in the formation of the whole person. We expect that parents be actively engaged in the daily education, training and discipleship of their child. We seek to foster a culture of family, which welcomes and embraces God-given diversity from within our local community. In addition, we hold the expectation that families be actively engaged in a local congregation – acknowledging God’s plan for nourishing and upholding the family unit.

We envision graduates who:

- Value and honor the God-ordained institution of marriage and family
- Recognize the priority of family

V. Servant Leadership [Micah 6:8; Mark 10:43-45; 1 John 2:6; Galatians 5:22-23]

We value the development of Servant Leadership by our living under the Lordship of Christ. We demonstrate Servant Leadership by loving and serving those in our homes, our churches, our communities, our nation and our world, just as Christ loved and served. We live out our witness of the Christian faith in a fallen world and in every area of life (vocation). We contribute to that which is true, good and beautiful for the benefit of our culture and to our world. And we carry out our lives before God and the world with wisdom, integrity, valor and humility.

We envision graduates who:

- Walk humbly before God and their fellow man
- Use their God-given gifts with confidence in service to their neighbors and the world
- Are engaged in a personal relationship with Christ
- Walk in the joyful confidence of the forgiveness of their sins and seek to actively share the hope within them.

Classical Christian Culture

“Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and anything is worthy of praise, dwell on these things.” – Philippians 4:8

Our teachers, staff, and pastors endeavor to model Christ’s character as we support parents committed to raising children who know and love Jesus Christ. We have a responsibility to train our students in biblical truths that transcend subject matter and inform every facet of life. Not only do we seek to teach our students biblical knowledge, but also, in line with the extensive tradition of Classical Christian education, our students learn how God encompasses all knowledge: math, logic, literature, art, music, science, physical education, and history.

Classical Christian education utilizes the Trivium, which in Latin translates as “three roads.” Ancient Greco-Roman education was structured around the Trivium – the three roads of learning, which, consist of grammar, logic, and rhetoric. Grammar refers to the comprehension of facts. Logic refers to the understanding of relationships among these facts. And rhetoric refers to an individual’s eloquent expression of this understanding.

Modern Classical Christian education recognizes that each component of the Trivium corresponds well with a child’s general learning development. In the earliest years, students’ minds are well suited to memorize information. The introduction of phonics, math rules, biblical and other historical timelines, fits naturally in this grammar stage as their minds function well to absorb and retain that which they hear around them. As students become older, they begin to question and ask “why?” In this logic stage of learning, they learn to think conceptually and to see how facts fit with one another. Finally, in the rhetoric stage, students, eager to assert their independence, learn tools to express what they have learned, as well as present reasoned arguments based on what they have learned, in a way that is both edifying to society but also glorifying to God.

The goals of Classical Christian education are to know our Creator by more fully understanding the world around us and to develop within each student an ability to master new subjects and to express what they learn in a cohesive, articulate, and persuasive manner.

Abiding Savior's Mission Statement

Knowing The Savior And Making Him Known

In Association with our Classical Christian approach to learning, we are also affiliated with the Association Free Lutheran values of Abiding Savior as a Church. We strive to embody the church by embracing their Mission of:

- I. KNOWING** - We desire that all would believe in Him, and come to a personal, saving faith in Jesus Christ.
- II. GROWING** - We desire to become more like Christ in a progressive process that takes place day by day and is developed in many ways including the study of the Word, prayer, Christian fellowship and accountability.
- III. GOING** - We desire that as a result of His grace, we proclaim the Gospel to others by word and by deed, bringing others into the Kingdom and training them as disciples.

Values

PREACHING & TEACHING - We value relevant preaching and teaching of God's Holy Word. We believe that the Bible is God's inspired, inerrant, and infallible word (2 Timothy 3:16-17). Therefore, we will equip disciples through the preaching and teaching of His word.

WORSHIP - We value reverent and meaningful worship. We believe that we are to worship the Father in spirit and in truth (John 4:23). Therefore, our worship offers a framework for offering our love and devotion to Him and communing with Him.

PRAYER - We value the power of prayer. We believe that God desires us to draw near to Him in prayer. (Philippians 4:6). Therefore, we will encourage and practice personal and corporate prayer in all circumstances.

CARING - We value the importance of caring for others. We believe that we are the lips, hands and feet of Christ. (Galatians 6:2). Therefore, we will show His love to others by attending to their physical, emotional, and spiritual needs.

STEWARDSHIP - We value appropriate stewardship of God's gifts. We believe that whatever has been given to each individual is a gift from God (Romans 12:6-8). Therefore, we will encourage the giving of time, talent and treasures, each according to ability, for the building up of His kingdom.

FAMILY & CHILDREN - We value family as a foundation for growth and service. We believe that all God's children need to continually serve him (Joshua 24:15). Therefore, we will provide opportunities for learning, sharing and serving to all men, women and children.

EVANGELISM - We strive to improve in our outreach through evangelism. We believe God sends us to make disciples (Matthew 28:19-20) and proclaim the Gospel of salvation in Christ alone. Therefore, we aspire to be improved stewards of our opportunity to witness for Him.

OBEDIENCE - We strive to constantly improve in our obedience to our Lord. We believe obedience to our Lord is the greatest expression of love and faith in Him (John 14:15). Therefore, we aspire to grow in our obedience to Him, directing our lives all the more in accordance with His Word and encouraging and exhorting one another in love.

FELLOWSHIP - We strive to improve in our relationship with fellow believers and those who are seeking the Lord. We believe God's love is displayed through the love of others (1 Peter 4:8-10). Therefore, we aspire to welcome all to His house, to speak the truth in love, provide encouragement and support, and build a sense of fellowship with those in our church family and beyond.

General Information

Admissions

Non-Discrimination

Abiding Savior Academy does not discriminate on the basis of race, color, religion, or national/ethnic origin in the administration of its educational policies, admission policies, or scholarship and financial aid programs.

Special Needs

While Abiding Savior Academy does not offer Special Education services as part of the school programming, children with special needs are welcome as students in the Academy. Children who have been diagnosed as having a learning disability will be required to meet similar academic standards as the other children in their grade level and will be given as much individual instruction and encouragement as their classmates. Children with a severe learning disability may not be admitted to Abiding Savior Academy due to the lack of adequate staff, funding, and facilities.

Procedures

Upon completion of an application, a meeting between the family and the Principal will be arranged. Placement tests are administered to new students in K - 12th grades. Based on the placement test results, some transfer students are admitted to a lower grade than was anticipated. Our goal is the long-term success of the student in an academic environment as opposed to automatic promotion based on age.

Student Requirements

Preschool - Tuesday/Thursday class - must be 3 by September 1st of the year attending.

Preschool - Monday/Wednesday/Friday class - must be 4 by September 1st of the year attending.

Jr. Kindergarten - must be 5 by December 1st of the year attending.

Kindergarten - must be 5 by September 1st of the year attending.

Parent Requirements

Though not required to be Christians, the parents of students at the Academy should have a clear understanding of the Biblical philosophy and purpose of Abiding Savior Academy. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. The parents should be willing to cooperate with all the written policies of Abiding Savior Academy. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

Student Health

In order to cultivate an atmosphere of growth and learning, it is important to ensure the health of body, mind and spirit. We can all play a part in making sure that we, and those around us, maintain a healthy environment throughout the school year.

Illness

If you have a sick child, we ask that you call the school by 9:00 a.m. with notification of the situation. If a child arrives ill, they will be sent home. The school does not have the facilities or means to facilitate illness. If an illness develops while a child is at school, a parent or guardian will be notified to pick the child up as soon as the symptoms occur.

Please do not send sick children to school.

We ask that students stay home if:

- They have a fever of 100.0 degrees or higher, and they should not return until they have been fever free for 24 hours without use of medication;
- They have a communicable disease (e.g, head lice, ringworm, pinkeye, etc.);
- They have a bacterial infection (e.g. strep throat, ear infection, etc.) Please wait 24 hours after the first antibiotic administration before returning to class;
- They are exhibiting physical symptoms of illness (e.g. vomiting, diarrhea, etc.)

Covid-19

Please see the Covid-19 addendum for the most current guidelines and procedures.

Health Conditions

If a child has a known medical condition, (e.g. asthma, diabetes, seizure disorder, etc.) please let the Principal know what needs to be done if symptoms should occur during school hours. Please ensure that medication and medical devices are available and that the appropriate forms for use and administration have been completed.

Medications

We ask that any medications be administered at home, if at all possible. The school will be unable to administer internal medication of any kind, unless the parent or guardian gives specific instructions. In this instance, parents will be required to submit a medical authorization form, releasing school personnel of liability. Any medications brought in to the school must immediately be given to teaching staff, and may only be administered by an authorized staff member. These medications must be in the original or duplicate container containing doctor authorization and direction.

Student Safety

We strive to provide a safe and nurturing environment for our students. This is a place where all students should feel comfortable and well cared for.

Transportation

Use of child passenger restraint systems will be utilized depending on the State Age and Weight requirements for each child in any case where students are being transported in school vehicles. Each vehicle will only carry the number of children allowed by the vehicle passenger capacity determined by the number of safety belts installed in the vehicle.

Staff will make every effort to keep any child from getting into a car with a parent or guardian under the influence of drugs or alcohol. Authorities will be called to give the parent and child a ride home. Staff will, under no circumstances, provide transportation to an individual who appears to be under the influence of drugs or alcohol.

Children will not be allowed to get into a vehicle with an individual who has not been authorized or that we have previously been notified does not have authorization. In such circumstances, the parent or guardian of the child will be contacted and proper authorities will be notified as necessary.

Abuse

The Academy staff is required by state law to report any suspected signs of child abuse to the Department of Social Services or Law Enforcement immediately. This report may be made directly to the DSS without first contacting the parents.

Immediate attention to any claim of staff abuse will be handled through a written warning and a probation process. The staff member will be immediately removed from 1:1 care of any children. Continued involvement in the school will be a shared teaching/leading position with another staff at all times until the claim is resolved.

If the claim is affirmed by the Principal and becomes a referral to the State, the individual is placed on immediate leave through the duration of the case research until such a time that a determination is made.

Should the State choose not to open the case, probation remains for 30 days based on performance Correction and Improvement. Continued employment is based on supervisor's discretion and affirmation with the Principal.

Emergencies

In the event of serious injury or illness, the child will be taken to one of the local hospitals by emergency vehicle and parents will be notified as soon as possible.

There are emergency procedures set in place in case of fire, tornado, and lock down. Drills are practiced for these procedures at various times throughout the year.

Visitors

Parents and family members must check in at the front desk prior to going to a child's classroom. They will be escorted to their child's classroom by school or church staff.

We encourage families to volunteer in their child's class; however, arrangements must be made in advance through the school office. Volunteers and chaperones need to complete a background check before working with students. **Please note any changes to this policy due to Covid-19 guidelines.**

Confidentiality

We are required to keep records on all children enrolled in the school. The health and safety of children in our care requires that information regarding each child be kept and made available on a need to know basis. Emergency information is key to obtaining needed care quickly in an emergency situation.

The Principal and staff maintain confidentiality of records and information relating to children in our care, and their families.

Information regarding admission, academic progress, test scores, health records, attendance or discharge of a student will be confidential and restricted to staff designated to have appropriate access to the information.

Parents/guardians may have access to their child's permanent record at any time.

Drop Off/Pick Up

When dropping students off, parents can either pull up to the Academy doors (located in the south wing), or park in the parking lot.

If students are to be dropped off at the building, parents should pull up to the curb, with all vehicles facing the South exit. No parking will be permitted in front of the doors, this option is only available for those that are dropping off and continuing on.

For those that wish to park their vehicles, any available spaces in the parking lot can be utilized. We ask that parents who have parked, exit the vehicle and escort their children to the building. An adult must accompany children any time they are walking through the parking lot.

Preschool and Jr. Kindergarten families can park in the spaces along the East side of the building. Vehicles may not pull up or park along the curb by these doors, as this space is reserved for school transport vehicles.

At any time during dropping off or picking up, children should remain with parents, guardians or supervising adults. For the safety of our students, there should be no unattended children going to or from vehicles in the parking lot as it can get busy and visibility is not always clear.

Lunch/Snack

Hot and Cold Lunches

We strive to provide nutritious options to our students. We partner with Lifescape to provide a nutritional hot lunch program to all full time students. These lunches are available at \$4.00 per hot lunch.

A menu will be sent home with the following month's lunch choices about 2 weeks before the beginning of each month. We ask that parents indicate the meals their child would like and return it by the date on the form.

Children are always welcome to bring a cold lunch from home.

Peanut/Nut Policy

We try to be mindful of students who have peanut/nut allergies. While we are not a 'nut free' school, meaning that we do not specifically keep all nut foods out of our building, we ask that out of honor and respect for others, you work with your children to try different non-nut food options for lunch. Please follow these specific guidelines to make sure all of our students are safe during all parts of their day:

- In classrooms that have students with an identified nut allergy, please refrain from bringing lunches or snacks with nuts..
- Students who bring lunches that have anything with nuts will sit at a 'Nut Table' to eat their meal in a safe zone away from those affected.
- All students will wash their hands thoroughly immediately after eating anything that may contain nuts.

Academics

Why Latin?

In the Classical Christian model, Latin instruction is recommended starting at 4th grade. This foundation in Latin is intended to:

1. Instruct the student in the fundamental vocabulary and grammar of Latin to better their fundamental understanding of English, the history and writings of Western Civilization, and the understanding of romance languages.
2. Reinforce the students' understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English grammar class work, e.g. plurals, nouns, verbs, prepositions, direct objects, tenses, etc.
3. Cultivate study and logical thinking which are inherent in the study of Latin.

Specials Classes

Bible

The Bible is God's special revelation to mankind revealing His glory and saving power culminating in the Gospel of Jesus Christ. Academy students will learn the Biblical account from Genesis to Revelation and discover the great God who meets us in our great need. We recognize that now more than ever our students need to be prepared to give an answer for the hope that we have within us (1 Peter 3:15). To that end, in the logic (dialectic) stage of our study of the Biblical events will include Socratic, inductive, and apologetic elements that give our students the tools to critically evaluate and personally establish a thoroughly Biblical worldview.

The classes will progress through the Veritas Press & Purposeful Design Bible Curriculum.

Grade 1 – Genesis - Joshua

Grade 2 – Joshua - Kings

Grades 3-4 – Chronicles - Malachi

Grade 5 – Gospels

Grades 6-8 – Acts - Revelation (alternating)

Grade 9 – Mastering Bible Study Skills (Purposeful Design)

Art

Academy students will learn about the Classic Art by viewing artwork and lives of master artists, diving into art history, and applying a variety of artistic techniques. The goal is for students to appreciate art on an individual and communal level through art criticism and application. Students look at artwork done by masters and then apply it to related projects. This will teach students new art skills and how to use their imaginations in a creative way. Some aspects of art students will learn are:

- The elements of art: Line, Shape, Color, Form, Texture, Value, Space
- The principals of design: Balance, Emphasis, Proportion, Pattern
- The four steps to art criticism: Describe, Analyze, Interpret, Judgment

Students first recognize God as the ultimate divine artist and creator. Second, they build confidence in their identity as a unique artist whom God created for His glory. Third, they use a step-by-step approach to creating art with the elements of art and shape. Fourth, they learn about art history and classical art education and apply the techniques and similar processes of great artistic masters. This fourth goal requires practice. It's important for both students and parents to understand that classic training in art requires time and patience; similar to learning a musical instrument, you need to start at step one. There are "gifted" artists; however, anyone can draw when given the basic steps upon which to build. Mastery requires confidence to accept mistakes as part of the learning process. The great artistic masters also began with sketches and many hours of practice. Drawing requires a relaxed hand and eye and the ability to use a pencil in new ways different from writing. We will have fun exploring new ways to be creative and advance our skills.

Most importantly, students will gain wisdom of what art really is: God's beautiful creation!

Music

Academy students will learn music through a Classical Christian approach. The first instrument a child learns is his or her God given voice. Each student will learn to read, write and sing in the language of music. The Kodaly method is used to teach this language; this method uses the Solfege system. The use of the Kodaly method improves sense of rhythm, independent singing, and the ability to sing in tune.

Some aspects students will learn in music/choir are:

- Elements of music: tempo, dynamics, form, rhythm, melody, harmony, tone color.
- Musical genres: Classical, jazz, blues, baroque, spiritual.
- Instrument families: brass, woodwind, percussion, string.
- Composers
- World music
- Solfege
- Sight reading
- And much more

Students will recognize that music is a God given gift that we are to use to glorify Him. They then will see how music can give to others, and even themselves. Students will work toward mastering performance, creativity/ composition, and analysis of musical works.

It is important for students, as well as their parents, to recognize that learning, understanding and performing music takes practice, patience and persistence. The skills we will be learning often take longer than one music class to master. Some students maybe comprehend or achieve some musical concepts or skills sooner than other students. This is perfectly normal, as we know every student learns at their own pace. We will work as a team to create music together, as well as understanding what we can provide on an individual level.

Ephesians 5:19 - "speaking to one another with psalms, hymns, and songs from the Spirit. Sing and make music from your heart to the Lord"

Physical Education

God created our bodies for movement and the Bible refers to honoring God with our bodies. 1 Corinthians 6:19-20 says, "Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought for a price. So glorify God in your body." In Romans 12:1 it says "***I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship.***"

Reflecting on these verses, it is our desire that we would physically train our bodies in such a way that honors God. With this in mind, the curriculum has been designed to improve physical strength and endurance and athletic skills. Students' physical strength will be assessed in the beginning, throughout, and toward the end. The goal is to see improvement as we progress throughout the year. We will also focus on specific skills at each level as we learn various sports.

Teamwork and good sportsmanship are also vital aspects of our time in class. In 1 Thessalonians 5:11 it says that we are to "***Therefore encourage one another and build one another up...***" As we train our bodies and learn new skills we will be using those skills for game play. It is so important to build camaraderie amongst teammates and to also treat others with dignity and respect.

Homework

Students are expected to take an active role in their education. Assignments are to be completed by the assigned time provided by individual teachers.

While time may be allotted in class, this may not always be enough to complete assigned work. Work not completed in the classroom will need to be taken home and completed during out-of-school hours.

Some assignments may require access to a computer or special supplies. If a student does not have access to these things, we ask that you would contact the child's teacher to discuss a plan of action to complete the assignment.

While we do not require a minimum daily amount of time to be spent on homework, we do suggest that students follow these guidelines:

- Kindergarten – 10 Minutes (infrequent)
- 1st Grade – 15 Minutes
- 2nd Grade – 30 Minutes
- 3-5th Grade – 45 Minutes
- 6-8th Grade – 1 Hour
- 9th Grade – 1.5 Hours

If an assignment is not turned in by the deadline provided, it will be marked down by 10% for each day late. Assignments will not be accepted for credit after 2 days past due, unless special arrangements have been made with staff.

In the event a child is absent from school on the day an assignment is assigned or due, the teacher may give a reasonable extension for the assignment to be completed. The extension will not exceed the number of school days missed during the absence. It is the student's responsibility to find out what work was assigned. For an extended illness, parents should contact the teachers directly.

If a student misses part of a day due to a planned event (dentist appointment, etc.) all homework is due that day and should be turned into his or her teacher's box before departure.

Grading Guidelines

LETTER GRADES - All Core classes

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% - 0%

NON-LETTER GRADES - Music, Art, PE, Bible

Excellent = 99 - 100%

Satisfactory + = 90 - 98.99%

Satisfactory = 80 - 89.99%

Needs Improvement = 70 - 79.99%

Unsatisfactory = 69.99 - 0%

Field Trips

Field trips will be scheduled periodically. There will be a permission slip for parents to sign at the beginning of the year to cover any and all field trips throughout the year.

- Notification will be sent out in advance about any upcoming field trips.
- Some of activities may have a fee that will be collected prior to the event.
- Transportation for these activities will be provided using school vans. All vans are equipped with age-appropriate safety seats as needed.
- On field trip days, parents/guardians may be invited to volunteer as chaperones for their child's class. Parents/guardians may be allowed to drive their own children, but not other students without the express authorization of a parent.

Expectations

Basic School Rules

“Do all with honor and respect with integrity.”

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected.
3. Distracting toys/tools are not allowed on the school grounds or buses.
4. Cell phones (smart watches, Gizmos, etc.) may be used only when not in class or school events. Devices must be turned off and kept in student’s locker or backpack.
5. We believe that teaching students to do their own work and keep their eyes on their own papers should begin in the elementary years. Cheating is unacceptable and can be defined as the following:
 - plagiarism or copying an answer
 - working together on an assignment that was intended to be completed individually
 - looking on another student’s paper during a test or assignment

Student Etiquette

“But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are, to God the aroma of Christ; among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life” - 2 Corinthians 2:14-15

Students are expected to reflect basic Christian values and behavior. This can be modeled through exhibiting the 3 R’s:

- Responsible - Respectful - Rigorous

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at Abiding Savior Academy. Periodically, students will receive instruction and reminders about these expectations. Our hope is that these actions will become part of the daily fabric at Abiding Savior Academy.

We want to train our students to show proper respect to their teachers, administrators and adults.

1. Students should address their teachers by Mr., Miss, or Mrs.
2. Students should respond by saying “yes” or “no”, not “yeah”. “Sir” and “Ma’am” are always welcome.
3. Students should follow their teacher’s guidance in appropriate greeting and acknowledgment when another teacher or administrator enters the room.

We would like Abiding Savior Academy to be a place where visitors sense the aroma of Christian love.

Attendance

While attendance is a critical component in order to ensure that a child is successful at school. The advent of the Covid-19 virus pandemic has changed attendance protocol, and our students are still developing the habits that will shape their future. When students attend school daily, they will have a better opportunity of having higher student achievement and feel confident about their work at school.

School Hours

Abiding Savior Academy has a 9-month school year. School hours are as follows:

- Academy Preschool: 9:00 AM-11:30 AM or 12:30 PM-3:00 PM
- Academy Jr. Kindergarten: 8:00 AM-11:30 AM
- Academy K-5th Grade: 8:00 AM-2:45 PM
- Academy 6th-12th Grade: 8:00 AM-3:00 PM

Tardies

School begins promptly at 8:00 for grades Jr. K - 12th grades. Students are able to enter the church building by 7:40am each day and students may wait in the hallway or in the gym when staff coverage is available. Classroom doors will be open by 7:55am at the latest. Students will be counted as tardy at 8:00am. The outside doors of the church at the school entrance will be locked at 8:00am and students must enter through the center doors and gain access to the school wing from the Principal or other church staff.

Excused Absences

A student shall be excused from school when the absence is:

- Due to his or her illness
- For the purpose of having medical, dental, optometric or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family.
- For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or when the student's absence has been requested in writing by the parent or guardian and approved by the Principal or a designated representative.

Unexcused Absences

Any absence for reasons other than those listed above as excused absences are deemed unexcused.

School Closings

Abiding Savior Academy follows the cancellations of the Sioux Falls Public Schools with one exception: If the Sioux Falls Public Schools have A TWO-HOUR late start, all K-12th grade classes will start at 10:00 AM, and morning Preschool classes will be cancelled. In the event of inclement weather, school closings are announced on KELO and KSFY TV stations as well as on Remind text messages and the Academy Facebook posts. If inclement weather is forecasted, please be aware of broadcasts, or call the office for updated information.

Snow Days will be made-up on the scheduled days as noted on the school calendar. Any days to be made-up exceeding the provided make-up day will be determined for make-up after the scheduled last day of school.

Dress Code

“You were bought at a price. Therefore honor God with your bodies” - 1 Corinthians 6:20

Students are expected to dress in neat, clean and modest fashion. Expectations as to attire should be pleasing to God, and fit within these guidelines:

- Jeans – No holes, rips or frayed
- “Fingertip rule” for shorts and skirts (i.e. a student’s shorts or skirt should extend beyond where his or her fingertips reach on his or her legs)
- Straps are 2 fingers wide
- No off the shoulder shirts
- No hoods up on Hoodies
- No hats in building
- No inappropriate or vulgar graphics
- Appropriate shoes (fitting for scheduled activities)

Notice of special dress-up days will be given by individual teachers or the Principal and will still be expected to be modest and appropriate.

Disciplinary Action

In the event that disciplinary action must be taken, the teachers and the Principal will determine the type and amount of discipline. All discipline will be based on biblical principles (e.g. restitution, apologies (public and private), swift and immediate consequences, restoration of fellowship, no lingering attitudes, etc.) The vast majority of discipline will be handled at the classroom level. Love and forgiveness will be an integral part of the discipline of a student. The following procedure will be followed in these instances:

I. Office Visits

There are five basic behaviors that will automatically necessitate discipline from the Principal.

- Disrespect shown to an adult (e.g. staff member, parent, etc.)
- Dishonesty in any situation, including lying, cheating, stealing, and plagiarism
- Rebellion (e.g. outright disobedience in response to instructions)
- Fighting (e.g. striking or kicking in anger or with the intention to harm)
- Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain

The Principal will determine the nature of the discipline. If a student receives an office visit, the following accounting will be observed within the school year:

- The first two times a student has an office visit the student's parents will be contacted afterward and given the details. Their assistance and support in averting further problems will be sought.
- The third office visit will be followed by a meeting with the parents and the Principal.
- Should the student require a fourth office visit, the student will receive a one day suspension.
- If a fifth office visit is required, the student may be expelled from the school.

II. Serious Misconduct

If the Principal deems it necessary, the office-visit process may be by-passed and suspension imposed immediately.

- Examples of such misconduct include, but are not limited to: acts endangering the lives of others, gross violence, theft, vandalism, violations of civil law, drug abuse, or the possession of any weapon.
- If the principal desires to pursue expulsion the final decision will be determined with the church administrator.

Parent Connection

One of the many blessings of a Christian life is the opportunity to live in community with others and to have encouraging fellowship to build one another up. We established Parent Connection with this in mind. Parent Connection is a parent-led group, created for the purpose of building community and supporting the school. We meet monthly, the first Thursday of every month, immediately following chapel. We meet in Abiding Savior's youth room, which can be accessed from the Academy's entry way.

We also coordinate and help support various events throughout the year, including: Teacher Appreciation week, The Gathering (school fundraiser), the Spring Celebration, and Field Day.

Involvement is optional. We recognize that not everyone is able to meet during the workday, but know that you are welcome anytime!

Involvement

We believe that the primary educator in a child's life is his or her parent. That said, we are privileged to come along side and support that endeavor. Parent involvement is integral to a student's greatest success.

