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GENERAL INFORMATION

Columbus Adventist Academy (CAA) is a private Seventh-day Adventist school that offers a full and wide-ranging curriculum for students in kindergarten through eighth grade. CAA is an educational ministry of the Ephesus Seventh-day Adventist Church of Columbus, Ohio.

Columbus Adventist Academy
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www.caa4eternity.org

MISSION STATEMENT

The mission of Columbus Adventist Academy is to maintain an academic program of excellence that is integrated with God's word in an environment that nurtures respect and cooperation. We encourage students to be life-long learners as they develop spiritually, academically, socially, and physically.

NONDISCRIMINATION POLICY

Columbus Adventist Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Columbus Adventist Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of certified or noncertified personnel.

ADMISSIONS POLICY

CAA extends a warm invitation to any student who is interested in obtaining a Christian education in a Seventh-day Adventist environment. We are committed to educating children through a curriculum and activities that are based upon and are faithful to the Bible.

Readiness is a basic factor in accepting a student into the CAA program. Readiness varies with children and must be given individual attention by parents and/or guardians, and by the teachers and principal. Character and scholastic ability are also carefully considered before the student is accepted into the school program.

The school board approves the admission of each student. Admission may be granted by the school board on a temporary basis until all scholastic records have been received and processed. Admission is for one year. At the end of that year, each student must reapply by filling out the appropriate forms at that time.

Minimum Age Requirement

Children may enter kindergarten if they are five years old by September 30.

FINANCIAL POLICY

Tuition and Fees

Tuition at CAA is determined on an annual basis and is published each spring. Students registering at CAA must also pay annual fees.

- Application fee (one time): \$30
- Registration fee (per year): \$150 for the first child, \$125 for the second child, \$100 each for any additional children

Registration fees are due when a student is registered and *must be* paid before school begins. They are only refundable if the student never attends. Application fees are nonrefundable.

Tuition Assistance

Families seeking tuition assistance for the next school year need to complete a Financial Agreement Form, which they will receive at registration. The Financial Agreement Form is used to help determine the amount of tuition a family should be able to pay. Once approved, families will be given the details for a payment procedure on a monthly basis.

Tuition Management Program

CAA utilizes the FACTS Tuition Management Company to manage the collection of tuition. The FACTS Tuition and Management Company allows families anytime access so they can confirm their account balance, review transaction history, receive payment reminders, and set up automatic payments via credit card or automatic bank draft. Families can choose their own payment options, including the payment date (the 5th or 20th of each month), the number of payments (1 month through 12 months), and the method of payment (credit card or ACH).

All families paying tuition *must* create an online FACTS tuition account to view and pay their tuition balance. Families have the option to pay their tuition in one of three ways.

- Pay full annual tuition by August 1 and receive a 5% discount.
- Pay tuition in two equal installments by August 1 and January 1 and receive a 5% discount. If either payment is late, the family will not receive the discount.
- For a one-time, nonrefundable fee per family (set annually by FACTS), monthly payments will be processed directly from a checking or savings account. Automatic payments are due on the 20th of the preceding month (preferred) or the 5th of the current month.

EdChoice Scholarships

The Educational Choice Scholarship (EdChoice) Program was created to provide students from underperforming public schools the opportunity to attend participating private schools. The program provides up to 60,000 EdChoice scholarships to eligible students.

Parents applying for, or whose child(ren) are receiving, EdChoice Scholarships must provide proof of residence at registration. Options include a current utility bill in the name of the parent, a current mortgage statement or lease agreement, or a current pay stub that includes the parent's address.

Parents of students receiving EdChoice Scholarships are responsible for paying all application and registration fees.

EdChoice checks must be signed within at least 5 school days of receipt. If not signed within 5 days, students may not return to school until they are signed.

DELINQUENT TUITION AND FEES POLICY

Non-Payment of Tuition

Columbus Adventist Academy relies on the timely collection of tuition and fees in order to provide quality Christian education to our students. Therefore, when tuition payments are not made in a timely manner and accounts become delinquent, CAA's general school finances are adversely affected. If family financial circumstances change to such a degree that it warrants reevaluation of the tuition and fees commitment, it is the responsibility of the family to contact the principal or secretary as soon as possible so they can have the Financial Assistance Committee determine whether to make alternate payment arrangements.

When payments are not made according to the previously selected payment plan option, the following steps will occur.

1. 30 days past due

The family is considered past due when the account is 30 days beyond the scheduled payment due date. The following action will be taken.

- A late payment fee in the amount of \$25 will be assessed to the account.
- The family will receive an email from the Business Manager reminding the parent of the missed payment.
- It is the responsibility of the family to contact the Business Manager to correct the situation or make an acceptable alternate plan for payment.
- FACTS will attempt payment on the alternate payment date (either the 5th or 20th of the month).

2. 60 days past due

When the family tuition account is considered to be 60 days past the scheduled payment date under the previously selected payment plan option, the following steps will occur.

- An additional late payment fee in the amount of \$25 will be assessed to the account.
- The family will receive a written notification that their account is past due, along with a copy of this policy.
- It is the responsibility of the family to contact the Business Manager to correct the situation or make an acceptable alternate plan for payment.
- Students will not be eligible to participate in extracurricular activities. Teachers will be informed of ineligibility but not the cause.

3. 90 days past due

When the family tuition account is considered to be 90 days past the scheduled payment date under the previously selected payment plan option, the following steps will occur.

- An additional late payment fee in the amount of \$25 will be assessed to the account.
- The family will receive a written notification that their account is past due, along with a copy of this policy.
- If the payment plan is not met, the family will be asked to keep their child from school until the account is current or an acceptable alternate payment plan has been received and approved.
- Report cards and transcripts will be withheld until the balance is paid in full or an acceptable alternate payment plan has been received. School office personnel will be informed not to release these records.

Families with Eighth-Grade Students

All tuition and fees for eighth-grade students must be current by May 15th. Eighth-grade students with past due balances will not be permitted to receive a diploma or transcripts until their balance is paid in full or acceptable payment arrangements have been made.

End of Year Balances

It is CAA's expectation that all tuition and fees will be paid in full no later than June 30. The following steps will be taken for those families with unpaid balances who have no acceptable alternate payment plan on file.

- Family will receive written notification that their account is past due, along with a copy of this policy.
- Report cards and transcripts will be withheld until the balance is paid in full or an alternate payment plan has been received and approved.
- Students will not be permitted to participate in extracurricular activities or attend class in the fall until the balance is paid in full or an alternate payment plan has been received and approved.
- Families not returning to Columbus Adventist Academy for the next academic school year will have their account turned over to a collection agency.

Other Payment Policies

- Any outstanding fees from the prior school year *must be* resolved prior to the start of each school year. No child will be allowed to register at CAA that has an outstanding balance at any Adventist school. Arrangements for any and all exceptions must be made in writing through the business manager and a FACTS account must be created.
- A fee of \$25 will be charged for any returned checks. This is in addition to any charges that are imposed by your bank/credit union and a \$30 missed payment fee by FACTS. After CAA has received two notices of returned checks, all future payments to the school (for any purpose) must be made either in cash or by money order.
- For any child entering late or withdrawing early, tuition and registration fees may be prorated, but the full application fee must be paid. Tuition credit will not be given for periods

of school time missed during the year. Tuition for a particular month is not refundable if the child has attended school for any portion of that month.

INDIVIDUAL RESPONSIBILITIES

Teachers have a responsibility to:

- provide a safe, Christian, and supportive environment for students.
- treat students with respect and consideration.
- provide quality curricula that reach students.
- nurture positive relationships with students and their parents.
- understand, support, and follow the goals and procedures of the discipline policy.

Students have a responsibility to:

- complete all assignments on time and to the best of their ability.
- understand, support, and obey all school rules and graciously submit to correction when it is given.
- show respect to all members of the school community (i.e., teachers, adults, and fellow students).
- take responsibility for their own actions.
- care for one another and refrain from hurting each other by actions or words.
- actively engage in the learning process.
- demonstrate fairness and sportsmanship.
- show care for school property and the property of others.
- maintain a clean, neat environment.

Parents have a responsibility to:

- pay all tuition, field trip costs, damage fines, and other fees promptly.
- support the school's learning and teaching philosophy.
- provide a home environment that is supportive of school goals.
- nurture a positive relationship with their child's teacher or teachers.
- understand and support the school discipline policy publicly and privately.
- discuss any concerns regarding a specific disciplinary measure with the staff member involved.

Additional Parent Responsibilities

- Parent-teacher conferences are beneficial to the education of your child. Please attend promptly when conferences are scheduled, with both parents attending where possible. When an extra conference is needed, please make arrangements with the appropriate teacher.
- Make certain that your child gets plenty of rest. Children between the ages of 6 and 11 need between 10 and 12 hours of sleep each day.
- See that your child is properly clothed to allow for indoor/outdoor activities during each school day according to the season.
- Keep your child at home when he/she is suspected of having any communicable disease.
- Provide a wholesome lunch for your child.
- Limit the amount of TV, VCR, computer, and electronic games your child views. Ideally these can be offered as a reward once all assignments are finished.
- Develop a consistent time and place in the house for homework and study.
- Read regularly with your child and encourage your child to read each day.

- Bring your child to school on time, and pick your child up after school promptly. Written authorization must be given to principal if anyone other than the usual driver will pick up your child from school. Advance notice is preferred.
- Attend all Home and School Association meetings regularly. Volunteers are always needed to assist with outings, hot lunch programs, fund-raising, and so on.
- Acquaint your child with God's many wonders in nature and in the world. Plan family trips to museums, parks, zoos, historical sites, and so on.
- Demonstrate genuine interest in your child's school work and activities.
- Volunteer at the school. This provides a means to help families become a part of the larger school family. It also helps hold down the cost of tuition while improving the quality of the children's educational experience. Work could include, but is not limited to: grounds work, building repair, janitorial assistance, hot lunch programs, chaperoning field trips, teacher's temporary assistant, and so on.

ATTENDANCE POLICY

Our attendance policy is meant to foster your child's academic progress, ensure safety by monitoring your child's whereabouts, and respect our teachers' time and effort. Adherence to the following attendance rules will accomplish all of the above.

- **Students may arrive at school as early as 7:45 A.M. Classes begin at 8:15 A.M. A student is tardy when not in the classroom at 8:15 A.M. Three unexcused tardies equal 1 absence.**
- Parents whose student will be absent from school should call the school office before 8:30 A.M. of that school day.
- Anticipated absences must be discussed with the teacher ahead of time. Advance notice should be equivalent to the number of days of class that the student will miss.
- The principal may authorize absences for illness of the student, death in the immediate family, medical or dental appointments, prolonged family travel (educational or urgent family business), or other emergencies.
- Students who have not made arrangements to be absent from class and whose parents have not contacted CAA about the absence should return to the classroom with a written note that explains the cause of the absence. The student is responsible for making up any required schoolwork.
- Students who average more than 4 unexcused absences per quarter will be reviewed for possible administrative action. Students absent more than 24 times during the school year may jeopardize their advancement to the next grade.
- **Students who average more than 4 unexcused tardies per quarter will also be reviewed for possible administrative action.**
- Students are not permitted to leave the school grounds during school hours without receiving permission from a teacher and a parent.
- **Classes end at 3:15 P.M. Monday through Thursday, and 2:30 P.M. on Friday. Students who are not picked up after school by 3:30 P.M. (2:45 P.M. on Fridays) will be escorted to the Latchkey Program. There is a charge for this service.**

CURRICULUM

Thy Word is a lamp unto my feet and a light unto my path. Psalm 119:5

The systematic study of the Bible with the Spirit of Prophecy is at the core of the CAA curriculum. The Bible's influence will permeate every subject and every school activity. Individual opinions and questions will be respected while leading students to form Biblically sound conclusions.

Bible

Our school uses materials published by the North American Division of Seventh-day Adventists, as well as incorporating other Christian youth activities, inspirational videos, memorization of Scripture, Bible lab projects, and so on. The Bible curriculum is included in every grade.

Social Studies

The scope of the Seventh-day Adventist social studies program includes a study of the history of God's handiwork among nations, geography, cultural awareness, and the mission program of God's people. It will give broad, comprehensive views of life and prepares students for life in a constantly changing social environment. Students will be able to form meaningful concepts, connections and values.

Science and Health

The accurate study of science and health will lead to an understanding that God, the creator and sustainer of the universe, is the originator of all true scientific knowledge. An awareness that the laws of nature are the laws of God will develop an appreciation of science as a means of learning about God's character. An appreciation of the human body as the temple of God provides the basis for divinely given health principles. Studies shall also emphasize the importance of the environmental responsibilities we have as caretakers of God's planet.

Mathematics

The relevant study of math will promote not only proficiency in basic math skills but also the instilling of such values as accuracy, honesty, thriftiness, and Christian stewardship. In addition to the textbooks, supplementary materials such as manipulatives and real-world experiences will be incorporated.

Language Arts

The study of language arts includes phonics, reading, spelling, handwriting, and English. The use of literature and poetry will provide aesthetic enrichment and opportunities for developing character-building skills. A thorough knowledge of grammar will enable students to develop proficiency in language usage. Adventures in creative writing and composition, as well as oral experiences, will provide the opportunity for developing fluency. Reading is of primary importance, not only as a basis for successful academic experiences, but also a means of learning God's will as expressed in His word.

Art and Music

A curriculum without the study of and appreciation of the fine arts would be incomplete. Since God is the originator of all music and art, we as His children can see His nature a little more clearly by aesthetically appreciating His handiwork.

Physical Education

Recognition of the physical body as the temple of God leads to a unique respect for it. The physical education program's activities enable the student to develop physical, spiritual, mental, and social qualities.

Computer/Technology

Computers are located in every classroom to enhance the learning opportunities for our students. Formal computer instruction begins in the early grades by teaching introductory keyboarding and word processing, and continues through the eighth grade.

GRADING AND EVALUATING

Placement tests and recommendations of the teacher and principal will be used to determine instructional level.

Homework appropriate to the grade level will be assigned at the teacher's discretion. Students with excused absences will be able to make up their homework.

Report cards will be distributed every nine weeks. Fourth-quarter grades will not be mailed until final school accounts are cleared.

Promotion/Acceleration/Retention

At the end of the school year, there are three options for students: promotion to the next grade level, acceleration to a more advanced grade level, or retention in the current grade level.

- Grade *promotion* is based on many factors, including academic performance and the age and maturity of the student, and is determined for each student by the assessment of the student's teacher.
- Although there are several types of *acceleration*, the most common is the advancement of a student to the next grade. This may occur mid-year or at the end of the year, in which case, the student would skip an entire grade.
- *Retention* provides for a student to repeat all or part of a grade in order to more fully prepare for the work of the next grade.

The student's teacher is responsible for assessing progress and recommending promotion each year. He or she will assess academic readiness to advance to the next grade using a thorough evaluation progress that will include, but is not limited to, classroom performance, standardized testing, and teacher evaluation. This evaluation will also take into account social, emotional, physical, and mental growth, past academic performance and behavior, motivation, attendance, and other pertinent issues.

After all necessary data has been collected, the teacher will recommend promotion, acceleration, or retention. He or she will then seek support for this recommendation from the principal, the education superintendent of the Allegheny West Conference, and the student's parents. The final decision about whether a student is to be accelerated or retained rests with the principal. If the parents do not agree with the principal's decision, they may appeal in writing to the school board.

Grading

<i>Kindergarten:</i>	<i>Meaning:</i>	<i>Grades 1-2:</i>	<i>Meaning:</i>
VG	Very Good	E	Excellent
S	Satisfactory	S	Satisfactory
N	Needs Time/Experience/Improvement	N	Needs Improvement

<i>Grades 3-8:</i>	<i>Percents:</i>	<i>Point Values:</i>	<i>Meaning:</i>
A	93%-100%	4.0	Excellent; work considerably above average.
A-	90%-92%	3.7	
B+	87%-89%	3.3	Good; work above average.
B	83%-86%	3.0	
B-	80%-82%	2.7	Average
C+	77%-79%	2.3	
C	73%-76%	2.0	
C-	70%-72%	1.7	

D+	67%-69%	1.3	Poor; work below average.
D	63%-66%	1.0	
D-	60%-62%	0.7	
F	Below 60%	0.0	Very poor; work considerably below average.
I	—		Incomplete

Honor Roll/List of Excellence

To encourage high academic achievement, CAA recognizes students who show outstanding academic achievement. The criteria are as follows.

Kindergarten and Grades 1-2:

Honor Roll All grades of VG, E, or S with no more than two S grades

List of Excellence All grades of VG or E

Grades 3-8:

Honor Roll 3.00-3.49 G.P.A.

List of Excellence 3.50-4.00 G.P.A.

Graduation

Diplomas will be awarded to students who have satisfactorily completed the eighth grade course of study prescribed by the state of Ohio and the North American Division of Seventh-day Adventists. Kindergarten students will receive a certificate upon completion of the kindergarten course of study. Transfer students will receive credit for work previously done. Diplomas will not be awarded to students unless their accounts are paid in full.

Graduation exercises will be held each year that there is a graduating student.

SAFETY GUIDELINES

- No throwing of rocks, gravel, balls, or any other objects except as directed.
- No climbing the flag pole or trees, and especially no hanging from the basketball nets, rims, or other gym structures.
- No throwing of projectiles (snowballs, spitballs, and so on).
- Playground equipment should be used only as designed.
- Eat only in designated areas at designated times. Eating will only be allowed during lunch unless parents send written instructions stating otherwise. If eating outside is allowed by individual teachers, all sacks, wrappings and utensils must be cleaned off the playground immediately when the students have completed their meals.
- No skate/snowboards, roller blades/skates, or baseballs, unless specified by the teacher.

CAA makes provisions for adequate student accident coverage. We are required to conduct regular fire, tornado, and other emergency drills in accordance with local and state laws. Regular safety inspections of all school facilities and properties are conducted.

Parking Lots

When parents drop off and pick up your students, please drive slowly in the parking lot and be mindful of other children in the area. When dropped off, students should enter the school and go directly to their classroom. After school, students should wait in the designated area to be picked up.

STUDENT CODE OF CONDUCT

CAA is concerned about the balanced development of the whole person—body, mind, and spirit—and seeks to ensure that youth receive an excellent physical, mental, moral, social, and practical education. Parents and teachers must be united in these educational goals.

For this purpose, students shall conduct themselves in accordance to the standards of the Seventh-day Adventist Church and the policies, rules, and regulations of Columbus Adventist Academy.

Students are expected to:

1. Respect God's name and the Bible as the inspired Word of God.
2. Respect and obey all staff. They will respond with courtesy and promptness to instructions by any staff member.
3. Respect all school and personal property as belonging to God and His church family.
4. Practice the principles of Christian morals, ethics, fair play, and courtesy in all school relationships. No bullying, injuring, defrauding or disgracing of fellow students or their fundamental beliefs of faith is allowed.
5. Be honest and truthful in all things.
6. Abstain from indecent or disorderly behavior, and from profane or unbecoming language.
7. Abstain from the use of tobacco, alcohol, or drugs in any form.
8. Choose character-building materials in one's viewing, reading, and listening habits.
9. Develop the principles of healthful living as taught by the SDA Church.
10. Accept responsibility for taking advantage of the learning opportunities provided.

Remember that school rules apply at all times, including on school buses and field trips.

DISCIPLINE POLICY

Discipline at CAA is designed correct students, rather than punish them. We seek to teach students to become self-disciplined and to understand that there are logical consequences for their actions.

Teachers are responsible for classroom discipline. They will establish a set of classroom rules for student conduct, which must be observed by the students. Repeated offenses will be referred to the principal. Corporal punishment is not practiced at CAA.

Level 1 Offenses

- Interfering with the education of another student, the orderly operation of the school, or a school function
- Failing to follow all classroom rules
- Using inappropriate language
- Unwanted bodily contact with another person
- Teasing or harassment of other students
- Tardy arrival at any assigned place after reasonable length of time has transpired
- Yelling or running in the halls or other disruptive behavior
- Eating at inappropriate times, chewing gum, or providing gum for others
- Using a cell phone in school, on school grounds, or during school functions
- Possession of electronic games or musical devices
- Uniform code violation
- Excessive talking

- Misuse of school property
- Noncompliance with a staff member's request

Consequences of Level 1 Offenses:

Level 1 offenses will be handled by a teacher, but not necessarily the homeroom teacher. Consequences may include: loss of privileges, time out, work detail, verbal or written reprimand, and/or parental notification.

Level 2 Offenses

- Academic dishonesty, such as cheating, plagiarism, or forgery
- Hitting, shoving, kicking, bullying, or intimidation
- Acting in a way that endangers their safety or that of others
- Minor theft of school or personal property (restitution required)
- Minor vandalism to school property or personal property, including computer systems (restitution required)
- Using profanity, abusive language, racial, ethnic, religious, or sexually derogatory or explicit terms, or obscene gestures.
- Acting in a disrespectful or defiant manner to adults, e.g., mumbling or ignoring a teacher's requests
- Lying
- Disrupting a class with words, actions, or noncompliance
- Cutting class or being absent from a school function without the permission of a staff member
- Physical or spoken harassment, mishandling another student's property, or threatening a student
- Urging another student to disobey a school regulation or covering up for a student who has violated school rules
- Irresponsible use of school or private property, including computers and computer networks
- Unauthorized printed materials
- Unauthorized physical contact, e.g., kissing
- Leading or inciting other students in Level 1 offenses
- Violating Level 1 offenses while on a class trip, field trip, or other school program
- Repeated Level 1 offenses

Consequences of Level 2 Offenses:

Level 2 offenses will be handled by the principal and a teacher, but not necessarily the homeroom teacher. The principal will notify the parents or guardians of the offense and the disciplinary action that will be taken as soon as possible. Consequences may include: any of the Level 1 consequences, fines/restitution, 1- to 5-day in-school suspension, 1- to 3-day out-of-school suspension, and/or behavior contract.

Level 3 Offenses

- Theft
- Possession, use, transfer or sale of drugs, alcohol, cigarettes, or drug-related items
- Fighting or assault
- Performing or attempting vandalism or arson
- The use of materials that are dangerous to the health and safety of students, faculty and guests of the school, e.g., matches, fireworks, chemicals, firearms, knives, and so on

- Continued insubordination, belligerence, abusive language or gestures, refusal to cooperate, or defiance
- Unsafe behavior that endangers the health, safety or welfare of students, faculty or guests of the school
- Sexual harassment, sexual assault, or lewd/indecent exposure
- Violating password protection of a computer system, download illegal software, download software to cause damage to a system or cause a security breach, or modify a system file
- Using inappropriate words such as *bomb, kill, gun, or shoot*
- Threatening or striking a staff member
- Breaking into any school district building or vehicle
- Leaving school without permission
- Leading or inciting other students in Level 2 offenses
- Repeated Level 2 offenses

Consequences of Level 3 Offenses:

Level 3 offenses will be handled immediately by the principal and a teacher, but not necessarily the homeroom teacher. The principal will notify the parents or guardians of the offense and the disciplinary action that will be taken as soon as possible. Consequences may include: any of the Level 2 consequences, 3- to 10-day out-of-school suspension, and/or expulsion. The school board reserves the right to expel any student whose behavior or attitude is not in harmony with the philosophy and goals of CAA.

PROGRESSIVE BEHAVIOR INITIATIVE

The progressive behavior initiative is a series of steps applied as interventions to improve student behavior. The goal of this program is to modify inappropriate behavior with the loss of privileges. Students who disregard school rules will be held accountable for their behavior.

1. **Physical Force:** Reasonable physical force may be used for restraint or removal of unruly students. Physical force can be used under the following circumstances as long as it is not extreme, excessive, or unreasonable in any way:
 - to obtain possession of dangerous and/or illegal objects,
 - for the protection of persons and property, and/or
 - self-defense.
2. **Conferencing:** We will attempt to resolve minor and/or first infractions of school rules by discussing the misconduct with the student. The product of such a conference may be an oral agreement or a written contract.
3. **Detention:** The principal or a teacher may choose to assign in-school detention to students who are guilty of persistent minor disciplinary infractions. Each period of in-school detention will be for 1 hour.
4. **Removal from class:** A teacher may temporarily remove a student from class for misconduct that disrupts the educational process or includes willful disrespect or defiance. In order to maintain effective learning conditions, the principal may remove a student from class for a longer period of time for chronic or more serious misconduct.
5. **In-school suspension:** During in-school suspension, the student is required to complete class work while supervised in a separate area away from the regular classrooms.
6. **Out-of-School suspension:** In more serious cases of misconduct or if the misbehavior persists, the principal may suspend a student from school for a period of up to 3 days. In cases involving gross or chronic misconduct, a longer suspension may be recommended to the school board. The school board may recommend that the suspension may be extended for up to 10 days. While serving an out-of-school suspension, the student may not be on school property nor participate in any school activity.

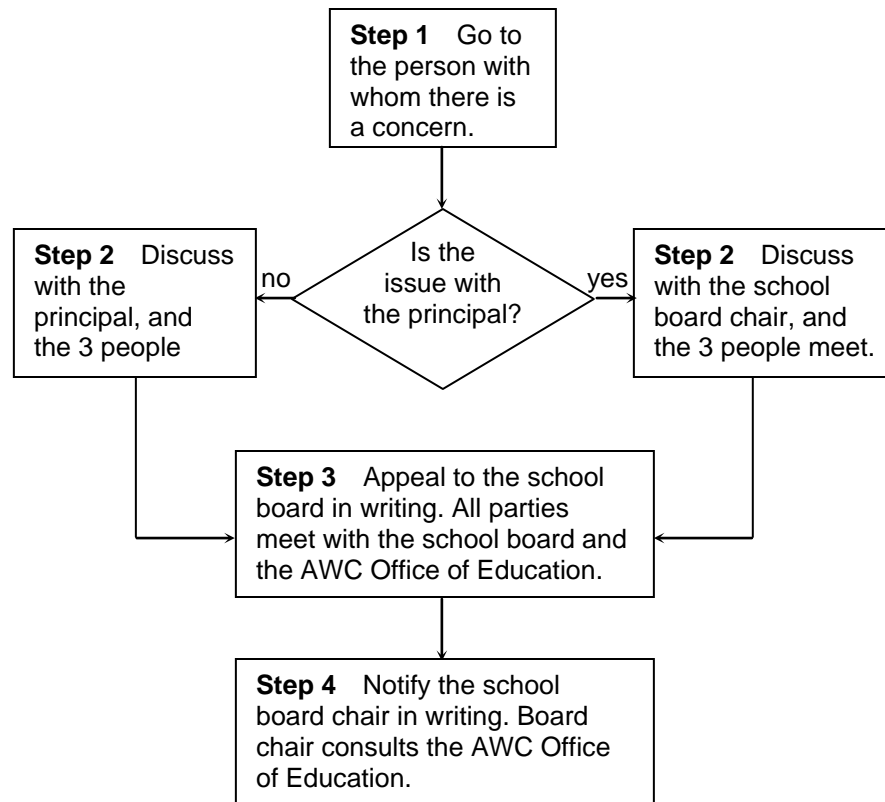
7. **Expulsion:** Expulsion is removal of the student from school for the remainder of the school year. This action can only be taken by the school board, upon recommendation by the principal.

Progressive Behavior Merit System

- Students start each quarter with 100 merit points.
- Warnings or demerits may be given for infractions of school or class policy.
- Discipline reports are to be filled out when demerits are given.
- Consequences for demerits:
 - 95–100: No penalty
 - 90–94: 1 hour of detention during the school day (most likely during recess)
 - 85–89: 1 hour of detention after school
 - 80–84: 2 hours of detention after school (1 hour each on 2 separate days)
 - 75–79: 1 day in-school suspension
 - 70–74: 1-3 days out-of-school suspension
 - 0–69: Suspension from school for longer period of time or until school board meets. The board may recommend expulsion.
- Once a student drops below 95 merit points, for every week they do not receive any demerits they are given 2 merit points. Students may not earn back merit points, which exceed 94 on the above scale.
- Students who end the quarter with 95–100 merit points will receive a reward.

GRIEVANCE POLICY

Parents or guardians are encouraged to follow these guidelines in sequence, based on the counsel in Matthew 18, to resolve grievances and complaints that pertain to teachers or other personnel. If at any stage the matter is resolved, stop. If not, go on to the next step.



1. Go first to the person with whom there is a concern. Do not discuss your conversation with any other party under any circumstances.
 - Pinpoint the specific problem.
 - Document the accurate facts.
 - Describe the rule that you believe has been violated and the impact that it has had on others.
 - Make suggestions.
 - Have the individual acknowledge your concern by signing your documentation.
2. If the complaint or grievance remains unresolved after meeting with the person, the Complainant should discuss these concerns with the principal. A meeting with the three parties should be arranged.
 - The principal will chair the meeting and must keep minutes of the meeting for review by all parties at the completion of the meeting and for documentation at the school office.
 - If the complaint or grievance involves the principal, the school board chair facilitates the meeting and notifies the Office of Education of the Allegheny West Conference of Seventh-day Adventists.
3. If the complaint or grievance remains unresolved after the meeting between the three parties, the Complainant should appeal to the school board in writing. At this juncture, the Office of Education will be directly involved, and a representative invited to attend the school board meeting.

- All parties, including the Complainant and the teacher, will be invited to the school board meeting in executive session.
 - Both parties will have opportunity to state their position, discuss the issues pertaining to the complaint or grievance, and express how they propose to resolve the conflict.
 - When the board chair determines that both parties and board members have fully addressed their concerns, the parties will be dismissed.
 - The school board will then proceed to fully discuss the issues presented and render a decision.
 - The board chair will inform both parties, verbally and in writing, of the decisions and actions taken by the board.
4. If any of the parties involved are not satisfied with the decisions or actions taken by the school board, they must notify the school board chair in writing, clearly stating reasons for dissatisfaction. The chair will consult the Conference Office of Education for direction.

UNIFORM POLICY

Reasons for Policy

CAA requires the wearing of uniforms as part of our dress code. We believe that this policy is important in achieving our goals as a Christian school, and we require that parents and students understand and support this policy by cooperating in every way.

- Uniforms can help children to perceive each other as equals. Less occasion for rivalry will help focus attention on learning.
- Attractive uniforms can help foster an important group consciousness important in a society emphasizing only personal individuality.
- Uniforms help students learn to distinguish themselves by performance, achievement, and in other important ways rather than by other reasons such as wardrobe.
- An atmosphere of solidarity and dignity is encouraged with uniforms and children can learn to appreciate the identification and privilege they represent.
- Research has shown that schools that use uniforms have a marked improvement in grades overall.

We also believe that having just a few sets of school clothes can help parents save money on clothing over time, which can help parents be good stewards. Those who purchase uniforms spend an average of about \$100-\$200 on school clothing at the beginning of school, whereas those who did not purchase uniforms spend \$200-\$300 on school clothing.

Beginning with the first day of school, students are required to be in uniform every day, except as allowed by the teaching staff.

Uniform Code Violations

First violation	A written warning will be issued, which must be signed by the parent.
Second violation	The parent will be called for a change of clothing.
Third violation	The student will have detention in addition to the action outlined for a second violation.
Fourth violation	The student will receive a three-day suspension.

The principal will have the final say on the appropriateness of a student's dress.

General Appearance

- Please label all clothing with the student's name with permanent, waterproof marker or ink.
- No earrings (or rings attached elsewhere on the body), rings, bracelets, or necklaces may be worn on school property. Any jewelry brought/worn on school property will be taken and kept in the office until the end of the school year. Watches must be silent.
- Clothes and shoes must be neat and in good repair (clean, with no stains, holes, or exterior patches). Patches may be applied inside pants knees for reinforcement.
- Skirts must touch the floor when female students are kneeling. No rolling of skirts at the waist nor splits will be allowed.
- Shorts must be mid-thigh in length or longer.
- No studded leather wristbands, jackets, or belts may be worn.
- No short-shorts or skintight Lycra/spandex-type clothing may be worn, unless underneath female students' skirts or jumpers.
- Belts must be fastened and pants or shorts on the waist at all times. No droopy or sagging clothing will be allowed.
- Other than the CAA logo, there are to be no logos showing on any article of clothing.
- Hats/caps and jackets/coats must be appropriate for existing weather conditions. These items must be kept on the coat racks.
- Blouses/shirts must be tucked in at all times.
- Clothing may not be sexually suggestive, and must fit well.
- No tattoos, body drawing/painting, or any form of body decal will be permitted.
- No sandals, combat boots, ragged sneakers, and so on. may be worn.
- No make-up, colored nail polish, or artificial nails may be worn.

Non-Uniform Policy

There is a non-uniform dress code for dress-down days.

- Clothing may not have offensive words, phrases, or pictures on it.
- Clothing may not have anything on it that can be considered gang related (styles, words, emblems, symbols, and so on.).
- No underwear, sleepwear, or pajamas may be worn as outerwear.
- No halter tops, tube tops, sleeveless tops, bare midriff tops, half tops, bare back tops, see-through blouses, or tank tops will be allowed.

Field Trips

On field trips, students should wear their CAA-branded T-shirts with appropriate non-uniform jeans or slacks.

COMPUTER USE POLICY

Computers and the Internet are powerful educational tools, and we believe that the benefits for students far exceed potential disadvantages. Everyone using computers and the Internet at Columbus Adventist Academy is expected to act in a responsible, appropriate, and ethical manner. We realize that there are concerns about children being exposed to materials that are illegal, defamatory, or potentially offensive. Columbus Adventist Academy has set up filters that block our school's computers from accessing the vast majority of these undesirable sites. In addition, the following precautions have been taken:

- Students are supervised while using the Internet in school.
- Students not following the rules and regulations below will not be permitted to use our school's computers for a given amount of time, depending on the offense.

Material created and/or stored on the system is not guaranteed to be private. Network administrators may examine the system from time to time to ensure that the system is being used properly. For this reason, students should expect that work created on the network may be viewed by a third party.

Rules and Regulations

- Do not load, download, copy, or store any software, shareware, or freeware without prior permission from your teacher. Do not alter any of the preset functions on any of the computers.
- The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person. Users may not send, display, or request obscene or offensive messages or pictures.
- Users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person or organization's computer system is prohibited.
- Users may not engage in "spamming" (sending an e-mail to more than 10 people at the same time) or participate in chain letters.
- Users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher.
- Users must keep their passwords private. Accounts and/or passwords may not be shared.
- Destruction of a computer or any parts of a computer, printer, mouse, disc, or program becomes the user's personal financial responsibility. No food, gum, candy, or drinks are allowed in the computer area.

Student Safety Guidelines

- Never give out your last name, address, phone number, or any other personal information.
- Avoid using personal information in your passwords, and keep your passwords private.
- Never agree to meet in person with anyone you have met online.
- Be careful when you share files.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. Columbus Adventist Academy expects you to follow your parent's wishes in this matter.

SCHOOL CLOSINGS

Columbus Adventist Academy plans for five calamity during each school year. School will close when weather conditions warrant, and the principal will make the final decision to close school. Please watch the news on, or check the Web sites of, the following local stations for information regarding the closing of school. Bear in mind that if school is closed, then the Latchkey program will also be closed.

NBC4: www.nbc4i.com

ABC6: www.wsyx6.com

10TV (CBS): www.wbns10tv.com

Once the school day begins, if there is a sudden onset of severe weather or other situation that would warrant the closing of school, parents will be alerted by telephone. Students will be dismissed to parents as soon as possible. When parents are not available, emergency contacts will be notified and arrangements made. Parents will be notified as soon as possible.

MEDICAL INFORMATION

All new students require a recent medical examination (within 3 months of enrollment). All students must also have current immunization records. CAA is required by law to have proof on file that each student has met Ohio's immunization requirements within fifteen days of enrollment. If a student's information is not in the school office within days of enrollment, that student will be excluded from school until the files have been received.

If a student was born outside of the United States, a TB test must be on file. If the test was positive, a chest x-ray is required. If the student's parent does not want to seek further tests or treatment, he or she must write a letter stating their wishes, which will be placed in the student's file.

The principal must be informed of any medical conditions that may affect the performance of the student, including the use of prescription medication. Records pertaining to a student's mental health may contain entries made under the direction of the student's physician and will be kept separate from academic records. These records will be released only at the written request of the parents or guardians.

School personnel cannot administer medication to students unless the parent requests such assistance in writing. If prescription medication needs to be taken during school hours, the parent should bring the medication to the school office in its original bottle with doctor's instructions for one dose. Medications are not provided by the school, as it is not lawful.

School personnel are equipped to handle only minor emergencies. In the event of an emergency or major injury, teachers will dial 911. The principal may send a student home that is ill, needs medical attention, or is considered a health risk to others.

CHANGES IN FAMILY STATUS

In order that we have the most up-to-date information in case of emergency, please notify CAA in writing as soon as possible if there are changes in your family status, such as changes in last name, address, telephone number, parent or guardian's workplace, or parents' or guardians' marital status. This information is necessary for our records in case of emergency. CAA will maintain confidentiality of the information provided.

IN CASE OF EMERGENCY

CAA has an Emergency Preparedness Plan that provides direction to the entire school community in case of emergency. The plan covers weather-related emergencies like tornado and wildfire, man-made crises like fallen aircraft and intruders, and traumas like medical emergencies and animal attacks.

In case of an emergency, every effort will be made to contact parents or guardians. Please ensure that we are able to contact you by keeping your information up to date. When you request permission to include the names of your emergency contacts, please let them know that they may be called in case of emergency, illness, or if we need to close school on short notice. CAA will call your student's emergency contacts in this order.

1. Mother at work/cell (leave message if not available)
2. Father at work/cell (leave message if not available)
3. Persons in the order they are listed on the application under “Emergency/Pick-Up Information.”

SCHOOL PROPERTY

Any student involved directly or indirectly in damaging, destroying, or mutilating school property or the property of any individual makes himself liable for the cost of replacement, the cost of repairs required, and/or disciplinary action. Anyone who tampers with locks, school property, or has unauthorized possession of a key to any school lock, and/or gains unauthorized entry to any room or building will be charged for the fixing or replacement of items.

Textbooks are provided on a rental basis as part of the registration fee. Students must handle all textbooks carefully and write in them only at the request of the teacher. Damaged books will be charged to the student. These charges are to be paid before the report card is issued.

PERSONAL PROPERTY

Students should not bring in toys or items from home that might get lost or broken at school. If your child would like to bring a particular item, please first check with his/her teacher. Please leave these things at home (this applies to all field trips and school outings): tape recorders, beepers, cellular telephones, hand-held video equipment, CD or DVD players, radios, headsets, stereos of any kind, skateboards, or pets or other animals.

Students, parents, guardians, or visitors who bring personal property or effects to the school are solely responsible for these items. CAA is not liable for loss or damage to personal property.

Personal items found misplaced in the halls and classrooms will be moved to the office where they may be claimed. Students are urged to label all clothing and personal property with their name and telephone number. Each month all unclaimed articles will be donated to the Community Service or another charitable organization.

Forbidden Items

The following are strictly forbidden. This applies to making, using, having them in one's possession, or supplying them to others at school or at any school-related function.

- hazardous substances, non-prescription medication, drugs (illegal or otherwise), alcoholic beverages, or tobacco in any form
- gambling, betting, or possessing playing cards, Ouija boards, and games that do not uphold Christian values, such as Dungeons and Dragons, and so on.
- weapons of any kind or facsimile thereof, such as knives, firearms, cigarette lighters, firecrackers, or explosives of any kind

Any personal items listed above that are found at the school will be taken from the student and held for retrieval by the parent. Forbidden items listed above will be taken from the student and not returned.

LUNCHES AND NATIONAL SCHOOL LUNCH PROGRAM

CAA endorses and encourages a balanced lacto-ovo vegetarian diet. This diet includes fruits, vegetables, grains, nuts, dairy products, and eggs.

A wholesome, well-balanced breakfast and lunch are vital parts of the educational process. Research finds that students who have a good breakfast are better prepared for their schoolwork. CAA does not provide a breakfast program.

When sending lunch with your child, please keep the following in mind.

- Meat is not to be served on the premises.
- Milk or fruit juices are the preferred lunch beverages. Drinks may only be in the classroom if contained in Thermoses or sports/squeeze bottles with lids that won't spill if knocked over. Please do not include caffeinated beverages (e.g., Barq's Root Beer, Coke, Mountain Dew, Pepsi, iced tea, and so on) in the lunches.
- Since the lunch period is only 30 minutes, students are discouraged from bringing foods that require cooking.
- Students are not permitted to exchange lunch items.
- All food is to be eaten only at lunchtime, and should be entirely consumed or brought back home.
- CAA will not provide any silverware, plates, cups, and so on. Please send lunches complete with any eating utensils needed.

Because of potential damage to floor surfaces and furniture, students are not allowed to bring gum to school.

CAA participates in the National School Lunch Program. It is a federally assisted meal program operating in public and nonprofit private schools. The program provides nutritionally balanced, low-cost or free lunches to children each school day.

CAA provides school meal applications on or about August 1. However, you may apply for school meals at any time during the school year by asking for and submitting an application directly to the school office.

Eligibility

If you're earning at or below current [Income Eligibility Guidelines](#), you are encouraged to fill out a school meal application. Applications are reviewed by the NSLP Manager before granting free or reduced price benefits. If you receive [Supplemental Nutrition Assistance Program \(SNAP\)](#) benefits, all of your children who attend school automatically qualify for free school meals. Participation in other Federal assistance programs, including [Temporary Assistance for Needy Families \(TANF\)](#) also provides automatic eligibility.

If you are eligible for unemployment compensation, you may also be eligible for free or reduced price school meals. Please contact the school for more information.

SCHOOL BUS POLICY

Transportation to and from school is provided to eligible students as a privilege and not a right. It is through the cooperation of parents, bus drivers, school personnel, and students that the safety and well-being of all students being transported is ensured.

Parents should make contact with their school district if they require busing for their child(ren). CAA, will, when necessary, confirm in writing that the child is enrolled at this school and send a copy of the school calendar to the transportation office of the school district. Any questions concerning your child's busing should be directed to the school district.

Rules and Regulations

- Students must be picked up at the same location M through F and dropped off at the same location M through F. Daily changes cannot be accommodated. Changes due to emergencies require authorization from the principal.
- Students should arrive at the bus stop 5-10 minutes prior to its scheduled arrival. Students should stand at least 10 feet from the point where the bus will stop.
- Students may only ride the bus to which they are assigned.
- Students must obey the bus driver at all times.
- Students must stay seated, facing forward, with feet on the floor at all times. Changing seats and exiting the bus are not allowed when the bus is in motion.
- Younger students will ride in the front of the bus, older students in the back of the bus. The bus driver may assign seats.
- No more than 3 students to a seat for grades K-4, 2 students to a seat for grades 5-12.
- Keep all body parts inside the bus, and never throw items out the windows.
- Eating and drinking are not permitted on the bus. Bottled water is allowed and the empty bottle must be taken with the student at departure.
- Shouting and yelling are not permitted.
- Electronic equipment is allowed only if earphones are used. Sharing is not allowed.
- Before leaving the bus, clean up your space, including the seat and floor.
- Special items such as live animals, large school projects, breakable jars and containers are not allowed on the bus. Please make other arrangements to transport these items.
- Students must always cross the street in front of the bus.
- Respectful and appropriate language and behavior are required at all times at the bus stop, on the bus, and when departing the bus.

Definitions

Home: permanent or primary place of residence

Parent/Guardian: the person who has legal custody of the child

Caregiver: a person or organization designated by a parent or guardian to provide care

Level 1 Offenses

- spitting
- excessive noise
- horseplay/mischief/wrestling/fighting
- eating/drinking/littering
- leaving seat/standing without permission
- profanity, verbal abuse, harassment, obscene gestures
- being late for pickup
- entering/exiting bus in a disruptive manner
- talking unnecessarily to the bus driver while the bus is in motion
- opening window past safety line
- disobeying the bus driver's instruction
- cell phone use

- blocking the aisle

Level 1 Consequences:

- warning
- assigned seat
- 1- to 5-day bus suspension
- 1- to 3-day school suspension
- parent/principal meeting
- possible loss of bus service

Level 2 Offenses

- putting body parts out of window
- throwing objects
- bullying and/or physical aggression
- causing willful damage, vandalism
- disrespect toward bus driver
- entering/exiting at an undesignated stop without permission
- attempting to ride the bus during bus suspension
- possessing or using laser pens or pointers

Level 2 Consequences:

- 3- to 5-day bus suspension
- 3-day school suspension
- parent/principal meeting
- possible loss of bus service

Level 3 Offenses

- profanity or threats to the bus driver
- possessing and/or using guns (loaded or unloaded), cigarettes, matches (or any flammable object or substance), alcohol, or drugs
- bumper hitching
- entering/exiting through emergency exit or tampering with bus equipment
- unauthorized opening of doors, windows, or emergency equipment

Level 3 Consequences:

- possible loss of bus service
- 3- to 10-day school suspension
- expulsion from school
- possible notification of police

Responsibilities of Stakeholders

The bus driver is responsible for the orderly conduct of his/her passengers. While on the bus, the student is under the authority of, and directly responsible to, the bus driver.

The bus driver has the authority to enforce the established procedures for bus conduct. If any student willfully refuses to obey the bus driver or the safety rules, the principal will be notified. The principal will handle all discipline and advise parents of any disciplinary procedures or action taken.

The school will notify parents of any changes in the transportation plan. Should suspension from bus travel occur, parents will be responsible for the safe transportation of their child to and from school for the period of time indicated. If the conduct of the student on the school bus is so improper that the safety and well being of students are at risk, the principal may refer the matter to the school board, which may recommend that the student's transportation privileges be revoked.

Parents/guardians will take financial responsibility for any willful damage caused by their child.

Parents/guardians must ensure the safe transportation of their child should he/she be suspended from school bus travel. The parent or guardian of a student who is not eligible for transportation service is responsible for arranging the student's transportation to and from school.

FIELD TRIPS

Teachers are encouraged to plan a limited number of student field trips each year to enrich the educational experience and provide valuable learning resources. These trips are a required part of the curriculum and are considered as regular school days.

Advance notices will be sent home informing parents or guardians of any field trips that would take the student(s) away from school property. Consent forms must be signed and returned by a parent or guardian prior to the scheduled field trip.

When on field trips, students are to conduct themselves according to the standards and policies of Columbus Adventist Academy.

TRANSFERRING TO ANOTHER SCHOOL

Students transferring to another school should do the following.

- Return all school property, including library books, textbooks, workbooks, and school-owned music materials.
- Complete financial responsibilities.
- Make arrangements with the principal for transferring his/her records to the new school.

The student's cumulative record will be forwarded to the new school upon written request of the school and with the parent's permission. CAA reserves the right to withhold transcripts due to unpaid accounts.

VISITORS

The teachers welcome conferences with parents. CAA also welcomes visitors who wish to observe students and teachers during regular school hours. Visits must be brief and unobtrusive, and visitors must register with the principal before entering a classroom. CAA expects visitors to abide by the rules and regulations of the Seventh-day Adventist Church and the rules of the building during their visit. Building rules prohibit the following.

- meat (pork, beef, poultry, fish)
- gum
- caffeinated beverages
- smoking
- alcohol
- firearms

The church and school facilities are private property and the church pastor and/or principal have the right to ask that a visitor leave the school grounds for any reason. As much as possible, please arrange all visits to the school ahead of time.

Students must obtain permission from their teacher at least one day prior to bringing visitors to school. An adult must accompany any children who visit the school.

SCHOOL TELEPHONE

The school telephone is there to serve you; yet it is for business only. Teachers and students should not be called during school hours. They will not be called from class to answer the telephone, except in an emergency. If you must contact a teacher or student during school hours, your message will be delivered at a time that will not disturb their classes.

EXTENDED CARE

Extended Care will be available for children whose parents need to drop them off early and/or cannot pick them up at the close of regular school hours. Extended Care will also be available during days or weeks that school is not in session (Christmas break, spring break, etc.) All students are eligible, but spaces are limited.

- Before school, Extended Care is from 7:30 A.M.–8:30 A.M., Monday through Friday. Students not enrolled in Extended Care will not be allowed to enter the building before 8:30 A.M.
- After school, Extended Care is from 4:00 P.M.–6:00 P.M., Monday through Thursday. On Fridays, Extended Care is from 2:45 P.M.–5:00 P.M. Students enrolled in Extended Care should go directly to the designated area when school is dismissed. Students not picked up by 4:00 P.M. (or 2:45 P.M. on Fridays) will be enrolled in Extended Care and charged an emergency rate.

Behavioral problems in Extended Care will result in disciplinary actions similar to that of the regular school program and could jeopardize continued involvement in the program.

Extended Care is managed by a separate provider, and payment must be negotiated with that provider. Late fees will be assessed if students are not picked up from Extended Care by the designated time each day. Scholarships and tuition subsidy are available to qualified applicants. A separate handbook will be issued to all families enrolled in the Extended Care program.

PARENT-TEACHER-STUDENT ORGANIZATION (PTO)

The Parent-Teacher Organization (PTO) includes the parents, faculty, students, sponsors, and other persons interested in the objectives of the school. Meetings will be held regularly during the entire school year. If you have suggestions, items for discussion, or would like to help, please contact the PTO leader.

SCHOOL BOARD

Policy for Open School Board Meetings

Parents and other interested church members are invited to attend and observe the procedures of school board meetings. To ensure orderliness and harmony, the following guidelines have been established.

- Observers may not interrupt the regular proceedings of the meetings.

- Matters involving actions on student discipline and personnel will be discussed only in executive sessions.
- Interested persons who wish to address the board must arrange with either the chairperson or principal before the meeting.
- Those who wish to address the board on matters involving school personnel, school accounts, or disciplinary actions must do so by submitting a written statement. This will be considered by the board in executive session.
- Opportunity for comments by observers may, at the discretion of the board chair, be given during each motion.
- Concerned parents are encouraged to share their concerns with their respective school board representatives.

DISCLAIMER

CAA reserves the right to add to the policies stated in this handbook as the need arises during the school year. Written notification will be given of additions or changes. Such policies are as binding as those printed in this handbook.

In this handbook, all references to “parent” should be taken to mean parent or guardian.