

Columbus Adventist School

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**Parent-Student
Handbook
2021-2022**

CAS Vision is...

...for your child's educational success.

CAS Goal is...

*...to educate each child for future
service to God and build character
for eternity.*

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PHILOSOPHY OF CHRISTIAN EDUCATION

“Every human being, created in the image of God, is endowed with a power akin to that of the Creator-- individuality, power to think and to do. The men in whom this power is developed are the men who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men's thoughts. Instead of confining their study to that which men have said or written, let students be directed to the sources of truth, to the vast fields opened for research in nature and revelation. Let them contemplate the great facts of duty and destiny, and the mind will expand and strengthen. Instead of educated weaklings, institutions of learning may send forth men strong to think and to act, men who are masters and not slaves of circumstances, men who possess breadth of mind, clearness of thought, and the courage of their convictions.”

“Higher than the highest human thought can reach is God's ideal for His children. Godliness-- godlikeness--is the goal to be reached. Before the student there is opened a path of continual progress. He has an object to achieve, a standard to attain, that includes everything good, and pure, and noble. He will advance as fast and as far as possible in every branch of true knowledge. But his efforts will be directed to objects as much higher than mere selfish and temporal interests as the heavens are higher than the earth.”

Education, pp. 17,18

OBJECTIVES OF THE SCHOOL

In harmony with our philosophy of education, the objectives of Columbus Adventist School are:

1. To develop a knowledge of God and a meaningful relationship with the Savior.
2. To assist in the formation of a noble Christian character, and encourage habits of conduct such as integrity, purity, and self-control.
3. To promote high scholarship by developing habits of accuracy, critical thinking, responsibility, and resourcefulness.
4. To promote an appreciation and respect for fellow man and the welfare of the home, community, and nation.
5. To develop an understanding of the principles of healthy living.

ADMISSION INFORMATION

ADMITTANCE: Columbus Adventist School has been established with the support of the Seventh-day Adventist Church. It is currently operating grades one through eight. The school in no way discriminates against students because of religion, race, color, or national and ethnic origin. Any student expressing a desire for Christian education is welcome, provided he/she shows respect for the Word of God, maintains a reverent attitude during religious exercises, participates in all school activities, and observes all regulations. The school, however, is not equipped to handle young people who have major behavioral or scholastic problems.

A child enrolling in the first grade must be six years old by September 1st of the current school year. A birth certificate or other certified proof of age and immunization documentation must be submitted to the school principal on or before the first day of school. Immunization requirements may be obtained from a physician or the Public Health Department.

A standard application may be obtained from the school. This form should be filled out, signed by the parent/guardian and the student, and then submitted to the school board chairperson or principal at registration. The student's latest report card must be presented with the application.

A student transferring from another educational institution may be required to be tested to determine grade placement. All applications are subject to the approval of the School Board. All new students will be accepted on a nine (9) week academic/behavior probation.

MEDICAL EXAMINATION: A medical examination is required of each student who is entering the SDA school system for the first time. A current medical examination form must first be received by the school before classes begin. Forms may be obtained from the office of the County Health Department or from the school office.

Due to the size and limited facilities of our school, the board must regretfully refuse admittance to any student whose health condition may pose a serious risk to himself, the faculty, and/or other students, or where medical intervention for the student is deemed beyond the resources of the school and its personnel.

FINANCIAL INFORMATION: The CAS School Board wants you to know that we are working for you to provide your child with the best education at a cost that you can afford. The Columbus First Seventh-day Adventist Church subsidizes Columbus Adventist School on a monthly basis; therefore, parents who are official members of this church will have a lower tuition rate than non-constituent members. An exception is made if the parent/guardian is an actively serving pastor of another Adventist church. In order to receive the non-constituent rate, a parent/guardian must be an official member of another Adventist church.

The following statements outline general financial policies:

- The enrolling individual's parent, custodial parent, guardian, etc. is fully responsible for the financial obligations outlined in the financial agreement. Such responsibilities include payment of the account, damage to property, and fees.
- Payment of registration fee reserves student's space for the school year and is non-refundable.
- Tuition is divided into 10 equal monthly payments and bills will be sent out the 1st of each month and are due in the office on the 15th of the month, beginning with the month of August and running through the month of May.
- A late fee of \$20.00 will be added to the tuition statement if tuition is not paid by the 15th of the month. If the tuition is not paid by the 15th of the following month, the student will not be allowed to attend school until payment has been made.
- Tuition checks that are returned for non-sufficient funds will incur an additional \$30.00 penalty.
- Returning students' accounts from the previous school year must be settled before the student is permitted to enter another school year. A student transferring from another school, must, at the time of registration, present a statement showing that the account at the other school is paid in full.
- If you have a financial emergency and are temporarily unable to make your scheduled financial payments, please contact the Finance Committee to make alternative payment arrangements.
- No transcripts will be provided to students or other schools for those who have outstanding balances.

ATTENDANCE

Columbus Adventist School is bound by state laws to maintain regular class attendance. Every student is expected to attend school regularly and to be punctual. State laws hold the teachers responsible for reporting unexcused absences, with a heavy penalty if neglected. Parents must send WRITTEN EXCUSES, remembering that only valid excuses can be accepted. An excused absence consists of sickness, death in the family, and medical appointments. All other absences require the approval of the school board before they qualify as excused. For each case of absence or tardiness, the pupil shall bring an excuse in writing from a parent/guardian upon his/her return to school.

Three (3) occasions of tardiness equal one (1) absence. A student absent more than 20% (35 days total) will forfeit his/her grades.

Pre-arranged absences must be cleared through the homeroom teacher.

The teacher will give instructions to the student and parent concerning work to be completed either prior to or following the planned absence. Students with excessive excused/unexcused absences will be placed on probation for the remainder of the school year. Students must be in school to learn.

GENERAL INFORMATION

1. School hours are from 8:30 AM to 3:30 PM, Monday-Thursday; and 8:30 AM to 2:30 PM on Friday. Parents who drop off their children more than 15 minutes early in the morning or 15 minutes late in the afternoon will be charged a \$5.00 late fee. The fee increases \$1.00 per minute for each minute over 15 minutes the child is dropped off early or picked up late. This fee must be paid in cash to the office before the child can be admitted to school the next day. Students needing to arrive at school earlier or stay later must make arrangements in advance.
2. During school hours, no student will be permitted to leave the school grounds with anyone other than a teacher, parent, or guardian without written permission from the parent or guardian.
3. Visitors must stop by the office and sign in upon entering the school building. Parents are welcome to visit their child's classroom. However, prior arrangements must be made with the teacher of the class to be visited before the visit occurs.
4. School will be open on all regular school days. In case of severe weather, Columbus Adventist School will follow Muscogee County School District. Listen to your radio or TV for these closings.

STUDENT TEXTBOOKS

Textbooks constitute an important part of the curriculum in Seventh-day Adventist Schools. However, a good class is not based solely on a textbook. In other words, the textbook is not the curriculum of the class. The teacher uses the readings and other resources in the textbook as a major component for student assignments in addition to other selected materials. This does not mean that the textbook is the “final authority” of the class but is one of many classroom resources.

In some subject areas, the Seventh-day Adventist Church spends millions of dollars to produce their own textbooks. However, the church has concluded that some subjects can be enhanced by some of the excellent textbooks available in the general market. Before allowing a church-school to purchase such books, the *North American Division of Seventh-day Adventist Church Office of Education* has a very careful process of evaluating and recommending approved textbooks. The evaluators include Adventist teachers and administrators who carefully study the books to determine their suitability for Adventist schools. The student will be taught to read critically and thoughtfully every textbook under the careful guidance of the classroom teacher. As students enter the broader world, they will be better equipped to endure challenges to the belief system provided by dedicated parents and Adventist educators.

GRADING POLICY: Subject mastery is to be strived for in all subject areas. Academic requirements may be adjusted to meet each student’s needs. The breakdown for grades is listed below.

	A 92% or above	A- 90%-91.9%
B+ 88%-89.9%	B 82%-87.9%	B- 80%-81.9%
C+ 78%-79.9%	C 72%-77.9%	C- 70%-71.9%
D+ 68%-69.9%	D 62%-67.9%	D- 60%-61.9%
	F 59.9% or below	

Report cards will be issued quarterly. These are released to inform parents of student progress. Late assignment policies will be determined by the classroom teacher. Parents are asked to monitor the completion of the daily assignments by reviewing their child’s assignment notebook.

STUDENT RECORDS

As required by the Amended Family Education Rights and Privacy Act of 1974, Columbus Adventist School hereby gives public notice to all parents of students in attendance that it is its policy that:

A cumulative folder is kept for every student in the school office. This is required by the Southern Union Conference of Seventh-day Adventist Department of Education. This folder will contain the student's name, contact information, academic records, health records, achievement forms, and any other pertinent information.

STUDENT CONDUCT: It is distinctly understood that each student who presents himself/herself for admission to the school thereby pledges to observe all of the rules and regulations of Columbus Adventist School. He/she further pledges to maintain a constructive and cooperative attitude in doing any task that is assigned to him or her. The student must always understand that CAS is a Christian school with specific Christian standards.

DISCIPLINE STANDARDS

1. The operating principles of a Christian school require that students relate themselves respectfully to those in charge and fellow students. It is understood that each faculty member has disciplinary rights over any student during all school activities.
 2. Students should bring lunches containing foods that will contribute to a healthy learning process. Sugar snacks in lunches and breakfast should be minimal. We ask that no sodas, caffeinated beverages, or unclean meats (pork, shrimp, catfish, etc...) be included in lunches. (see Leviticus 11)
 3. Unauthorized items, such as but not limited to, music, video games, comic books, video players, and cards will be confiscated.
 4. Students will be permitted to use the telephone by permission from the teacher only. The use of cell phones during school hours is prohibited. In case of an emergency, parents are to call the school office.
 5. Students will be allowed to bring a cell phone if necessary but it must be turned into the office upon arrival to school. The student may pick it up after school has dismissed. Should any student be found with a cell phone in the classroom, the parent will have to pick up the cell phone from the office.
 6. Students may not sell anything on campus without permission from a teacher.
- The relationships between opposite sexes should be conducted in a

7. dignified manner. The “hands-off” policy will be enforced.
8. Students must adhere to the technology policy. Failure to do so may result in disciplinary action. Students’ personal discussion topics should be free of content relating to things of a secular nature. (secular music, movies, TV shows, video games, etc.)
9. Textbooks and library books lost by the student during the school year will be replaced at the student’s expense. Willful or careless destruction of school property will be at the student’s expense.
10. Non-enrolled students, children, or other young people are not permitted to spend time at the school. This policy *must* be enforced because of legal and liability implications.
11. Students must abstain from indecent or disorderly conduct, profane language, and possessing obscene literature or pictures.
12. All students who enter the school must abstain from the use of tobacco, alcohol, or any other habit-forming drugs.

DISCIPLINE PROCEDURES

Teachers and parents should work together for the development of the right character in the children. Conduct or habits contrary to the standards of CAS, even those that might take place off-campus, may cause the student to be subject to review by the school administration and school board. The teacher may discipline the student with in-school suspension for willful disobedience or creating a disturbance.

The teacher expects the student to conduct himself/herself in such a manner that disciplinary measures will not be necessary. However, should discipline be needed the following steps will be followed:

Minor Incidents—Teacher discretion (loss of recess time, timeout, etc.)

Major Incidents—Teacher discretion (in-school suspension, call to parents, referral to School Board, which may warrant the student to be suspended or expelled. **Major Incidents**—May include blatant disrespect toward the teacher/instructor, use of profane language, possession of obscene literature, intentional damage to school/church property, willful intent to do others harm, leaving the premises without a teacher’s permission, and possessing or bringing tobacco, alcohol, drugs, weapons, lighters, or explosive devices on to the school campus.

Should a student need to be taken out of school for a major incident, the parent and child must meet with the disciplinary committee before the student can return to school.

BULLY-FREE ENVIRONMENT POLICY

Bullying is anti-social behavior and will not be tolerated. Bullying is intentional, repetitive, and harmful behavior targeting another person. It may occur during on-campus or off-campus school-sponsored events. Confirmed incidents of bullying will result in disciplinary action, which may include suspension or expulsion.

Confirmed incidents of harassment that are sexual in nature will result in disciplinary action, which may include suspension or expulsion.

Examples of bullying/harassment are as follows:

- Verbal: name-calling, put-downs, threats, teasing
- Physical: pushing, hitting
- Social: rumors, trying to isolate and make the victim feel rejected
- Psychological: acts that instill a sense of fear or anxiety

The school staff will be trained and watchful for bullying warning signs. The staff will closely supervise children and conduct class discussions to educate the students on the topic of bullying. The students will be trained to understand that they have a responsibility to report bullying. The staff will address the reports on a regular basis.

UNIFORM POLICY

DRESS REQUIREMENTS:

- Students are expected to wear solid-colored polo shirts (any color) and chino bottoms. (brown, navy blue, black, and grey)
- Polo shirts must have the new/current school logo on them. (with or without the cross)
- Pants, skirts, and shorts must be neither too baggy nor too tight. They must be high enough on the waist so that no skin or underwear shows at any time. They may not be ripped or frayed. No sweats, yoga, or skinny fit pants allowed. Skirts and shorts must be no shorter than 1-2 inches above the knee.
- Leggings worn under skirts must be a solid color of white, black, or navy.
- Only plain long sleeve shirts in white or black may be worn under polo shirts during cold months.
- Extreme hairstyles and colors are not permitted. Hats are not permitted inside the classroom.
- A minimum of make-up may be worn and should look natural.
- Only clear nail polish may be worn.
- Tennis shoes are required for recess and physical education.
- No sandals, flip-flops, or coats shall be worn in the classrooms.
- The only acceptable ornamentation is a medical ID. Jewelry, wrist bands, and temporary tattoos are not permitted.

RESPONSIBILITIES OF PARENTS

1. Uphold the ideals of the school in the home.
2. Regularly monitor homework planners.
3. Ensure your child is dressed according to the uniform policy prior to arriving at school.
4. Make every effort to have your child in school on time and for the full required days of instruction.
5. Provide a time/place for your child to do homework free of distraction.
6. Refrain from engaging in conversation that will tend to undermine either the teacher or the school.
7. Be aware of the need for good health habits in your children. In order for a child to perform at optimal efficiency, he/she should receive sufficient sleep, daily exercise, and nutritious meals.
8. Keep students at home who show signs of a communicable disease, have a fever, or feel nauseous.
9. Parents must agree to be responsible, along with their children, for any damage done to school property by that child.
10. Meet financial obligations to the school in a prompt manner. Students' grades may be withheld until the financial account is settled.
11. Parents are required to directly supervise their children on school property after school hours. Children may not be watched by someone other than their parent/guardian.
12. If a parent's behavior/actions towards the school program, or the staff, are deemed by the school board to be detrimental to the good of the school program, the children of that family may be dismissed from the school.

THREAT POLICY: Please note that all information received by the school administration and/or staff regarding students who threaten others with personal injury, death, and/or major property damage to the school will be treated in a serious manner by the school administration.

STUDENT BEHAVIOR FORM: A Student Behavior Report Form is used when there is a behavior incident on school grounds. The form will be sent to the parent/guardian on the same day the incident occurs. The form needs to be signed and returned to the teacher before the student is allowed to return to class the next day. Parents are encouraged to meet with the teacher to discuss ways to correct disruptive or disrespectful behavior.

CHILD ABUSE: Teachers and "school officials" (as well as other profession- als) are required by law to report cases where it is known or there is REASONABLE cause to suspect abuse.

MEDICAL EMERGENCIES AND MEDICATION

If your child is injured at school, first aid will be administered and an attempt will be made to contact at least one parent/guardian or the designated emergency contact for further instructions. If a parent cannot be contacted by phone, the local EMS will be called or the child will be transported to the nearest hospital emergency room.

No medication, prescription or over-the-counter, may be administered by any teacher, student, or school official without prior written authorization from the parent/guardian or doctor. Doctor-prescribed medication must be in its original container with instructions on how the medication should be administered.

MEDICATION RELATED EMERGENCIES:

An allergic reaction to medication can happen at any time, no matter how long the child has taken the medication. The teacher will call the parent immediately, or if the situation is life-threatening, call the local EMS-911.

STUDENT HEALTH

All immunizations and physicals must be kept current. Hearing and vision screening should be done regularly. CAS reserves the right to require a student to obtain a physical if there is a medical concern.

If a student becomes ill during school hours, the parent/guardian will be notified and asked to come and pick up the child. If the parent/guardian is unable to pick the child up from school, the child will be isolated from other students until arrangements have been made by the parent to pick the child up.

In consideration of the health of all children and staff, the school must be informed of any contagious diseases your child might have. These diseases include strep, chickenpox, pinkeye, etc. The time out of school for these contagious diseases will be determined according to the Georgia Department of Health guidelines. If your child has a fever or has vomited, we ask that you wait a complete 24 hours after the fever is gone or your child has ceased from vomiting before returning the child to school.

A child who is found to have head lice will be sent home for treatment. A lice killing product should be used for the removal of all lice eggs. The child will not be permitted to return to school until the lice are completely removed from the child's hair.

STUDENT ACCIDENT INSURANCE: The school carries an accident insurance policy that covers medical payments for school accidents, which

are not covered by the family's medical insurance. The policy is in effect when the student is:

- On the grounds during the days and hours when school is in session.
- Traveling directly to and from home for regular school sessions.
- Participating in an activity solely sponsored and supervised by school authorities.

When a student has an accident before, during, or after school, it must be reported to the principal that same day. Failure to do so may mean loss of insurance claim. Should a student be injured under these conditions, a claim should be filed within twenty (20) days of the accident.

GRIEVANCE PROTOCOL

For Dealing with Parent Complaints/Concerns Georgia Cumberland Conference Office of Education*

The following procedure is founded on the Biblical principles of Matthew 18. Any questions regarding the protocol should be directed to the GCC Office of Education.

Parent/Teacher Complaint Procedure:*

1. Complainant is to meet with the teacher alone or as a family to deal with the issue/complaint. Under no circumstances is the issue/complaint to be discussed with a third party.
2. If the complaint remains unresolved after Step 1, the unresolved complaint is to be taken to the school principal/headteacher for the purpose of securing assistance in finding a resolution. **A meeting among the three parties (principal, complainant, and teacher) is to be held with the principal chairing the meeting. Should the grievance involve the school principal, the school board chairman would serve as the facilitator and keep minutes. Should the principal be involved, the Office of Education is to be notified.
3. At each instance of which a complaint is registered, the teacher should have the right to address the complaint directly. If the complaint remains unresolved then the complainant will be referred to the Executive Committee of the School Board. At this point, the Office of Education is to be directly involved.
4. If, after the aforementioned steps prove unsuccessful and the complaint remains unresolved, a final appeal of the issue can be made to the School Board. In order to ensure fairness, the teacher is to be present at this meeting. A representative from the Office of Education will be invited by the school board chairman to participate in the discussion of the issues. Should the complainant be a member of the school board, he/she will remove himself/herself from the decision making process relative to the issue at hand. A final resolution to the complaint will be acted upon at this level. All parties are to be officially notified, in writing, of the school board's decision.

* or another individual

** all meetings with the teacher(s) and/or principal must be by appointment

WITHDRAWAL INFORMATION

The Columbus Adventist School budgets teacher pay and other expenses based upon student enrollment. The following tuition guidelines will be in effect if the withdrawal of the student becomes necessary:

- After registration, but prior to the first day of school, the parent/guardian will owe the registration fee plus the first-month tuition.
- After the first day of school, the parent/guardian will owe a prorated amount based on the number of days enrolled plus one-month tuition.
- In the event the family permanently must relocate out of the Columbus area, the parent/guardian will only owe tuition for the number of days enrolled.

HOME & SCHOOL ASSOCIATION

PURPOSE: The purpose of the Home and School Association is to advance the cause of Christian education in the home, at school, and to help in the development of Christian character in all its members and their dependent children. To this end, the Home and School Association shall devote itself to the following:

- Studying in an earnest, well-directed manner, the principles, purposes, and applications of Christian education in the home, school, and church.
- Highlighting the needs and the positive aspects of the school to the constituency.
- Assisting in providing the school with the necessary equipment to enable it to meet the highest standards.

OBJECTIVES:

- To educate parents in cooperation with the church and school in their work of fostering the development of the whole child.
- To promote cooperation between parents and teachers in the educational process.
- To give guidance for establishing at home an atmosphere of love and discipline in which Seventh-day Adventist Christian values can be instilled in children through Bible study, prayer, family worship, and by the example of the parents.
- To provide an opportunity for parents and teachers to develop a positive relationship in their work for the children.
- To support the church school in its effort to more fully harmonize the principles of Christian education in spirit, content, and methods.

NON-PUBLISHED POLICY: Every effort is made to make a handbook as complete as possible. However, unforeseen situations may arise, and the constraints of time and space make it impossible to include every conceivable situation. For this reason, it is sometimes necessary for the school staff and/or the school board to make or adjust policy during the year. These adjustments are just as binding as the written information in this handbook.

INTERPRETATION: CAS reserves the right to make clear any interpretation of policy, written or implied, and is not subject to the legal interpretation of wording or intent.