

**Adventist Christian Academy**  
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## **HANDBOOK**

**2018/2019**

**Owned and Operated By:**  
**The Seventh-day Adventist**  
**Church**

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# **Adventist Academy Handbook**

## **Mission Statement**

### **Leading a new generation into a relationship with Jesus.**

Our Mission is the same as Jesus Christ gave to His disciples many years ago, "Go therefore, and make disciples of all the nations..." (Matthew 28:19 NKJ). We believe leading young people into a relationship with Jesus is a direct fulfillment of this command. We desire to affect the lives of our students through example, prayer, service, and love.

### **School Philosophy**

The Florida Seventh-day Adventist Churches believe it is important to impact the whole student -- spirit, mind, and body. The cooperation of the home, church and school in each child's life will encourage them to seek the joy of service in this life and the higher joy of wider service in the world to come.

## **It is our Goal to:**

1. Teach children to know Jesus as their best Friend.
2. Teach Bible and Christian values.
3. Develop each child's individual potential.
4. Develop feelings of self-worth in our students.
5. Encourage students to develop an interest in and experience the joy of learning.
6. Train students to work and play cooperatively with others.
7. Help children learn respect for people, classroom materials, and equipment.
8. Help children understand and accept choices and their consequences.
9. Provide a safe, warm, nurturing environment.

## **Non-Discrimination Policy**

The Academy admits students of any race, color, nationality, religion or ethnic origin to all rights and privileges, scholarship, programs and activities generally accorded or made available to students at the Academy.

**The Academy is accredited by:**

The Southern Union Conference of Seventh-day Adventist Board of Education,  
The National Council for Private Schools Accreditation.

**Admittance Policy**

The Admissions Committee will screen the applications of all students and inform the parents if the educational goals expected may be met. Parents must submit full disclosure of all diagnostic/medical/psycho-educational reports to the Admissions Committee before registration. Based on information provided, by the rest of the student's records and application, the Admissions Committee will make the final decision for acceptance. New 1<sup>st</sup> graders will be given an informal assessment. New 2<sup>nd</sup> through 8<sup>th</sup> graders will be given the "QUIC" Test. All students will be reviewed at 30, 60 and 90 days.

**Funding Options:**

If an alternative source of registration and tuition funding is sought, (Step Up For Students or McKay) a confirmation letter of acceptance from the alternative funding source must be presented. Otherwise, payment according to school policy will be required. If full funding is approved at a later date, monies previously submitted will be refunded.

Students entering for the first time must present a birth certificate prior to enrollment. Children must be five years of age by September 1<sup>st</sup> to enter kindergarten.

## **Immunization Records/Medical Examination**

New, Kindergarten, 4<sup>th</sup> and 7<sup>th</sup> grade students are required to have complete physical examinations. A Physical examination received within the previous six months is sufficient. A physical exam (Form 3040) signed by your doctor is required.

Florida requires students entering kindergarten to be immunized against Polio, DPT, MMR, Varicella and Hepatitis B. A completed immunization certificate (Form HRS 680) signed by your doctor is required. Students entering the sixth grade is to be screened for Scoliosis. Students entering the seventh grade are required to complete vaccination against Hepatitis B, MMR, and a Tetanus booster. A completed immunization certificate (Form HRS 680) signed by your doctor is required. Students must have proof of immunization prior to admission.

### **Entering K-12**

(children entering, attending, or transferring to Florida schools)

- Four or five doses of DTaP
- Three, four, or five doses of IPV
- Two doses of MMR
- Two or three doses of hep B
- Two doses of Varicella (kindergarten effective with 2008–2009 school year, then an additional grade is added each year thereafter). Varicella vaccine is not required if there is a history of varicella disease documented by the healthcare provider.

### 7th Grade Entry

- One tetanus-diphtheria-pertussis (Tdap)

## **Attendance and Tardiness**

Absences may be excused for illnesses and funerals. Please notify the school of any absence. If a parent finds it necessary for a child to miss school for any reason other than illness or death in the family, they should submit the request in writing to the teacher before the proposed absence. Students who have been absent must present a written note on their return. It is the responsibility of the parents to ensure the students complete all missed work.

We are required by law to report excessive absences or tardiness to the truancy officials. Please do not place us in this embarrassing position.

Regarding tardiness, the Education Board has voted the following:

- a. Five incidents of unexcused tardiness allowed each quarter.
- b. Three unexcused absences allowed each quarter

Exceeding these numbers may result in a re-registration fee

## **School Functions**

Students are required to take part in all official school functions, including field trips and weekend events. Failure to attend will result in an absence. Any exceptions must be pre-approved in writing. For emergencies, please notify the school before the time of the actual event.

## **School Hours and Transportation**

Students may not arrive before 7:30 a.m. Supervision is not provided until that time.

School hours are 8:00 a.m. to 3:00 p.m., Monday through Thursday. Friday dismissal is at 2:00 p.m. Students must be picked up at dismissal time. Students not picked up within one hour after dismissal may be considered after care and the family charged a fee. No child may be on school grounds unsupervised by school personnel for any reason.

## **Student pick-up**

In all cases, only parents, individuals listed on student pick up form, or previously arranged persons with photo ID, will be permitted to pick up students.

## **Insurance**

Students are covered by supplemental school accident insurance during school hours and while on a school function. It is the student's responsibility to report all accidents promptly to the teacher.

The school insurance may pay the initial expense. The parent's insurance then covers any additional medical costs. Should the medical expense exceed the parent's insurance benefits, the school insurance pays the rest. In other words, school and family insurance pay school accident expenses.

In case of accident, parents and students are to:

1. Notify school staff immediately and initiate treatment.

2. Commence treatment within 90 days of the injury date.
3. Secure a claim form from the principal.
4. Submit a completed claim form to the principal within 90 days of the injury date for signature and forwarding.

## **Discipline Policy**

The following procedures may apply:

- Student conference with teacher and/or note to parents to sign and return the next day.
- Required conference with parent(s), student, and teacher within two days.
- Required conference with **principal**, parent(s), student, and teacher within two days.
- Conference with parent(s), teacher and Education Board Chairman or his designee.
- Principal may suspend student for a period of time.
- The student's conduct may be presented to the Education Board for possible expulsion from school.

Disrespect, bullying, profanity, fighting, cheating, inappropriate display of affection, belligerent attitudes or other behaviors inconsistent with the Christian principles of this school may be grounds for immediate suspension or even expulsion.

## **Forbidden Items**

Certain items may not be brought to school, including but not limited to: wheeled devices, audio devices, electronic games, unauthorized devices, fireworks, matches, weapons of any kind, and any illegal substances. Such items may be confiscated; appropriate enforcement agencies may be notified.

Cell phones- see cell phone policy on website.

In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited, and is subject to be reported to authorities as deemed necessary by administration.

## **Internet Policy**

This document contains the Acceptable Use Policy for student use of the Internet.

## **Education Purpose**

Use of the Internet has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, and limited high-quality self-discovery activities. The Internet access has not been established as a public access service or a public forum. Our Academy has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this Acceptable Use Policy.

You may not use the Academy's Internet connection for commercial purposes. This means you may not offer, provide, or purchase products or services through the Academy's Internet connection.

## **Student Internet Access**

All students may have access to Internet World Wide Web information resources through their classroom. However, the Internet may only be accessed with permission of the teacher and when an adult is present. .

Students will have e-mail access only under their teacher's direct supervision using a classroom account.

The student and their parent must sign this Acceptable Use Agreement in order to be granted permission to use the Academy's Internet connection. The parent or teacher can withdraw their approval at any time.

## **Appropriate Uses**

The following uses of the Academy's connection are considered unacceptable:

### **Personal Safety**

- a. Do not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, photo, etc.
- b. Do not agree to meet with someone you have met online.
- c. Promptly disclose to your teacher or other school employees any message you receive.

### **Illegal Activities**

- a. Do not attempt to gain unauthorized access to the Academy's Internet account or to any other computer system through your authorized access. This includes attempting to log in through another person's account or access another person's files
- b. Do not make deliberate attempts to disrupt the computer system or destroy data.

## **System Security**

- a. Under no conditions should you provide your password to another person.
- b. Immediately notify a teacher or other school employee if you have identified a possible security problem.

## **Inappropriate Language**

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Do not engage in personal attacks.
- c. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop.
- d. Do not knowingly or recklessly post false or damaging information about a person or organization.

## **Respect for Privacy**

- a. Do not re-post a message that was sent to you.
- b. Do not post private information about another person.

## **Plagiarism and Copyright Infringement**

- a. Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Respect the rights of copyright owners.

## **Inappropriate Access to Material**

- a. Do not use the Academy's Internet connection to access material that is profane or obscene (pornography) that advocates illegal acts or that portrays violence or discrimination towards other people (hate literature).
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another school employee. This will protect you against a claim that you have intentionally violated this policy.
- c. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.

## **Privacy**

You should expect only limited privacy to the contents of your personal files on the school's computers.

Routine maintenance and monitoring of school's computers may lead to discovery that you have violated this policy. An individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. Your teacher or parents have the right at any time to request to see the contents of your e-mail files or other computer files.

## **Electronic Devices**

The school will provide all, necessary electronic devices, used on the school premises.

Signatures of Compliance to this Acceptable Use Policy

Your signature on the Acceptable Use Policy Form affirms your understanding and acceptance of the school's Acceptable Use Policy. It also means that you will abide by the standards of use as set forth in this policy. Any violation of the agreements set forth may result in immediate termination of your school Internet access and may activate other disciplinary procedures.

## **Parents/Adults Approaching Students**

Parents or other adults are not to approach students about grievances they may have. They are to communicate with the teacher or administration. Should a conference be needed, a student must be represented by his/her parent.

## **Care of Personal and School Property**

The school is not responsible for personal property. Lost and found items should be claimed before the school year closes. Anyone aware of school property damage should report it immediately. This may prevent additional damage and consequent increase to the cost of repairs. School property willfully misused, broken, or destroyed may be charged to those responsible for the damage.

## **Student Lunches**

Students must bring their own lunches Monday through Friday. We encourage healthful foods be included in lunches. We encourage fruits, nuts, whole grains, and vegetables. A good breakfast is recommended as well. As a practical matter, no caffeinated beverages, pork products or shellfish will be permitted. No trading or sharing of lunches will be allowed. Please limit the need to microwave food.

## **Illness**

The teacher has the prerogative to dismiss any student who may have an illness or contagious condition.

## **Medications**

If a student absolutely must take any medication at school, it must be in the original container with a note from the doctor (if prescription) or from the parents (if over-the-counter.) The teacher must store the medication in a secure location and observe any taking of medication, but may not administer any drug.

## **Head Lice**

Head lice occasionally occur in our community. Lice are highly communicable and difficult to prevent. If every parent routinely checks their children and reports an outbreak, we can minimize and control this pest. Should lice be noticed or nits found in the hair, the parent is required to notify the school and the child is not to come to school until treated and all nits removed. The child must be cleared by the school office for re-admittance.

## **Dress Code**

Our appearance in every respect should be characterized by neatness, modesty, and purity.” Child Guidance p 413

Boys: Shirts – School Uniform shirt, (Red required, Royal Blue, Purple)

Pants - Slacks or knee length dress shorts in tan.

Girls: Shirts – School Uniform shirt, (Red required, Royal Blue, Purple)

Pants, etc. – Slacks, or knee length shorts, skorts or jumpers in Tan only.

Dress code for field trips is at the teachers’ discretion. Sweat pants, warmup outfits, or spandex bicycle pants are not allowed except during PE time.

### **Specifics**

Shoes must offer good support. No open toed, high heels, backless or roller shoes are allowed. No jewelry (rings, ear rings, etc.) is allowed except watches.

Hair shall be clean and well groomed. No extreme haircuts. Extreme haircuts are to be defined by the principal. Hair dyeing and unnatural hair color is not allowed except on Spirit Days related to hair color.

Students are required to wear the school uniform. In the event a student arrives out of uniform, they may be required to change or return home.

## **Report Cards/Parent-Student-Teacher Conference**

The school year is divided into four nine-week periods. At the end of each period, a report card indicating the student's progress is sent home with the student or is given at the parent-student-teacher conference held after the first and third periods. Parents or teachers may arrange additional conferences.

## **Grading System**

Each teacher devises his/her own grading system based on sound educational philosophy and practices. Grades are reported to the parents in a systematic manner.

The kindergarten and 1<sup>st</sup> grade report cards stress child development.

Grades 2-8 use letter grades, (A, B, C, D, F)

## **Homework**

Homework will be at the Teacher's discretion. Homework should not exceed 10 minutes a day per grade (example: 3<sup>rd</sup> grade 30 minutes). Homework on weekends will not be heavy.

## **Testing**

Different Achievement and ability tests are administered utilizing some or all of the following standardized tests:

- a. Flickers - Kindergarten
- b. DIBELS Test K-5
- c. MAP (Measure of Academic Progress)

Results are given to parents and students at parent-student-teacher conferences.

## **Special Circumstances**

The parent or teacher may request special needs testing for academic or behavioral reasons. This type of testing will be administered by the district in which the student resides. Before implementing these tests, the parents must give written consent and the teacher must submit the necessary forms to the principal.

## **Textbooks**

Textbooks are furnished to your child by the school on a loan basis and should be treated as borrowed property. Students may be asked to pay for the loss or abuse of textbooks. Please do not write or highlight in our textbooks.

## **School Visitors**

Visitors are welcome. [If you plan on visiting a specific classroom](#), please make prior arrangements with the teacher involved. Classroom visitation forms are located in the front office, and we will be glad to arrange a time to talk with you outside of school hours.

## **Classroom Responsibilities**

As an important part of the educational process, students may be involved in practical work experience that contributes to pride in the school's environment. These activities may include vacuuming, sweeping, cleaning, flower beds weeding, etc.

## **Curriculum**

Kindergarten

Bible

Reading

Mathematics Readiness

Movement Education

Social Studies

Science

Music

Art

Grades 1-4

Bible

Reading

Language Arts

Mathematics

Science

Social Studies

Physical Education

Music

Art

Grades 5-6

Bible

Reading

English & Language Arts

Spelling

Handwriting

Social Studies

Mathematics

Science and Health

Physical Education

Music

Art

Basic Computer

Grades 7-8

Bible

Reading

English & Language Arts

Spelling

Social Studies

Mathematics

Science and Health

Physical Education

Music

Art

Basic Computer

## **Safety**

Student safety is of primary importance, therefore, for safety reasons:

1. There is no playground activity allowed before or after school hours.
2. A teacher or volunteer supervises all playground activities during the school day.

3. Monthly fire drills are conducted.
4. Any damage to school environment/property is to be reported immediately
5. Students are taught safe use of equipment.
6. Emergency scenarios are addressed.

### **Conflict Resolution**

All conflicts should be resolved according to following process:

1. Talk to the teacher first.
2. Talk with the teacher and the principal.
3. Conference with the teacher, principal and Education Board Chairman.
4. Written request to the Education Board.

### **Storm Alert Policy**

In case of hurricane or tornado, the school will follow the instructions given Pasco County schools. Listen to your TV or radio for specific instructions. If early dismissal is necessary, you will be notified by phone.

### **Trading and /or Selling**

Students are not to trade or sell items. School administration must approve selling for church, or school benefit. No selling for personal benefit is permitted.

### **Unwritten Rules and Regulations**

The school reserves the right to make changes and additions to the rules, regulations and policies contained in the handbook. Parents/Guardians will be notified of any changes.

## **Image Release**

Throughout the school year, pictures will be taken of school events and of the students. These pictures will be used for the yearbook, school web site and marketing purposes. If you do not want your student/s to be in these pictures, please do not sign an image release form.

## **Academy Organizations**

### **Home and School Association**

All parents and legal guardians of the school students are considered to be members of the Home and School Association and are urged to actively support it.

### **Student Association**

All students currently enrolled in our school are members of the Student Association and are extended all rights and privileges as outlined by the school constitution.

## **Optional Local Church Organizations**

### **Adventurers**

Adventurers promote Christian character building. Membership is limited to ages from Pre-K to 4<sup>th</sup> grade students. .

### **Pathfinder Club**

The Pathfinder Club is a national, coeducational organization promoting Christian character building and group development. Pathfinder membership is limited to student's grade 5 and above.

## **Payment and Enrollment Policy**

The registration fee is due at registration and is non-refundable. The first installment of tuition is due on the first day of school. Thereafter, tuition is due on the first day of each month. If payment is not made within 10 days of the due date or satisfactory arrangements with the Education Board have not been made, the student **may** be suspended from class.

## **Early Withdrawal Policy**

Students withdrawing at any time in a calendar month will be charged for a full month's tuition.

A two week written notice for student withdrawal and completion of the exit form is required.

Account balance must be paid in full prior to the last day of attendance.

If student is a scholarship recipient, parent/guardian must be available to sign checks within seven days of being notified by the school office.

Parents/Guardians are responsible for any unpaid balance remaining after final payment of scholarship that has been received.

# ADVENTIST CHRISTIAN ACADEMY

## Tuition Rates 2018-2019

**Grades K-5** \$593.00/month Yearly \$5939.00

**Grades 6-8** \$623.00/month Yearly \$6235.00

**Private Pay (with credits) Grades-**

**K-5** \$450.00/month Yearly \$4500.00

**Grades 6-8** \$ 450.00/month Yearly \$4500.00

**Liberal Arts/Misc. Yearly Fee charge \$180.00**

Tuition is ten equal payments. The first installment of tuition is due on the first day of school. Thereafter, tuition is due on the first day of each month. If payment is not made within 10 days of the due date or satisfactory arrangements with the finance committee have not been made, the student shall be suspended from class.

### **Family discounts K-8 are:**

\$20.00/month for the second child in the family

\$25.00/month for the third and subsequent children in the family.

### **Registration Fee per child:**

**Kindergarten-Grade 8** \$400.00 on or before June 1<sup>st</sup>, 2018, \$500.00 thereafter. The registration fee is a separate charge in addition to tuition and is non-refundable.

**Please make checks payable to:**

Adventist Christian Academy

4416 Thys Road, New Port Richey Fl. 34653

**Returned Check Policy: \$25.00 fee**

**Tuition Pre-Payment Plan**

Your tuition charges will be discounted \$125.00 if your total tuition for first semester is received before the start of school and \$125.00 if your second semester tuition is received before the start of the second semester. Your tuition charges will be discounted \$250.00 if the entire school year's tuition is paid before the start of school.