



Adventist Christian Academy of Charleston

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HANDBOOK

2023-2024

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Please take the time to read the ACA Charleson Handbook from cover to cover! It has a lot of information and will answer any questions you may have now and during the coming year. Plan to keep it in an easily accessible place for continued reference purposes. We look forward to a wonderful year of growing and learning together with God!

The purpose of this handbook is to explain the ideals of Adventist Christian Academy, herein referred to as ACA, and to inform you of its social and academic regulations. This handbook will also provide information that, if practiced, will help ensure a happy relationship between the student, the parent, and the teacher. More specific rules will be called to the attention of the parents and students from time to time as circumstances demand. Rules adopted and announced by the faculty and school board during the school year are as binding as those printed in the handbook. A signed acknowledgment of the contents of this booklet is required of students, parents, and teachers and is kept on file with other pertinent school records.

The school and/or the principal retain the right to amend the school handbook at any time. Parents will be notified via the website if changes are made, and the new version will be posted. For the 2023-2024 school year, revisions have been made to the ACA Handbook. Families are encouraged to be familiar with this handbook and to learn school policies. Questions should be directed to the principal.

MISSION STATEMENT AND VALUES

We believe education must contain academic preparation that results in self-motivated and rewarding learning experiences. We also believe that education must provide an enriched learning environment through spiritual growth and academic excellence, preparing students for leadership and a life of Christian service.

Service to God

Our Christ-centered curriculum, daily classroom prayer, and opportunities for students to dedicate their lives to God will foster a passion for serving Jesus for a lifetime.

Quality Teaching Professionals

Teachers who strongly support our mission in words and actions are the key to achieving our mission. We hire teachers who reflect our values and mission statement and are dedicated to serving God, children, and their families through the ministry of teaching.

GOALS AND OBJECTIVES

1. To emphasize the significance of the Bible as the primary source of guidance in one's life.
2. To teach children that Jesus wants to be and will be their best friend if they choose Him as one.
3. To teach Biblical and Christian values.
4. To develop each child's academic potential.
5. To help students develop feelings of self-worth.
6. To provide experiences that develop competence in core subjects - reading, writing, mathematics, and communicating.
7. To help students develop an interest in and experience the joy of learning.
8. To teach students to work and play cooperatively with others.
9. To teach respect for people, classroom materials, and equipment.
10. To help students understand their choices and accept responsibility, including the consequences or rewards of those choices.
11. To create learning experiences that teach students the joy of knowing God more fully through Christian service and witness.
12. To establish satisfying relationships with other children and adults.
13. To help the students learn to think for themselves and not be merely reflectors of others' thoughts.
14. To encourage clean and healthful living habits to maintain the body as the temple of God.
15. To develop the hope of the second coming of Christ and eternal life with Him.

PARENT'S RESPONSIBILITIES

The staff strives to conduct all school activities, both in and out of the classroom, following Christian principles as defined by the Seventh-day Adventist Church and interpreted by the administration; they desire that the home and the school cooperate in maintaining these standards.

Parental involvement in the school program is encouraged and appreciated in the following areas:

- * Home and School Association
- * Work Bees
- * Field trip supervision & drivers

We invite parents to visit the school and converse with teachers regarding their children's schoolwork after school hours. Please respect the obligations of the teachers and do not disturb class or recess time with phone calls or personal visits except in pre-arranged or emergency cases.

We are interested in parents' comments and suggestions and appreciate communication that helps us to help the students better. When conflicts arise, let your children know we are doing our best on their behalf, even if it sometimes seems unfair. Then, discuss your concerns or issues with the teacher first rather than with the children or anyone else. Unfortunately, we make mistakes but cannot right a wrong we do not perceive or understand.

Parents must call the school office by 8:30 a.m. to report if their child will not be in school that day and explain why they are absent or tardy. Parents also must go to the office to sign in their child when tardy and sign them out if they must leave early by speaking or contacting the teacher.

ADMISSION POLICIES

QUALIFICATION FOR ADMISSION

ACA accepts students who agree with the school's purposes and objectives and are willing to live harmoniously with its principles. All acceptances are by approval of the School Board. ACA regrets it is not equipped to offer programs necessary for exceptional students with special needs and may have to refer students with severe learning challenges to another facility.

It is understood that every student who applies for admission to ACA pledges to observe all its regulations willingly, uphold the Christian principles upon which the school operates, and perform, according to ability, all assigned duties in connection with the school. All students transferring from other schools serve a probationary period of six weeks. Returning students who have not met **behavioral** or **academic** requirements the previous year will be placed on academic or behavioral probation for nine weeks.

NON-DISCRIMINATION POLICY

ACA admits students of any race, color, national, and ethnic origin to all the rights, privileges, and activities generally accorded or made available to students. This school does not discriminate based on race, color, national and ethnic origin in admission or education policies, applications for admission, or extra-curricular programs.

READINESS

Children starting the first grade should be at least six years old by September 1. The minimum requirement for Kindergarten children starting K5 is five years old by September 1.

ACADEMIC PLACEMENT

Appropriate student academic placement is a fundamental principle of education. Each child's social, physical, mental, and emotional readiness should be considered. Other factors to be studied are the student's academic achievement, skills and abilities, and performance. After reviewing cumulative records, a student may be asked to demonstrate proficiency in mathematics and English by satisfactorily passing grade-level tests in those areas.

After testing an applicant and counseling with the parents, the school reserves the right to determine the grade placement suitable for the child.

BIRTH CERTIFICATES

All new students must present a copy of their birth certificates.

CUMULATIVE RECORDS

All new or returning students who have attended school elsewhere in the interim will provide the school with all pertinent records necessary for admission. A form must be completed at registration and submitted to the school office, requesting cumulative records from their previous school.

IMMUNIZATIONS AND SCHOOL PHYSICALS

To comply with state law, each student must be

1. Fully immunized as required, or
2. In the process of receiving immunizations, or
3. Religious and medical exemptions from immunizations.

Please refer to SCDHEC for further information on exemptions from school vaccine requirements.

<https://scdhec.gov/exemptions-school-vaccine-requirements>

We must have a completed Certificate of Immunization form on file within 30 days of enrollment. State laws will require us to prohibit a child from attending classes without proper documentation soon after that period.

All new students are required to have a physical exam.

A complete health certificate for all new students is required within 30 days after school begins. Students in any grade may be asked to have a physical examination if a record of such an examination is not received from another school or if excessive absences indicate the need. Forms must be completed by a physician and returned to the school.

HOME & SCHOOL ASSOCIATION

Home and School equals the public school PTA organization. It comprises parents, relatives, and/or friends of children in the school. The church nominating committee selects the main leader. This leader is supported by an approved committee that coordinates events. Parents are encouraged to be part of the committee.

The goals of the Home and School are to promote Christian education and foster a cooperative relationship between the home and the school. The Home and School Association sponsors events that allow parents, students, and teachers to socialize informally and better appreciate and understand one another. Home and School also donates their time and raise funds to help defray the cost of special interest projects at the school. We are always happy when parents want to join in and help, so get involved! All parents and families are required to be involved with the school program.

CONFLICT RESOLUTION POLICY

GRIEVANCE PROCEDURE

If you have a grievance, please follow the guidance in Matthew 18:15. *"If a fellow believer hurts you, go and tell him - work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest and try again."* The Message Bible

Conflicts between teachers, students, and parents may occasionally arise throughout the school year. The positive resolution of conflict promotes growth for all parties involved. These conflicts should be resolved with the principles of Christian behavior and courtesy in mind.

PRINCIPLE: We hope that issues that cause conflict between students, teachers, and parents can be resolved at the time and lowest level. Parents, students, and teachers are encouraged to discuss and attempt to resolve differences as soon as they are identified as such and before they escalate and become an obstacle to Christian interpersonal relationships. Other parties should not be brought in and become part of the discussion.

PROCEDURE: The procedure to be followed in resolving conflict is based on Christian courtesy and is designed to focus on resolution and coming to an agreement. These are the following four levels:

Discuss the issues between the student and the teacher. The parent or teacher should encourage discussion at this level.

1. Discuss the issue between the teacher and the parent. The parent or the teacher may initiate this level of discussion. The student may or may not be present, depending on the situation. The focus is on a resolution of the problem.
2. If the issue is not resolved at level 2, or if there is a good reason to bypass level 2, arrange for a conference with the parent, teacher, and principal. The student may or may not be present. A parent, teacher, principal, or student may initiate a conference at this level (level 3).

If the issue is not resolved to the satisfaction of all parties at level 3, a meeting may be requested with the school board chairperson through the principal. This request will be in writing, consisting of a brief

statement of the problem and the desired resolution. Following the request, an agreed-upon time will be set as early as possible. If needed, the principal will arrange for someone to assist with the written request. This meeting includes parents, teachers, the principal, and the school board chairperson. The student may or may not be present, depending on the situation.

INTENT: This policy is designed to assist parents, teachers, and students to discuss problems and concerns early to avoid the negative consequences of poor communication. Ultimately, the child will benefit most from his or her education if these guidelines are followed:

1. Attempt to focus on resolving the issue.
2. Remain calm.
3. Listen, without interrupting, to the other person's point of view. Each party should be given a chance to speak their opinions.
4. Remember that compromise is essential; probably, no party will get 100% of what they believe best.
5. Keep your sense of humor!
6. Support the decision you agree to, particularly with the student, following the conference.

Student Code of Conduct

Schools requires a higher level of courtesy than many people exercise in ordinary public spaces. Everyone in the classroom is there to learn, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even carelessness degrade the high purpose of learning that should be paramount in a school setting.

Christ is our example at ACA Charleston. Because of this, we expect students to treat others how they want to be treated. The discipline plan at ACA is based on the belief that student conduct should lead to student self-government, self-discipline, and self-control. Conduct deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior and circumstances.

Student conduct will be documented, and parents will be notified via phone and a Jupiter-generated email. Unwanted behavior that persists will be dealt with in several ways, including on-campus

community service, fines, home suspension, detention, or expulsion. Students may be required to attend professional counseling as a condition of continued enrollment.

Actions that disrupt the teaching environment will require parent notification as follows:

Disrespect

Each student is expected to respect teachers and staff, his/her classmates, and property, treating each person as a valued and worthy member of our community and caring for property in a way that does not degrade it. Substitutes, pastors, parent volunteers, visitors, or guests of ACA shall be afforded the same respect.

Inappropriate Language:

Using profane, obscene, abusive, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also unacceptable.

Fighting/Physical Aggression/Physical Contact

Fighting or striking another student is unacceptable. Physical or aggressive confrontation of a student is also unacceptable and will be referred to the administration immediately.

Bullying and/or Harassment

ACA administrators, staff, and students strive to make our school a safe place for all. A student or group of students must not participate in or allow any act of direct or indirect bullying and/or harassment that may cause injury, degrade, threaten, or disgrace a student, staff member, and/or visitor to the campus. Bullying and/or harassment includes jokes, teasing, gestures, rumor spreading, intimidation, or any physical, verbal, or cyber-attack directed at a person's race, religion, national origin, age, gender, possessions, or physical features. Incidents of bullying, shunning, and harassment occurring during on-campus or off-campus school-sponsored events are to be reported to the supervising teacher and administrator. Every effort will be made to protect student identity and confidentiality. Confirmed incidents of harassment or bullying will result in disciplinary action.

ACA defines bullying as "...when someone repeatedly and on purpose says or does mean or hurtful things to another person or group who has difficulty getting the behavior to stop. Bullying involves aggressive behavior, a pattern of behavior repeated over time, and an imbalance of power or strength."

Sexual Harassment

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, physical, or cyber conduct or contact that, by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the created intimidating and hostile environment. Incidents of harassment are to be reported to the administration and treated with confidentiality. ACA will not tolerate acts of sexual harassment, nor will the school tolerate retaliatory behavior in response to a complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review and, if warranted, disciplinary action.

Public Displays of Affection

There is to be no public display of affection on school property or at any ACA-sponsored events. This includes but is not limited to holding hands, hugging, and kissing.

Inappropriate Internet Use

Both parents and students must sign a Computer Use Agreement before setting up a student account. This agreement defines acceptable student usage for internet and email accounts. Students accessing or downloading inappropriate or offensive information results in disrupting the class and will not be tolerated. Account activity is monitored, and violations are subject to loss of this privilege and possibly other disciplinary actions.

Possession of Unauthorized Items:

Possession of literature, electronics, toys, or other items that undermine the Christian ideals of our school is not allowed. Items may be confiscated and returned to parents at the end of the school day.

Possession of Controlled Substances

Possession, use, or the pretense of using alcohol, illegal or unauthorized drugs, and medications on campus or at school functions violates school policy. The administration will address this immediately.

Defacing & Theft of Property

Any student who does not respect school property and the property of others by defacing or stealing will be held financially responsible for all damages.

Weapons:

The use, handling, or possession of firearms, knives, lighters, matches, firecrackers, explosives, or any other item being used as a weapon will be dealt with immediately by the administration.

STATEMENT ON FIREARMS AND WEAPONS

Protecting our children and young people must be the highest priority. While recent reports indicate that schools, by and large, are safe and orderly places of learning, we also recognize that we live in a violent society. As such, our schools are not immune to the possibility of violence.

For this reason, the following policy shall apply to all schools within the Carolina Conference.

“Students are prohibited from bringing firearms or weapons to school or a school-sponsored activity. A student who possesses a weapon or who carries, exhibits, displays, or draws any weapon or any object which can be mistaken as a weapon or any item capable of producing bodily harm in a manner that, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to immediate discipline up to and including suspension or expulsion. Parents and the appropriate law enforcement agencies shall be notified. Appropriate counseling is required before the student returns to school.”

Dishonesty

Dishonesty, including theft or willful deception, will be dealt with immediately by the school administration.

Cheating/Plagiarism

Students are encouraged to live by a simple honor code that states, “I will not cheat, steal, or lie about academic work nor tolerate those who do.” Students who are found to be dishonest on academic work will receive a “zero” for the work. This includes students who give or share the work. A second offense will result in significant disciplinary consequences.

Disciplinary Procedures

School administration and staff will take any incident of student-to-student misconduct seriously and act on it, including but not limited to those described in this document. In serious situations, the Discipline Committee may meet to discuss a student's disciplinary plan and/or future enrollment.

The Discipline Committee comprises the Principal, the student's classroom teacher, the School Board Chairman, and the Pastor of the Charleston Seventh-day Adventist Church.

Student Disciplinary Plan

Possible consequences are listed below:

Meet with Principal

Parent Conference

On-campus Community Service

Fines

Home Suspension

Detention

Behavioral Probation

Professional Counseling

Expulsion

The Student Disciplinary Plan serves only as a guideline for behavior consequences. Administration reserves the right to adjust consequences they feel fit the infraction and in accordance with law enforcement.

All infractions listed above will be communicated to parents through Jupiter, phone, or in person. The school administration will administer consequences.

Behavioral Probation: Students displaying behavior concerns may be placed on behavioral probation.

The Administrative Committee will meet with the student and parents to form a behavioral contract. This committee will monitor the progress of each student on a behavioral contract. The student's ability

to participate in off-campus activities (including academic trips) will be evaluated individually during this time. Students not following the behavioral contract may be asked to withdraw.

PERSONAL APPEARANCE

Dress Standards/Dress Code

A student's image should reflect a commitment to modesty, simplicity, cleanliness, safety, and health principles. Our outward appearance can affect our conduct, influence others, and our level of success in life.

ACA has adopted a uniform policy for K5 - 8th. The dress policy is as follows:

Boys will wear white, green, blue, or red "polo" style collar shirts, navy blue or khaki uniform-style slacks or shorts, and belts for classroom wear, with school monogrammed hoodies optional.

Girls will wear white, green, blue, or red "polo" style collar shirts, navy blue, khaki, or plaid uniform-style shorts, skirts, jumpers, or slacks, with school monogrammed hoodies optional.

During Physical Education or other specified activities, athletic shoes of the correct size and function are encouraged. The teacher will determine the proper PE attire and communicate with the parents.

The designated "Red" T-shirt or ACA field shirt will be worn on field trips unless the teacher deems it inappropriate for that specific trip. All students must have the proper field trip shirt available. Students may wear shirts from previous years. Otherwise, parents must purchase the said shirt at registration at the beginning of the school year.

All underwear must be concealed under and inside of a student's uniform. The uniform should be of the appropriate size to avoid revealing the lines and edges of a student's underclothing.

The staff schedules "dress-down" days. Students are allowed to wear loose jeans and appropriate t-shirts. Girls can wear modest, tight-armed sleeveless tops.

IMPROPER ATTIRE

The following are examples of attire that are considered unacceptable for school and school-related activities, including church performances, graduation, and field trips:

1. Uniforms that are tight, too long or too short, torn, frayed, excessively worn, or of stretch material (leggings) or more than four standard pockets.
2. Extreme or bizarre clothing or clothes with slogans.
3. Jewelry such as earrings, rings, lockets, necklaces, or bracelets (except when necessary for medical identification).
4. Excessive or obvious make-up or nail polish detracts from the individual's natural appearance. (Ex. Blue or purple nail polish).
5. Hair that is extreme in style or faddish.
6. Any other type of dress or appearance that, in the opinion of the faculty, does not meet Christian standards or detracts from the school program's operation.
7. Jean-style pants are unacceptable for classroom wear except for "dress-down days."

Students improperly attired will be handled individually as discreetly as the situation allows. Parents will receive a dress code slip for rule infractions.

GENERAL INFORMATION

ATTENDANCE

Parents should inform the school before class if a student is ill for the day. Please do not take the child out of school during the day unless it is necessary. If a student is to go home before the close of school, please notify the teacher in advance.

The state and the school require regular daily attendance. **The maximum allowable of days absent per year is ten (10). Students exceeding that number may be retained in the same grade for the following year.** The school board will deliberate any appeals.

When a student has been absent, a note of explanation from a parent or guardian is required on the day the student returns to school. An absence may be excused for personal illness, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, or religious observance. All make-up work arrangements are the responsibility of the student and parent, not the teacher.

When a student arrives late, the whole classroom is affected. Parents of students who continually arrive late may be required to appear before the school board.

LENGTH OF THE SCHOOL YEAR

The Carolina Conference schools operate in accordance with the school calendar as compiled by the Carolina Conference K-12 Committee. It is in harmony with the 180 days of instruction policy for the State of South Carolina.

ARRIVAL AT SCHOOL

Students arriving before 8:00 a.m. must make prior arrangements with their child(ren)'s teacher. This is planning time for the teachers, so this should just be for emergencies.

SCHOOL HOURS

Monday - Thursday	8:30 a.m. - 3:15 p.m. (Bus students: 3:00 pm)
Friday	8:30 a.m. - 2:00 p.m.
Half-day	8:30 a.m. - 12:00 p.m.

Teachers will arrive at 8:00 a.m. and leave a one-half hour after school closes.

LEAVING SCHOOL

Students are not permitted to leave the school grounds. In contrast, school is in session without a request from the parent or guardian in person or writing and notification given to the teacher and/or the principal's office.

All students **MUST** be signed out with the teacher if leaving the school's premises before school is dismissed.

Students will not be permitted to leave the school premises with anyone other than those known to the staff as the bonafide guardian, parent, or those authorized by them.

Students must remain with their group on field trips unless the teacher permits alternate activities.

AFTER-SCHOOL ARRANGEMENTS

There are no arrangements to keep children after school unless it is detention. Students remaining on the school grounds more than 15 minutes after dismissal may be charged \$5 by the teacher required to care for your child.

SEVERE WEATHER CLOSING

School will be closed whenever the Charleston County public schools are closed due to extreme weather conditions. Information concerning possible school closure may be obtained by watching local TV Channel 5. Parents will be notified if there is an exception to the above policy. Even if school is in session, parents ultimately decide if bringing their child from home is safe.

CHANGE OF ADDRESS

After moving or changing phone numbers or email addresses, please notify the school. We must keep current addresses and phone numbers on file in an emergency. Please also make the changes within the Parent's Portal of Renweb.

SCHOOL COMMUNICATION - Newsletter

Parents will be informed of events, activities, and needs concerning their student through Jupiter, Remind, phone, mail, or notes sent home with the child. Please check the calendar on the website and the teacher's method of communication.

TEXTBOOKS

The school furnishes all textbooks to the students on a loan basis. Because books are used for several years, they must be adequately cared for by the students. Excessive wear or damage to a book will result in an additional charge to the student. Individuals will be held financially responsible for lost textbooks and lost library books.

MEDIA CENTER

The school houses laptops with Internet service. Students are required to use the laptops responsibly and be supervised by their teachers.

LUNCHESES

The school does not have a cafeteria. Students must bring a wholesome lunch to school and be expected to participate in a supervised lunch period.

A wholesome lunch should not include sugar and caffeine drinks. A wholesome lunch may include milk, juice, water, and other healthful, low-sugar accompaniments to the lunch. Students are also asked to respect our view of healthy living and are encouraged to bring a vegetarian lunch to school. Vegetarian suggestions can be provided upon request. Please do not send pork products or seafood items such as shrimp, crab, or seafood without fins and scales. Swapping or sharing items in school lunches is not allowed unless planned for the classroom with the teacher.

STANDARDIZED TESTING

The following tests are given during the school year.

Kindergarten - 8th MAP® Growth™ test from NWEA®

MAP tests determine your child's instructional level and measure academic growth throughout the school year.

GRADING AND CONFERENCES

Each teacher develops a grading system considering the subject's nature and the guidelines established by the Southern Union of Seventh-day Adventists. Parent-student-teacher conferences are strongly encouraged twice yearly (after 1st and 3rd quarters) to provide an opportunity to review the student's progress together. Report cards will be sent home after the second quarter and mailed home after the fourth quarter.

EIGHTH GRADE GRADUATION REQUIREMENTS

Any candidate for graduation must have a grade point average of 2.0 or above. The final grade in any subject for the 7th and 8th grade year cannot be below a C-. To hold office, a GPA of not less than 2.5 is required. Grade points are determined on a 4.0 scale. A fee of \$50 is due at the beginning of the fourth quarter to defray a portion of the expense connected with graduation unless waived by the class. During the year, special fundraising activities will also be used for funding graduation. All tuition and fees must be current before an eighth-grade student may participate in the graduation exercises and receive a diploma or a report card.

TELEPHONE USE

The school telephone is provided for school business only. Teachers and students should not be called during school hours except in EMERGENCY cases. The answering machine will pick up calls coming to the school during school hours.

Teachers and staff (including bus drivers) have personal cell phones, which removes the need for students to possess a mobile phone or smartphone at ACA Charleston during or after school hours; this

includes field trips or any school function. They are a distraction to our desired learning environment. Furthermore, electronics from home are not permitted on campus. Any electronics turned into the office will only be returned to the parents or another adult picking up the student.

VOLUNTEERING

The ACA board, faculty, and staff encourage parents to volunteer at the school. Areas of need include driving/chaperoning for field trips, mentoring, building maintenance, planning and execution, home and school events, etc.

Those over 18 working with children and youth must complete a criminal background check (FB 20) and child protection training through *Sterling Volunteers*. This should be completed every three years.

Go to the link below to start volunteering: <https://www.ncsrisk.org/adventist/>

SCHOOL VISITORS

Parents are invited to visit our classrooms to become acquainted with the school program. All who wish to visit the school and enter a classroom are asked to make prior arrangements through the school office and should register at the office upon arrival. Please do not send guest children to visit the school without advance permission from the teacher and principal. Guests' emergency contact names and phone numbers must be left with the teacher upon arrival at the school. Consent to treat medical forms is to be left in the office also.

Parent-teacher conferences should be held after school dismissal. Please make prior arrangements with the teacher.

FIELD TRIPS

Off-campus educational activities are a special and important feature of our school program. When worthwhile educational experiences -- such as visits to local historical sites, trips to musical concerts, excursions to the zoo, etc. -- are made available for the enrichment of class studies, arrangements will be made by the classroom teacher and approved by the administration. Notices regarding each field trip

will be sent home informing parents and guardians of these planned activities, and a permission slip will need to be signed.

Transportation for special school activities is provided on a volunteer basis by parents or friends of the school. All drivers of these activities must provide proof of insurance and a valid driver's license. No students under age 12 are allowed to sit in the front seat.

GUM / MISCELLANEOUS

Because of the damage gum does to the school's equipment and floors, gum chewing is not permitted on the school campus at any time without special permission from a teacher. Gum and kicking basketballs and hanging on basketball rims and nets could result in privileges being removed and/or a \$5.00 fine.

MEDICATIONS

State regulations require that medications, such as aspirin, not be dispensed to students. No treatment can be given for major injuries, infections, or illnesses. *Any student taking medications during school hours must have a note from their parents and written instructions from their parents or a doctor.* The first dose of any new prescription must be taken at home. The medication MUST be hand-delivered to the school by the parent or guardian.

Students may not transport medication to or from school property. Medication must be properly labeled & in the original container. Occasionally, students must carry medication such as inhalers or emergency kits. A written physician's order MUST be on file for any student who carries medication (on their person) throughout the school day.

Medications to be taken during school hours must be kept under lock in the classroom. The parent or guardian must collect medications at the end of the prescription order or school year. Any medications that are not claimed will be destroyed or discarded.

ACA does not assume responsibility for medication NOT prescribed by a physician or medication administered by the student himself/ herself.

EMERGENCY DRILLS

Fire and disaster drills are conducted regularly throughout the school year. Every child must participate in these drills and follow faculty instructions exactly. Failure to do so may result in disciplinary action.

EMERGENCIES & INSURANCE

Every effort is made by the school to prevent accidents. However, should they occur or a student become ill, the school will notify the parents immediately. If neither parent can be reached, the doctor designated by the parent will be called. The student will be taken to the nearest hospital if the emergency is serious or life-threatening.

Each student is covered by secondary accident insurance from the Carolina Conference of Seventh-day Adventists. The premium is included in the registration fee and provides coverage at school and on school-sponsored activities. All accidents must be reported within 24 hours to qualify for coverage. Each parent will receive a booklet outlining the coverage. It is agreed with your signature that you have read the Handbook and hold harmless and release from liability the Board, Carolina Conference of Seventh-day Adventists, or staff members acting in the best interests and safety of the applicant.

The insurance policy does not allow skateboards or hardballs on the school grounds. Roller skates and roller blades are permitted with proper safety equipment and supervision.

FINANCIAL POLICIES

GENERAL FINANCIAL INFORMATION

1. All accounts from the previous year must be paid in full before a student may enter a new school term.
2. Tuition is due at the beginning of the month, and a response is expected by the 10th. After the 10th, a \$25 per child late fee will be assessed.
3. All payments must be sent directly to the school treasurer or turned in at the school office.
4. Payments must be by check, cash, money order, or credit card. A usage fee of 3% will be added to the balance when using a credit card. No post-dated checks will be accepted. A fee of \$25 will be charged for all returned checks.
5. Continued attendance is conditional upon prompt tuition payment. If satisfactory arrangements are not made to keep the account current, the student(s) will be asked to withdraw until such arrangements have been made. All arrangements for payments should be made directly with the treasurer. (See registration contract.)
6. School records will not be transferred to another school until the tuition account is paid in full.

If there is debt at the end of the school year, the treasurer will hold the student's progress report and diploma until the debt is cleared. Registration for the following year will not be possible until all debt is paid.

WITHDRAWAL

A student may withdraw at any time. The registration fee is not refundable in whole or in part under such conditions. Tuition is due until the date of withdrawal and will be calculated on a prorated basis.

TUITION RATES

PRE-REGISTRATION FEE

A pre-registration fee of \$100 per student, due by the end of May, will hold a seat in the classroom and, if needed, on the bus for the following year and will apply toward the Registration Fee.

REGISTRATION FEE

Kindergarten - 8th..... \$430

TUITION Kindergarten - 8th-grade

Constituent

1st child (\$3,800 / year) \$380 / month

2nd child (\$3,400 / year)..... \$340/ month

3rd child (\$3,100 / year)..... \$310/ month

Non-Constituent

1st child (\$4,700 / year)..... \$470/ month

2nd child (\$4,300 / year)..... \$430/ month

3rd child (\$4,100/ year).....\$410/ month

ORGANIZATION AND GOVERNMENT

ACA is governed by the ACA Board, whose members are appointed for three-year terms by the Charleston Seventh-day Adventist Church. The School Board Chairperson is elected every July by the board members. In addition to the church representatives, the following individuals serve as members of the Board:

* Principal of the School

* Treasurer of the School

* Pastor of the Charleston SDA Church

The ACA board regularly meets on the third Monday of each month at 7:00 p.m. or as needed.

SICK CHILD POLICY

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. The information in this section is not intended as medical advice but is merely designed to provide suggestions to be followed until your doctor can be contacted for an opinion.

STOMACHACHE, VOMITING, DIARRHEA.

Consult your doctor if your child has a stomachache that lasts longer than 4 hours or is severe enough to limit activity. If vomiting occurs, keep your child home until he/she can keep food down. A child with diarrhea should be kept home for at least 24 hours.

HEADACHE A child whose only complaint is a headache usually does not have to be kept at home. However, when a severe headache follows a fall or blows to the head, your doctor should be contacted.

FEVER: No child with a temperature of 100.4 degrees or more should be sent to school. Do not allow the child to return to school until he/she has been free of fever for 24 hours.

RASH A rash may be the first sign of one of childhood's many illnesses, such as chicken pox. A rash or "spots" may cover the entire body or appear in only one area. Do not send a child with a rash to school until your doctor has said it is safe. Please send a note from the doctor indicating he/she does not feel the child has a contagious condition.

COLD, COUGH, SORE THROAT. The common cold presents the most frequent problem to parents. A child with a "severe" cold and a hacking cough belongs at home despite no fever. If your child complains of a sore throat and has no other symptoms, he/she may go to school. If white spots and/or red throat and swollen glands can be seen in the back of the throat, or if fever is present, keep the child home and call your doctor.

HEAD LICE POLICY

Please make it part of your routine to check your child's head for lice frequently. If you find lice on your child, you must notify the school, even if you've already treated your child. Your child cannot return to school until all nits have been removed and the treatment has been done. A second treatment should be done seven days after the initial treatment. All students will be checked upon their return.

Appendix A

ACBM NOTIFICATION

Federal law requires a public announcement to be given to school patrons regarding any asbestos material in the school. ACA has been checked by a certified asbestos person. The report is in the school file. This document is available for those wishing to see it. There is no asbestos material in the school building. The asbestos near the front of the church is in a non-friable condition and presents NO hazard to anyone at the present time. It will be checked at stated periodic intervals to ascertain any change in the material.