



# **Adventist Christian Academy (ACA) of Raleigh**

**2021 - 2022**

**Parent/Student**

# **HANDBOOK**

4805 Dillard Dr. Raleigh, NC 27606

(919) 233-1300

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## **SECTION 1.0 DIRECTORY OF ACA PERSONNEL**

### **ACA:**

Phone: (919) 223-1300

Fax: (919) 615-2496

Website: [www.acaraleigh.com](http://www.acaraleigh.com)

### **Principal:**

Lizette Trawick

### **Teaching Staff:**

Lizette Trawick (PreK-K)

Luis LaPorte (Grades 1-2)

Crystal Pohlka (Grades 3-4)

(Grades 5-6)

Deanna Hamilton (Grades 7-8)

### **School Board Members:**

School Board Chairperson: Aaron Owen

Secretary: Lizette Trawick

Treasurer: Tara Crain

Home & School Leader: Jenny Horton

Raleigh Church Pastor: Jeff Crain

Raleigh Church Pastor: Joe Pieretti

At Large: Maria Clark

At Large: Giselle Rodriguez

At Large: Joan Wilson

At Large:

At Large:

**Raleigh SDA Church:** (919) 851-1302

**Carolina Conference Education:** Gary Rouse (704) 596-3200  
Superintendent of Education for Carolina  
Conference.

Please feel free to set up an appointment with the Principal at any time to address any concerns or questions. School board meetings are open to all school parents and SDA Church of Raleigh members.

Executive session meeting of the school board is held regularly to discuss agenda items involving confidential information. Executive meetings require that all non-board/non-invited members be dismissed from the meeting. Items for discussion can be placed on the school board meeting agenda by contacting the Principal at least 5 days prior to the board meeting.

## **SECTION 2.0 MISSION, PHILOSOPHY, SCHOOL COLORS/THEMES, AND OBJECTIVES**

### **2.1 Mission Statement**

*Sculpting Lives for Spiritual Service with Academic Excellence.*

### **2.2 Philosophy of SDA Christian Education**

Seventh-day Adventist Schools focus on preparing students for eternity. The low student-teacher ratio gives opportunity for the teacher to share Christ with the students on a more personal basis and allow for individualized help. The Seventh-day Adventist curriculum is designed so that students are consistently presented with Jesus and the possibilities He has for each life.

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and the Holy Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His Will to the world, a revelation that supersedes human reasoning. Through His church on earth, He seeks the lost for His Kingdom.\*\*

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender beliefs in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.\*\*

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of other's thoughts and an appreciation for all that is beautiful, true, and good.\*\*

And education of this kind imparts far more than academic knowledge. It is balanced development of the whole person. Its time dimensions span eternity. Adventist education works in harmony with the home, school, and church in preparing learners for citizenship here on this earth and in the New Earth to come.\*\*

*“Character building is the most important work ever entrusted to human beings.” Education pg.225*

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\*\* This statement is an abridgment of the complete philosophy statement found in the General Conference Working Policy.

### 2.3 School Colors and School Theme

Our school colors are Navy Blue and Yellow Gold. Navy Blue Means “intelligence, wisdom, loyalty, faith, truth, trust” and yellow-gold means “high standards”.

Our school theme is “*A Heart to Serve*”.

### 2.4 Aims and Objectives of the School\*

The following statements have been established to support the unique philosophy of Seventh-Day Adventist education and to assist each young person in becoming all that God has intended for them to be.

**ACCEPTANCE OF GOD AND HIS WORD:** Surrender one’s whole life to God through conversion; use the Bible as a basis for a relationship with Jesus Christ and guide in all areas of life.

**COMMITMENT TO THE CHURCH:** Desire to know, live out, and share the basic tenets of the Seventh-day Church.

**FAMILY AND INTERPERSONAL RELATIONSHIPS:** Developing a sense of self-worth, along with skills in interpersonal relationships are needed for meeting the responsibilities of family membership and responding with sensitivity to the needs of others.

**RESPONSIBLE CITIZENSHIP:** Develop an understanding of multi-cultural diversity and historical heritage, and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility for one’s local, national, and global environments.

**HEALTHY BALANCED LIVING:** Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.

**INTELLECTUAL DEVELOPMENT:** Adopt a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical, and historical knowledge, within the context of a biblical perspective.

**COMMUNICATION SKILLS:** Acquire optimum competency in verbal and nonverbal communication, in the use of information, technology, and in effective communication of one’s faith.

**LIFE SKILLS:** Function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.

**AESTHETIC APPRECIATION:** Develop an appreciation of the beautiful, both in God’s creation and in human expression, while nurturing individual ability in the fine arts.

**CAREER AND SERVICE:** Develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one's personal involvement in the mission of the church.

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\*Aims & Objectives as developed for the Seventh-day Adventist K-12 school system by educators and members of the North American Division Curriculum Futures Commission.

## **SECTION 3.0 STUDENT TEXTBOOKS**

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

In some subject areas, the Seventh-day Adventist Church produces their own textbooks. But in some areas, the church uses some of the excellent textbooks already 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 textbooks for approval. The evaluators include Adventist teachers and administrators who carefully study the books to determine their suitability for Adventist schools.

Textbooks with a pervasive philosophical approach, counter to Adventist teachings, will not be approved. Textbooks used will need to meet the high standards required for approval. However, even the best-approved textbooks sometimes contain inaccuracies. Some of these are factual errors, while others represent differences of opinion on important philosophical or religious issues. If the textbook your student is reading has such problems, the Seventh-day Adventist teacher will make every attempt to point out the errors or differences. This also gives the teacher an opportunity to discuss, with the student, important ideas they may confront in the future. Therefore, students will be taught to read objectively and thoughtfully every textbook under the careful guidance of the classroom teacher.

## SECTION 4.0 ACA ADMISSION POLICIES

Parents placing their student(s) in the ACA must accept the school's standards, expectations, and guidelines as presented, or amended, in this handbook and as required by the Seventh-day Adventist Church of Raleigh and the Carolina Conference of Seventh-day Adventists.

Non-Adventist families can receive more information about Adventist beliefs by contacting the School Principal, your student's teacher, or Pastors of local Seventh-day Adventist Churches.

Students will be required to study the Bible and encouraged to answer, as they understand. Students will be encouraged to observe the Bible Sabbath, (Friday sundown until Saturday sundown), and the principles given to us in the Bible regarding the Sabbath, health, and lifestyle. Students are required to attend school-related programs outside of the normal school hours (after school), Sabbath (Saturday), and Sunday (if scheduled).

ACA places children in available openings in the following order: First, current students (in good financial standing) are given the opportunity to register for their next grade level. Next, Raleigh SDA Christian Church members are given the opportunity to enroll their children. Registration is then opened to the surrounding SDA churches. Then any available openings are given to anyone who has been placed on the waiting list on a first come, first serve, basis. ALL applications are subject to availability in the classroom and final approval by the ACA Board.

Applications will be reviewed by the school board and teaching staff prior to the beginning of the school year. Concerns of the parents/guardians and/or students should be addressed at the time the application is submitted. Interviews will be held with the parent and student if more information is needed.

ACA does not discriminate based on race, color, or national origin in administration of its educational policies, admission policies, and scholarship programs.

Copies of birth certificates are required for all new students and students entering the K4, K5, and First grade programs. Students entering the Kindergarten Four-Year-Old (K4) program must be four (4) years of age by August 15 (August 31st with conference approval). Students entering the Kindergarten Five-Year-Old (K5) program must be five (5) years of age by August 15 (August 31st with conference approval). Students entering First Grade must be six (6) years of age by August 15 (August 31st with conference approval) or recommended by our teacher after testing.

All new students, and current students entering kindergarten (K4), first, fourth and seventh grade are required to have a physical examination. All state required immunizations are required before school starts. It is recommended that dental and eye examinations also be done prior to the beginning of the school year. To comply with the Carolina Conference of Seventh-day Adventists Education Department, our insurance carrier, and the State of North Carolina Department of Education, MEDICAL AUTHORIZATION FORMS MUST BE TURNED IN



WITH THE APPLICATION FOR ADMISSION. THE HEALTH EXAMINATION FORMS MUST BE RECEIVED BEFORE SEPTEMBER 1ST.

New students and students applying for First grade must be screened prior to, or at the time of registration, for reading readiness and grade placement. Appointments with the teacher for testing are to be made as soon as possible. Results from this testing will be a factor in accepting the child for enrollment and for grade placement. If your student is unable to compete in the grade level assigned, the teaching staff, and/or school board, and/or Carolina Conference of Seventh-day Adventist Education Office, may find it necessary to place the student in a lower grade.

Students are enrolled on a *trial nine (9) week period*. This gives the teaching staff an opportunity to evaluate your student's attitude, academic achievement, social skills, and ability to discipline him/herself. The commitment and attitude of the parents is also evaluated during this probationary time. The school board reserves the right to request that the parent find an alternate educational facility if in the best interest of the family.

Names of students whose Application for Admission is received after a class size has reached student capacity, will be placed on a waiting list in the order that the application was received.

If the student's behavior becomes a problem, the parent, teacher, and student will work together to resolve the problem. If there are continual behavior problems including, but not limited to, constantly disturbing the class, instigating misconduct, causing arguments with the teachers, staff, and/or other students, stealing, lying, abusive behavior, inappropriate language, inappropriate physical contact, and/or general disregard for the safety and wellbeing of other students and teaching staff, then the parent may be requested to find another educational facility. All parents, teachers, and the principal are asked to sign a Commitment Statement to ensure the use of Matthew 18 for Biblical problem solving.

*If the Application of Admittance is rejected, the school board will send a letter to that effect.*

#### **4.1 Parent and Student Statement of Cooperation**

It is understood that the parent(s)/guardian(s) intend to have their student(s) complete the school year at ACA and that all financial obligations agreed to will be paid.

Unless prior arrangements have been made in writing with the Treasurer and Finance Committee and duly noted in the school board meeting minutes, ACA has the right to withhold report cards, diplomas, records, or transcripts of credits until all school related bills are paid in full.

A school day missed because of inclement weather/power outages during the school year, will be made up on Sunday (if needed). Student(s) will be required to attend these make up days to meet the Carolina Conference and State of North Carolina Education Department attendance requirements.

Field trips are part of the school curriculum. Student(s) are required to attend scheduled field trips/school activities. Parents must speak with their student's teacher(s) should their student(s) be unable to participate. Otherwise, absences from field trips/activities will be unexcused. Classroom disciplinary problems can disqualify a student from attending scheduled field trips/activities.

At the time the Application for Admission is given to the ACA Board, the student(s) being considered for admission, and the student's parent(s)/guardian(s) understand that authorization is also given to the teaching staff to discipline the student(s) as outlined in the handbook.

It is understood that the parent(s)/guardian(s) and student's cooperation is expected in:

- ~ Faithful affiliation with your local church.
- ~ Faithful and timely payment of all school fees.
- ~ Faithful prayer for the School and Church families.
- ~ Contributions of time, and/or talents, and/or finances.
- ~ Faithful attendance at scheduled Home & School Meetings.
- ~ Promotion of the Church School to other Christian Families.
- ~ Participation in, and promotion of, school fund-raising projects.
- ~ Faithful promotion of Christian principles and values at all times.
- ~ Faithful stewardship in the giving of tithes and offerings to your church.
- ~ Practical help in cleaning and maintaining the school buildings and grounds.
- ~ Faithful, positive support of the staff and school administration, and church and school boards.

The school board reserves the right to dismiss any student who does not respect the spiritual standards, guidelines, and educational standards as presented in, or amended to, the School Handbook, or as set forth by the General Conference of the Seventh-day Adventist Church, ACA, or the Carolina Conference of SDA Education Department.

Working together is a very important part of a good education. The parent, student, teacher, school board and church must cooperate and work in harmony if the student is to benefit from the educational program.

It will be assumed that at the time the Application for Admission is received, that the parent(s) and the student(s) have read this Statement of Cooperation and agree to the guidelines and standards in this handbook.

## **SECTION 5.0 FINANCIAL INFORMATION**

Registration fees, and the Application for Admission for each student applying, should be received between March 1st and July 1st of the current school year. Textbooks and workbooks for the student(s) are not ordered until the registration fee has been received. Please go to

[www.acaraleigh.com](http://www.acaraleigh.com) to pay fees and fill out the application to ACA.

The Raleigh Seventh-day Adventist Church subsidizes its member's children attending ACA. Students attending the school whose parents/guardians (or the student themselves) are not members of the Raleigh Seventh-day Adventist Church are, therefore, required to pay the full tuition.

It is the responsibility of the parent/guardian to ensure tuition payments are made and the account kept current. If financial problems exist, or develop after enrollment, it is the responsibility of the parents/guardians to contact the school treasurer. ALL financial arrangements are made between the principal, treasurer and/or school board chair.

ACA of Raleigh now uses FACTS tuition management system to handle all tuition payments. All parents must create a FACTS account within seven days of registration. You will receive information to accomplish this from the treasurer when registration forms/registration fees are paid.

## **5.1 Registration Fees – General Information**

Dates for special registration pricing (i.e. preregistration event in the spring tuition \$280) are opportunities for reduced registration. Of the total registration fee, \$100.00 is non-refundable. At the close of the preregistration event, tuition will be payable at the standard stated rate for registration until July 1 (i.e. registration might be \$280.00 at the Preregistration event, \$380.00 from the close of the preregistration event until Fall Registration in August 1).

If the parent/guardian withdraws their student, or if the student leaves for any reason, after the first day of the school year, the entire August tuition fee, plus the entire registration fee, becomes non-refundable, per student registered.

Registration fees cover workbooks, insurance, and textbooks. Daily school supplies are the responsibility of students and their parents. *Registration fees cannot be included as part of the Worthy Student package.*

**5.2 Monthly Tuition Fees**

Unless prior arrangements have been made with the Financial Committee tuition fees are due on the first day of each month. Student (s) may be subject to suspension for non-payment of tuition if monies have not been received by the treasurer by the 15th of the month. Advise the Financial Committee if you are having difficulties paying tuition before it becomes an issue.

To determine the monthly tuition rate for your family, please see the tuition chart below:

MONTHLY TUITION CHART - 10 Month Payment Plan (August-May)

Number of Students	10 Month Plan	Full Tuition	2% Discount
1	\$499.00	\$4,990.00	\$4,890.20
2	\$928.00	\$9,280.00	\$9,094.40
3	\$1,357.00	\$13,570.00	\$13,298.60
4	\$1,740.00	\$17,400.00	\$17,052.00
5	\$2,122.00	\$21,220.00	\$20,795.60

**5.3 Returned Tuition Checks**

ANY checks returned by the bank because of insufficient funds will incur a processing fee of \$25.00 for each occurrence. This fee will be due at the time of the occurrence. If a check is returned on more than two (2) occasions, the Financial Committee and/or school board, reserves the right to request all future payments for tuition, field trips, etc. be made by money order or cash exclusively.

**5.4 Previous Debt and Unpaid Fees**

All tuition fees must be paid before the start of the next school year, unless prior arrangements have been made with the Financial Committee. STUDENTS WILL NOT BE ACCEPTED FOR THE NEW SCHOOL YEAR, IF THERE IS AN OUTSTANDING DEBT STILL OWED THE SCHOOL.

The ACA HAS THE RIGHT TO WITHHOLD REPORT CARDS, DIPLOMAS, RECORDS, OR TRANSCRIPTS OF CREDITS, UNTIL ALL SCHOOL RELATED BILLS ARE PAID IN FULL.

**5.5 Request for Tuition Assistance**

The ACA Board feels strongly that every child should have a Christian education. *It is the School Board's desire to work with each parent to ensure that such a Christian education can be provided.* If the parents/guardians are committed to paying *what they can* towards their tuition fees and assist the staff and school board as requested, then the school board will do its utmost, whenever possible, to help those parents/guardians experiencing financial difficulties.

At or prior to registration, financial needs must be addressed, and arrangements made to pay tuition.

Applicants may be requested to provide their previous year W-2 income forms and their current family budget. A Worthy Student Application can be completed online at [www.acaraleigh.com](http://www.acaraleigh.com) and clicking on the tuition tab.

Parents/Guardians requesting tuition assistance are requested to find sponsors, within or outside of the church families, to help cover the portion of tuition expenses that they cannot meet. Parents, who are members of Churches other than the SDA Church of Raleigh, should discuss with their Pastor, or Head Elder, the possibility of their home church assisting them with tuition and registration payments. If all resources have been exhausted and no sponsors can be secured, notify the school treasurer.

Defaulting on a financial agreement, at any time, will nullify all financial agreements between the parent/guardian and the school and require the parent(s)/guardian(s) to be responsible for all tuition fees that would have been due for their student(s) prior to the financial agreement.

## **5.6 Action Taken for Non-payment of Tuition**

Any time there are concerns about meeting your financial obligations to the school, contact the school treasurer. All delinquent fees must be paid in full before a student can enroll for the next school year. If no payment activity is reflected on past due account balances for consecutive months and efforts to contact the responsible parties and secure the past due monies are unsuccessful, the account information may be turned over to a collection agency.

## **5.7 Withdrawal and Re-admittance Penalties**

The \$100.00 processing fee of the total registration fee, is non-refundable per student registered. The entire registration fee becomes non-refundable for each student registered if the parent/guardian decides to withdraw their student(s) any time AFTER the first day of the current school year.

If the parent/guardian decides to withdraw their student's Application for Admission BEFORE the first day of the current school year, the August tuition fees, if they have been paid, will be refunded in full.

If the parent/guardian decides to withdraw their student(s) AFTER the first day of the current school year, or AFTER the first day of any month that school is in session, the tuition fee for the month the student was withdrawn, becomes non-refundable, per student registered.

If the parent/guardian decides to withdraw their student AFTER the first day of any month the school is in session, the tuition fee for the month the student was withdrawn is still due and payable as previously agreed to.

Withdrawal of a student from the school program, will nullify ANY financial agreements that were made in their behalf. All outstanding balances will become due in full immediately and payable the first day of the month following the student's withdrawal.

Re-admittance to the school program, provided an opening for the student is available, in the same year a withdrawal has taken place, will require the parent(s)/guardian(s) to re-submit an Application for Admission and payment of the registration fee, a second time, for each student being considered for re-admittance. The school board reserves the right to request additional documentation and/or contractual agreements with the parent(s), and the student(s), before allowing the student(s) re- admittance. Any financial agreements needed/requested will be re-negotiated for approval by the school treasurer, School Board and/or Finance Committee.

## **5.8 Tuition Payment Schedules and Reminders**

For the 10-month tuition payment plan, the first payment is due on or before the first day of school and by the first day of the month for each subsequent month thereafter.

All registration fees are to be paid in full on or before the first day of school. August tuition is due on or before the first day of school. Registration fees and the Application for Admission for the next school year are due between March 1st and July 1st for the stated registration fee to apply. The school board reserves the right to implement a temporary discount for a Preregistration Event. Registration fees paid on or after July 1 will be \$50.00 higher than the stated registration fee for that school year to defray the cost of expediting materials for late registering students.

## **5.9 Payment for Destruction of School/Church Properties**

Parents/guardians will be held financially responsible for any willful destruction done by their student(s) that destroys school and/or church facilities, properties, and/or furnishings, books, equipment, etc., while enrolled as a student of the school. Notification of such destruction will be via a school discipline report and a phone call to the parent. After such communication, parent(s)/guardian(s) will be billed, for all associated repairs, or for the full replacement values of the damaged item(s), furnishing, etc., if repairs cannot be made.

## **SECTION 6.0 GENERAL INFORMATION**

Working as a team, parents, teachers, and the church can encourage and influence the student's desire to learn and grow in spiritual and academic knowledge. Without discipline and Christian standards within the home, school, and church, students will eventually lose their ability to gain this valuable knowledge.

A nurturing home environment where appropriate discipline and the student's desire to learn and grow, continues to help students reap the greatest rewards from their Christian education. A home atmosphere that exhibits Christian love, discipline, and a healthy lifestyle, will benefit everyone. Care in what movies, music, and reading material students are exposed to, as well as fads of the day, should be carefully evaluated by everyone. If such things do not reflect Christian standards, they should be avoided.

Parents, teachers, and students are expected to respect the Holy Bible as the Word of God and to also show respect towards, and proper handling of the American and Christian Flags.

**STUDENTS SHALL BE SUPERVISED AT ALL TIMES WHETHER AT THE SCHOOL OR ON APPROVED FIELD TRIPS.** Students are to remain on the school grounds (near the school building and away from the roads) and near an adult, throughout the school day.

To prevent accidents, there will be NO climbing of trees on school/church properties. Standing in the swings, or two people in a swing, will not be allowed nor any other activity that could endanger any child. Because of insurance regulations students are not permitted to bring roller skates, roller blades, skate boards, or bicycles to school.

“Dare-devil” activities, or improper use of any sports equipment, are not allowed. Privileges to use the playground equipment, or to bring sports related items to school, or to be involved in an activity, will be denied if safety rules are ignored.

All students are required to participate in the routine physical educational program and/or outdoor playtime. If a student cannot participate in these programs on a regular basis, then a doctor's note will be required. The student will still be required to be outside with their class as an observer.

### **6.1 Problem Resolution and Concerns**

The ACA family is committed to using the steps Christ gives us in Matthew 18 in order to glorify Christ in our conflict resolutions. Every parent/guardian, teacher and the administrator of the school will sign a Statement of Commitment to solve problems per the Biblical counsel found in Matthew 18. This statement is to be signed prior to the first day of school and is kept in the student file. At all times, communicate with each other so that problems do not escalate to the point of hurt feelings or damaged reputations. Working together, with the Lord, as our guide, we will be a positive Christian witness to everyone around us.

There are times when disagreements arise that cause discord and interrupt the harmony

of our lives. We are reminded that critical, sarcastic, judgmental, and negative remarks made about the school, teachers, staff, students, or other persons associated with the school and church, only cause more discord and may hinder finding a resolution to the problem. Negative remarks about others destroy the Lord's ability to work in our best interest.

If a concern is not being resolved as you feel it should, then the following steps must take place (also refer to the communication guidelines/Matthew 18 provided in the orientation packet):

1. Pray at all times and lift each other in prayer asking God's guidance.
2. Talk with the teacher(s) involved - examine ALL options available for resolution.
3. Speak with the principal and teacher together and involve the student in this process.
4. Present your concern to the School Board Chairperson.

## **6.2 Home and School Association**

Parents and students are requested to attend all scheduled Home and School meetings. These meetings provide a time for fellowship and interaction that strengthens our commitment to one another, to our students, to our church, and to our educational programs. The Home and School Association has several fund-raisers throughout the school year. It is expected that the students participate in these events and activities which often are counted in the school calendar as school days.

Parents are also encouraged to volunteer and participate in school activities. Please contact the Home and School Leader if you would like to volunteer at the school.

## **6.3 School Lunches**

There is abundant medical evidence that a vegetarian diet is best for each of us. Parents are strongly encouraged to provide a nutritious and attractive vegetarian sack lunch for their student(s). The benefits of an Adventist lifestyle and diet have been noted in several longevity studies as being superior to the typical American diet.

Drinks containing high sugar such as soft drinks are not allowed.

Based on what the Bible teaches about "clean" and "unclean" meats, Seventh day Adventist Schools discourage their students from bringing "unclean" meats in their lunches. "Unclean" foods, as described in the Bible, include pork products, ham, shellfish, etc.

Sharing of lunches and snacks is not allowed. If a student does not have lunch, he or she should tell their teacher.

## **6.4 Care of School and Church Property**



To help maintain a neat and uncluttered environment at school, students will be requested to assist with daily cleanup chores. Chores may include, but are not limited to, sweeping, vacuuming, emptying wastebaskets, dusting, and picking up litter inside and outside the school and church buildings. Students will be required to keep their desks and work areas neat.

## **6.5 Asbestos Statement**

We are required to advise you of the presence of this hazardous material according to the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA) standards

We are pleased to announce that ACA, the Raleigh SDA Church and the ARC appear to contain no asbestos-containing building materials. A complete copy of the school's management plan provided by a certified management planner is available for perusal in the school and Conference Office.

## **SECTION 7.0 DISCIPLINE**

In any group, it is always necessary to have rules to provide for the rights, health, safety, and general welfare of all. In the case of a school, rules not only protect all involved, but they allow the school to do its job of preparing young people for life.

### **7.1 SUSPENSIONS/EXPULSIONS**

These regulations describe rules that the school feels are very serious. Infractions of these regulations require students to be sent to the principal. Each time a student breaks one of these regulations, the parents are contacted, and a discipline report form is sent home and placed in the discipline file for future reference. The incident will be reported to the School Board. After an investigation of circumstances, the principal will deal with the problem in one of the following ways:

1. Suspension (may include a written assignment)
2. Schedule a meeting of the student and parents with the Teacher, Principal, and/or School Board Chairman.

Consequences for the type of behavior displayed would involve one or more of the following:

1. A one day or more suspension and/or probation.
2. Referral to a professional guidance person.
3. Recommendation to the School Board that the student be expelled.

### **SUSPENSION/EXPULSION OFFENSES**

1. Theft: Removing or using property belonging to the school, a teacher, or another student.
2. Controlled Substances: Actual possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances.
3. Physical Assault: Violent body contact in a serious and/or dangerous manner
4. Vandalism: Deliberate destruction that has a permanently damaging effect upon the

school or private property.

5. Illegal materials: Weapons, pornographic materials, etc.
6. Insubordination or abusive language or gestures: A belligerent or abusive act, statement, or gesture which involves more than a simple refusal to do something. Words stated or written that harm or have the potential to harm someone emotionally. It is an aggressive, insulting, profane, or disruptive abuse.
7. Unsafe behavior: Deliberate actions that endanger the health, safety, or welfare of students, faculty, or guests of the school.
8. Threats: Any indication on the part of a student to do harm to any other person on the campus.

## 7.2 Death Threats – Property Damage

The following has been added, as requested by the Education Superintendent of the Carolina Conference of SDA. Original memos are dated May 14, 1999 and as updated on September 2, 1999 at the K-12 Board of Education Meeting. Also refer to Section 6.1 Problem Resolution and Concerns.

**“PLEASE NOTE THAT ALL INFORMATION RECEIVED BY THE SCHOOL ADMINISTRATION AND/OR STAFF REGARDING A STUDENT (OR STUDENTS) WHO THREATENS OTHERS OR INFLECTS 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 ACTION HAS TAKEN PLACE, THE STUDENT (OR STUDENTS) WILL BE IMMEDIATELY REMOVED FROM THE SCHOOL UNTIL FURTHER NOTICE BY THE SCHOOL ADMINISTRATION AND/OR SCHOOL BOARD AND/OR THE CONFERENCE EDUCATION OFFICE.”**

The following information has been taken from “Youth Rights and Responsibilities Handbook for North Carolina’s Youth” as published by the North Carolina Department Of Administration Youth Advocacy and Involvement Office - Spring 1999 and provided by the Education Department of the Carolina Conference of SDA as dated May 14, 1999. Article 8: PAGE 6 of “Youth Rights and Responsibilities Handbook for North Carolina’s Youth”

*Question: What happens if a student brings a weapon to school? Answer: School principals are required to report firearm (weapon) possession and certain other acts of violence occurring on school property to the local law enforcement agency. A student who carries a firearm or explosive onto school property commits a Class 1 felony, which is punishable by up to five years in prison, a fine, or both. A student who possesses a weapon used to threaten and/or injure another*

*individual commits a Class 1 misdemeanor, which is punishable by up to two years in prison, a fine, or both. In addition, the General Assembly has set minimum suspension and expulsion guidelines for students who bring weapons to school. A student who possesses a firearm must be suspended from school for at least 365 days.*

## **SECTION 8.0 DRESS CODE**

Everyone today is faced with temptations in the matter of dress and adornment. If we do not guide our young people to have higher standards than the secular world, we will fail to fulfill our duty as a Christian school. “No education can be complete that does not teach the right principles in regard to dress. Without such teaching the work of education is too often retarded and preserved. Love of dress and devotion to fashion, are among the teacher’s most formidable rivals and most effective hindrance.” Education, page 246.

Appropriate and modest attire, on or off school grounds, is expected of the students, teaching staff, teacher aides, and parents. The Carolina Conference expects the faculty and staff to dress professionally at all times. Students must wear uniforms during school hours and on specified school outings. Clothes that are worn, frayed, or have holes in them, must be repaired or replaced.

The SCHOOL UNIFORM is as follows:

### BOYS:

Uniform Pants/Shorts:	Khaki color. The pants MUST NOT have any embellishments, fading, holes, or fringes.
Uniform Shirt:	Navy Blue polo shirts
Socks:	White, Khaki, Navy Blue, or Black. (No shorter than ankle length.)
Belts:	Brown or Black.
Shoes:	Black, White, Brown, or Black and White Shoes (dress or athletic) that cover the ENTIRE foot. No open toed, open heeled, open sides or sandals.

### GIRLS:

Uniform Pants:	Pants or Skorts in Khaki (must be within 2” of knee).
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Jumpers:	Khaki (must be within 2” of knee).
Uniform Shorts:	Khaki color. Shorts can be worn when temperature exceeds 75 degrees and must be within 2” of knee)
Uniform Shirt:	Navy Blue polo shirts.
Socks:	White, Khaki, Navy Blue, or Black Socks. No shorter than ankle length. White, Khaki, or Black tights.
Belts:	Brown or Black.
Shoes:	Black, White, Brown, or Black and White Shoes (dress or athletic) that cover the ENTIRE foot. No open toed, open heeled, open sides or sandals.
Physical Education Class:	PE attire will be determined by the teacher.

Shoes and socks must be worn at ALL times to eliminate possible injury.

Hair must be clean, brushed, and well-groomed. Hair must not hang in the face or eyes so that it distracts the student from seeing reading materials and other assignments. Faddish styles - including but not limited to: ponytails, etc. for boys-are not acceptable.

Jewelry, including but not limited to, friendship bands, wrist and ankle bracelets, necklaces, earrings, rings, etc., except for medical alert insignia, wedding bands and watches, are discouraged by the beliefs of the Seventh-day Adventist Church and are NOT to be worn to school. The staff will request jewelry be removed. It will be returned upon the request of the parent.

Female students, and female staff, are not to wear excessive amounts of cosmetics that distracts from their natural beauty. Brightly colored nail polish and/or lipstick/gloss are not acceptable at school and will be requested to be removed.

Failure to abide by the dress code in any way will result in written notification. A third incident regarding dress code infractions within a nine (9) week period will require a parent to pick up the child from school. The student will have a one-day suspension that may be noted in their school record. If the student cannot be picked up that day, the suspension will be served on the next school day.

## **SECTION 8.1 ELECTRONIC/ CELL PHONE POLICY**

Electronic games and other electronic gadgets and cell phones, are not to be brought to school by student(s). Cell phones that are brought to school must be turned off and kept in back packs during school hours.

If the rules are broken:

- The first time the student's cell phone will be given to the principal and the parents will have to retrieve the phone in person.
- The second time the student's cell phone will be given to the principal and the parents will have to retrieve the phone in person after a minimum of 24 hours.
- The third time the student's cell phone will be treated as a contraband and will be kept until the end of the quarter.

## **SECTION 9.0 INTERPERSONAL RELATIONSHIPS**

The school board feels strongly that it is the responsibility of the parents/guardians to monitor their student's friendships and associations to ensure that their young men and ladies do not engage in behavior inappropriate for their age and maturity.

The school board and teaching staff also have a responsibility to monitor the activities of all students during the hours that they are in the staff's care. Every attempt will be made to ensure that such monitoring takes place.

It is requested that parents ensure that their students understand the following regulations with regards to interpersonal relationships. These regulations are always in effect during the school day, whether at school, during transportation to and from school, or during school sponsored events on or off of the ACA properties.

- Guidelines with regard to interpersonal relationships include, but are not limited to:
- ~ Students must have adult supervision at all times.
  - ~ Couples are to refrain from all forms of inappropriate contact and interaction at all times.
  - ~ Tickling, slapping, holding hands, embracing, kissing, sitting on one another's lap, laying against one another, or similar forms of physical contact between students, is not permitted.
  - ~ A young man and a young woman should never be alone or in an unsupervised or secluded location anywhere in, or on, the church and school properties, or when on field trips or other group activities.
  - ~ Couples are not to purposefully try to seclude, or isolate, themselves from adult supervision or from other students.
  - ~ Parents will be notified of all incidences involving their student with regard to inappropriate interpersonal relationship behavior.

Violations of these rules can include, but are not limited to, suspension from school for one to three days. Continuous disregard for these regulations could result in the parent being requested to find an alternate educational facility for their student. Parents should speak with their student's teacher regarding any concerns regarding their student's relationships with other students and/or adults at school.

## **SECTION 10 ATTENDANCE - TARDINESS, ABSENCES, SCHOOL HOURS, ETC.**

The ACA is bound by state law, Carolina Conference policy, and Southern Union policy to maintain regular school attendance, and punctuality, records. Punctual and regular attendance by students at ALL school sessions is expected.

### **10.1 Make-Up Days**

“Make-up” days for school days missed because of inclement weather, power outages, etc., during any part of the school year, or because of extra days taken for spring break, will be made up in the following manner:

- ~ A scheduled school day on one or more Sundays
- ~ Required student attendance at already scheduled school functions.

If the required numbers of students are not in attendance on the scheduled make- up day, another day will be scheduled to ensure that students do not lose credits for the current school year.

### **10.2 Student Withdrawal**

If a parent feels it is necessary to remove their child(ren) from school, a written notice must be given to the school board by the parent/guardian stating that they are removing their student(s) from the school and why. Until this is not received, the student(s) will be marked absent and tuition and fees will still be due and payable. These absences will count towards the allowable limit. See Financial Section regarding fees that would become due at the time of withdrawal. Also refer to the Financial Section dealing with “Withdrawal and Re-Admittance Penalties”.

### **10.3 Absences**

Parents are responsible for ensuring the teacher is aware of all absences and the reason for the absence. Excessive absences may result in lower or failing grades.

Written excuses from a parent/guardian are required for ALL absences to satisfy state and conference requirements for attendance. If a student is absent because of an illness, a note from the student’s physician for absences longer than two (2) days may be required.

The teacher may call the parent at any time to inquire about a student's absence(s). All work missed during any absence will be required to be satisfactorily made up.

### **10.3.1 Excused Absence**

Illness, doctor and dental appointments, death in the family, and family emergencies, are reasons for excused absences. Parents should notify the student's teacher, as soon as possible, regarding absences of this nature. Arrangements for the student to make-up all missed assignments should be discussed with the teacher(s) as soon as possible.

### **10.3.2 Planned Absence**

Planned absences can include, but are not limited to, family vacations, mission trips, prearranged surgical needs, and family emergencies away from home. Planned absences may be excused provided proper notification is given to the teacher(s) and class work assignments, which would be missed during the absence, are picked up and taken with the student to be completed while away from school.

- ~ For planned absences of one to three days duration, parents and students need to give their teacher(s) a one-week notice.
- ~ For planned absences longer than three days, a two week notice to the teaching staff is required.

It is the responsibility of the parents and students, to ensure all assignments are taken, completed, and returned as agreed to. All completed assignments are to be handed in at 8:00 a.m. on the first school day back from the planned absence. Work not completed will receive a failing grade.

Contact the student's teacher(s) regarding all questions on assignments your student(s) must do while away for a planned absence.

### **10.3.3 Unexcused Absences**

When a student accumulates ten unexcused absences per quarter or a maximum of twenty (20) absences per school year, the student may be required to forfeit his/her enrollment. This will be decided on by the school board with input from the teaching staff, principal, and parents. If enrollment is forfeited, the parents/guardians will be required to resubmit all school registration forms, including re-payment of registration fees, for re-admission of their student(s) to the school.

Re-admission approval, from the school board, will be required.



## **10.4 Tardiness**

It cannot be stressed enough the importance of having students arrive on time for class each school day. It is understood that emergencies and extenuating circumstances arise, on occasion. However, time missed from class can hurt the student's academic progress. Students who are tardy to class MUST present a note of explanation to his/her teacher.

## **10.5 School Start Times**

Students MUST attend school regularly. School begins promptly at 8:00 a.m. every day. School is dismissed at 3:00 p.m. on Monday through Thursday and at 2:00 p.m. on Friday. Unless the student is in an after-school care program, parents/guardians are to pick up their student(s) as soon as school is dismissed.

## **10.6 School Pick-up Times**

It is understood that emergencies and extenuating circumstances arise, on occasion, preventing parents from picking their student(s) up on time. Therefore, it is strongly recommended that several persons, or an after-school provider, be designated by the parents/guardians to pick up their student(s) at the end of the school day should any extenuating circumstances arise. The school staff strives to ensure the safety of every student enrolled. Therefore, the school staff MUST be made aware of any arrangements parents/guardians have made regarding their student's after school pick-up. It should be remembered that the school staff is not a babysitting service, our teachers and staff have after school responsibilities.

Students are to be picked up promptly at the end of the school day. Monday through Thursday, school is dismissed at 3:00 p.m. Students should be picked up no later than 3:15 p.m. Friday, school is dismissed at 2:00 p.m. Students are to be picked up no later than 2:15 p.m. On half days, school is dismissed at noon. Students are to be picked up promptly at noon. No lunchtime or aftercare will be held on half days of school. Failure to comply with the times listed will result in your child being placed in the After-School Care Program with the resulting fee of \$10 per day. The After-Care Fee is to be paid upon picking up your child.

Students in the after-school care program are to remain with the teaching staff, until the after-school care provider has arrived to pick them up.

For the safety of your student(s), make arrangements in advance to have your student(s) picked up if you are unable to. **THE TEACHING STAFF MUST BE AWARE OF WHO IS PICKING UP YOUR STUDENT(S) FROM SCHOOL AND AT WHAT TIME. A PHONE CALL TO THE SCHOOL OR A WRITTEN NOTE MUST BE RECEIVED FOR YOUR STUDENT(S) TO LEAVE SCHOOL WITH SOMEONE OTHER THAN THEIR PARENTS/GUARDIANS.**

Parents are to remain in their vehicles in the car line during dismissal. When parents reach to the main entrance in the car line, students will be called to the door and the student dismissed.

At school dismissal please wait in your car for your student under the portico of the ARC/Gym building. Until the parent/guardian arrives, the teaching staff is responsible for the student(s). Once the parents/guardians arrive to pick up their student(s), and/or students in their care, they assume responsibility for the safety and location of their student(s). The students(s) must be physically beside the parent or in the parent's car.

Classes are not to be disrupted by parents wishing to talk with the teacher regarding their student's academic progress, discipline problems, etc. Parents are to make an appointment, to speak with the student's teacher(s), or principal, in private. At no time should a confrontation between a parent and teacher, or another parent, be witnessed by a student.

## **SECTION 11.0 SPECIAL EVENTS, SCHOOL CALENDAR, SCHOOL BREAKS ETC.**

The Carolina Conference Education Department schedules teacher in-service training days throughout the school year, for their teaching staff, in the Carolinas. Notice of days off from school due to teacher workdays will be provided to the parents as soon as the dates are approved. These days are 'Carolina Conference' days and teacher activity on these days is strictly under the direction of the Conference. No parent/teacher meetings can be scheduled for these dates.

Field trips, Spring break, Thanksgiving break, and Christmas break dates will be posted as soon as the dates are confirmed and approved by the ACA Board and/or Carolina Conference Education Department. ***Every effort will be made to have a school calendar available, for the entire school year, within the first week of school.*** Additions, changes, cancellations, and reminders to the calendar will be sent home throughout the school year with the students. A school calendar will also be posted in the hallway of the school building and in the upper level of the church.

One week in the spring, and one week in the fall, will be set aside as a "Week of Prayer". The pastor, or a guest speaker, will conduct a special week-long Bible-based program. The students will attend this program at the beginning of each school day, during the "Week of Prayer".

Students are required to participate in Education Sabbath and School Choir programs held on Saturdays and other special programs, which are scheduled and part of our school curriculum. Advance notification of these programs will be sent home to parents with their student(s) via the Friday letter and other reminder letters. **Dress for special programs will be white shirts for all students and black pants for boys and black skirts for girls unless otherwise stated immediately prior to the event.**

The school calendar can also be found at [www.acaraleigh.com](http://www.acaraleigh.com), under church calendar and on the school website which is a link on the right-hand of the church website to the school website and calendar tab therein.

### **11.0 Before and After School Care**

Before and After school care is provided by professional staff on site under the ACA governing body (school board). If you will need the before or after school care, please fill out the Before/After Care application at registration. There will be an extra charge for this service. (see the Before/After Care Fees Chart)

### **11.1 Telephone Usage and Messages During School Hours**

Phone calls to the school, other than emergency calls, should be made between the hours of 8:00 a.m. and 12:00 noon, or after school (3:30 p.m. or later) has been dismissed for the day. An answering system will record messages at other times to limit classroom interruptions. The school phone number is (919) 233-1300. If there is a problem with the school line, parents may use the principal cell number to contact the school in a timely manner.

Only under the supervision of the teacher, or in an emergency, will students be allowed to use the school phone during the day. Parents needing their student to contact them during the school day must request, in advance, permission from the teacher to allow their student to use the phone.

### **11.2 Inclement Weather Closings**

The ACA will follow the Wake County Public School Systems guidelines for school closings due to bad weather conditions during the school year; if there is any variation to this your student(s) teacher will call you. There will also be a Notice of Closing posted on the first page.

If roads are bad in your area due to weather conditions, PLEASE DO NOT risk getting into an accident by trying to come to school. Call the school, or your student's teacher(s), to let them know you will be late or absent that day. Weather related absences will not be counted towards the allowable limits. Missed class work must still be made up.

## **SECTION 12.0 ILLNESS AND DISEASE**

STUDENTS, AND STAFF, MUST REMAIN HOME IF THEY HAVE A TEMPERATURE OVER 100 DEGREES, OR ARE SUSPECTED OF HAVING A COMMUNICABLE DISEASE ( i.e. CHICKEN POX, STREP THROAT, FLU, H1N1, EXTENSIVE POISON IVY, ETC.) THEY MUST REMAIN FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

If a student does have a communicable disease, the staff must be notified immediately so notification to other parents within the school and church family, if necessary, can be made to prevent any serious outbreaks.

If a student becomes sick at school, the student will be isolated from other students, if possible, and made as comfortable as possible, until the parent, or authorized person, can come and pick the student up.

PLEASE ENSURE THAT THE TEACHING STAFF HAS ALL CURRENT HOME, WORK, EMERGENCY NUMBERS, UPDATED DOCTOR AND HEALTH

INFORMATION, AND THE NAMES OF PERSONS AUTHORIZED TO BE CALLED TO CARE FOR YOUR STUDENT(S) IN YOUR ABSENCE.

### **12.1. Head Lice**

Watch for the telltale scratching that might indicate head lice and begin treatment immediately. If head lice are found on ANY member of your family, the school MUST be notified immediately. Every attempt will be made to keep confidential the name of any student who has contracted lice. Notification of an outbreak to all school families is necessary if a major infestation is to be prevented.

Students, who have lice, or nits, will be quietly isolated from their classmates. Parent(s) will be called to come to pick up their student(s). Treatment must begin the same day. Student(s) must remain home until all the lice and/or nits are gone from their head. A nurse and/or teacher must check the student before he/she returns to the classroom.

Lice can be found in clean and well-groomed hair and only survive if they have a human carrier. If found, check for tiny white and yellowish gold eggs (nits) on hair shafts near the scalp and nape of the neck and behind the ears and then treat the hair until all signs of the lice or nits (eggs) are gone. All nits and lice MUST be removed with a lice comb that can be purchased at the pharmacy or comes in most treatment kits. *The only way to stop the infestation is to check everyone in your household, twice daily, and treat as necessary.* Contact your doctor for advice if the infestation continues for a prolonged period.

Contact your local County Health Department for more information on how to stop a lice infestation in your home.

Handbook last updated 06/09/2021