



HANDBOOK

We are a 1st to 8th grade school

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Statements included herein are not considered to be all-inclusive and any disputes will be considered on an individual basis.

HISTORY

Columbia Adventist Academy had its beginning in 1919 and has been in continuous operation since World War II. Columbia Adventist Academy is a ministry of the Columbia First Seventh-day Adventist Church.

AFFILIATION

Seventh-day Adventists operate the largest unified Protestant system of education in the world. Scattered among more than one hundred countries are 1.1 million students, 54,000 educators, and 6,000 institutions. The church operates 95 colleges and universities, including 3 medical schools.

MISSION STATEMENT

Enrolled for the Kingdom; Educated on the Rock.

A STATEMENT OF PHILOSOPHY

The Seventh-day Adventist philosophy of education is based on certain fundamental principles which shape not only educational procedures, but which blend into the basic message and mission of the Seventh-day Adventist Church. The following factors are inherent in the principles which provide the structure of Seventh-day Adventist education.

We believe in the education of the whole person. Education is not limited to the mere development of the intellect. Furthermore, this educational process is a continuing experience throughout the life of the individual. The home, the school, the church, and the community participate in this process of education here on earth and throughout eternity.

The Bible is the infallible frame of reference by which truth is measured. Its central message depicts the creation, the fall of man, and the restoration of man through Jesus Christ.

We view Jesus, His life, and His death on the cross, as the center of man's hopes for the present and the future. He provides the perfect model in life, and He is the only means by which man's restoration can take place.

It is not enough for an individual to be the recipient of education's benefits. He/she must also assume a growing responsibility for service to others. Unselfish service

motivated by love and joy is basic to complete life. As one responds to the generosity of God's love for him, he, in turn, directs His love toward his fellow beings. He recognizes each individual as a person of supreme worth. To develop potential for service, the learner recognizes the value and dignity of practical work. He/she is encouraged through his growing years to attain a saleable skill which may be useful to society and which may aid in the pursuit of further education.

The learner is encouraged to develop a sense of balance in which both dependence and independence are identified as basic conditions to growth toward maturity. He/she begins to realize his/her dependence upon God as the source of all his strength and development, yet develops a noble independence of thought in which what he believes, understands, and incorporates into his life, stems from his personal convictions, his intellect, and a continuing search after truth.

In this larger perspective of education, nature, in its grandeur and beauty, in its balance and in its power, bring the reflective student to the God who is the creator and ruler of nature. The learner sees beauty in both the diminutive aspects of nature and in the immensity of the universe. He sees beauty in the wrinkled face of the aged, in the kindness of a smile, in healthy physical qualities, in the poetic experiences of life, and in the grandeur of great music. Through all these aspects of beauty he/she sees reflections of the handiwork and character of the Son of Righteousness.

The learner views health and the practice of healthful living as not only desirable in themselves, but as essential to a growing capacity to know and love God. He/she views the body as the temple of God and realizes the close connection between spiritual and physical health. He/she does not, however, view healthful practices as a means of attaining righteousness or God's favor.

The learner is taught the meaning of respect and reverence. He distinguishes between the sacred and the profane, between the divine and the commonplace. Through a right relationship with parents and others in responsible positions, he develops a sense of respect and reverence for God.

Through all his educational opportunities, the learner develops a growing sense of the meaning and the urgency of the Gospel message and his part in it.

OBJECTIVES

Consistent with the stated philosophy, our objectives are:

1. To help the student become a balanced individual through the harmonious development of his physical, social, intellectual, spiritual, and vocational faculties.
2. To guide the student in his quest for higher purpose in preparation for service in this life and the life to come.

3. To lead each student to a knowledge of God as his Creator, Sustainer, Loving Father, Redeemer, Pattern, and Best Friend.
4. To acquaint the student with the Biblical doctrines of the Seventh-day Adventist Church and its unique contribution to the realm of Christianity.
5. To aid the student in developing qualities for church and community leadership.
6. To familiarize the student with last day events and his/her position in relation to these events.
7. To assist the student in acquiring a scholastic foundation.
8. To develop in the student intellectual curiosity, creativity, habits of accuracy, self-discipline, and responsibility.
9. To cultivate habits of critical thinking, determination, and sound judgment.
10. To provide an educational program which challenges students to educational excellence within the parameters of interests, needs, and abilities of each individual.
11. To encourage the student to adopt principles of healthful living, including a balance in diet, physical exercise, adequate rest, and the abstinence from harmful substances and practices.
12. To aid the student in the acquisition of emotional maturity and security by providing an atmosphere of acceptance, personal concern and love.
13. To instill in the student Christian social graces regarding dress, language, and deportment.
14. To foster in the student a personal concern for his fellow man, recognizing the intrinsic value of every individual.
15. To nurture an appreciation for that which is elevating and beautiful, particularly God's handiwork as seen in nature, and man's interpretation in the fine arts.
16. To encourage the student to recognize and fulfill his civic responsibilities, thereby realizing satisfaction from service to others.
17. To furnish the student with facilities to pursue areas of special interest.
18. To stimulate the student to discover capabilities, aptitudes and interests latent within himself.
19. To give the student an overview of the opportunities and responsibilities in the vocational, technical, and professional occupations.
20. To promote an appreciation in the student for the value and dignity of labor.

ACCREDITATION

Columbia Adventist Academy is accredited through the following national agencies:

National Council for Private School Accreditation
Post Office Box 62442
Virginia Beach, VA 23466

Accrediting Association of Seventh-day Adventist
Schools, Colleges, and Universities, Inc.
North American Division
12501 Old Columbia Pike
Silver Springs, MD 20904

As a state recognized educational facility, we follow the adopted South Carolina guidelines for the length of school year, attendance policy, student transfers, and immunization records.

South Carolina Department of Education
Office of Organizational Development
1429 Senate Street
Columbia, SC 29201

Columbia Adventist Academy is also accredited and supervised by the following bodies:

Carolina Conference of Seventh-day Adventists
Department of Education
Post Office Box 560339
Charlotte, NC 28256-0339

Southern Union Conference of Seventh-day Adventists
Department of Education
Post Office Box 849
Decatur, GA 30031

TESTING

All new students entering grades one through ten will be required to schedule an appointment for entrance exams. Kindergarteners will be administered the Brigance test for Kindergarten at the beginning and the end of the school year. They will also be given the ABC inventory for readiness. Grades three through eight take the Iowa Test of Basic Skills (ITBS). Other tests will be given as needed. Parents will be consulted before individual testing is done.

CURRICULUM

ELEMENTARY

Grades one through eight: Students receive instruction in Bible, reading, math, language arts, the sciences, social studies, art, choir, and physical education.

Grades four through eight will be instructed in keyboarding.

EVALUATION

Progress reports are issued at the end of each nine week period. Parent/teacher conferences are held after the first and third quarters. Progress reports are sent home with the student at the end of the second quarter and mailed home at the end of the school year.

Results from the standardized achievement tests (ITBS and TAP) are provided from the testing program.

Parents are welcome and encouraged to discuss their student's progress with a teacher by making an appointment.

Teachers will monitor the academic progress of their students throughout the school year. If at any time it appears that a student is not maintaining minimum academic standards, teachers will consult with parent(s) to discuss and plan a strategy for improving the student's performance. If the student's performance does not improve to targeted levels within the time prescribed, a teacher may recommend testing, retention or withdrawal of the student. The good faith efforts of the parent(s) and student will be considered in making such recommendation. The recommendation will be considered final upon approval by the School Board.

TRANSCRIPTS

A diploma is issued to the student after he completes the academic and financial requirements of eighth grade as outlined by the Southern Union.

HONOR INFORMATION

Graduation with Honors: any student who graduates with a “B” grade average (3.00 to 3.49) for the seventh and eighth grades will graduate with honors.

Graduation with High Honors: any student who graduates with a “B+” and “A” grade average (3.5 to 4.00) for the seventh and eighth grades will graduate with high honors.

These honors shall replace the traditional valedictorian and salutatorian so that more than one can win highest honor, which is in keeping with the plan of salvation, in which all may win. The names of those who have made a 3.0 average or above in grades five through eight will be posted quarterly on the honor roll.

ADMISSIONS

NON-DISCRIMINATION

It is the policy of the Seventh-day Adventist Church in all its church-operated schools, on elementary, secondary, and tertiary levels in the United States to admit students of any race, religion, gender, or national origin to all the rights, programs, and activities generally accorded or made available to students at its schools, and to make no discrimination in administration of educational policies, application for admission, or extra-curricular programs.

BEGINNING AGE

Children entering Pre-K and Kindergarten must be four and five years of age respectively by August 15 of the current school year. Children may enter the first grade if they are six years of age by August 15 of the current school year. However, we recommend that a child be at least seven years of age. Research shows that students who begin school at age seven or above tend to advance with greater success than do students age six and under.

ACCEPTANCE

All new students are evaluated after a probationary period of thirty days. If deemed necessary, a student’s progress will be reviewed by the School Board at the end of that period. Students cannot be accepted who have outstanding accounts from any school. Final acceptance for enrollment at Columbia Adventist Academy is affected only by official School Board action.

SCHOOL RECORDS

A transfer student can be accepted only on a provisional basis pending receipt of school records within thirty (30) days. These records must be received by the end of the probationary period for the student to remain enrolled at Columbia Adventist Academy. Outstanding accounts must be cleared before school records can be forwarded to another school. Attendance record will be taken until withdrawal is official.

REGISTRATION

REGISTRATION FORMS

These forms must be fully completed and signed at registration: Enrollment Application, Two (2) Evacuation Release forms, Aftercare Registration form, Emergency Consent to Treatment form, and Financial Policy Agreement. These forms are also available online at www.columbiaadventistacademy.com.

REPORT CARD

If the student is transferring from another school, the last report card must be presented at time of registration.

BIRTH CERTIFICATE

A copy of the birth certificate is needed at registration.

The following paperwork must be in the student file within 30 days from the start of school, or 30 days after enrollment, in order for the student to remain enrolled:

IMMUNIZATIONS

South Carolina law requires that each student have immunization form "DHEC 1148" with all required immunizations listed.

PHYSICAL EXAMINATION

A physical examination is required of all applicants. (Exams transferred from other schools will be acceptable.) Any changes in health status must be reported in writing immediately to the school office. Examination forms are available at the school.

TESTING

Appointments will be made at registration for any needed entrance tests.

SCHOOL HOURS

Classes begin at 8:00 a.m. and dismiss at 3:00 p.m. Monday through Thursday, and 2:00p.m. on Friday. The door will be locked at 8:00 a.m. Please use the flagpole entrance.

If you are not able to pick up your child from school or Aftercare, please leave the name of the person who will be doing the pick-up. This person will need to show a picture I.D. at the school if he/she is not recognized by the faculty.

Please be aware, due to unforeseen circumstances (e.g., inclement weather days, emergencies, etc.), the last day of school is subject to change.

TIME OF ARRIVAL

While school starts at 8:00 a.m., classroom doors will be opened at 7:45 a.m. Students arriving before 7:45 a.m. will go directly to Before-care. Before-care charges will apply to all students arriving before 7:45 a.m.

CLOSE OF SCHOOL DAY

Following dismissal, the teachers are involved in activities such as parent conferences, faculty meetings, lesson planning, lab preparations, maintenance, security, and other duties involved in the close of a school day. Therefore, drivers are expected to pick up their students promptly at the close of the school day.

Any students still present fifteen minutes after dismissal will go to Aftercare.

Parents on campus during Aftercare hours must directly supervise their children or place them in Aftercare. Students are not to be outdoors without their drivers.

WEATHER BULLETIN

In case of hazardous weather the following stations will be notified if the school changes its schedule: WIS-10 (TV), WTCB-106 (FM).

If parents feel that conditions in their area are too hazardous to bring their students to school, the students will receive an excused absence.

HEALTH

HYGIENE

Personal hygiene is necessary for a student's total well-being. Important homework includes daily bathing, well-groomed hair, clean fingernails, brushed teeth, and a good breakfast. Each child should have between eight and ten hours of sleep nightly in order to do his best work.

BREAKFAST

Students who skip breakfast tend to experience a lack of concentration long before lunchtime arrives. Your student(s) need this important learning tool in a timely fashion so they can be finished before arriving at school.

DIET

Since we believe and teach that our bodies are the temples of God, we feel we are responsible to care for them in the best possible way. We *require* that all caffeine beverages and unclean meats be excluded from lunches. (As stated in Leviticus 11, unclean meats include: pepperoni, ham, pork, bacon, shellfish of any kind, or fish without fins and scales.) We *request* that no meat or soft drinks or candy at all be sent to school. By minimizing products that contain large amounts of sugar, including soft drinks, you may greatly increase the concentration level of your student in the classroom. Except in case of emergency, students will not share lunches. Thank you for your cooperation in this matter.

MEDIA

Much media programming today not only robs students of needed rest but also dulls the sensitivity to moral, spiritual, and intellectual insight. Parents, please aid your child's total development by teaching proper use of media.

MEDICATIONS

The following policy has been developed to ensure safe storage and distribution of medication during school and aftercare hours:

- Students will not be allowed to keep medications of any type, including over-the-counter medications, in their desk, locker, or book bag.
- All medications must be in their original container with a childproof cap. Parents are responsible for ensuring that medication is not expired.
- A signed consent form will be required in order for any medication to be taken or administered. ***This form must be signed by the parent every day a medication is to be taken.***
- Medications will be kept in a locked medication box in a secure location only accessible to the staff. All medications requiring refrigeration will be kept in the locked refrigerator until the end of the school day at which time they will be given to the parent or transferred to the Aftercare personnel for keeping in the medication cabinet. ***Parents are responsible for asking for medications at the end of the day.***
- Students in grades K4 through Third will have the appropriate dosage provided by a staff member. Students in grades Fourth through Eighth will be required to dispense their own medication, with staff supervision.

- Medications will be logged on the consent form as soon as they are taken, and the staff member will sign for each dose. A copy will be provided to the parents at the end of the day. The original form will be retained in the school office.
- For a medication which must be given on a daily, continuous basis, the parent must complete a **Daily Medication Log** which states the name of the medication, time to be given and amount. Each day the medication is given the staff responsible will sign their name with the time and dosage as specified on the medication log. It is the responsibility of the parent to provide notification if the administration parameters change. It is also the responsibility of the parent to be aware and provide medication refills when needed. Any equipment or other necessary items to administer the medication must be provided by the parent.
- Emergency epi-pens and inhalers will be stored in a first aid kit, readily available to any staff member to use as quickly as possible.
- We ask that parents request that their children's physician prescribe medications that do not require doses during school hours whenever possible.

ILLNESS

Parents of any student with a fever, with pinkeye, or with lice will be called to pick up the student. The student must be fever free without medication for 24 hours before returning to school. A temperature of 100 degrees shall constitute a fever. In the case of pinkeye or strep, the student may return twenty-four hours after the first dose of antibiotics or as allowed by physician. In the case of lice, the student may return to school the following day provided he/she receives necessary treatment and passes a head check by school-authorized personnel.

ALLERGIES

It is the responsibility of the parents/guardians to notify the school of any known allergies.

STATEMENT OF ASBESTOS

The AHERA inspections for our school system were started in May 1988 and completed August 22, 1988 to ascertain presence of asbestos-containing building materials. Samples of suspect building materials were taken by an accredited inspector and analyzed by an accredited laboratory using various approved methods to determine asbestos content. We are pleased to announce that Columbia Adventist Academy school and gym appear to contain no asbestos-containing building materials. A complete copy of this school's management plan may be obtained at the school's office.

COMMUNICATION PROCEDURES

Proper communication among parents, school staff and administrators is essential for the school to operate efficiently and accomplish the shared goal of providing the best educational experience for our children. Individuals are encouraged to address concerns promptly and professionally by speaking directly with the party who is the source of any concern. Direct communication should be the first step taken to resolve a problem, before involving additional parties.

At times it may be helpful to share a concern in written form, along with meeting about a matter, so that the concern may be communicated clearly. To facilitate improved communication between parents and school staff, a Communication Form has been prepared for parents. This Form is designed for use by parents/guardians to express concerns, provide compliments and share general comments with the teaching staff. The Form is available upon request from the teaching staff or school secretary.

The following guidelines are not only the Biblical way to deal with a problem, but are also the legal way to resolve an area of concern. One must remember that each party in this process has either a parental, professional, or administrative role to play. Each party should be respected for the other's role.

1. At each level in the following steps the individuals should seek to find a win/win solution by agreeing to discuss the concern until an agreement can be reached.
2. The concerned party should be the first to share, and the other party(ies) seek to understand exactly what they mean.
3. Then the concerned party should seek to understand the viewpoint of the other party(ies).
4. Next, explore all the possibilities for reaching a win/win solution.
5. Parties should seek a mutually satisfactory resolution before proceeding to the next step. However, if any party is not satisfied with a proposed resolution, such party may request or initiate the next step.
6. The process outlined in numbers 1-5 should be repeated until a solution is reached.

NOTE:

- In cases where the principal is the spouse, the education department may be directly contacted in place of the principal.
- In schools where the same person is the teacher and the principal, the teacher may opt to contact the school board chairperson or education office in lieu of the principal.
- In cases where a concerns committee has been set up to handle concerns, this committee would be contacted before the school board is contacted:

SCHOOL ADMINISTRATION, CLASSROOM APPEARANCE, DISCIPLINE, MORAL ISSUES

Step 1	Concerned Party	Teacher / Staff Member			
Step 2	Concerned Party	Teacher / Staff Member	Principal		
Step 3	Concerned Party	Teacher / Staff Member	Principal	Board Chair / School Board	
Step 4	Concerned Party	Teacher / Staff Member	Principal	Board Chair / School Board	Conference Education Department
Step 5	K -12 Committee				

SCHOOL PLANT

Step 1	Concerned Party	Principal			
Step 2	Concerned Party	Principal	Board Chair / School Board		
Step 3	Concerned Party	Principal	Board Chair / School Board	Pastor / Church Board	
Step 4	Concerned Party	Principal	Board Chair / School Board	Pastor / Church Board	Church Constituency

CHURCH-RELATED ISSUES*

Step 1	Concerned Party	Principal	
Step 2	Concerned Party	Principal	Pastor

*Depending on the nature of the Church-related concern, the Principal and Pastor determine what additional steps are necessary.

INSTRUCTIONAL, CLASSROOM MANAGEMENT

Step 1	Concerned Party	Teacher			
Step 2	Concerned Party	Teacher	Principal		
Step 3	Concerned Party	Teacher	Principal	Conference Education Department	
Step 4	Concerned Party	Teacher	Principal	Conference Education Department	Board Chair / School Board
Step 5	K -12 Committee				

OTHER*

Step 1	Concerned Party	Principal
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*Depending on the nature of the concern, the Principal determines what additional steps are necessary.

The teachers welcome parent conferences, but an appointment must be made so that full attention may be given the issues to be addressed.

CONFIDENTIALITY

The school administration maintains strict confidentiality of student academic records, discipline issues, or of financial records in the following manner:

- All student records are kept in locked files in the office and only available to authorized personnel, e. g., SDA, DSS, and DHEC.
- Discipline issues are reported to the parents of the involved students only and not to the general student body or to other parents.
- If and when it becomes necessary to take such issues beyond the teacher, principal, and parent, it is handled by the Executive Committee rather than the full School Board.
- Financial records are maintained by the school treasurer. Financial information of a personal nature is not disclosed to staff or school board members.

DISCIPLINE

Most discipline problems are resolved in an atmosphere of mutual respect and cooperation in the classroom. **Corporal punishment is not used.** When necessary, the teachers will inform the parents of any situation that needs to be addressed by teamwork between the home and school. Suspension is considered the last resort in focusing the attention of the student on a change of behavior. Such a change must be effected for continued enrollment at Columbia Adventist Academy. A general outline of the school's discipline procedure follows:

1. Teacher implements classroom management.
2. Teacher contacts parents and informs principal.
3. Principal/teacher/parents hold conference.
4. The following **may** result in suspension, by the principal, for up to 3 days:
 - a. Sexual harassment or implications of a sexual nature, including the use of words, gestures, or pictures.
 - b. Exhibition of violence: such as hitting, biting, spitting or kicking.
 - c. Cheating or plagiarism.
 - d. Stealing.
 - e. Dishonesty.
 - f. Disrespect toward authority.
 - g. Use of profanity.
5. The following **will** result in immediate suspension, until the Executive Committee/School Board meets to consider disciplinary action (Executive Committee to meet within 24 hours):
 - a. The use or possession of any illegal drug, alcohol, or tobacco.
 - b. Possession on school grounds of a weapon or article whose express use is to harm or incapacitate.

Readmission to CAA will be dependent upon the discretion of the Executive Committee after thoroughly discussing the existing situation with the parent(s) and student.

The preceding lists are not to be considered all-inclusive. In the event a discipline problem occurs while on a field trip, the student will not be allowed to continue participation on the trip and the parents must retrieve their child.

The student will receive 50% of the grade that otherwise would have been earned for all class work missed during suspension. It is understood that all work missed during

suspension must be completed within the same number of school days student was absent.

Corporal punishment is not used even if authorized by the parent.

THREAT POLICY

Student **is** immediately suspended until such time that the Executive Committee/School Board, in consultation with the Carolina Conference Education Office, meets to consider discipline action (Executive Committee to meet within 24 hours). Readmission to CAA will be dependent upon the discretion of the Executive Committee after thoroughly discussing the existing situation with the parent(s) and student.

Please note that all information received by the school administration and/or staff regarding a student (or students) who threatens others or inflicts others with personal injury, death, or causes property damage to the school will be treated in a serious manner by the school administration, School Board, and the Carolina Conference Education Office.

When it is confirmed that any such actions have taken place, the student (or students) will be immediately removed from school until further notice by the Executive Committee/School Board and/or Conference Education Office. In the event a discipline problem occurs while on a field trip, the student will not be allowed to continue participation on the trip and the parents must retrieve their child.

RESPONSIBILITIES OF PARENTS AND STUDENTS

Every moment is precious in the economy of teaching, especially with the multi-grade program. In the interest of giving your student the necessary time and attention, we must ask you to avoid interruptions to the classroom environment. After school has started, please leave non-emergency messages, homework, or lunches at the office for distribution at the appropriate time.

The student is to show due respect for the Word of God and maintain a reverent attitude during religious exercises. He/she is also to practice acceptable principles of Christian morals, ethics, fair play, and courtesy in all school relationships. He will abstain from rough and uncouth behavior, and refrain from any act that injures, degrades, or disgraces anyone or anything.

Good manners and sensitivity dictate that party invitations should include the whole classroom if they are to be distributed or discussed at school. Gender sensitivity is understood.

Expenses for replacement or repair of school or student properties (books, desks, chairs, equipment, etc.) which are lost or abused will be charged to the offending student's account.

Students are not to bring gum, playing cards, trading cards, inappropriate literature, toys, matches, lighters, knives, alcohol, tobacco products, prescription medicine (except as per page 11), drugs or other mind altering substances, guns, bullets, or explosive materials to school. Electronic / digital devices are also not allowed: therefore the school will not be responsible for lost, stolen or damaged items. Students are not allowed to buy or trade personal property on school grounds. The teacher's discretion will determine what is deemed appropriate to bring to school.

The student will cooperate with and abide by all rules of school personnel. Disobedience, disrespect, disorderly conduct and disturbing others are unacceptable behaviors.

“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things” Philippians 4:8.

In harmony with this spiritual admonition, all students and parents will maintain a helpful, positive attitude and avoid harmful criticism, thereby exhibiting Christian cooperation. Compliance with this principle is necessary for the student's continued enrollment.

PUBLIC DISPLAY OF AFFECTION

Sexual contact or communication of a sexual nature between students on school property is not allowed and may be grounds for suspension. Such sexual contact includes, but is not limited to, kissing, holding hands, placing your arm around another, prolonged hugging, direct or indirect bodily contact, or any other similar behavior deemed inappropriate by the CAA staff or School Board.

STUDENT SEXUAL HARASSMENT

Columbia Adventist Academy is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures.

Sexual harassment occurs when the offensive behavior or material creates an uncomfortable school environment. If submission to offensive sexual conduct is made a

condition of academic status, progress, benefits, honors or activities it is sexual harassment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to any classroom teacher. If the harassment comes from an adult, the student shall report directly to the principal, the School Board Chairman or any teacher.

DRESS STANDARDS

A student's manner of dress does influence his behavior and contributes to the overall classroom environment. While dress is ultimately an individual matter, modesty and simplicity require that certain standards be taken into consideration. Parents and students may not always agree with the standards of the school, but cooperation in this matter is necessary if a student is to remain in school. All school attire should be clean, neat, and modest.

Columbia Adventist Academy has adopted a school uniform as described below.

- Shirts will be one of four solid colors with the school logo polo style. Students may wear the following color polo: hunter green, dark navy, black soot, or classic red. (All colors are described based on the Walmart uniform selection). A school designee will embroider the shirts for a nominal fee. Please contact the school for the name and contact number. Field trip uniform will be **hunter green shirts with khaki bottoms.**
- Uniform style pants may be any of the following solid colors khaki, navy blue, or black. Each student will be required to have at least one pair of khaki pants. Pants must be neat and in good repair, fit appropriately. They may be pleated or flat front. The following are NOT allowed: hip huggers, low riders, bell bottoms or cargo pants with large pockets on the sides. Pants may be purchased at the store of your choice as long as they meet the required look and style.
- Uniform style jumpers, skirts, skorts, and shorts may also be worn. They, too, may be in colors as listed for pants. The length of these should be to the knee or longer. Accessory clothing such as tights or socks should match or compliment the uniform. When shorts are worn, weather must be appropriate.
- Friday will be designated as "blue jeans day." Students may wear appropriate jeans and any regular school polo shirt. Appropriate jeans will not be low riders, hip huggers or bell bottoms.
- Students will not be required to tuck in their shirts.
- No belt is required as long as the pants do not sag.

- Loafer style shoes or sneakers are to be worn at all times. **Closed toe and closed heel shoes must be worn for playtime.** Flip-flops are not appropriate for school.
- Clothing should not be frayed, tight, oversized, or drag on the floor.
- Clothing, including shoes and accessories, should not have slogans, pictures or lettering that are offensive, violent, degrading, suggestive or immoral in nature. Accessories include all other items brought to school, including lunch boxes, notebooks, purses, hair accessories, etc. In addition to the above, other clothing and accessories from the following groups are specifically excluded:
 - No Fear and Hard Rock Café
 - Non-Christian music groups
 - Sports personalities
- Jewelry (such as bracelets, anklets, rings, earrings, and necklaces) is not permitted.
- Students are expected to wear regular school attire when arriving and departing.
- Make-up, including nail polish, false nails, and accessories, should not be noticeable.
- Student's hair should be neat and clean and not interfere with the learning environment.
- Students who do not comply with the dress code will have to leave school until necessary corrections have been made.
- Caps and hoods are to be removed upon entering the building.

SCHOOL INSURANCE

All students are covered by the school accident insurance program. All accidents should be reported to the school within 24 hours and the necessary forms completed. Coverage information and forms are available at the office.

TELEPHONE POLICY

The school telephone is for school business only. Teachers and students should not be called during school hours except in cases of emergency. Transportation arrangements must be made before the school day begins. If a change occurs, parents should contact the school. This is the parent's responsibility. If a student is to leave with anyone other than those listed on the transportation consent form, the teacher must be notified by the parent, not the student.

CELL PHONE POLICY

Student cell phones are not allowed on campus. The office phone may be used in case of emergency. If a student is caught with a cell phone, the following consequences will occur:

- First offense - cell phones will be confiscated and given to the student's parents.
- Second offense - cell phones will be taken and returned at the end of the school year.

VISITORS

Parents are always welcome at school with the proper arrangements. Appointments for classroom visitation are appreciated and encouraged. If a student is to be picked up during school hours, please notify the teacher and wait outside the classroom for the student to be dismissed. Non-students should not be in the classrooms during school hours and must be under direct adult supervision whenever on the campus. Students from other schools are not allowed to attend classes at CAA unless prior arrangements are made with the teacher.

VEHICLE POLICY

1. All vehicles are expected to enter and leave the premises in a safe manner, obeying the posted/published speed limit and traffic flow directions.
2. All vehicles are expected to maintain a safe distance from pedestrians, school property, and other vehicles.
3. Vehicles are to be operated in a manner which retains traction between the tires and pavement at all times.

FIELD TRIPS

Students participating in school-sponsored activities or outings are representatives of Columbia Adventist Academy and the Seventh-day Adventist Church. They will conduct and dress themselves in accordance with the standards and policies of the school. The Discipline section of the handbook applies to all field trips.

All drivers for school activities must be licensed and insured. A form regarding insurance will be provided to each driver and kept in the school office once completed. All passengers are to be secured by the appropriate restraint system. All children less than 60 pounds must be in a car seat.

No student will be taken on a school field trip without a permission slip signed by the parent or guardian. A student who has consistent and documented behavioral concerns must be accompanied and transported by a parent or adult designated by the parent. This will provide the extra supervision necessary for each student's safety.

Pre-K and K students must be accompanied and transported by a parent or adult authorized by the parent. No field trips involving swimming will be planned for this age.

ATTENDANCE POLICY

TARDINESS

Punctuality is essential in the proper development of character. Habitual tardiness is counter-productive, for it encourages irresponsibility in the student. Devotional periods and classes are disturbed, time is wasted, and unnecessary repetition of instructions results when a tardy student enters the classroom.

ABSENCES

When students are absent for any reason it causes a disruption in their learning program. To receive the maximum benefit from school, as well as to prepare him/her for the future, each student must attend school regularly. There are Sunday events that will count as school days. See calendar for these days.

Parents must be present with their students at all school functions. Parents must be at the designated areas for their activity at all times. A student engaged in inappropriate behavior may be asked to leave with his/her parent(s) or guardian(s).

EXCUSED ABSENCES

The following shall constitute an excused absence (written verification from parent or physician required):

1. Illness or injury.
2. Quarantine.
3. Death in immediate family.
4. Medical or dental appointments.
5. Court or administrative proceedings.
6. Religious observance.
7. Educational opportunity (approval must be secured in advance from the School Board).
8. Hazardous weather.

When a student returns to school from an excused absence, it is the student's responsibility to make arrangements with the teacher to make up work.

South Carolina law requires the school to record an absence as unexcused if a note from a parent or physician is not received within five days.

UNEXCUSED ABSENCES

A student's absence from school for any reason other than those listed under Excused Absences shall be considered an unexcused absence.

When a student has accumulated five unexcused absences per nine-week period or a maximum of ten unexcused absences per semester, a mandatory parent/teacher conference will be required. In the event that absences continue, this will be referred to the executive committee.

It is understood that all work missed during an absence must be completed within the same number of school days student was absent. Excessive, unexcused absences affects a child's progress & learning which could affect a student's promotion into the next grade.

BEFORECARE AND AFTERCARE

To accommodate working parents, Before-care and Aftercare are provided (charges apply). Before-care is provided each school day (Monday-Friday) from 7:15 a.m. to 7:45 a.m. with prior arrangements. No students will be admitted into the school building prior to 7:15 a.m.

To accommodate Sabbath observance, Aftercare hours are:

	<u>Monday-Thursday</u>	<u>Friday</u>
Nov. 1 - Mar. 31	3:15 - 6:00 p.m.	2:15 - 5:00 p.m.
Apr. 1 - Oct. 31	3:15 - 6:00 p.m.	2:15 - 6:00 p.m.

Before-care and Aftercare accounts must be paid weekly to maintain enrollment at CAA.

The entire handbook applies to Before-care and Aftercare hours.

If a student is not picked up from Aftercare by the close of Aftercare hours as listed above, a \$1.00 fee per minute past closing will be added to your account. This late fee is in addition to standard fees, which would continue to accumulate until pick-up. If three late pick-ups occur during a quarter, your family will not be able to use Aftercare for the remainder of that quarter.

FINANCIAL INFORMATION

REGISTRATION FEE

A non-refundable materials fee of \$260.00 shall apply to each student for the 2013-2014 school year. The materials fee provides for the use of books, the library Angel Program, admittance/placement testing, and insurance.

Contact the treasurer for information on registration fee when registering after school begins.

TUITION

K Thru Grade 8

	Constituent	Non-Constituent
Yearly	\$2,912.00	\$3,900.00
Monthly	\$291.20	\$390.00

FAMILY DISCOUNTS

2nd child – 10% discount for that child.

3rd child – 15% discount for that child.

Registration fees are not included in discounts and are non-refundable. Constituent rates are available for Conference employees, full-time CAA employees and to students, whose parents or grandparents, are members of a constituent church. **The full year's tuition may be prepaid, at the beginning of enrollment, with a discount of 10%.**

The student's supply list must be filled by family prior to the first day of school.

FINANCIAL POLICY

Student registration fee, August tuition and any outstanding balance from any previous year must be **paid** before the student may attend school. Your yearly tuition is divided into 10 equal payments for your convenience. Students starting school within the first two months will be expected to pay the full year's tuition. Special circumstances will be considered by the School Board. Full monthly tuition is due on the first of every month.

If payment is not received by 3:00 p.m. on the 10th of the month, a \$10.00 late charge will be assessed. If payment is not received by 3:00 p.m. on the 20th day of the month (the 15th day for the month of May) the student will be withdrawn from classes and school activities until account is current. If these dates fall on a holiday or weekend, it will be your

responsibility to make this payment **before** the holiday or weekend. A tuition drop box is located in front of the school office for your convenience.

If the bank returns a check due to non-sufficient funds an additional \$30.00 fee will be drafted from your bank account by our bank. After the second returned check or issuance of a stop payment, the school will accept only cash, money order, or cashier's check.

Statements will be issued between the 15th and 20th of each month. If your account has a balance due, your statement will be mailed; but if you are current or have a credit balance, statements will be sealed in an envelope and sent home with the student.

Any requests for Worthy Student Funds need to be made to the student's home church.

Auxiliary staff positions are available for those needing assistance.

Please direct all other inquiries to the school treasurer who is solely responsible for handling all accounts.

EMERGENCY EVACUATION PROCEDURES

EVACUATION PLANS

A. In Place Evacuation:

In the event that an emergency occurs at Columbia Adventist Academy and “in place evacuation” is necessary due to events such as a tornado, chemical spill, etc. the children will be kept at the facility, but they will be moved to the gymnasium. The children will remain here under the care and supervision of our child care staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to Lexington Medical Center by ambulance where they will be examined by a health care professional and the parents/guardians will be contacted.

B. On site Evacuation:

In the event that an emergency occurs at Columbia Adventist Academy and “on site evacuation” is necessary, the children will be relocated to Columbia First SDA Church. The children will remain here under the care and supervision of our child care staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to Lexington Medical Center by ambulance where they will be examined by a health care professional and the parents/guardians will be contacted.

C. Off-Site Evacuation:

In the event that an emergency occurs at Columbia Adventist Academy and “off-site evacuation” is necessary due to the events such as a brush fire, flash flood, etc., the children will be relocated to West Columbia SDA Church, located at 3408 Delree Street (794-3904), by school / church bus and staff vehicles. The children will remain at this alternate site under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation make arrangements to pick their child.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to Lexington Medical Center by ambulance where they will be examined by a health care professional and the parents/guardians will be contacted.

D. Major Disasters or Emergencies:

In the event that a major emergence or disaster occurs (such as major environment hazards, tornados, hurricanes, earthquakes, etc.) and/or mandatory evacuation is ordered children will be transported to a Red Cross designated mass shelter by school/church bus and staff vehicles. The children will remain at the Red Cross Shelter under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation make arrangements to pick their child.

If children are injured during the emergency or the evacuation, they will be transported to Lexington Medical Center by ambulance where they will be examined by a health care professional and the parents/guardians will be contacted

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