

ADVENTIST CHRISTIAN ACADEMY

School Handbook

2018 – 2019

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Adventist Christian Academy

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Grades 1 – 4

Grades 5 - 8

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SECTION 1 – PHILOSOPHY OF ADVENTIST CHRISTIAN EDUCATION

The Seventh-day Adventist Church recognizes God as the Ultimate Source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible and in Jesus Christ. The distinctive characteristics of Adventist education, derived from the Bible and the inspired writings of Ellen G. White, point to the redemptive aim of true education: to restore human beings into the image of their Maker.

While God presents His infinitely loving and wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God. Its time dimensions span eternity.

Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—physically, intellectually, socially, and spiritually. Working together, homes, schools and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

GOALS FOR CURRICULUM IN SEVENTH-DAY ADVENTIST SCHOOLS

- | | <i>Each student should:</i> |
|-------------------------------|--|
| ▶ Acceptance of God | Surrender one's whole life to God; develop a relationship with Jesus Christ; and allow the Holy Spirit to work in one's life. |
| ▶ Commitment to the Church | Desire to know, live and share the message and mission of the Seventh-day Adventist Church. |
| ▶ Interpersonal Relationships | Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership and the ability to respond with sensitivity to the needs of others. |
| ▶ Responsible Citizenship | Develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others and accept responsibilities of family membership and the ability to respond with sensitivity to the needs of others. |
| ▶ Healthy Balanced Living | Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health. |
| ▶ Intellectual Development | Adopt a systematic, logical, and biblically-based approach to decision-making and problem solving when applied to a developing body of knowledge. |

- ▶ Communication Skills Recognize the importance of effective communication and develop the requisite skills.
- ▶ Personal Management Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.
- ▶ Aesthetic Appreciation Develop an appreciation of the beautiful, both in God’s creation and in human expression, while nurturing individual ability in the fine arts.

SECTION 2 – ACADEMIC PROGRAM

HISTORY & ACCREDITATION

The Seventh-day Adventist Church has maintained a church school in Panama City since the 1930’s and is one of over 5,500 schools that make up the world’s largest Protestant church-related educational network.

Adventist Christian Academy (ACA) effectively fulfills the requirements, provisions, and standards prescribed by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and the National Council for Private School Accreditation (NCPSA) in its efforts to provide the highest quality educational experience for its students.

ACADEMICS

The academic program offered at Adventist Christian Academy is previewed by the Office of Education, North American Division General Conference of Seventh-day Adventists. The curriculum includes studies in math, English, reading, science, social studies, spelling, phonics, writing, and Bible. ACA also provides a Kindergarten curriculum. These courses are comprehensive in content and have texts, workbooks, and manipulatives to complement the programs. Our science program utilizes the hands-on approach in experiments, which promotes active learning. We have computer technology, and the Internet services available to students enhance their learning. Art and music are an integral part of the curriculum so students will have a well-balanced curriculum. A variety of sport activities and games are taught during the PE program so the students will learn the value of sportsmanship, working as a team, and developing their physical abilities. The learning process provides instructional flexibility, individualization, peer tutoring, independence, and a spiritual dimension of service to the community and outreach programs. Field trips, art and science fairs, guest speakers, and school programs enhance the academic programs.

GRADE REPORTS

The school year is divided into four nine-week periods. At the end of each period, a grade card indicating the progress of the student may either be sent home with the student, mailed to the parent, or may be given at the parent/ teacher conference. Final grades are recorded on the student’s permanent record. Final report cards and transcripts are mailed pending financial clearance.

Grading System

The purpose of grades is to accurately reflect individual student achievement as related to course objectives. Report cards also provide separate feedback on a range of skills including: learning skills, citizenship, behavior, attitude, participation, and efforts, as these components are not a part of the achievement grade.

Kindergarten grades are developmental in focus. Students receive **I**ndependent, **P**rogressing, **N**Needs More **T**ime, to indicate the child's mastery of course objectives and skills.

- I** **Independently** achieves objectives and performs skills
- P** **Progressing** toward achieving objectives and skills
- NT** **Needs** more **time** to develop

In 1st and 2nd grades, a letter grade of **E**xcellent, **S**atisfactory or **N**Needs to **I**mprove is used to indicate the child's performance. The same letter notations are also applicable in other grade levels for certain non-core classes.

- E** The student consistently demonstrates advanced proficiency of grade level expectations
- S** The student is meeting grade level expectations
- N** The student's growth rate is not meeting grade level expectations

Following is a list and definition of the letter grades used in grades 3 through 8.

- A** Excels in understanding content and applying concepts
- A-**
- B+**
- B** Masters most content and skills
- B-**
- C+**
- C** Demonstrates basic understanding of the concepts and skills
- C-**
- D+**
- D** Understanding of concepts and skills is limited and incomplete
- D-**
- F** Shows and unacceptable level of understanding and/or effort
- P** Pass
- F** Fail

HONOR ROLL/ PRINCIPAL'S LIST

Students in grades 6-8 will be eligible for Principal's List. In order to make Principal's List, a student must exemplify good citizenship, satisfactory attendance, and have all A's on quarterly report cards in all subjects. Students in grades 3-8 are eligible for Honor Roll. In order to make Honor Roll, a student must exemplify good citizenship, satisfactory attendance and have A's and B's on their quarterly report cards in all subjects--with no C's, D's, or F's. Students who earn A's and B's but receive one C on the

quarterly report card will be placed on Honorable Mention. Students who earn these rewards will receive special recognition.

ACADEMIC PROBATION

Students with two or more D's or students with one or more F will be considered to be on academic probation for at least four and one-half weeks.

INCOMPLETE AND FAILURE

A grade of "incomplete" is given when, for legitimate reasons such as illness or other approved emergency, the student is unable to satisfy the requirements of the course. In that case, when the incomplete has been removed, full credit will be given for the work done.

The "incomplete" should be removed within two weeks after the end of the grading period. Failure to do this will result in the recording of an "F" for that period.

An "F" grade may be received for excessive absences. (See Absence Policy)

SECTION 3 – OUR POLICIES

ADMISSION

Adventist Christian Academy provides a biblically-based Christian education for families in our area. Admission is based upon available space and all other requirements outlined in this handbook.

No discrimination on the basis of nationality or ethnic origin is made in regard to educational policies, admission, or any of the school activities.

Children entering the following grades are required to be the listed age on or before September 1 of the current school year:

- Pre-Kindergarten (VPK), four years old
- Kindergarten (K-5), five years old
- First grade, six years old

Prior to a child being admitted, parent(s)/guardian(s) must submit:

1. An Application completed for each child;
2. Verification of child's birth date (copy of birth certificate);
3. Certificate from a licensed physician or the Public Health Department of a physical examination dated within one year for first-time students. The physical exam of *a first-time student entering the 6th grade* must include the results of a Scoliosis screening (required by state law);

4. Certificate of Immunization Form (DH 680) from a licensed physician or the County Health Department documenting that *all current* immunization requirements have been met. (If DH Form 680 is not provided, DH Form 681 must be provided.);
5. Previous school records (new students only);
6. Completion of the Internet Acceptable Use Policy Consent Form;
7. Completion of Medical Consent to Treat Statement;
8. Completion of Code of Conduct Statement; and
9. Completion of a Financial Agreement accepted/approved by the School Board.

Achievement/placement tests may be given as a key for admittance and placement of each new student. The pupil must give evidence in these tests of ability to handle the work of the grade to which he or she is seeking admittance.

Adventist Christian Academy is not equipped to serve children requiring *special education*. Therefore, parents must submit full disclosure of all diagnostic/medical/psycho-educational reports to the Principal before registration in order to determine if the student's education needs can be met. If accepted, the parent must submit on a regular basis to the Principal the progress reports from outside-of-school services provided for the student to help in his or her educational process.

The registration and admission process must be completed before the student will be admitted to class.

All student applications will be reviewed and approved individually for admission by the School Board.

Only those who are in full accordance with the standards of Adventist Christian education and pledge themselves to abide willingly by all its regulations and uphold the Adventist Christian principles upon which the school is operated will be accepted. All students will maintain reverence during religious exercises and observe school regulations.

FINANCIAL INFORMATION - TUITION AND FEES/EXPENSES

TUITION by GRADE

GRADES	ANNUAL TUITION	10 MONTHLY PAYMENTS
VPK (PreK) <i>(Student must be registered through FL VPK program – see Financial Programs/Scholarship Section below)</i>	Florida funded	Florida funded
Kindergarten-5 and Grades 1 - 5	\$5,685	\$568.50
Grades 6 – 8	\$5,985	\$598.50

Monthly tuition is paid
August 2018 – May 2019

FEES/Additional Expenses are NON-REFUNDABLE

DESCRIPTION	GRADE	AMOUNT
Registration Fee	K-5 & Grades 1-8	\$275.00
Technology Fee	K-5 & Grades 1-8	\$200.00
Transportation	K-5 & Grades 1-8	\$20.00
School Shirt	K-5 & Grades 1-8	\$20.00

Financial Programs/Scholarships:

- Voluntary Pre-Kindergarten (VPK) is available for all children who turn four (4) years old by September 1 and reside in Florida. *For additional information, please visit the Early Learning Coalition of Northwest Florida website at <http://elcnwfl.org/families/vpk>. The Bay County Early Learning Coalition is located at 703 W. 15th Street, Suite A; Panama City, Florida.*
- Florida Corporate Tax Credit Scholarships are available to children of families who qualify. *For additional information or to determine eligibility, please visit the Step Up For Students website at www.stepupforstudents.org.*
- To inquire about other financial assistance that might be available, please call (850) 769-3405 or (205) 527-4403.

INSURANCE

In the event of an accident at school or during school-sponsored activities, parents will be notified immediately. The school will provide appropriate information and insurance forms on the secondary accident insurance carried on all students. The insurance forms are completed and returned to the Gulf States Conference of Seventh-day Adventists along with the doctor's statement and costs.

COMPUTER/INTERNET USAGE

Adventist Christian Academy offers students access to the Internet. The legal parent/guardian and student must sign the Computer Network and Internet Acceptable Use Policy Consent Form before the student will be allowed access to the network. Access is a privilege—not a right. Teachers may review any and all student files and communications to maintain system integrity and ensure that students are using the system responsibly. All users assume responsibility—personal, legal, financial and otherwise—for their actions while using the computer network and while accessing Internet content over the school network.

Students will adhere to Christian principles and will:

1. Be responsible and courteous in all communication;
2. Be responsible with all computer hardware and software;
3. Keep their passwords to themselves;
4. Respect the confidentiality of folders, work and files of others;
5. Learn about and observe copyright laws;
6. Comply with the Internet Acceptable Use Policy; and
7. Not attempt to access or alter unauthorized areas of any computer system.

Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action.

SCHOOL VISITORS

For the protection of our students, any person, other than an employee or student of the school, entering the premises of the school must obtain permission from the principal or his/her designee before proceeding. *(This policy is in accordance with Florida Statute 1001.41)*

DISPENSING MEDICATION

PRESCRIBED MEDICINE

During the regular school day any student who is required to take medicine prescribed by a physician may be assisted if the teacher received the medication in its original container along with the appropriate form completed by the physician and signed by the parent. Parents are asked to contact the teacher prior to sending prescribed medication to school.

NON-PRESCRIBED MEDICINE

When a non-prescribed (over-the-counter) medicine is brought to school, it must be given to the teacher with a note from the parent with specific directions for dispensing.

ALL MEDICATION (prescribed and over-the-counter) BROUGHT TO SCHOOL MUST BE GIVEN TO THE TEACHER IMMEDIATELY UPON ARRIVAL.

STUDENT DIET

The diet of a student has an important influence on learning. Parents need to provide a balanced breakfast and nutritional lunch. ACA does not have a hot lunch program, and students will not be allowed to cook meals.

We respectfully request that snacks and/or lunches conform to Adventist dietary principles (no pork or other biblically labeled "unclean" meats). Caffeinated beverages are also not to be brought to school.

DRESS CODE

Standard of Dress / Uniform Policy

The aim of the Standard of Dress is to promote modesty, neatness, safety, and a distinctively positive school image. It is intended to encourage concentration on learning, address health and safety considerations, minimize clothing cost, create school unity, promote equality and lessen social pressures.

Appearance

Students will present a modest, clean, and neat appearance at all times. All clothing is to be appropriately sized, worn correctly, and appropriate for the weather and/or occasion. Pants/shorts/skirts should be worn at the waist, shirts are to be buttoned and tucked in, and closed-toe shoes are to be tied/fastened and worn at all times. Clothing should be clean and in acceptable repair (not excessively faded/worn, no rips/holes, no noticeable stains).

The standard school uniform for ACA--

Shirts:

Students must wear solid colored shirts, in the styles listed below, in any shade of blue or white. Shirts are required to be buttoned and tucked in for all students in grades 3 – 8.

- Polo shirts (long or short sleeved) with collars
- Buttoned oxford shirts
- Turtleneck pullovers

Bottoms:

- Uniform style pants, skirts, skorts, jumpers, or shorts in khaki or navy are acceptable.
- Blue jean pants, skirts, skorts, or modest length shorts may also be worn. (Skinny jeans, leggings, or jeans that are frayed, torn, or overly ornamented are NOT allowed.)

Belt:

A belt is to be worn when pants/shorts have belt loops. Belts are not required for PreK or Kindergarten.

Shoes:

Appropriate footwear should be worn at all times; tennis shoes with socks are preferred. Shoelaces must remain tied. Shoes must have closed toes. Sandals and flip flops are not allowed.

Modesty Requirements:

All wardrobe selections must adhere to basic rules of modesty including:

- Avoid tight-fitting or low-waist clothing
- Skirts, skorts, or shorts must approach the knee to be acceptable
- Clothes should not reveal the midriff or expose undergarments
- Tank tops or sleeveless tops are not appropriate for boys or girls
- Shorts must be worn under skirts and jumpers

Prohibited Items:

- Hats, caps, or sunglasses are not to be worn in the classroom
- Visible jewelry (including rings, earrings, bracelets, and necklaces) is not permitted
- Avoid unnatural hair or nail colors and extreme styles

Consequences for Violation of Uniform Code:

Any staff member may cite a student for being in violation of the uniform code. The consequences are as follows:

- First offense – student cited with notice to parent/guardian
- Second offense – parent/guardian will be required to bring the student proper school attire
- Third offense – parent/guardian will be required to remove the student from the school which will result in an *unexcused* absence

Repeated offenses are grounds for student suspension or expulsion.

SECTION 4 – ATTENDANCE & TARDY POLICIES

SCHOOL HOURS

School hours are:

Monday – Thursday 8:00 a.m. – 2:30 p.m.

Friday 8:00 a.m. – 2:00 p.m.

ARRIVAL AND DISMISSAL

Children should not be on the school grounds more than 15 minutes before school starts and must be picked up within 15 minutes after school ends. The Gulf States Conference Office of Education and the local School Board expect teachers to use time after school in preparing for the next school day. Teachers cannot provide after-school care during their teacher preparation time. If aftercare is needed, parents may inquire of their child's teacher.

ABSENCES

The attendance record is a legal document. Teachers are required to request an explanation for any absence. All pupils enrolled in this school are expected to attend school punctually and regularly. For each case of absence or tardiness, a pupil will be required to bring a written excuse from his/her parent/guardian on his/her return to school. If a written explanation is not received within one week, the absence will be considered unexcused.

Valid excuses for non-attendance may include only:

- Verified illness of the student
- Medical, dental or optometric services
- Quarantine
- Bereavement
- Florida Conference sponsored activities.

It is not advisable for parents to take their children out of school for vacation or for other reasons that can be avoided. It is recommended that medical appointments be scheduled after school or during vacation. Absences are generally harmful to student progress and may be reflected in their grades. If your child will be absent, please contact your child's teacher prior to 8:00 a.m.

A pupil who is absent as many as seven days out of the nine-week period may forfeit his/her grades for the period, unless it is evident to the teacher that the student's work has been satisfactorily made up.

Excessive absences and excessive tardiness—whether excused or unexcused—jeopardize a student’s ability to meet *policy requirements* for attendance and academic success for promotion to the next grade.

An excused absence gives the student an opportunity to make up any missed work, quiz or test. It also provides an extension to turn in homework or other assignments. With unexcused absences students are not permitted to make up any missed quizzes, test or assignments. In hardship cases, parents may bring a note requesting that their child be allowed to make up schoolwork due to an unexcused absence. Schoolwork may be made up for excused absences with no grade penalty. Students will be given one day (from the day of return) for each day of absence to make up work. In order to receive an excused absence, students should bring a note from home explaining the absence. In the case of illness lasting 3 or more days or a doctor’s appointment, a doctor’s note is required. All notes should be turned in to the teacher no later than 48 hours after the child returns to school.

PRE-ARRANGED ABSENCES

To receive an excused absence for an essential family trip, the parent must request permission to be absent in writing and submit it to administration a minimum of five school days prior to the absence. Planned absences should be kept to a minimum. If the parent does not give advance notice, the absence may be counted as unexcused. Missed work will be outlined on the return of the student. Time to make up missed work will be provided to the student to the equivalent number of days as the absences. It is the responsibility of the parent and the student to master missed content and deliver back work.

TARDY POLICY

Worship begins promptly at 8 a.m. Worship sets the spiritual tone for the day. It is the parent’s responsibility to ensure their child is punctual. Students who are persistent in being tardy will be referred to the Principal.

All excuses for absences or tardiness should be in written form from the parent or guardian. A student arriving after 10 a.m. will be considered absent for the morning session. Arrival after 1:30 p.m. constitutes an absence for the afternoon session. A student taking early dismissal from the class program before 1:30 p.m. will be recorded as absent for the afternoon session.

PERFECT ATTENDANCE

Students are encouraged to have good attendance with minimal absences and tardiness. Students with no absence, tardiness or early dismissal days (excused or unexcused) will be recognized.

STUDENT PICKUP

For the protection of your child, please let the Principal/Head Teacher know who is authorized to pick up your child from school. If any unusual situation arises and someone different is authorized to pick up a student, the Principal must have prior notice either by note or phone. If a student has written

permission to leave school unescorted, the school will not be responsible for that student after leaving the premises.

EARLY STUDENT PICKUP

If a student must leave school early, a written note stating the reason is to be brought from the parent and turned in to the teacher before school begins. This is a courtesy, which allows the teacher to plan his or her day. The school attendance register is marked appropriately according to the time when the student leaves. Please note early pick up could affect the child's attendance record.

ACCIDENT AND SICKNESS

Every effort is made by the school to prevent accidents. However, should an accident occur or should a child become ill, the school will notify the parents and render first aid whenever possible. Should a serious accident or illness occur, the 911 emergency system will be used and an attempt will be made to reach the parent.

CLOSED CAMPUS

Students will not be permitted to leave the school premises except by permission of parent or legal guardian.

HAZARDOUS WEATHER CONDITIONS

When Bay County Public Schools are closed because of weather conditions, Adventist Christian Academy also will be closed unless parents are notified otherwise.

SECTION 5 – DISCIPLINE POLICIES

STUDENT CONDUCT

School is a place for learning. Students are expected to behave in a way that allows themselves and others to learn. The goals of this discipline policy are as follows:

1. Create a positive learning/teaching environment;
2. Encourage responsible behavior;
3. Lead each student to become a self-governing individual;
4. Maintain respect for staff, peers and self;
5. Instill a desire for Christian behavior; .
6. Reflect the principles of ACA;

7. Ensure the safety of staff and students; and
8. Abide by the student conduct code and school policies at all school-related activities.

GENERAL SCHOOL RULES

In order to preserve a unified school spirit, students will be expected to uphold and abide by the religious principles and moral ideals exemplified in the life of Christ. School standards will apply at school as well as during activities outside the school program area.

Students should be representative wherever they are. Religious beliefs of members of other faiths are considered and respected.

Violation of the following rules may result in disciplinary action.

1. Use of alcohol, tobacco, or illicit drugs in any of their forms is injurious to one's health and will not be tolerated. Teachers will adhere to policy in administering needed medications.
2. Explicit discussion--whether it is implied, verbal or written--will not be allowed.
3. Inappropriate display of immoral or violent material will not be allowed.
4. Immoral literature, profane language and behavior will not be allowed.
5. Gambling will not be permitted.
6. Cheating and theft destroy the rights of students and will not be tolerated.
7. Distracting items such as radios, TVs, toys, tape recorders, records, CDs, magazines, etc., should not be brought to school unless arrangements have been made with the teacher.
8. The use, handling or possession of firearms, firecrackers, or any other type of explosives will not be allowed at school functions. Potentially dangerous items such as matches and knives should not be brought to school except when authorized for special projects by the teacher.
9. Tampering with the fire-fighting equipment or the school alarm system is prohibited. Engaging in any type of willful destruction or vandalism of school property is prohibited. Any damage or breakage will be charged to parents/guardians of the offender.
10. Fighting or physical aggression toward another student or a teacher will not be tolerated.

DISCIPLINE

The purpose of discipline is to train the child for self-government, which includes obedience, self-reliance and self-control. Our school is founded on the proposition that we "help the child to see that parents and teachers are representatives of God, and that, as they act in harmony with Him, their laws in the home and the school are also His. As the child is to render obedience to parents and teachers, so they, in turn, are to render obedience to God." *Education*, p. 287

It is the intent of the school to encourage confidence and to strengthen the sense of honor in our students, but if they choose not to comply with our discipline policies, action must be taken. "It should be made plain that the government of God knows no compromise with evil. Neither in the home nor in the school should disobedience be tolerated." (*Education*, p. 290) Therefore, we believe no student may violate the rights of others to a Christian education. Student behavior unacceptable to school standards will be subject to disciplinary action that may include one or more of the following:

Assertive and Preventive Discipline:

- Establishing Classroom Rules
- Enforcing Classroom Rules Consistently and Fairly
- Establishing Consequences for Not Following Rules

Discipline Notice to Student and Parent Counseling:

- When the teacher determines that the offense is not a willful and flagrant violation

When proper conduct of the student is not achieved after counseling with parents and student, disciplinary action thought appropriate by the school administration may be administered. This may include in-school detention, after-school detention, suspension or expulsion.

Suspension and Expulsion

1. Suspensions are in order for repeated offenses when other procedures have not been effective.
2. The Principal, teacher or School Board chairman may suspend a pupil for a period not to exceed three days. Any additional time must be an action of the School Board.
3. All suspensions shall be referred to the School Board for immediate action to determine the definite length of the suspension.
4. The parents and the pupil may be asked to appear before the School Board to discuss the problem and the student's future conduct in the school.
5. The School Board has the authorization to expel. This authorization is used only when other means of correction have failed to bring about proper conduct. Teachers are not authorized to expel.
6. Students may be dismissed from school by their choice of undesirable attitude, conduct and/or language. ***An unwholesome attitude is more dangerous than an evil act.***

Students who demonstrate by their behavior their lack of interest in Christian philosophy of love for each other cannot remain at school. All students are expected to maintain a good positive attitude that includes a sincere respect for rules, reverence, total participation and goodwill towards others. We strive to instill our Master teacher's rule: "As ye would that men should do to you, do ye also to them likewise." Luke 6:31.

Our philosophy and belief is that our students are younger members of the Lord's family and heirs to the city of God. Our goal for each student is "to honor Christ, to become like Him, to work for Him," in doing so, that "is life's highest ambition and its greatest joy." *Education*, p. 297

SECTION 6 – SCHOOL REGULATIONS

PLAYGROUND

A staff member or designated adult will supervise students while on the playground area. Students on the playground are to follow faculty instructions. No rough play that may lead to injury is permitted. Hardballs are not permitted due to insurance policies.

SCHOOL AND PERSONAL PROPERTY

Pupils are to report promptly any damage done to school property to prevent possible further damage, injury, or liability.

Any pupil who defaces, damages, or destroys school property shall be in risk of suspension or expulsion, according to the nature of the offense. Parents shall be responsible for replacement costs.

The school is not responsible for personal property left in the school building or anywhere else on the premises.

SCHOOL SPONSORED OUTINGS/TRIPS

Students participating in school sponsored activities or outings are representatives of the school and the Adventist Church and should conduct themselves in accordance with the standards and policies of the school and the church. Dress and conduct should be exemplary. All school outings must be approved by the School Board.

FIELD TRIPS

Written permission, signed by the student's parent/guardian, is required for all off-campus activities. Telephone permission will not be accepted, except in extreme cases.

While on school field trips, all drivers and passengers are required to adhere to Florida's seat belt laws.

EXTRACURRICULAR ACTIVITIES

Eighth Grade Class Trip/Fund Raisers

During the course of the school year the 8th grade class may raise money by doing fundraising activities for their educational class trip in the spring. The trip itinerary and chaperones must be approved by the local School Board and the Gulf States Conference K-12 Education Board.

Outdoor School

In the spring of the year (see School Calendar) grades 5 and 6 are *required* to attend Outdoor School at Camp Alamisco for four days. Outdoor School is an outstanding educational opportunity for the students to experience many special facets of learning. Camp Alamisco is the Gulf States Conference camp and is located on beautiful Lake Martin in Dadeville, Alabama.

Education Fair

This activity is held at Bass Memorial Academy (see School Calendar) and is for all schools across the Gulf States Conference. It offers students in grades 5 – 9 the opportunity to participate in science, art, spelling, geography, and Bible projects. Bass Memorial Academy is the Conference boarding academy located in Lumberton, Mississippi. Participation/attendance is *required*.

Academy Days

This event held at Bass Memorial Academy in the spring gives students in grades 7-9 the opportunity to visit the campus and experience what life is like in the boarding academy.

TESTING

Each year grades 3 – 8 are given standardized achievement tests to measure growth of skills and knowledge. The results of these tests are used by the teachers to better serve each child's individual needs. Special parent reports will also be made available.

When the school announces the test dates, parents should make sure the student is well rested and has an adequate breakfast so that the student may perform at his or her best.

SCHOOL TELEPHONE

The office telephone is primarily for emergency and school business use; therefore, we ask your cooperation in this matter. The learning process will operate most effectively if teachers and students are not disturbed during school hours. Arrangements for after-school visiting of classmates, etc., should be made from home, not by school phone.

CELL PHONES & OTHER ELECTRONIC DEVICES

Personal cell phones and electronic devices (such as MP3 players) are permitted at school for the student's use *prior to and after regular school hours only*. All devices are to be turned off (including vibrate) and maintained in the student's backpack during regular school hours. Please be aware that if the student's cell phone or other electronic device becomes a distraction to learning or is inappropriately used, the teacher has authority to take the cell phone/device and keep it in the school

office until the end of the school day, at which time the device will be returned to the parent. Violation of this policy will terminate the student's privilege of having these items during school hours.

Note: *Adventist Christian Academy is not financially responsible for electronic or wireless devices that are lost, "borrowed," or damaged on campus.*

SECTION 7 – SCHOOL BOARD

School Board meetings are held monthly and are open to parents and the church constituency. Called meetings may be held as needed following due notification and stated agenda. Called meetings may or may not be open to all. Executive meetings may be held to discuss sensitive issues; limited attendance is necessary at that time.

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When a problem arises between parents and teachers, the following reconciliation procedures, based on Matthew 18 and 1 Corinthians 6, should be used for resolving the problems:

- **Step One** - The parent should first talk, privately and confidentially, with the teacher and attempt to resolve the problem.
- **Step Two** - If the problem is not resolved, the parent should ask the school administration to become involved.
- **Step Three** - If the problem still is not resolved, the parent may request that the school board chairperson work with the administration to bring about a resolution.
- **Step Four** - If the problem still is not resolved, the parent may request a hearing by the school board.
- **Step Five** - If the problem still is not resolved, the parent may request the Conference Vice President of Education to assist in bringing about a resolution.

Most problems have two sides. When parents unwisely exhibit a lack of confidence in the teacher, the teacher's influence over the pupil is irreparably affected.

The School Board does not have the authority to hire or fire a teacher. This is the responsibility of the Gulf States Conference K-12 Board of Education. The School Board does act, however, in an advisory capacity to the Gulf States Conference K-12 Board of Education.

The School Board would like to dedicate the following letter to our teachers:

"Dear Teacher, as you consider your need of strength and guidance—need that no human source can supply—I bid you consider the promises of Him who is the wonderful Counselor.

'Behold,' He says, 'I have set before thee an open door, and no man can shut it.' Revelation 3:8

‘Call unto Me, and I will answer thee.’ Jeremiah 33:3

‘I will instruct thee and teach thee in the way which thou shalt go: I will guide thee with Mine eye.’ Psalms 32:8

‘Even unto the end of the world I am with you.’ Matthew 28:20

As the highest preparation for your work, I point you to the words, the life, the methods, of the Prince of teachers. I bid you consider Him. Here is your true ideal. Behold it, dwell upon it, until the Spirit of the divine Teacher shall take possession of your heart and life.

‘Reflecting as a mirror the glory of the Lord,” you will be “transformed into the same image.’ 2 Corinthians 3:18

This is the secret of power over your pupils. Reflect Him.” *Education*, p. 282

SECTION 8 – HOME AND SCHOOL ASSOCIATION

All parents are members of the Home and School Association. The goal of the Home and School Association is to:

- promote Christian education
- provide parent education
- To unite the home, the school, and the church in their endeavors to provide a Christian education for the children
- raise funds for the school
- be a liaison between the home and the school
- provide assistance as needed with school programs

The Home and School Association will conduct meetings throughout the school year. Parents, children and all church members are encouraged to attend these very important meetings regarding development of Christian centered lifestyles . Parents will be given prior notification as to the time and place of a meeting. Students will be expected to have a special part in many programs. The importance of your support and attendance at Home and School meetings cannot be over emphasized.

PARENT INVOLVEMENT

Parental involvement is welcomed and encouraged as parents play a vital role in the educational process of Adventist Christian Academy. Parents visiting the campus or school events are asked to set an example for students in their conduct, speech, dress and to refrain from smoking. Research has shown that parental involvement in their children’s education can result in a variety of positive outcomes including greater interest in school, better attendance, enhanced teacher-child relationships, and increased self-esteem.

OTHER PARENTAL INVOLVEMENT OPPORTUNITIES

Parent/Teacher Conferences are held at the conclusion of the first and third quarters to review and distribute report cards and other pertinent data. Parents are required to attend. Parent/Teacher Conferences may be scheduled by appointment as parents or teachers deem necessary. Please feel free to call and make an appointment with a teacher if you have any questions concerning your child's progress.

COMMUNICATION SCHOOL VISITATION PROCEDURE

All visitors and parents are required to notify the Principal and/or their child's teacher when on campus. If a parent wishes to visit or conference with a teacher, an appointment must be made. The teachers are required to give full attention to their students immediately before, during, and immediately after school hours for supervision and instruction. Deliveries of messages and lunches will be handled in a manner that will provide as little disruption as possible.

TELEPHONE

Adventist Christian Academy tries to minimize disruptions to the students' learning process. If a parent needs to get a message to their child, the office will pass that message along. If students need to get in touch with parents they must get permission from the classroom teacher. All attempts will be made to help students resolve their issue before a phone call is made.