

**2025- 2026**  
**Parent ~**  
**Student**  
**Handbook**

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## **GENERAL INFORMATION**

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

## **DISCLAIMER**

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

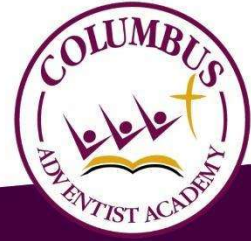
In this handbook, all references to “parent” should be taken to mean parent or guardian.

Columbus Adventist Academy  
3650B Sunbury Road  
Columbus, OH 43219  
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(844-865-4124 (fax)  
[www.caa4eternity.org](http://www.caa4eternity.org)

## **RACIAL NONDISCRIMINATION POLICY**

The governing board of Columbus Adventist Academy located at 3650 B Sunbury Rd in Columbus, Ohio 43219 has adopted the following racial nondiscriminatory policies. The Columbus Adventist Academy school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Columbus Adventist Academy school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

# ABOUT CAA



## > OUR PHILOSOPHY

Children's lives are transformed through Christ-centered education.

## > OUR MISSION

To educate children through and for Christ-centered evangelism, empowerment, and excellence.

## > OUR VISION

Through Christ-centered evangelism, empowerment, and excellence, students' lives are being transformed.

## **ADMISSIONS POLICY**

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

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

Admission is for one year. At the end of that year, each student must reapply by filling out the appropriate forms at that time.

### **Minimum Age Requirement**

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

## **ATHLETICS**

CAA belongs to the Charter School Athletic Association of Ohio. Several avenues of athletic competition are available to our students:

<b>Girls</b>	<b>Boys</b>	<b>Coed</b>
Grades 3-8 Basketball Grades 3-8 Volleyball	Grades 5-8 Basketball	Grades K-8 Soccer Grades K-8 Track and Field

In the lower grades, the goal is to lay an athletic foundation of a Christian worldview, quality instruction and a fundamental approach to each sport. At this level, coaches will focus on teaching the rules of the game, basic skills, and good sportsmanship.

For the upper grades, the primary goal is to teach game fundamentals, teamwork, sportsmanship, the concept of commitment, respect for authority, and most importantly, development of the student-athlete spiritually. At this level, coaches attempt to refine the basic concepts learned to participate, with greater emphasis on teamwork, skill improvement, and a greater depth of spiritual growth.

### **Student Eligibility for Athletics**

To maintain athletic eligibility for a sport, students must remain self-disciplined in the classroom. Students must meet the following requirements to be eligible to participate.

- All participants are required to have a valid Student Health History and Report of Physical Exam on file.
- Students must submit a current Student-Parent Athletic Participation Contract and Parent Permission Form and a Parent-Student Concussion Statement before being allowed to participate in practices or contests.

- All student-athletes must pay the Athletics Fee. Students may not participate in contests until this has been paid.
- Students must achieve a minimum 2.0 grade point average with no D's or F's for the most recently completed marking period and no more than one failing grade. Academic eligibility is determined on the date report cards are issued and remains until the next report card is issued.
- In addition to other infractions, a student may be suspended or removed from a team for unexcused absences or chronic tardiness to classes or team practices.
- Students may participate in more than one interscholastic sport in one season.
- A student may not participate when he/she is serving an in-school or out-of-school suspension. The student becomes eligible to participate on the next school day following the suspension.
- Please review the Athletic Handbook for a list of criteria and responsibilities.

## ATTENDANCE POLICY

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

- **Students may arrive at school as early as 8:30 A.M. Classes begin at 8:45 A.M. A student is tardy when not in the classroom at 8:45 A.M.**
- Parents whose student will be absent from school should call the school office before 8:30 A.M. of that school day.
- Anticipated absences must be discussed with the teacher ahead of time. Advance notice should be equivalent to the number of days of class that the student will miss.
- The principal may authorize absences for illness of the student, death in the immediate family, medical or dental appointments, prolonged family travel (educational or urgent family business), or other emergencies.
- Students who have not made arrangements to be absent from class and whose parents have not contacted CAA about the absence should return to the classroom with a written note that explains the cause of the absence. The student is responsible for making up any required schoolwork.
- Students who average more than 4 unexcused absences per quarter will be reviewed for possible administrative action. Students absent more than 24 times during the school year may jeopardize their advancement to the next grade.
- **Students who average more than 4 unexcused tardies per quarter will also be reviewed for possible administrative action.**
- Students are not permitted to leave the school grounds during school hours without receiving permission from a teacher and a parent.
- **Classes end at 3:45 P.M. Monday through Friday. Students who are not picked up after school by 4:00 P.M. will be subject to the late pick up policy.**

## CHANGES IN FAMILY STATUS

In order that we have the most up-to-date information in case of emergency, please notify CAA in writing as soon as possible if there are changes in your family status, such as changes in last name, address, telephone number, parent or guardian's workplace, or parents' or guardians'

marital status. This information is necessary for our records in case of emergency. CAA will maintain confidentiality of the information provided.

## **COMPUTER USE POLICY**

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

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

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

### **Rules and Regulations**

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

### **Student Safety Guidelines**

- Never give out your last name, address, phone number, or any other personal information.
- Avoid using personal information in your passwords, and keep your passwords private.
- Never agree to meet in person with anyone you have met online.
- Be careful when you share files.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.



- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. Columbus Adventist Academy expects you to follow your parents' wishes in this matter.

## **CELL PHONE USE POLICY**

Cellular phones are not conducive to a serious learning environment and therefore are prohibited in classrooms, halls, or bathrooms during school hours, 8:45AM-4:15PM. If a cell phone is seen in use, teachers/ staff will confiscate the phone or other electronic device and may issue further disciplinary consequences. At no time should a student contact anyone to pick him or her up from school without having first spoken with and received approval from school staff.

## **CURRICULUM KINDERGARTEN – 8<sup>TH</sup> GRADE**

*Thy Word is a lamp unto my feet and a light unto my path. Psalm 119:105*

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

### **Bible**

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

### **Social Studies, History, and Geography**

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

### **Science and Health**

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

### **Mathematics**

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

### **Language Arts**

The study of language arts includes phonics, reading, spelling, handwriting, and English. The use of literature and poetry will provide aesthetic enrichment and opportunities for developing character-building skills. A thorough knowledge of grammar will enable students to develop proficiency in language usage. Adventures in creative writing and composition, as well as oral

experiences, will provide the opportunity for developing fluency. Reading is of primary importance, not only as a basis for successful academic experiences, but also a means of learning God's will as expressed in His word.

### **Art and Music**

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

### **Physical Education**

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

### **Computer/Technology**

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

## **DISCIPLINE POLICY**

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

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

### **Level 1 Offenses**

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

### ***Consequences of Level 1 Offenses:***

Level 1 offenses will be handled by a teacher, but not necessarily the homeroom teacher.

Consequences may include: loss of privileges, time out, work detail, verbal or written reprimand, and/or parental notification.

## **Level 2 Offenses**

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

### *Consequences of Level 2 Offenses:*

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

## **Level 3 Offenses**

- Theft
- Possession, use, transfer or sale of drugs, alcohol, cigarettes, or drug-related items
- Fighting or assault
- Performing or attempting vandalism or arson
- The use of materials, real or toys, that are dangerous to the health and safety of students, faculty and guests of the school, e.g., matches, fireworks, chemicals, firearms, knives, guns and so on
- Claiming to possess materials that are dangerous to the health and safety of students, faculty and guests of the school, regardless of whether it's a true or false statement.
- Continued insubordination, belligerence, abusive language or gestures, refusal to cooperate, or defiance
- Unsafe behavior that endangers the health, safety or welfare of students, faculty or guests of the school
- Sexual harassment, sexual assault, or lewd/indecent exposure
- Violating password protection of a computer system, downloading illegal software, download software to cause damage to a system or causing a security breach, or modifying a system file
- Using inappropriate words such as *bomb*, *kill*, *gun*, or *shoot*

- Threatening or striking a staff member
- Breaking into any school district building or vehicle
- Leaving school without permission
- Leading or inciting other students in Level 2 offenses
- Repeated Level 2 offenses

#### *Consequences of Level 3 Offenses:*

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

### **PROGRESSIVE BEHAVIOR INITIATIVE**

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

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

## **EDCHOICE SCHOLARSHIPS**

The Educational Choice Scholarship (EdChoice) Program was created to provide students from underperforming public schools the opportunity to attend participating private schools.

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

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

Power of Attorney must be signed to allow CAA to deposit the EdChoice tuition. In lieu of the Power of Attorney, parents may choose to come to CAA on a monthly basis to sign their EdChoice checks. EdChoice checks must be signed within 5 days of notification from CAA. If not signed within 5 days, students may not return to school until they are signed.

## **FIELD TRIPS**

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

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

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

## **GRADING AND EVALUATING**

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

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

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

## **Promotion/Acceleration/Retention**

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

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

- *Retention* provides for a student to repeat all or part of a grade in order to more fully prepare for the work of the next grade.

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

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

### **Grading**

<i>Kindergarten:</i>	<i>Meaning:</i>	<i>Grades 1-2:</i>	<i>Meaning:</i>
I	Independent	E	Excellent
P	Progressing towards independence	S	Satisfactory
N	Needs Time/Experience/Improvement	N	Needs Improvement

<i>Grades 3-10:</i>	<i>Percents:</i>	<i>Point Values:</i>	<i>Meaning:</i>
A	93%-100%	4.0	Excellent; work considerably above average.
A-	90%-92%	3.7	
B+	87%-89%	3.3	Good; work above average.
B	83%-86%	3.0	
B-	80%-82%	2.7	
C+	77%-79%	2.3	Average
C	73%-76%	2.0	
C-	70%-72%	1.7	
D+	67%-69%	1.3	Poor; work below average.
D	63%-66%	1.0	
D-	60%-62%	0.7	
F	Below 60%	0.0	Very poor; work considerably below average.
I	—		Incomplete

### **Honor Roll/List of Excellence**

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

#### *Kindergarten*

Honor Roll	All grades of I, or P with no more than two S grades in core subjects
List of Excellence	All grades of I in core subjects

#### *Grades 1-2:*

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

#### *Grades 3-10:*

Honors 3.00 - 3.44

High Honors 3.45 - 3.74

Highest Honors 3.75 - 4.00

Principal's list 4.00

#### **Graduation**

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

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

#### **Homework Policy Grades K - 5**

It is expected that our students will be assigned homework. Students should submit their homework assignments by the established times and/or due dates. If a student is absent from school due to an out-of-school suspension, missed assignments, to include tests and quizzes can be made up with no late submission penalty and are required to be submitted or made up the day the student returns to school or the assignment will automatically be assigned a zero. It is the responsibility of the student to communicate with the teacher for missed/make-up work when suspended.

The quantity of homework assigned to all students should naturally expect to increase as students are promoted to the next grade level. If official homework is not assigned on a particular night, students should spend time reviewing their notes/assignments from class and/or spend at least 30 minutes reading.

#### **Homework Policy Grades 6 – 10**

We expect students to turn in work on time. **Late homework will not be accepted.** Students who need extra time must contact the teacher before the due date to receive an extension. Students must contact their teachers before 8 p.m. to make such requests. Late submissions for projects, essays, and other long-term assignments may receive partial credit.

- NOTE: If a student is absent, the student will be given time (based on the number of days missed) to make up for missing work. This work is not considered late.

We expect students to turn in quality work. **Poor quality work will not be accepted.**

- Poor quality work is work that does not reflect the students' best efforts. Work that is messy, hastily done, or otherwise shows a lack of effort is considered to be poor quality work. If students are having difficulty with the work, they should contact their teacher prior to the assignment's due date. "I didn't understand it" will not be accepted as an excuse for work that is incomplete or carelessly done.
- Poor quality work may be returned for resubmission for reduced credit.

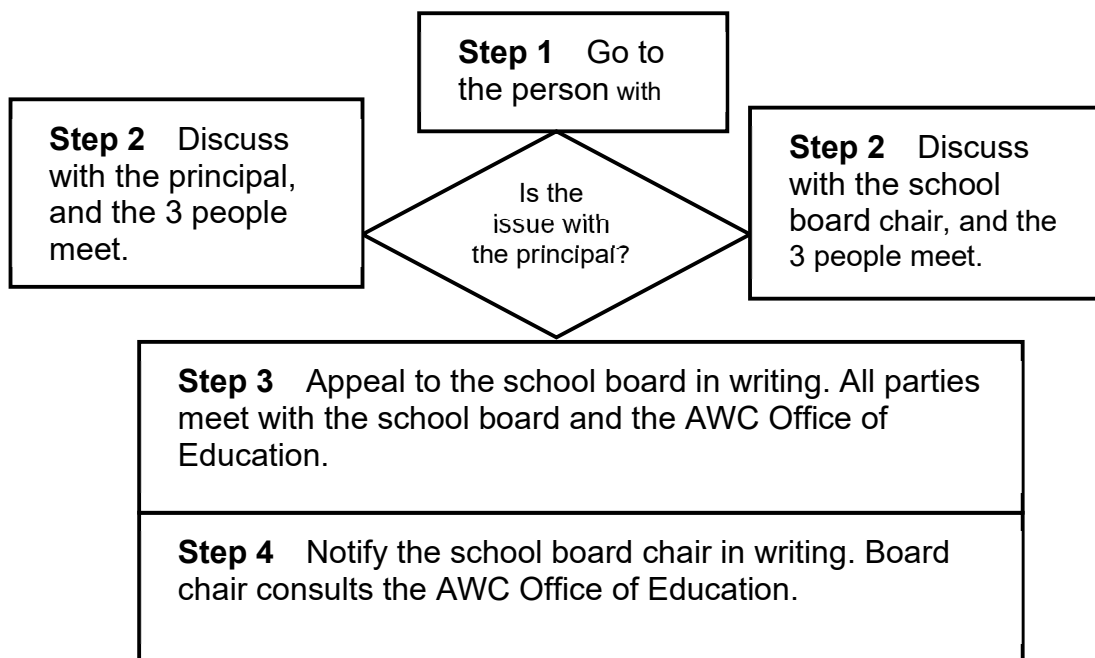
Exceptions to the homework policy will be made at the teacher's discretion and on a case-by-case basis.

Refer to the Athletic Eligibility section to review eligibility and incomplete grades.

The school administration reserves the right to have final approval/denial of any and all grade change requests.

## GRIEVANCE POLICY

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



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



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

## **INDIVIDUAL RESPONSIBILITIES**

Teachers have a responsibility to:

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

Students have a responsibility to:

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

Parents have a responsibility to:

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

### **Additional Parent Responsibilities**

- Parent-teacher conferences are beneficial to the education of your child. Please attend promptly when conferences are scheduled, with both parents attending where possible. When an extra conference is needed, please make arrangements with the appropriate teacher.
- Make certain that your child gets plenty of rest. Children between the ages of 6 and 11 need between 10 and 12 hours of sleep each day.

- See that your child is properly clothed to allow for indoor/outdoor activities during each school day according to the season.
- Keep your child at home when he/she is suspected of having any communicable disease.
- Provide a wholesome lunch for your child.
- Limit the amount of TV, VCR, computer, and electronic games your child views. Ideally these can be offered as a reward once all assignments are finished.
- Develop a consistent time and place in the house for homework and study.
- Read regularly with your child and encourage your child to read each day.
- Bring your child to school on time and pick your child up after school promptly. Written authorization must be given to the principal if anyone other than the usual driver will pick up your child from school. Advance notice is preferred.
- Attend all Home and School Association meetings regularly. Volunteers are always needed to assist with outings, hot lunch programs, fund-raising, and so on.
- Acquaint your child with God's many wonders in nature and in the world. Plan family trips to museums, parks, zoos, historical sites, and so on.
- Demonstrate genuine interest in your child's schoolwork and activities.
- Volunteer at the school. This provides a means to help families become a part of the larger school family. Work could include, but is not limited to: grounds work, building repair, janitorial assistance, hot lunch programs, chaperoning field trips, teacher's temporary assistant, and so on.

## **IN CASE OF EMERGENCY**

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

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

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

## **JUNIOR ACADEMY**

### **CURRICULUM**

Courses required this year are based on admissions expectations for the nation's top-tier colleges. All courses must be passed, or mastery of standards made up during the summer to continue at Columbus Adventist Academy the following year. Transfer students may need to take summer courses to align with Columbus Adventist Academy's grade-level cohort.

**Freshman**

English I - 1 credit  
Algebra I - 1 credit  
Physical science – 1 credit  
Computer Literacy – 1 credit  
Bible I – 1 credit  
Physical Education/Health – .1 credit  
Elective – Journey of Flight – .5 credit

**Sophomore**

English II – 1 credit  
Geometry – 1 credit  
Biology - 1 credit  
Bible II – 1 credit  
Personal Finance - .5 credit  
World History – 1 credit  
PE– .5 credit  
Elective - Remote Pilot Operations – 1 credit

**CLASS STANDING****FRESHMAN:**

To be eligible to enter the freshman class, the student must meet the requirements listed below:

1. Have successfully completed the eighth-grade course of study with a minimum cumulative GPA of 2.
2. Maintain a minimum cumulative GPA of 2.0 for the general diploma and 2.5 for the college preparatory diploma.

**Sophomore:**

To be eligible to enter the sophomore class, the student must meet the requirements listed below:

1. Have successfully completed 6.5 credit during freshman year, transfer students 5 credits
2. Maintain a minimum cumulative GPA of 2.0 for the general diploma and 2.5 for the college preparatory diploma.

Transfer students will not be assigned to a grade level until all transfer credits have been received.

**COMMUNITY SERVICE**

PURPOSE: The purpose of community service is to:

- Foster, encourage, and reflect a Christ-like spirit by caring and showing love for others through unselfish acts of kindness and the rendering of any needed service.
- Instill in the mind of each student the needs of others and the community, thus heightening one's moral and Christian obligation to help the less fortunate and make one's community a better place in which to live.
- Broaden the education of students through service-learning, character development, and civic engagement with the goal of helping students to become responsible citizens and candidates for Heaven.

DEFINITION: Community Service is defined as:

- An activity that is performed by a student or group of students, for the total benefit of the public or its institutions without any form of compensation.

REQUIREMENTS:

- A student who is enrolled at Columbus Adventist Academy must complete a minimum of 25 hours of community service for each year enrolled at the Academy.

- All community service hours must be submitted on the official form (see office) from the Academy or on the official letterhead of the organization through which services were rendered.
- Community service hours must be verified by the appropriate authorized signature(s) by May 15 of each school year. Failure to submit the required number of hours by May 15 of each year will result in the student not participating in any of the rights, privileges, activities or programs of the anticipated classification for the following school year.
- Community service hours earned after May 15 of any calendar year may be credited to the required number of community service hours for the ensuing school year.

### **Semester Evaluations**

Students will take cumulative exams in most subjects at the end of each semester. These exams will be averaged together with the two quarter grades to determine the student's semester grade. A schedule for exams will be posted and students may only miss exams with a doctor's note or pre-approval from the Principal. Any undocumented/unapproved absences during exams will result in a 10% reduction in the student's exam grade.

### **Semester Grades**

Each of the two quarters in a semester will have a weight of 40% and the semester exam will have a 20% weight in determining the final semester average. This semester average is calculated to compose the student's GPA and recorded in the student's transcript, which is one of the key components that will be reviewed by colleges and/or universities to determine admission. For the final transcript.

### **Final Grades**

For full-year courses, final grades are the average of the two semester grades. For one-semester courses, the semester grade and the final grade are identical. Any student failing any course will be given an opportunity to regain credit during the summer for failed courses with a grade of D-. Students failing more than two courses may have difficulty recovering credit for all courses.

### **Credit Recovery**

If a student in Junior Academy fails a required course needed for graduation, it becomes their responsibility to make arrangements to recover the credit by enrolling in an approved summer program. If space is available in our school course schedule and scheduling permits, the student may re-take the course during the next school year. Students and parents/guardians should contact the Guidance Department for questions to ensure compliance and approval before enrolling into any programs. Parents/guardians and students are responsible for any registration and/or enrollment deadlines and fees required for credit recovery.

## **LATE PICKUP POLICY**

Parents arriving after 4:00 p.m. will be charged a per-child late fee of \$20 for arrival between 4:01 and 4:10 p.m., and an additional \$1.00 per minute after 4:10 pm. If there are 4 or more violations within 1 calendar month, a meeting will be set up with the parents and the principal to discuss the continued violation of our pickup policy. **Please note that all late fees must be paid when the students are picked up.**

If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of closing time, we will call the emergency contact(s) listed on their enrollment forms. The Department of Social Services and/or the Columbus Police Department may be contacted if parents cannot be contacted or do not arrive by 4:30 pm.

## **LUNCHES**

CAA endorses and encourages a balanced lacto-ovo vegetarian diet. This diet includes fruits, vegetables, grains, dairy products, and eggs. While this diet does include nuts, CAA is a **nut free** zone. Please refrain from sending nuts or any of their products to school with your child.

A wholesome, well-balanced breakfast and lunch are vital parts of the educational process. Research finds that students who have a good breakfast are better prepared for their schoolwork. When sending lunch with your child, please keep the following in mind.

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

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

## **MEDICAL INFORMATION**

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

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

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

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

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

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Kissing, extended embraces, and other displays of romantic affection are not appropriate in any professional setting. Students are expected to always act professionally. PDA is unacceptable at school and on buses and will result in disciplinary action.

## **PERSONAL PROPERTY**

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

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

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

## **Forbidden Items**

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

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

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

## **STUDENT CODE OF CONDUCT**

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

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

Students are expected to:

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

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

## **SAFETY GUIDELINES**

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

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

## **PRIVACY & RIGHT TO SEIZE AND SEARCH**

For the safety of the students and staff, CAA reserves the right to search any student locker, desk, book bag, purse or any other type of item that is brought onto campus. This includes the ability to review and search any stored or accessed materials or usage by any student using a computer or device that is owned by the school.

## **PARKING LOTS**

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

## **SEXTING POLICY**

The downloading, possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by social media, email, texting or any other electronic data transfer (commonly called sexting), or simply showing the photos to someone else may constitute a crime under state and/or federal law and is against school policy and the moral code we hope to impart on students as a Seventh-day Adventist school. Any person possessing, taking, disseminating, transferring or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be subject to serious disciplinary consequences, including expulsion, and may be reported to the appropriate law enforcement agencies. Any student receiving any such photos unsolicited should immediately find a school administrator, faculty or staff member and turn in his/her phone to avoid any potential disciplinary action.

## **SOCIAL NETWORKING**

Students who maintain and use a website, blog, or other social networking site or app, however personal, must realize that if they identify themselves or can be identified through postings as students at Columbus Adventist Academy, the way in which they portray themselves or communicate reflects on their personal professionalism and the school. Therefore, any postings on such sites must be consistent with the core values of the school as expressed in its mission statement, statement of philosophy, and in all Columbus Adventist policies. Violation of this policy will be viewed as a level 3 offense and will be handled accordingly.

## **SCHOOL TELEPHONE**

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

## **SCHOOL BOARD**

### **Policy for Open School Board Meetings**

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

- Observers may not interrupt the regular proceedings of the meetings.
- Matters involving actions on student discipline and personnel will be discussed only in executive sessions.



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

## **SCHOOL BUS POLICY**

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

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

### **Rules and Regulations**

- Students must be picked up at the same location Monday through Friday and dropped off at the same location Monday through Friday. Daily changes cannot be accommodated.
- Students should arrive at the bus stop 5-10 minutes prior to its scheduled arrival. Students should stand at least 10 feet from the point where the bus will stop.
- Students may only ride the bus to which they are assigned.
- Students must obey the bus driver at all times.
- Students must stay seated, facing forward, with feet on the floor at all times. Changing seats and exiting the bus are not allowed when the bus is in motion.
- Younger students will ride in front of the bus, older students in the back of the bus. The bus driver may assign seats.
- Keep all body parts inside the bus and never throw items out the windows.
- Eating and drinking are not permitted on the bus. Bottled water is allowed and the empty bottle must be taken with the student at departure.
- Shouting and yelling are not permitted.
- Electronic equipment is allowed only if earphones are used. Sharing is not allowed.
- Before leaving the bus, clean up your space, including the seat and floor.
- Special items such as live animals, large school projects, breakable jars and containers are not allowed on the bus. Please make other arrangements to transport these items.
- Students must always cross the street in front of the bus.
- Respectful and appropriate language and behavior are required at all times at the bus stop, on the bus, and when departing the bus.

### **Definitions**

Home: permanent or primary place of residence

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

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

### Level 1 Offenses

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

### *Level 1 Consequences:*

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

### Level 2 Offenses

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

### *Level 2 Consequences:*

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

### Level 3 Offenses

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

### *Level 3 Consequences:*

- possible loss of bus service
- 3- to 10-day school suspension

- expulsion from school
- possible notification of police

### **Responsibilities of Stakeholders**

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

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

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

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

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

## **SCHOOL CLOSINGS**

Columbus Adventist Academy plans for calamity during each school year. School will close when weather conditions warrant, and administration will make the final decision to close school. Notifications will be sent out via ClassDojo, One Call email, text and phone call alerts, and/or personal text from teachers.

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

## **TRANSFERRING TO ANOTHER SCHOOL**

Students transferring to another school should do the following.

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

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

## **TUITION AND FEES**

Tuition, registration, and application fees are determined on an annual basis and published each spring.

Registration fees are due at the time of registration and *be* paid before school begins. Application and registration fees are nonrefundable.

### **Delinquent Tuition and Fees Policy**

#### **Non-Payment of Tuition**

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

Payments are considered past due when not made in accordance with the agreed upon payment plan options. Students may not attend school until full payment has been accepted or an approved alternate payment plan is in place.

#### **Families with Eighth-Grade Students**

All annual tuition and fees for eighth-grade students must be paid in full by May 20th. Eighth-grade students with past due balances will not receive a diploma or transcripts until their balance is paid in full or acceptable payment arrangements have been made.

#### **Other Payment Policies**

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

## **END OF YEAR BALANCES**

It is CAA's expectation that all tuition and fees will be paid in full no later than May 31st. The following steps will be taken for those families with unpaid balances who have no approved alternate payment plan on file.

- Families will receive written notification that their account is past due.
- Report cards and transcripts will be withheld.
- Students will not be permitted to participate in extracurricular activities or attend class in the fall.
- Families not returning to Columbus Adventist Academy for the next academic school year may have their account turned over to a collection agency.

## **Uniform Policy**

### **Reasons for Policy**

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

### **Benefits of School Uniforms**

- **Equality Among Students**  
Uniforms can help children perceive each other as equals. With fewer opportunities for rivalry, students can better focus on learning.
- **Fostering Group Identity**  
Attractive uniforms can help nurture a group consciousness, which is valuable in a society that often emphasizes only personal individuality.
- **Emphasis on Achievement**  
Uniforms encourage students to distinguish themselves by performance, achievement, and other meaningful contributions rather than by their wardrobe.
- **Atmosphere of Solidarity and Dignity**  
Wearing uniforms promotes a sense of unity and respect. Students can learn to value the identification and privilege their uniform represents.
- **Improved Academic Performance**  
Research has shown that schools with uniform policies see marked improvements in overall grades.

### **Financial Stewardship**

We also believe that limiting school clothing to a few uniform sets can help parents save money over time and support responsible stewardship:

- Families who purchase uniforms typically spend **\$100–\$200** at the beginning of the school year.
- Families who do not purchase uniforms tend to spend **\$200–\$300** on school clothing.

### **Uniform Requirement**

Beginning with the **first day of school**, students are required to be in uniform **every day**, except on days otherwise designated by the administration.

## **Uniform Code Violations**

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

## **General Appearance**

- Clothes and shoes must be neat and in good repair (clean, with no stains, holes, or exterior patches). Patches may be applied inside pants knees for reinforcement.
- Skirts must touch the floor when female students are kneeling. No rolling of skirts at the waist nor splits will be allowed.
- Shorts must be mid-thigh in length or longer.
- No studded leather wristbands, jackets, or belts may be worn.
- No short-shorts or skintight Lycra/spandex-type clothing may be worn, unless underneath female students' skirts or jumpers.
- Belts must be always fastened and pants or shorts on the waist. No droopy or sagging clothing will be allowed.
- Other than the CAA logo, there are to be no logos showing on any article of clothing.
- Hats/caps and jackets/coats must be appropriate for existing weather conditions.
- Blouses/shirts must be tucked in at all times.
- Clothing may not be sexually suggestive
- All attire should be appropriate in size and fit - not too tight, too baggy, or too short showing midriff when arms are raised
- Jewelry is not to be worn at school, or while participating in any school function, on or off campus.
  - Jewelry: earrings, nose rings, bracelets/wristbands, necklaces, rings, chokers etc.
- The principal will have the final say on the appropriateness of a student's dress.
- Please label all clothing with the student's name.

## **Male Uniform**

CAA casual uniform code for males K - 8 is as follows:

- Polo shirts - maroon short or long sleeved with school emblem
  - White or black long sleeve t-shirts may be worn under polo shirts, no stripes, patterns or embellishments are allowed
  - Pants/Shorts - khaki non cargo style
- Sweater - CAA maroon sweater with school emblem
- Belts - solid black or brown leather
- Shoes - non marking tennis shoes black, white or black & white
  - Sandals, flip-flops, Crocks, and/or opened-toe shoes are not permitted to be worn with the school uniform
  - Socks must be worn - solid matching colors that coordinate with the uniform
- CAA Sweatshirt - the CAA sweatshirt can be worn on any day except dress uniform days

### **Dress uniform**

Pants - Gray dress pants, no cargo pants

Shirt - White long or short sleeved shirt with CAA logo

- Should be tucked into pants at all times

Plaid tie

CAA sweater (CAA sweatshirts may not be worn on dress uniform days)

Belt - solid black

Shoes - black, white or black & white

- Sandals, flip-flops, Crocks, and/or opened-toe shoes are not permitted to be worn with the school uniform
- Socks must be worn - solid matching colors that coordinate with the uniform

### **PE Uniform**

- T-shirt - yellow CAA shirt
- Shorts - black, gray, or burgundy shorts (weather permitting)
- Sweat pants - black, blue or burgundy sweatpants

### **Female Uniform**

CAA casual uniform code for females K - 8 is as follows:

- Polo shirts - maroon short or long sleeved with school emblem
  - White or black long sleeve t-shirts may be worn under polo shirts, no stripes, patterns or embellishments are allowed
  - Pants/Shorts - khaki non cargo style
- Sweater - CAA maroon sweater with school emblem
- Belts - solid black or brown leather
- Shoes - non marking tennis shoes black, white or black & white
  - Sandals, flip-flops, Crocks, and/or opened-toe shoes are not permitted to be worn with the school uniform
  - Socks must be worn - solid matching colors that coordinate with the uniform
- CAA Sweatshirt - the CAA sweatshirt can be worn on any day except dress uniform days

### **K - 4 Dress Uniform**

- Plaid jumper
- Shirt - CAA Peter Pan collar shirt with logo
- Plaid cross tie
- Shoes - black, white or a combination of black and white
- CAA sweater (CAA sweatshirts may not be worn on dress uniform days)

### **5-8 Dress Uniform**

- Plaid skirt
- Shirt - white oxford shirt with CAA logo
- Plaid cross tie
- Shoes - black, white or a combination of black and white
- CAA sweater (CAA sweatshirts may not be worn on dress uniform days)

### **PE Uniform**

- T-shirt - yellow CAA shirt
- Shorts - black, gray, or burgundy shorts (weather permitting)
- Sweat pants - black, blue or burgundy sweatpants (no leggings)

## **Non-Uniform Policy**

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

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

## **Spirit Weeks**

There are specified themed days during the school year in which students can dress in casual attire in accordance with theme(s). Students not wishing to participate are required to be dressed in the standard school uniform.

## **Field Trips**

Based on the field trip students will wear:

- CAA-branded T-shirts with appropriate non-uniform jeans or slacks.
- CAA casual uniform
- CAA dress uniform

## **VANDALISM/DESTRUCTION OF PROPERTY**

Students are expected to show respect for both personal and school-owned property. Each student is responsible for helping to maintain a clean and safe school environment. Defacing, damaging, or destroying any property is strictly prohibited. Students who violate this policy will be held financially responsible for the cost of repairs or replacements and may also face disciplinary consequences, up to and including expulsion.

## **VOLUNTEERS**

CAA requests that parents/guardians volunteer in some capacity throughout the school year. Volunteer opportunities vary in frequency and may include time, coaching, gift-in-kind contributions, or monetary donations. We value every form of participation, as each one helps strengthen our school community and enhance student experiences.

All in-person volunteers must complete the required online volunteer training before they are permitted to supervise or assist students in any capacity. This training ensures that all volunteers understand our policies, procedures, and student safety protocols.



## **APPENDIX:**

### **Anti-Bullying Policy Statement of Intent**

The Columbus Adventist Academy community is committed to providing a safe and non-threatening atmosphere for each of our students. Therefore, we have a “zero-tolerance” policy against bullying of any sort including cyber-bullying and retaliation. If suspected bullying does occur, students should be aware that all incidents and reports will be taken seriously and addressed quickly and fairly. We believe this is in line with our mission to partner with families and foster a creative and caring community where all students can reach their full potential academically and become disciples of Jesus Christ to the glory of God.

### **Definition of Bullying**

Bullying can be generally defined as the use of aggression, intimidation, and/or cruelty with the result of hurting another person verbally, physically, or emotionally. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified.

Specific types of bullying include, but are not limited to:

- Emotional – being deliberately unkind, shunning, excluding, or tormenting
- Physical – pushing, kicking, hitting, tripping, punching, or using any other sort of violence against a victim
- Racist/Intolerant – taunts, slurs, and/or physical threats directed around a victim’s race, religion or ethnicity
- Sexual – initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments
- Verbal – name-calling, ridiculing, using words to attack, threaten or insult

Bullying also includes any of the above occurring electronically – ie. via the Internet, cell phone, electronic communication, or wireless handheld device.

### **Warning Signs and Symptoms of Bullying**

For various reasons, not all victims of bullying will let on that they are suffering at school. Therefore, parents/guardians and faculty should openly encourage students to report incidents of bullying that are observed or experienced firsthand.

Adults should be aware of the signs and symptoms that may suggest a problem and should investigate immediately. A child may be a victim of bullying if he or she:

- Is noticeably frightened or evasive when asked “what’s wrong?”
- Sudden loss of appetite
- Begins bullying or showing unusual aggression with siblings, playmates or other children
- Repeatedly “loses” lunch, money, or possessions
- Has unexplained cuts, scrapes, or bruises
- Comes home with dirty or torn clothes, or damaged books/possessions • Begins to perform poorly on schoolwork
- Repeatedly claims to feel ill before going to school
- Cries him/herself to sleep at night or suffers from chronic nightmares
- Threatens or actually attempts suicide or other forms of self-harm

- Attempts to or actually runs away from home
- Begins stammering, appearing nervous and/or afraid to look people in the eye
- Seems withdrawn, anxious or suddenly suffering from low self-esteem
- Begins to skip school or begs to change schools or not to have to go to school
- Makes significant changes to his/her usual appetite
- Demonstrates marked fear or unwillingness to go to school
- Gives unlikely/unconvincing excuses for any of the above behaviors

It should be noted that the above signs may indicate other problems, but bullying should promptly be considered a possibility and be investigated accordingly.

#### Proper Bullying Procedures

1. Suspected bullying incidents should be reported to a staff member – oral or written.
2. Reports may be submitted anonymously.
3. Reports will be presented to the school administration for review.

#### Response to Report and Investigation Safety

Before investigating the allegations of bullying or retaliation, the school administration will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents.

The school administration will also take appropriate steps to ensure the safety of a student who reports an incident of bullying, witnesses an incident, or provides information during an investigation. Such responses may include, but not be limited to, changing seating plans, increased monitoring in the classroom, during lunch or at recess or limiting contact between the individuals involved. Investigation

The school administration and designated staff representatives will promptly investigate all reports by interviewing students, staff, witnesses, parents/guardians, and others as necessary. Confidentiality will be maintained during the investigation.

#### Determination and Consequences

If, after investigation, it is determined that bullying has occurred, appropriate steps will be taken to prevent recurrence. In severe instances where actions may be criminal in nature, local law enforcement will be contacted.

- The bullying perpetrator will meet with the school administration to understand the seriousness of his/her actions and to learn appropriate means of changing behavior.
- Consequences and remedial measures may include, but are not limited to: admonishment, temporary removal from the classroom, loss of privileges, out-of-school suspension, legal action, expulsion, corrective instruction or other relevant learning or service experience, restitution or restoration, supportive discipline to increase accountability, supportive interventions, behavioral assessments or evaluation, behavioral management plan, out-of-school counseling or therapy and/or parent conferences.
- After the incident has been thoroughly investigated and dealt with, measures will be implemented to ensure that bullying does not resume or reoccur.
- Parents/guardians of both the victim and perpetrator will be informed of the results of the investigation and what action is being taken to prevent further acts of bullying or retaliation.
- In order to comply with legal requirements regarding the confidentiality of student records, the school administration cannot report specific information to the target's parent/guardian

about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

The school will work with parents/guardians of both victims and perpetrators to provide referrals to counseling or other services as needed.

Students who make false accusations will be disciplined accordingly.

#### Prevention

CAA will provide ongoing professional development to build the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development shall include, but not be limited to:

- Developmentally appropriate strategies to prevent bullying incidents
- Developmentally appropriate strategies for interventions to stop incidents
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witness to the bullying
- Research findings, including information on vulnerable or at-risk students
- Information regarding cyber-bullying and Internet safety as it relates to cyber-bullying.

The school will use a variety of bullying prevention strategies and training to educate students. If parents/guardians are seeking resources to be used in the home, they should contact the Guidance Counselor.

# **Columbus Adventist Academy Suicide Prevention and Intervention Policy**

## **Purpose**

**Columbus Adventist Academy** is committed to creating a safe and supportive environment to reduce the risk of suicide among students. This policy outlines the school's approach to prevention, intervention, and postvention, ensuring appropriate actions are taken to support students, staff, and the school community.

## **1. Prevention**

### **A. Staff Training**

- All staff will undergo annual training on recognizing signs of suicidal ideation, risk factors, and appropriate response protocols.
- Training will include information about referral processes, confidentiality, and communication with students and families.

### **B. Student Education**

- Incorporate age-appropriate mental health education into the curriculum to teach students about emotional well-being, coping strategies, and how to seek help.
- Promote awareness campaigns and activities that reduce stigma and encourage help-seeking behavior.
- Participation in local initiatives for suicide prevention.

### **C. Access to Resources**

- Ensure that students have access to mental health professionals, counselors, and crisis resources.
- Display contact information for crisis hotlines (e.g., 988 Suicide & Crisis Lifeline) visibly throughout the school.

## **2. Intervention**

### **A. Identifying At-Risk Students**

- Encourage staff, students, and parents to report concerns about a student's mental health to a designated school counselor or administrator.
- Warning signs to monitor include:
  - Expressions of hopelessness or worthlessness.
  - Sudden changes in behavior or mood.
  - Withdrawal from friends, activities, or family.
  - References to suicide in conversation, writing, or online.

### **B. Immediate Response Protocol**

- When a student is identified as being at risk of suicide, they should be referred immediately to a school counselor or trained staff member.
- The counselor will conduct a risk assessment to determine the severity of the situation, once the risk assessment has been completed the parent will be contacted.

### **C. Notification of Parents/Guardians**

- Parents/guardians will be informed of the situation.

- If the student poses an immediate threat to themselves or others, emergency services will be contacted.

#### **D. Confidentiality**

- While confidentiality is important, it will not take precedence over the safety of the student. Information will be shared with appropriate parties as needed to protect the student.

### **3. Postvention**

#### **A. Response to a Suicide Attempt or Death**

- Assemble a Crisis Response Team to support students, staff, and families affected by a suicide attempt or death.
- Provide counseling and resources to those directly impacted.

#### **B. Communication with the School Community**

- Handle communication with care, focusing on providing accurate information without sensationalizing the incident.
- Avoid sharing specific details about the method used or the location of the incident.

#### **C. Monitoring and Support**

- Offer ongoing support to students, staff, and families as they process their emotions.
- Monitor students who may be vulnerable to imitation or heightened distress.

### **4. Resources**

#### **Emergency Contacts**

- **911** – Emergency Services
- **988 Suicide & Crisis Lifeline** – Call or text 988
- **Nationwide Children's Hospital** – Call (614) 722-2000

### **5. Policy Review and Updates**

This policy will be reviewed annually by the school administration, counselors, and local mental health professionals to ensure it remains effective and up to date.