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"For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future."

~Jeremiah 29:11 (NIV)

A Christian-Based, Co-Educational: PreK-8th Grade School Student Handbook 2018-2019

Mission Statement

Springs Adventist Academy is a community that is centered in fellowship, is committed to growing in Christ, and is looking toward the future. It is our mission to provide a complete education to each student so that he or she is equipped to demonstrate academic mastery, display responsibility, an exhibit and attitude of Christian service.

The Hub – Making Connections for Jesus

Our Vision

Growing in Christ, Centered in Community, Directed Towards the Future

Growing in Christ includes fostering friendship (fellowship), thinking about the fruits of the spirit, participating in service, and building relationships. Our goal is that each student learns to love Jesus and grow more like Him every day.

Being centered in community is vital at SAA. We strive to be a hub of activity in our local community and our broader church community as well. This could include school programs that bring the community into our school and outreach activities that draw students out of the school for service, performance, and team building. We want to be like shepherds with our neighbors and as sheep with our heavenly father.

As we look toward the future, we see continual improvement in educational practices with intentional focus on mastery, responsibility, independence, and collaboration. We want to embrace the arts, including art, music, drama, and athletics. Technology is a special focus at SAA. Our technology program will emphasize skill and concept development through individual study, collaboration, project-based education, and discovery. Educational tools include our chromebooks and ipads cart, classroom desktop computers, document cameras, video projection and streaming.

Most importantly, we look toward the future of Christ's soon return and the freedom God's promises bring.

Core Values

We have seven Core Values that we have built our school community and academics around.

Cherish God – Cherish Others – Cherish Yourself

Christ-centered Living – Reflecting God’s character in attitudes and actions.

“You come to him as living stones, a spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ.” (1 Peter 2:5 – God’s Word Translation)

Honor – Showing Value, dignity, and high regard for people and property.

“Honor everyone. Love the brotherhood. Fear God.” (1 Peter 2:17 Holman Christian Standard Bible)

Exploration – Discovering new information to gain a deeper understanding of God and His creation.

“For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see his invisible qualities – his eternal power and divine nature.” (Romans 1:20 – New Living Translation)

Responsibility – Following directions, completing tasks, and taking ownership of choices, words, and actions.

“In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master.” (Colossians 3:23 Easy-to-Read Version)

Integrity – Being truthful, fair, and deserving of the trust of others.

“Even young people are known by their actions, whether their conduct is pure and upright.” (Proverbs 20:11 CEB)

Service – Working for the benefit of others.

“Use your freedom to serve one another in love.” (Galatians 5:13)

Heroism – Making decisions that align with convictions and beliefs even if it means standing alone.

“Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go.” (Joshua 1:9 NIV)

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FACULTY AND STAFF

ADMINISTRATION

Connie CoatesOffice Manager
Jan de la Vega, M.S.....Principal
Miguel Lagos.....Treasurer
Julie Wallewein, B.S.....Early Childhood Director

CAMPUS SERVICES PERSONNEL

Connie Coates.....Hot Lunch Program
John Redmon.....Piano Lessons
Rhonda Shipley.....Home and School
Linda Vixie, B.A.....Librarian
Dwayne Williams.....Janitor

INSTRUCTIONAL STAFF

Jan de la Vega, M.S.Grades 5-8
Abigail Schaefer, B.S.....Grades 2-4
Julie Wallewein, B.S.Grades K-1

SCHOOL BOARD

Board meetings are held on the second Tuesday of each month at 7:00 P.M. The school board meetings are open to constituent members of the church and parents except when an executive session of the board has been called. Executive sessions are called for the purpose of discussing personnel or other items of a confidential nature. Any constituent member, in advance, may suggest items for the agenda and be present when these are discussed.

Kevin WalleweinCo-School Board Chair
Lloyd Lyles.....Co-School Board Chair

Rocky Mountain Conference of Seventh-day Adventists

2520 South Downing Street
Denver, Colorado 80210
(303) 733 – 3771

Lonnie HetterleSuperintendent
Diane Harris.....Associate Superintendent

Mid-America Union Conference

8307 Pine Lake Road
Lincoln, Nebraska 68516
(402) 484 – 3000
LouAnn Howard... Director of Education

Central SDA Church

1305 N. Union Blvd.
Colorado Springs, CO 80909
(719) 578-5616
Mike Maldonado Pastor

Palace of Peace SDA Church

1150 Aeroplaza Dr
Colorado Springs, CO 80916
(719) 591-2094
Jadon Miller.....Pastor

Colorado Springs South SDA Church

5410 E. Palmer Park Blvd.
Colorado Springs, CO 80915
(719) 471-1944
Bradford E Schleif.....Pastor

Colorado Springs Hispanic SDA Church

2926 E Fountain Blvd.
Colorado Springs CO 80910
(719)-252-3734
Juan Estrada Robles.....Pastor

Colorado Springs Korean SDA Company

5410 E. Palmer Park Blvd.
Colorado Springs, CO 80915
719-306-4070
Muncheol James Park.....Pastor

General Information

Springs Adventist Academy is a Christian K4 through 8th grade school owned and operated by the Rocky Mountain Conference of Seventh-day Adventists. This academy was established with the purpose of assisting in the development of the whole person – mentally, physically, socially, and spiritually. This institution aims to train youth for professional and vocational attainments, while promoting the improvement of the student and strengthening the church and society in which we live. Most of all, the school seeks to help students experience Jesus Christ as a personal friend as they become part of a caring school family.

We hope that this handbook will be helpful to you as you join the family of Springs Adventist Academy. Please remember revisions may be made to this handbook during the school year and may be communicated to you verbally and/or in writing. If you have questions about anything involving the school program, please feel free to call the school office.

Accreditation

Springs Adventist Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and the National Council for Private School Accreditation. SAA is affiliated with the Rocky Mountain Conference of Seventh-day Adventists and the Mid America Union of Seventh-day Adventists.

Comments and General Expectations

When students register at Springs Adventist Academy, they, and their parents, voluntarily agree to abide by the requirements of the school designed for the benefit of the student body. Students are encouraged to participate in all programs and activities. To assist the student in maintaining a positive experience, it is important for them to know the requirements and standards they are expected to follow. Students will be expected to demonstrate responsible behavior in harmony with Christian principles.

Commitment Statements:

School Commitment

We, the faculty and staff of Springs Adventist Academy, commit:

- To educate your child in a Seventh-day Adventist environment.
- To be a partner in the education and formation of your child.
- To make your child's safety a priority.
- To meet your child's learning needs if the program can reasonably accommodate them.
- To have your children taught by caring, competent, and qualified teachers and mentors.
- To communicate with parents in a timely manner.
- To participate in campus life.

Parent Commitment

It is understood that any parent who presents their student for admission to Springs Adventist Academy commits to willingly support the faculty and administration in their efforts to uphold the Christian principles upon which the school is operated. As a partner in your child's education, your support of the school and child are vital to the success of the educational process.

Therefore, the school expects the following from all parents or guardians:

- To earnestly pray for Springs Adventist Academy and all of its students.
- To support all school policies and monitor your child's compliance.
- To recommend SAA as a Christian value-based educational center.
- To meet all financial obligations in a timely manner.
- To establish communication with teachers by letting them know your preferred method of communication (e-mail, text, phone, etc.)
- To resolve any matters of dissatisfaction with the person or persons involved, rather than spread criticism or hold a negative attitude.

Student Commitment

It is distinctly understood that students who present themselves for admission to Springs Adventist Academy thereby commit to willingly observe all school policies and to uphold the Christian principles upon which the school is operated.

History

Springs Adventist Academy has been a school of faith and sacrifice since its organization in 1905 in a lean-to built on the back of the first permanent SDA church on Willamette. By 1917 the congregation outgrew their little church and built another new church at 324 N. Wahsatch. School was held in the basement until the late 1920s when the school was finally moved to its own separate facility at 1019 N. Franklin St. For more than 30 years school was held in the little school house before a new facility had to be built in 1963 next door at 1033 N. Franklin (that building still survives). Ten years later they outgrew their new school and moved onto our current 7-acre campus in 1972. God continues to lead SAA in its mission to provide education that empowers young people to excel and go out into the world to serve.

Non-discrimination Policy

Springs Adventist Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

Admission Information

Step 1 – Schedule a tour a Springs Adventist Academy

Step 2 – Fill out an application form or go to our website at www.saak8.org and fill out an online application

Step 3 - Submit forms:

- Birth Certificate
- Any Standardized Testing within the last year
- Transcripts from current/previous school

Step 4 – If needed, sign up for Financial Aid through FACTS, There is a \$30 application fee, per family, paid directly to FACTS for this application.

Step 5 – All students entering 1st grade or above, as well as part-time students planning to take math, must take an entrance exam. Testing may be waived if acceptable standardized test results from current or last school year are received.

Step 6 – We will contract you to schedule a family interview with the principal and your child's new teacher, after we receive all application forms and grade placement testing has taken place.

Step 7 – You will be contacted via email by SAA when you are accepted. You will need to submit the following forms as part of the enrollment process:

- Copy of Immunization record
- Medical Examination Form

Please note the following grade-specific requirements:

1. Copy of most recent report card (Grade 2-8)
2. Teacher Recommendation (Grades 5-8), return sealed in enclosed envelope.
3. Student Questionnaire (Grades 5-8)
4. K4 students must be 4 years old by August 15, 2018. We do not have the facilities or the staffing to accept children who are not potty trained.
5. K5 students must be 5 years old by October 1, 2018. No exceptions!
6. 1st grade students must be 6 years old by October 1, 2018.

ALL APPLICATIONS ARE SUBJECT TO SCHOOL BOARD APPROVAL!

Springs Adventist Academy reserves the right to grant or decline admission to any student on a year-to-year basis. All new students will be on probation for the first 60 days of their attendance at SAA.

Health Policy

The school policy requires that all PS and Kindergarten students have a physical examination by their physician, or have arranged for one to be completed within 30 days of enrollment. Immunization records must be turned in within two weeks of starting school. Verification of this should be presented at registration. The school will accept physicals taken 12 months prior to the start of school. Parents will be asked to sign a medical release form authorizing school officials to obtain emergency medical treatment, should it be necessary. Any parent who wishes to refrain from the state's requirements in regards to the immunizations program must sign an exemption form yearly. Students whose parents have filed an immunization exemption form may be sent home should there be an outbreak of an infectious disease for which there is an immunization available. All students participating in extracurricular athletics programs will be required to have a sports physical at least every two years.

Home School Policy

Springs Adventist Academy recognizes that some families need to choose a homeschool situation for their children, but may want their child to take some enrichment classes such as music, PE, or higher level math. 1st-8th grade age students may apply to take up to two classes at SAA without becoming a full time student under the following regulations:

- A maximum of 2 classes or specials other than a sport.
- Tuition fee of \$40 per class per month.
- Student will be charged a \$100.00 application/registration fee per year to cover such things as insurance while they are on the premises.

Withdrawal Procedure

At the time a student withdraws from school, he/she must do the following:

- Complete a withdrawal form
- Return all textbooks
- Clean out locker
- Return all library books
- Pay all outstanding accounts
- Return any athletic attire belonging to SAA
- Return any technology equipment belonging to SAA
- Complete an exit interview with the principal

Records will not be provided to another institution until the above requirements are complete. If a student withdraws or is expelled, tuition will be due for the entire month during which they were in attendance for any portion.

Financial Information

Operating a private school is expensive. SAA receives income from several sources. The Constituent Church(es) provide a substantial subsidy of tens of thousands of dollars each academic year. The Rocky Mountain Conference of Seventh-day Adventists in Denver provides supervision and a portion of the teacher salaries. SAA runs several annual fundraisers. Individuals also make direct contributions to the school, and these donations are tax-deductible (please ask the treasurer for a receipt). Parents/guardians pay tuition based on enrollment and annual budgetary needs. Financing Christian education is a cooperative effort involving teamwork from many individuals.

Registration Fee

The registration fee covers student accident insurance, technology (1:1 program), yearbook, a school field trip shirt and performance shirt, library fees, and textbooks. Registration fee is \$400.00 for returning students and \$450.00 for new students. For students registering for the second semester only, the fee will be pro-rated.

In order to hold your spot at SAA, enrollment must be submitted and a \$100 deposit towards the registration fee if paid by the last school day of April. This deposit, if paid on time, qualifies you to a \$50 discount on the total registration fee. If this \$100 deposit cannot be paid by then, please see the treasurer to determine what options are available. If the balance of the registration fee is received by the last business day in June there will be an additional \$50.00 discount.

For new families, you will have two weeks from the date of your acceptance to pay the registration fee to hold your child's position in the class.

Registration is not complete until both the first month's tuition and registration fee have been paid. Both of these fees are due by registration in August.

Tuition

Tuition is divided into 10 monthly installments and billed August through May. No refunds will be made for a partial month upon a student's withdrawal. A monthly statement will be mailed to the responsible party. Tuition for all grade levels is \$6,500 per year (\$650.00 x 10 payments). However at this time our constituent church, Central Seventh-day Adventist Church, covers \$2500 per year for all students, reducing the tuition to \$4000 per year (\$400 x 10 payments). Half-day tuition rates are available for students in K4 or K5 for \$2,850.00 per year (\$285.00 X 10 payments) see *tuition discounts for other ways to reduce tuition*.

1. **Tuition Payments** – Springs Adventist Academy operates under the tuition payment plan outlined below. Any exceptions must be appealed to the school treasurer in writing.
 - Previous debts from earlier school years must be paid before a student attends class in the current year.
 - All registration fees must be paid before a student attends class.

Tuition Discounts

Constituent Member Discount – Constituent churches contribute a substantial portion of the costs for their students and for the operation of the school. Please call the school office to find out what the discounted rate for Central SDA Church Members.

Family Tuition Discounts – Tuition discounts are given to family with more than one child in attendance at Springs Adventist Academy. The discount is applied per month to the tuition of the younger child(ren) as follows:

1 st Student	Full Tuition	4 th Student	\$75.00 off
2 nd Student	\$25.00 off		\$20.00 off of each additional child
3 rd Student	\$50.00 off		

Tuition Pre-payment Discount – Each child will receive a \$50.00 discount if their tuition is paid in advance for 1st semester by 08/01/2017 and an additional \$50.00 if tuition is paid in advance for 2nd semester by 01/03/2018.

Recruitment Discount – If your family is directly responsible for a new student attending SAA and that child stays for at least 1 semester your family will receive a \$100 discount off of tuition, after the semester is completed.

Early Withdrawal

Students who withdraw during the school year must pay all of his/her outstanding accounts including full tuition for the quarter for which they are in attendance, and receive financial clearance from the finance office on the withdrawal forms.

Final Grades

All family accounts must be current in order for students to receive final grades. If the family's account is not current, the student will be allowed to take the exams, but their grades will be withheld until the account is current according to the financial agreement.

Student Financial Assistance

Limited financial assistance is available each year based on established need. An outside tuition management company, FACTS, reviews each application to determine eligibility. Both a completed financial aid application form and a copy of the previous year's federal tax return (1040) must be submitted before any consideration will be given for financial aid. This application is available on our website at www.saak8.org. We will also require a free and reduced lunch form to be filled out, so the school may receive some extra funding on your behalf through Title I grant monies if your address is in a qualifying area. Tuition assistance may be available to qualifying students via the additional following sources:

ACE Scholarship: It is a corporation funded scholarship so more families can have better school choices. Families must qualify for the Federal Free and Reduced Lunch Program to qualify for this scholarship. Applications may be picked up in the office

when funding is available.

Church Tuition Assistance: Many local Adventist churches provide tuition assistance to eligible members. Please contact your church pastor for further information.

Partnering for Eternity (PFE) is a scholarship grant program for Adventist elementary schools designed to encourage student involvement in service and in forming relationships with older adults while providing funds for tuition assistance. Students visit with older adults weekly with their parents and perform companion activities (reading, going for walks, etc.) or chore activities (yard work, helping prepare meals, etc.). Students fill out a brief weekly report and are awarded \$25 per weekly visit or \$100 per month, which is applied to their bill on a monthly basis.

Financial Agreement

Parents who enroll students in SAA have entered into a contractual agreement with the school and are expected to live up to these commitments. Monthly balances or approved financial agreements must be kept current.

Delinquent Accounts

It is not the intent of the Administration to exclude children from school, but to emphasize to parents the need for them to contact the school office to make other arrangements when they cannot make their tuition payments on time.

Late Tuition Payments – The following policy will be used when late tuition payment situations arise.

1. If a monthly payment is 30 days late, a reminder letter will be sent to the family.
2. If a monthly payment is 45 days late without any arrangements having been made, then another written reminder will be sent, and the student will be prevented from taking semester exams. If tests aren't taken, no grades will be issued, and the student may need to repeat the semester.
3. If a monthly payment is 60 days late, a final written reminder will be sent indicating that the student has been un-enrolled from school until the bill is settled in full, and a deadline will be set for full remittance or the account will be referred to a collection agency.
4. If this final deadline is missed then the account will immediately go to collections where SAA has no further control of the matter... all negotiations are handled by collections.
5. If a family is delinquent and receiving funds from a sponsoring church, that church will also be notified of the situation at each step in the above process.

Spiritual Life

SAA is a multi-faceted school with many opportunities to develop talents, skills and academics. However there is one aspect of it all that is undeniably the most important one, and that is that every student comes to a saving relationship with Jesus. This is what sets us apart from other academic institutions. For one thing, every teacher and staff has a personal relationship with and faith in God and that makes a huge difference. But we are also intentional about providing as many opportunities to grow spiritually as we can. A few of these include daily classroom worships, weekly chapels, Bible classes, service opportunities, and mission projects.

Worships and Community

As part of our daily schedule every student has the advantage to participate in worship. This time serves as a platform for fellowship through short devotions, student prayer groups, affirmation, instilling and directing SAA CHERISH core values, building community, and addressing issues within the SAA Community.

Once a week each student will be part of a chapel service that seeks transformation through praise and worship, prayer and Bible teaching. Students are highly encouraged to actively play a role in these special services.

Twice a year SAA celebrates Week of Prayer where guest speakers, students and faculty/staff share their journey of faith and encourage one another to focus on Jesus.

Bible Class

At Springs Adventist Academy we are committed to providing quality academic instruction. However, because we know that wisdom begins with our relationship with God based on love and truth, we take time within the academic instruction to provide quality Bible based instruction in all levels of our school. This is a place where students can ask questions, study the Bible for themselves, get more acquainted with the Biblical narrative, and more importantly come to be face to face with their Savior and King.

Service Opportunities

Through the school year there will be plenty of opportunities for students to make a difference in their communities and churches; everything from planning and doing worship services in many SDA churches in Colorado Springs, to organizing community service projects, just to name a few options. Every student will be challenged to make their faith real and learn that life is really about service and giving away the love that has so precious been lavished on us through Jesus Christ.

Bible Studies

For those students who wish to dig deeper into the Word of God and ask more personal questions, Bible studies and pastoral counseling will be offered as part of our program to grow the spiritual life of every student.

School Policies

After School Care

For safety reasons all children must be supervised after school. All students not picked up by 3:45 p.m Mon-Thurs/12:15 p.m. Fridays will be placed in the program. The program runs from 3:45 p.m. until 5:00 p.m. Monday-Thursday and 12:15p.m.-5:00 p.m. on Fridays. Please let us know ahead of time if your child will be staying, so we having a staff member prepared to stay late. Teacher schedule appointments and meetings afterschool so please don't assume someone can be here.

- K-8 will remain in their teachers room, until the teacher is no longer available, then they will be sent to another classroom for the supervising teacher to continue care.
- Families using this service will be charged \$5.00 for every hour or part of an hour a child remains until 5:00 p.m.
- Children remaining beyond 5:00 p.m. will be charged \$10 for every 15 minutes their child remains.
- Students are signed in by the program supervisor and signed out by their parents.
- A student in grades 5-8 may attend a game on the campus, provided the student has written permission from a parent.
- Students who are not picked up within 15 minutes of the close of the program and whose parents have not contacted the school will be considered abandoned and the police will be notified.

Attendance Policy

We offer a program that focuses on Academic success, while making a clear and intentional community that lifts up Jesus Christ in every facade of the SAA community. School is the work of students. It is their most important commitment and "job" as they are growing. Classroom work is at the heart of Springs Adventist Academy's program and few things make success harder for a student than multiple tardies or absences. Students are required to attend, on time, all classes, chapels, assemblies, class meetings, and gatherings of the school. Because it is our responsibility to promote the academic success of all of our students, and regular school attendance is a critical piece of that success, we feel it is important to have a specific attendance policy. Attendance will be 10% of the grade for every class 5-8.

Pre-K

Attendance is not required for Pre-K students. Parents are asked to contact the classroom directly to report any absences, planned or unplanned. Tuition will be charged and payment expected for all days the student is enrolled in the Pre-K program regardless of attendance. Students must be physically checked in and/or out of their classroom.

Kindergarten – 4th Grade

- Every student is expected to attend school punctually and regularly.
- The only reasons for excused absences include sickness, bereavement, medical appointments, family emergencies and court appearances. Any other absence must follow the Prearranged Absence Policy.
 - A student (grades K-4) absent 7 days (15%) out of a nine-week period, for whatever cause, may forfeit his/her period grades.
- **Tardies**— Students arriving after 8:00 am and prior to 9:30 am will be assessed a tardy.
- **Half Day Absences** — Students arriving later than 9:30 am or leaving before 2:00 pm will be assessed a half day absence.
- **Reporting Absences** — Parents should call the school office by 8:15 AM the day of the absence, stating the reason for the absence.
- **PE Absences** — A note or phone call from a parent or guardian is required to allow a student to miss PE class or recess. Long-term exemptions require written notice from a doctor's office.
- **Prearranged Absence** — Students occasionally wish to participate in special events during a school year. These could be such things as a college visit, a wedding, or an educational/leadership conference or trip, etc. A prearranged absence form will be reviewed for approval by the Principal. Forms MUST BE SUBMITTED BY 8 AM on MONDAY the WEEK PRIOR TO ANY PLANNED ABSENCE or the absences may be considered unexcused. With administrative approval, the student can expect to make up missed assignments and tests; however, some special assignments may be impossible to make up or plan for in advance (such as notes on a guest lecture). Prearranged absences do not negate the consequences of missing more than 15% of a class. Teachers are not required to provide make up work for absences that have not gone through the prearranged absence process.
- **Excessive Unexcused Absences** — Students who receive 5 unexcused absences will receive a letter of warning. Students with 8 unexcused absences will receive a letter requesting them and their parents to meet with the principal to come up with a satisfactory plan for meeting attendance requirements. If a satisfactory plan cannot be agreed upon or followed, the student may be considered for expulsion or immediate withdrawal.

MIDDLE SCHOOL (GRADES 5-8)

- Every student is expected to attend school punctually and regularly.
- The only reasons for excused absences include sickness, bereavement, medical appointments, family emergencies and court appearances. Any

other absence must follow the Prearranged Absence Policy.

- Students returning from school trips will be given 24 hours (1 school day) after returning to turn in all missed work and/or take any tests. 15

- **Tardies** — A tardy becomes an absence ten minutes after the scheduled start of the class.

- **Reporting Absences** —Parents should call the school office by 8:15 AM the day of the absence, stating the reason for the absence.

- **PE Absences** — A note or phone call from a parent or guardian is required to allow a student to miss PE class or recess. Long-term exemptions require written notice from a doctor's office.

- **Prearranged Absence** — Students occasionally wish to participate in special events during a school year. These could be such things as a college visit, a wedding, or an educational/leadership conference or trip, etc. **Note: Such requests must be avoided during scheduled final examinations.** A prearranged absence form will be reviewed for approval by the Staff. Forms MUST BE SUBMITTED BY 8 AM on MONDAY the WEEK PRIOR TO ANY PLANNED ABSENCE or the absences may be considered unexcused. With administrative approval, the student can expect to make up missed assignments and tests; however, some special assignments may be impossible to make up or plan for in advance (such as notes on a guest lecture). **Prearranged absences do not negate the consequences of missing more than 15% of a class.** Teachers are not required to provide make up work for absences that have not gone through the prearranged absence process.

- **Excessive Absences** —Students who are absent (excused or unexcused) for more than 15% of a class within a quarter will receive a withdrawal fail for that class.

- **Grades** – attendance will be 10% of the grade for each class.

Cell Phones & Electronic Devices

No electronics (phones, iWatches, iPads, etc.) are allowed for lower school students. Communication between lower school students and parents must take place through the school office. Students will not be called out of classes to take phone calls except in emergencies. The office phone is business phones and are not to be used unless absolutely necessary. Middle School Students may use their cell phones only at appropriate times per teacher's discretion. Cell phones being used or played with at inappropriate times will be confiscated. The following penalties will apply if phone or electronic device is confiscated and taken to the office: **First Offense:** Student may pick up phone or electronic device at the end of the school day and will be given a written warning on Jupiter. **Second Offense:** Student may pick up phone or electronic device at the end of the school day, pay a fine of \$10.00 and be written up in Jupiter. (Write-ups will constitute a lunch refocus.) **Third Offense:** The cell phone must be picked up from the office by a parent. It is up to the discretion of the teacher to communicate specific expectations in regards to the use of any and all electronic devices in their

individual classes. Portable audio equipment should only be used in a student's break time or lunch with headphones. Use of portable audio equipment is prohibited at all other times unless teacher or administration gives specific permission.

Closed Campus

Springs Adventist Academy operates as a closed campus, meaning that students are expected to remain on campus throughout the day. Occasionally, a student may have to leave the school campus before the end of his/her scheduled classes. Permission must be provided by the student's parent or guardian or verification of appointment from the student's doctor, dentist, etc. Parents of Pre-K students should check out with their child's teacher. Parents of K – 8th grade students must sign out on the sheet in the office before the student leaves the school premises.

Communication

Communication is critical to the success of our students. Springs Adventist Academy strives to provide appropriate and timely communication with our families regarding school events and any issues that arise regarding specific students. Families can expect to receive communication in the following ways:

- Monthly Newsletter to all Families
- Facebook
- Jupiter Parent Alerts
- SAA's website: www.saak8.org
- Emails, Texts, or direct phone calls to parents

Confiscated Items

Items brought to school that are against policy or items left in hallways unattended will be confiscated and may be returned upon request on the last day of school. Unclaimed items will not be retained. Cell phones, electronics or other portable audio equipment is not to be worn or used during school hours unless outside of the classroom, worship or at the teacher's discretion and at the owner's own risk. Any item that becomes a distraction in or out of class may be confiscated. A fee of \$10 may be charged before returning a confiscated item. Springs Adventist Academy will not be responsible for lost or stolen items brought to the school.

Discipline

Additional rules, guidelines, or regulations may be adopted by the faculty and announced to the students during the course of the school year. Springs Adventist Academy's general principles of conduct remain in force throughout the year, including vacations and off campus time.

Discipline, when needed, will be designed to direct the student toward a more meaningful relationship with Christ. Discipline at Springs Adventist Academy involves a balancing of justice and mercy, taking into account penitence and other factors.

The school reserves complete discretion in making disciplinary decisions. If a student's progress or conduct is unsatisfactory, his/her spirit is manifestly out of harmony with the standards of the school, or his/her influence is found to be detrimental, he/she may be asked to withdraw at any time. Faculty Committee will have sole discretion on any disciplinary actions resulting in a suspension of up to two weeks. Students who are suspended may be asked to give up their student leadership position. Any suspension greater than 2 weeks, or any expulsion, will be voted on by the School Board.

Because Springs Adventist Academy is a Christian school, it is expected that all who are admitted will endeavor to uphold the moral standards for human conduct (both on and off campus, including social media) as found in the Word of God. The following is a non-inclusive list of behaviors that may result in disciplinary action:

Destruction or Misuse of School Property

- Vandalism, destruction or defacement of property — includes attempting to damage, destroy, or mutilate objects or materials belonging to the school, school personnel, students, or others.
- Unauthorized use of keys — the use, possession, or distribution of keys for which the student has no authorization is prohibited. This also includes tampering with, "jimmying," or damaging existing locks.
 - Activating false alarms — any student activating a fire alarm other than for the intended purpose will be suspended and turned over to the proper authorities. This includes tampering with fire alarms.
- Water guns/spray cans — any student using a water gun in the school building will have the gun confiscated. Water guns that are being used outside, but are disruptive, may also be confiscated. Water balloons and water fights are not permitted inside the school buildings. Use of spray cans (i.e. "mace") may result in suspension.

Dishonesty

- Forgery — includes using the signature or initials of a parent or teacher to excuse absences or alter a grade, or forgery of any school document.
- Cheating — cheating is taking a dishonest academic advantage over teachers and other students and is considered an aspect of forgery or lying and/or disorderly or disruptive conduct. Cheating includes, but is not limited to, the following behaviors: glancing during a test or quiz, unsanctioned "team" work on an assignment, habitual absenteeism on test/assignment days, failure to cite sources adequately on assignments, copying a portion of a research project, changing answers, cheat notes, stealing a paper/test/key, carrying a test out of a room, copying someone else's paper or test, excessive "outside assistance" on an assignment, and plagiarism. The school will support teacher classroom cheating guidelines as printed and given to students.
- Plagiarism — a first offense will result in a zero on the homework assignment. A second offense will result in a zero on the assignment and an in-school suspension.

- Theft or dishonesty.

Illegal Activities

Students suspected of engaging in illegal activities will be reported to the proper authorities.

Inflicting Harm Upon One's Self or Others

- Fighting
- Verbal abuse of others
- Inflicting physical harm on another intentionally or by serious neglect

Insubordination

- Undermining the religious ideals of the school
- Defiance of school personnel's authority
- Disorderly conduct — conduct that is disruptive to the educational process of the school
- Failure to complete a disciplinary assignment

Obscene/Sexual Behavior

- Obscene or inappropriate behavior — including habitual profanity, vulgarity, possessing obscene literature or materials
- Sexual misconduct, harassment, or abuse — includes any unwanted or offensive conduct such as sexually suggestive remarks, sexual gestures, sexual jokes, pressuring for dates or sex, remarks of a sexual nature about an individual's anatomy, sexual touching, indecent exposure, sexual discussions, sexual pictures, and other inappropriate conduct. See "Harassment/Sexual Abuse"
- Inappropriate sexual behavior — Students involved with any form of sexual behavior (i.e. petting, sexual intercourse) will be subject to suspension or expulsion.

Public Display of Affection

God created humankind with a pure and natural sexuality. Over the course of a school year, it is inevitable that students may be attracted to one another and form relationships. While this is understood, it is essential for all students to be able to maintain their focus on the core values of SAA including their personal walks with Christ and their academic endeavors. In an effort to maintain an environment that fosters these values, students are expected to refrain from all forms of public displays of affection (PDA) on campus at any time or off campus during school sponsored trips/events. PDA includes — but is not limited to — kissing, having arms on or around each other, giving or receiving back rubs, and other forms of inappropriate touching.

SAA staff will attempt to mentor any students perceived to be involved in an unhealthy relationship. This may be done through individual discussions, conversations with the couple, or formal meetings between the couple, their parents, and SAA staff. If the SAA staff feels that the students would benefit from

some space, they may be placed on social suspension (no contact verbal or otherwise with the other individual), given in-school suspension, or at-home suspension depending on the severity of their behavior.

Secret Societies and Gangs

Participating in gang-related activities including possessing or displaying gang-related clothing, symbols, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti; harassment of others; or recruitment for gang membership is prohibited.

Weapons

The use, possession, sale or furnishing of any illegal weapon, firearm, or other dangerous device is prohibited. This includes guns, knives, miscellaneous weapons, dangerous objects, and explosive devices including fireworks.

Drug and Alcohol Policy

Springs Adventist Academy believes that our school must be drug free and that drug and alcohol abuse must be attacked at every level. It is a violation of SAA's alcohol and drug policy for students to possess, use, share, sell, distribute, or be under the influence of any illegal drug, mind-altering chemical, intoxicant, inhalant, or alcoholic product on or off campus. Similarly, abuse of prescription or over-the-counter drugs and tobacco is prohibited. Possession of drugs or alcohol includes having such substances on the student's person or within an area of his control, including, but not limited to, his car, locker, books, clothing, or some other location known to him. Students may be placed on suspension during investigation.

Student Consent — Each student and parent agree that by presenting themselves for admission to Springs Adventist Academy, they are expressly giving their consent for drug and alcohol testing as determined necessary by the school. Whenever SAA has reason to believe that a student may have violated this policy, SAA may search for drugs or alcohol and may require a student to undertake drug and alcohol testing.

Self-Referral and Reporting — Students who are concerned about their involvement or the involvement of another person with drugs or alcohol are encouraged to ask a staff member for assistance. This staff member will help a student contact appropriate resources. As a general rule, all self-referrals will be treated without disciplinary action, but the student must be assessed and all recommendations must be followed. Self-referral must take place before school discipline involvement.

Students Who Violate Policy — Students who are found to have violated school alcohol and drug policy shall be subject to random drug screening as deemed necessary by the school administration. The costs for such screening will be the responsibility of the student or his/her parent(s) or guardian(s).

Students Associated with Drug Abuse — Students who are present when drug or substance abuse takes place shall be subject to drug screening as deemed necessary by the school administration. The cost for such screening will be the responsibility of the student or his/her parent(s) or guardian(s) when the results prove positive. The school will pay the cost for such screening when the results prove negative.

Failure to Submit to Testing — A student's failure or refusal to take a required drug-screening test within one to two hours of a request will result in the assumption of a positive test. This may result in suspension or expulsion.

Discipline — Distribution, sale, or trafficking of drugs or alcohol will result in expulsion for the remainder of the school year. Discipline for first instance of alcohol, drug, or cigarette use will be at the discretion of Administration and may result in the student attending another school or enrolling in a school-approved education program that provides information on the social, legal, and medical aspects of alcohol, drug and cigarette usage. Regular drug testing and evaluation are part of the program. Exit recommendations will be given to the Faculty committee, and a final set of requirements will be given to the student, which must be followed to continue at Springs Adventist Academy. Examples of continued requirements are smoking cessation classes, counseling, attendance at peer group meetings, etc. A second offense of substance use will result in the student being asked to leave Springs Adventist Academy for at least one complete semester. Before being allowed to return, the student must get further professional assistance as approved by the school. If the student selects an approved education program, a contract of intent between the student, parent, and school will be signed.

Email Access for Students

Students in grades 5-8th will be assigned a school email address. This address will be used to communicate school business with the student. Students are expected to check their school email daily.

Harassment/Sexual Abuse Policy

It is the intent of Springs Adventist Academy to provide an environment that is safe and free from harassment. It is vital that everyone respects and uplifts one another. No one must ever be placed in a position of embarrassment or disrespect because of the behavior of another. To place an individual in this type of embarrassing position would be a violation of God's law and the law of the land, which protects human rights. SAA expects both students and faculty to avoid any unwelcome behavior or conduct toward others, which could be interpreted as harassment.

Definitions

Sexual harassment includes — but is not limited to — the following either in person or through use of technology/social media:

- Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature.

- Unwelcome sex-oriented comments (e.g. kidding, teasing, joking degrading or offensive sexual comments, sexual gestures)
- A suggestion, requests, pressure, threats, or demand for sexual favors
- Unnecessary or inappropriate touching of an individual, (e.g. patting, pinching, hugging, repeated brushing against another person's body)
- Inappropriate visual conduct which creates embarrassment or suggests an interest in sexual activity

Other harassment on account of age, race, ethnicity or disability includes — but is not limited to — the following either in person or through use of technology/social media:

- Subjecting others to derogatory remarks, insults, slurs, jokes, or tricks based on age, race, ethnicity or disability.
- Denying opportunities to participate in training or educational programs on account of their age, race, ethnicity, or disability.

Reporting Incidents

If an individual encounters sexual harassment or harassment on account of age, race, ethnicity or disability from faculty members, students, or others on our campus, the following steps should be taken immediately:

- Make it clear that such behavior is offensive and must be stopped immediately.
- Report the incident(s) to the school's administration. The individual receiving the report will make written record of the complaint.
- The school's administration will conduct all discussions in an objective and thorough manner and will advise the person making the complaint not to discuss the matter with anyone else due to the sensitivity of the complaint. The person to whom the complaint is made will keep any information received strictly confidential, except as necessary to investigate or rectify the matter.

Third Party Reports

Staff members or students aware of incidents of apparent sexual harassment or harassment on account of age, race, ethnicity or disability at school or at school-sponsored functions are responsible for reporting such incidents to the school administration for investigation.

Response/Investigation

All complaints will be taken seriously. Each incident will be investigated privately and with the keeping of notes. Complaints of sexual harassment and harassment on account of age, race, ethnicity or disability will be investigated promptly. The determination of whether or not a particular action constitutes sexual harassment or harassment on account of age, race, ethnicity or disability will be made from the facts on a case-by-case basis. The investigation will include, at a minimum, confidential interviews with all involved persons and written statements regarding the incident(s). The investigation and results will be documented in writing and the results reviewed with the person making the complaint and the person being

accused. This review will include an explanation of any corrective action to be taken. All individuals involved in the investigation and results will be cautioned to maintain strict confidence.

Corrective Action

If the investigation indicates that harassment has not occurred, the person making the complaint and person being accused will be notified of the results and cautioned regarding future compliance with the organization's harassment policy. All persons, entities, or organizations, which were notified of the indication of these proceedings, will also be notified of the results, to the satisfaction of the administrator conducting the investigation in consultation with the person being accused.

If harassment is found to exist, Springs Adventist Academy administration will take prompt corrective action. Discipline will be given according to the type of behavior and the age of the offender. Progressive discipline will be given unless the first offense is of a serious nature. Depending upon the severity of the act, the discipline may range from a written warning (copy of which will be placed in the offending person's file) to immediate dismissal.

Hazardous Materials

As required by AHERA, the federal law that governs asbestos in schools, SAA has been inspected for asbestos. Some non-friable asbestos containing material is present. This material does not present any health hazard as long as proper maintenance procedures are followed. This we are doing. There is a Management Plan in our files that is available for you to look at if you so desire. This Management Plan gives instructions regarding the maintenance procedures for materials that contain asbestos. You may contact the school principal for further information.

Internet & Technology Acceptable Use

Springs Adventist Academy offers Internet access for student use. This document contains the Acceptable Use Policy Agreement for student use of this internet.

One to One Policy

All students at Springs Adventist Academy will have access to either a desktop computer, Chromebook or Ipad during the year.

In Grades Pre-K-4th there are enough desktop computers or iPads for each child in the classroom to be on a device doing their assignments at the same time. However computers/iPads will not be assigned to individual children.

Grades 5-8th will be provided with a school-owned Chromebook and/or iPad for their use during the school year. Chromebooks should be kept in the provided protective case/sleeve. Students must not make any alterations to the hardware or software configurations already set on the Chromebook/iPad.

Any damage or malfunction should be reported to the Principal as soon as possible.

The school will be responsible for repairs resulting from normal wear and tear or accident. Repeated or excessive damage of a Chromebook/iPad due to negligence will result in a repair fee of \$25 to be paid by the family.

The school provides standard content filtering on school-provided devices. It is important to note that any filtering system is not 100% effective – students should follow all school rules to avoid inappropriate web sites.

Inappropriate use of the Chromebooks/iPad will result in confiscation of said Chromebook/iPad and appropriate disciplinary measures will be taken. On the first offense the Chromebook/iPads will be taken for the day with a behavior write-up. On a second offense, the Chromebook/iPad will be held for a day, student will be charged a \$10 fine, with a write-up. On a 3rd offense or after the Chromebook/iPad will be held for one week, student will be charged a \$10 fine and a meeting may be called with a parent.

Educational Purpose

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

You may not use the SAA internet connection for commercial purposes. This means you may not offer, provide, or purchase products or services through the SAA connection.

All students will have access to Internet World Wide Web information resources or any other information resources specific to the Internet Provider Service connection used by SAA through the school account. However these information resources may only be accessed with the direct knowledge of the teacher or teacher's agent and when an adult is present in the room. Students will have email access only under the direct supervision of the teacher or teacher's agent using a school account.

The student and the student's parents must sign this Acceptable Use Policy Agreement to be granted permission to use the SAA Internet connection. The parent or the school may withdraw this permission at any time.

Appropriate Uses

The following uses of the SAA Internet connection are considered acceptable:

Personal Safety

- You will not post personal contact information about yourself or other people. This includes the name, physical description, address, telephone number, school or work address of you or any other person.
- You will not agree to physically meet with anyone you have encountered online without your parent's approval. Your parent should accompany you to any such meeting.

- You will promptly disclose to your teacher or teacher's agent any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

- You will not attempt to gain unauthorized access to the SAA Internet account or to any other computer system through your authorized access. This includes attempting to log-in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing".
- You will not make deliberate attempts to disrupt the computer system or destroy data by any means including intentional creating or spreading of viruses. These actions are illegal.

System Security

- Under no conditions should you attempt to change your password or provide it to another person.
- You will immediately notify the teacher or teacher's agent if you have identified a possible security problem.

Use of Inappropriate Language

- Restrictions against inappropriate language apply to public and private messages and material posted on web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any such messages or material posted.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses another person. If you are told by a person to stop sending them messages, you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for privacy

- You will not re-post (forward) to another person a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.

Plagiarism and copyright infringement

- You will not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be confusing. If you have questions, ask a teacher.

Inappropriate access to material

- You will not use the SAA Internet connection to access material that is profane, obscene, or that advocates illegal acts, violence or discrimination toward anyone regardless of whether or not any governmental prohibition exists against such material. Pornography and hate literature, so called, are examples of prohibited materials.
- If you mistakenly access inappropriate information you should immediately tell your teacher or teacher's agent. This may serve to protect you against a claim that you have intentionally violated this policy.
- You should follow the instructions of your parents regarding any additional material that they think would be appropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.

Privacy

You should expect only limited privacy in the contents of your personal files on the school's computers. Routine maintenance of the school's computers including your personal files may lead to discovery that you have violated this policy. By signing this policy statement you along with your parents, consent to a routine examination of your files on any of the school's computers to determine compliance with this policy or the law. Your teacher or teacher's agent and your parents have the right to examine the contents of your e-mail or other computer files.

Personal responsibility

When you are using the SAA Internet connection you may feel like it is rather easy to break a rule and not get caught. This feeling is misleading because when you use a computer or computer network you leave little electronic footprints, so the odds of getting caught are really about the same in the real world. But for a person to choose to follow a rule or not based on the likelihood of getting caught reveals much about a person's character.

Cyber bullying

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing someone by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of bullying. Students who violate this policy will be subject to disciplinary action, which may include suspension, expulsion and/or notification to the appropriate authorities.

Lockers (Grades 5-8)

At registration, each student may be assigned a locker with a combination lock. Students are responsible to keep their lockers closed and secure at all times. All changes in locker assignments must be made through and with the permission of the administrative office. There may be an additional charge for locker reassignment. The school reserves the right to inspect student lockers at any time without advance notice. A \$20 fine will be assessed if the school-locker is damaged or dirty. Students seen vandalizing or attempting to open a locker not assigned to

them, will be charged a disciplinary fee.

School Day/Before & After School Care

Regular school hours are from 8:00 a.m. to 3:30 p.m. (8:00-12:00 on Friday) K4-8th grade students are encouraged to be at school during school hours only and should not be on campus before 7:15 a.m. or after 3:45 p.m. unless they are in a class or authorized school activity. Before school care starts at 7:15 a.m. – 8:00 a.m. M-F and is \$5.00. SAA cannot take responsibility for supervising students who are on campus before 7:15 a.m. or after 3:45 p.m. unless they are involved in an authorized school activity. After school care will be provided for all students who are still on campus after 3:45 p.m. (12:15 p.m. on Friday).

School Property

Students and their parents assume full financial responsibility, including restitution, for any school property or the property of other students that they damage. In addition to restitution, an additional fine of \$25.00 may be imposed if the administration determines that the damage was intentional.

Sickness, Medicine & Insurance

SAA policy is to keep your child home if any of these are present:

- A fever of 100°F or higher
- Has vomited, had diarrhea, or a temperature in the last 24 hours
- Is in the first 24 hours of antibiotic treatment
- Has a cough or other symptoms you wouldn't want your child exposed to

Your child should have a normal temperature, without taking any medication, for 24 hours before coming back to school.

First Aid and Medication - All Springs Adventist Academy staff is trained and certified in CPR. Unless there is an accident or sickness requiring immediate emergency action, only minimal first aid will be provided. The only conditions under which school personnel may administer any medication (including aspirin and cough drops) are as follows:

- a. If students are required to take any prescription medication during the regular school day, it will be allowed with and the assistance of designated school personnel if the school receives a completed *Medication Administration Form*.
- b. The school does not permit self-administration of drugs by students, whether prescription or not. In cases of life threatening disorders (i.e. diabetes, asthma, allergies, etc.) the parent must fill out a *Medication Administration Form* at the beginning of each year or when it becomes necessary. (Please discuss this with the office.)
- c. No medication will be given for more than 15 consecutive days without written, current, and unexpired instructions from a licensed health

professional.

- d. All medication must be delivered to the school in the original container bearing the original label. If the medication is prescribed by a doctor, the label must contain the name and place of business of the seller, and date of such prescription, the name of the person for whom such drug is prescribed, the name of the member of the medical profession who prescribed the drug and must bear directions for use as prescribed by the physician. Medications will be kept in a secured area.

Special Medical Status - If your child has a special medical condition such as diabetes, asthma, compromised immune system, serious food or insect allergies please discuss this with the office and the teacher before school begins. The *Special Medical Information for School Form* must be signed and on file at the school before the student begins class.

Insurance Coverage - The coverage is limited to injuries sustained during participation in authorized school activities during the term of the policy. Student insurance coverage is written on a secondary basis with no deductible or co-insurance. Coverage includes ambulance, hospital, doctor, and medical bills for injuries that occur while a student is in the care, custody, and control of SAA. Coverage is provided for school activities both on and off school premises. Injuries must be immediately reported to qualify for coverage.

Snow Days

The safety of our students is our first concern. Parents' decisions in keeping their children at home due to the weather will be honored. Parents who live in outlying areas need to determine if local road conditions are safe even when school is in session. Parents need to inform the school if their children are unable to attend school due to hazardous road conditions. It may be necessary to cancel or have a delayed start due to inclement weather. When a decision is made to close or delay school by 6:00 a.m., a text message will be sent to all parents informing them of the closure.

If we are at school and need to call for an early release, we will contact all parents through text or telephone that you must pick up your children immediately because it is too hazardous to continue school.

E-Learning Day – In the event that a two-hour delay is not advised, and SAA is out of snow days or it is a Friday, we will call for an online instructional day. In this case students will work from home using the Internet or, in some cases, an assignment pack previously sent home for such an occasion.

Traffic Plan

Purpose

Springs Adventist Academy is committed to managing traffic and parking in a safe and effective manner for the benefit of its students and the community. As a matter of school policy, SAA property is to be used for all pickup and drop-off of students and for parking for school events.

Safety Precautions

As a matter of school policy, no electronic devices of any kind, including Bluetooth or other hands-free devices, may be used by drivers in the areas designated as Staging and Loading Areas. Further, to ensure the safety of all, a vehicle may not exceed 10 mph on school property at any time for any reason.

Springs Adventist Academy's parking lot is a one-way parking lot. There is one entrance and one exit please adhere to this directive to keep our students safe.

Pre-K Drop Off and Pick Up

K4 students must be signed in by a parent, guardian or authorized person. Parents, guardians, or authorized persons must accompany the child to the classroom door and sign them in and out in their classroom.

Early Afternoon Pickup

If you need to pick your child up from school early for a doctor's appointment or another pre-arranged reason, you must park in the parking lot and come to the front office to sign your child out before 3:30 p.m.

Early pickup is intended to be used as an exception and will not be allowed on a regular basis. Routine early dismissal is disruptive to the student(s) and the entire class. The office reserves the right to deny early pickup.

Afternoon Walkers

At 3:30 p.m., students designated as "Walkers" will be released from class and allowed to exit the building through the main entry. Rocky Mountain Conference and their employees and volunteers are not liable or responsible for the welfare of a child or child's behaviors and actions while walking to or from school property. SAA does, however, request that every parent and student act responsibly and respectfully when traveling to and from school property. All students and parents should be mindful that their actions impact the reputation of SAA in the community. Walker designation can be revoked at any time at the school's sole discretion. Parents/Guardians meeting Walkers on a public street must obey all traffic laws and parking signs and are subject to being ticketed by the El Paso County Sheriff if laws are not followed.

Emergencies

It is possible that emergency vehicles will need to reach the building during drop-off

and/or pickup times. In the event of such an emergency, please follow the instructions of the Faculty/Staff Member on Duty. In the absence of such instruction, make every effort to make way for emergency vehicles on your own. If you are exiting the parking lot, stop and wait for the emergency vehicle to pull to the front of the school. If you are in a Loading Area, pull into the parking lot and park. Importantly, vehicles may not be parked and left unattended in the fire lane at any time.

Inclement Weather

If there is inclement weather in the morning, please check your cell phone for a text concerning delays and cancellations.

Due to limited parking at the school, there are no provisions for inclement weather except for lightning. In the event of lightning, drop-off and/or pickup will be suspended; all children and staff will remain inside the building. Drop-off and/or pickup will start when it is safe to do so.

In Colorado, the weather changes frequently. Accordingly, please provide your children with clothing appropriate for inclement weather.

Parking

There is no overnight parking permitted on the SAA premises unless special permission from the office has been obtained. Do not park and leave your vehicle in the dropoff/pickup lines or in the fire lanes. The school reserves the right to have any unattended vehicle immediately towed if that vehicle is illegally parked, could impede the progress of drop-off/pickup, or is considered a threat to safety.

Emergency Lock Down

In the case of an emergency that requires the school to be locked down (e.g., criminal in area, crime scene next door, tanker truck spill), parents/guardians will be notified via texting. Parents/Guardians are not allowed into the building until the conditions have improved and SAA has given the "all clear." Parents/Guardians will be notified electronically when they may pick up their children.

Waytogo Carpool

Reduce traffic congestion, improve air quality, and make life better for our community. As a school, we want to support and provide a way for you to connect with your neighbors and carpool to school. The office will be happy to assist you in finding creative ways to get your child to school. Please contact the office for more information on WAYTOGO, which is our way of informing each of you of families who live in your area.

Visitors

We are proud of our school and encourage parents and board members to make an appointment to visit the classrooms. Please make arrangements through the office and sign in when you arrive. We request that K4 children visit only when attended by a parent. Students are not permitted to bring guests to school with

them without obtaining prior permission from the principal at least two days in advance.

Volunteers

As partners in the important process of helping children learn, educators and parents form a powerful team. By sharing your time and talent, you can enrich the learning experience for students and provide needed support to teachers. Everyone who comes into SAA has a valuable part to play in making this the best place it can be to learn. Volunteers are valued at SAA and they help make our school run more efficiently.

All volunteers are required to have a Rocky Mountain Conference Volunteer Service background check. No individual will be allowed to serve as volunteer until the screening process is complete. Please be aware that the volunteer screening process will take some time. Our commitment to you is that we will endeavor to provide a safe environment and a joyful experience for your children. We will keep all information received during the volunteer screening process confidential.

What Not to Bring to School

Skateboards are not to be used on school property. If these items are brought to school without prior permission, they may be taken away. Jewelry may be taken and may not be returned until the end of the school year. The school does not assume responsibility for lost or stolen property. Knives of any kind or other weapons are not to be brought to school. **Colorado State law requires that school officials report to the police any knives or weapons brought onto school property.**

DRESS CODE/PERSONAL APPEARANCE

Springs Adventist Academy believes that the dress of an individual says a lot about the individual and the organization with which they are associated. The dress code for the school applies from the time the student arrives until they have left the campus.

Enforcement

When a dress code violation occurs, the student will be sent to the office. Students who violate the dress code will be required to take off the item and or change into appropriate attire before returning to class. A phone call to parents for appropriate clothing to be brought to school for the student, or the student being sent home for failure to comply is solely determined by SAA Administration. Subsequent offenses may result in a one-day in-house suspension with homework allowed to be made up or an in-house suspension with no credit given for the day. The Administration, Faculty and Staff reserve the sole right to interpret and enforce the student dress code.

All clothing must fit appropriately, be free from holes, rips, and paint, and be loose enough to allow free movement and not draw attention to the shape of one's body or show any skin or underwear while sitting, bending, or standing.

Shirts/Blouses

- Polo-style shirts, collared shirt/blouse, or official SAA t-shirts only.
- May be long, three-quarter or short sleeved but not sleeveless.
- Shirts with tails must be tucked in.
- Must be long enough to cover the midriff when arms are raised and modest when standing, sitting, or bending.
- May be any color with a small trademark logo only, no slogans, images, text, or graphics.
- No denim or flannel of any color.

Pants/Shorts/Capris

- Slacks or chinos (Dockers-style), pleated or flat-front of any solid color.
- Must be properly fitted at the natural waist with no skin or underwear showing.
- No denim of any color, sweatpants, flannel, knit, fleece, or cut-offs.
- Must be no more than 3 inches above the knee.

Girls Dresses/Skirts/Jumpers

- No denim or flannel of any color
- Must be worn with collared shirt/blouse underneath.
- Dresses must also have a collar showing.
- Hem must be no shorter than 3 inches above the knee.
- Dresses/Skirts should have shorts, tights, or leggings underneath for the lower grades to protect their modesty.
- Sun dresses, and other types of dresses with straps, are not acceptable outerwear.

Outerwear

Long sleeve t-shirts or turtlenecks worn under the polo may be of any solid color. All sweaters must be a solid color. No writing, print, design or embroidery of any kind is acceptable, unless it is Springs Adventist Academy attire. Sweatshirts may not be worn during school hours, unless it has an SAA logo. At this time, winter coats will not have a color restriction.

Other Requirements

- Stretch pants, yoga pants, tights, flannel, and sweats are not acceptable as outerwear outside of physical education classes.
- Non-marking shoes are to be worn at all times in the school building. No sandals, open-toed shoes, slippers, platforms, high heels, or flip-flops. Students in K-4 should wear athletic/sneakers/tennis shoes at all times.
- No hats, caps, headgear of any type, or sunglasses are allowed to be worn inside the building.
- Leggings CANNOT be worn in place of pants, including leggings with pockets.
- Clothing may not show cleavage, midsections, or backs and may not be excessively baggy or tight.
- Hair is to be kept clean, trimmed, out of the eyes, of natural color, and should not attract undue attention. Boy's hair should not be allowed to grow below the ears in front or below the bottom of collar in the back.
- Make-up is to be natural and in good taste. Natural tone fingernail and toenail polish may be worn.
- While the wearing of jewelry is a personal decision, it is not to be worn at school or at school events. Jewelry such as rings, bracelets, chains, earrings, and necklaces should be left at home. This includes "WWJD" jewelry. Jewelry worn to school is subject to confiscation and will be returned to parents.

5-8 Grade PE Attire

- Gym wear is to be worn for PE Class only.
- Loose-fitting short or long sleeve t-shirts or sweatshirts that cover the midriff when arms are fully raised.
- Modest shorts, athletic pants, or sweatpants.
- Shoes must be non-marking running or cross-training shoes.
- Appropriate physical education dress is part of the PE grade.

HOME SCHOOL POLICY

Springs Adventist Academy recognizes that some families need to choose a home school, correspondence program, or non-accredited school for their child prior to enrolling at Springs Adventist Academy. Requests for recognition of such credits must be made to the Academic Standards Committee. The request should be accompanied by course descriptions of the classes taken, proof of the work (including both content and time information) that was performed by the student for the class. The student's level will be validated by standardized tests where available and by other tests as may be deemed advisable.

We urge families considering one of the above options to consult with the registrar or principal so that their program will coordinate with SAA's requirements.

Lower School (K-4th Grade) students may apply to take up to two classes at Springs Adventist Academy without becoming a full time student under the following regulations:

- A maximum of 2 classes or specials other than a sport
- Tuition fee of \$40 per class per month for Lower School
- Students will need to submit the online application and pay the application/enrollment fees.
- Students wishing to participate in field trips and other class events must also pay the registration fees.

Middle School(5th-8th Grade) students may apply to take classes at Springs Adventist Academy without becoming full time students under the following regulations:

- A maximum of 2 classes or specials other than a sport
- Tuition fee of \$40 per class per month
- Students will need to submit the online application and pay the registration fee
- Students wishing to participate in field trips and other class activities must also pay the registration fee.
- Students may be considered members of a class if they participate in all fundraising activities and other required class activities

Non-SAA Student Participation in Athletics

Non-SAA students will be allowed to play team sports at Springs Adventist Academy. Prior to practicing or playing a game, a student must turn in an application form, consent to treat form, sports physical form and sports fees.

Fees:

- Application Fee - \$100 per year
- Middle School Sports - \$125 per quarter

ATHLETIC INFORMATION

Mission Statement

The mission of the Springs Adventist Academy Athletic Department is to develop a Christ-like character in students through sportsmanship, teamwork, honesty, respect and integrity.

Department Philosophy

Athletics is an important part of the educational program that seeks to develop young men and women spiritually, physically, mentally, emotionally and socially. It is a privilege to participate in the program and carries with it a responsibility to God, school, team and the individual student. The program promotes Christian sportsmanship. By teaching young people to respect teammates, coaches, officials, opponents and fans; demonstrate fair play; promote a sense of school pride; and lead by example on and off the court. All students are encouraged to develop skills in recreational and athletic activities that will enable them to maintain good health throughout their lives.

All students participating in extracurricular athletics programs will be required to have a sports physical current within the last 365 days before the start of practice.

Physical Education Classes

Springs Adventist Academy offers physical education from K4 through 8th grade. For each grade level, a variety of age-appropriate skills and lessons are learned. Some of the basic skills taught at the lower levels help students learn hand/eye coordination, juggling, team building exercises, skipping, hopping and other fun exercises. As students reach 5th grade and continue on into middle school, they are trained in the fundamentals of basketball, softball, soccer, volleyball and other team sports.

MUSIC AND FINE ARTS INFORMATION

Mission Statement and Philosophy

The Music and Fine Arts Department at Springs Adventist Academy seeks to inspire young people of all ages to be actively involved in the arts in its varied forms so they can glorify God, minister to people, learn focus and discipline, be part of a music making community, and grow to become well rounded individuals who appreciate music and the arts, understand its power to serve and are committed to making it a part of their lives as adults and parents themselves.

Summary of Program

At Springs Adventist Academy every student has a tremendous opportunity to grow their musical and artistic God given abilities, to discover new abilities and to learn new skills. The school fosters and hosts many private lessons and encourages all students to take advantage of one on one instruction. Many of the groups participate in many church services in the area.

Music Program

Music is an integral part of our program. We believe that the fine arts help our students develop fully in all areas of their lives and that music is one of the most precious gifts God has entrusted us with. Because of this belief, all students at SAA participate in music class. As part of the music program for lower and middle school, students will get a chance to participate in exciting and educational events such as the Christmas program and the annual Rocky Mountain Conference Music Festival. These events develop such skills as choral singing, choreography, and acting. The music department highly encourages those students who excel in music to develop their potential in the context of private lessons. Finally, students are expected to participate in the spiritual program of the school by learning to lead worship, singing, playing their instruments, or sharing the talents that God has given them in the context of worship.

ACADEMIC INFORMATION

LOWER SCHOOL (Grades K4-4th Grade)

K4 - Assessment

K4 – Reading Readiness, critical thinking and social skills are assessed 4 times per year

Grading System

Grades K-2 – E, S, N

Grades 3-5 – Letter Grades

Grade Reports

Quarterly grade reports will be given to parents after the end of each quarter. Report cards should be examined carefully by the parent(s)/guardian(s), both for academic achievement and conduct. There will be two formally scheduled conferences with the teacher during the school year with a third conference available upon request. However, teachers are more than happy to discuss your child's achievements or conduct at any time. The end-of-the-year report card will be mailed when financial clearance has been made.

Assessment

Iowa Tests of Basic Skills (ITBS) will be administered for grades 3-8th each fall. Dynamic Indicators of Basic Early Literacy Skills (DIBELS) is usually completed for Kindergarten-6th grade in September, January, and May. The Wide Range Achievement Test 4 (WRAT4) is administered in September and May to Kindergarten-2nd grade. Teacher observation and daily student work offer, perhaps, the most valuable data for observing student growth and, when combined with formal testing, create a dynamic model for promoting high achieving students.

Incompletes

Students who receive an incomplete because of extended illnesses or other reasons must make arrangements with the teachers to make up missed work within a period of three weeks. The student has the option of petitioning for additional time to the Faculty Committee. Failure to complete this work in the specified time will result in changing an "I" to an "F".

MIDDLE SCHOOL (Grades 5-8th)

Grade Reports

Quarter (approximately every 9 weeks) grade reports will be given/mailed to the parents. Report cards should be examined carefully by the parent(s)/guardian(s), both for academic achievement and conduct. There will be two formally scheduled conferences with the teacher during the school year with a third conference available upon request. However, teachers are more than happy to discuss your child's achievements or conduct at any time. The end-of-the-year report card will be mailed when financial clearance has been made.

Grade System

Grades at Springs Adventist Academy are assigned using a letter grade system as follows:

A = Mastery of the course objectives

B = Accomplishment in the course objectives

C = Competence in the course objectives

D = Progression in the course objectives without reaching overall competence

F = Student did not meet course objectives and will receive no credit

I = Incomplete

P = Pass (no grade points)

WF = Withdraw Failing

WP = Withdraw Passing

Completion of the 8th Grade

In order to finish the eighth grade from Springs Adventist Academy, the pupil must complete the following subjects with at least a "D" or above:

Bible

Language Arts

U.S. History

Math

Health/Science

Fine Arts– Art/Band/Choir

Physical Education

Computer Technology

Students who miss more than 7 days (15%) per quarter, or receive an F in any required subject, may not be promoted to the next grade level. No diploma will be given if there is a balance due on account.

Academic Probation

Any student that appears on the D, F and I list in any core subject for any quarter grade may be asked to appear with his or her parents before the Academic Standards Committee to discuss his or her program and how we can work together to make his or her stay at SAA more rewarding.

Acceleration – SAA discourages student acceleration. If a parent or guardian is interested in accelerating for the next year, please make an appointment to discuss the proposal by end of the third quarter of the current school year. Students who successfully accelerate typically are in the 90th percentile or above in academics and are ahead in social, emotional, and physical maturity as well.

Retention – SAA recognizes that some students will need the gift of time before being prepared for the scholastic or emotional challenges of the next grade. In conference with parents, teachers will discuss a student's progress throughout the year, and near the end of the 3rd quarter, discuss the likelihood of a child being retained another year in his/her current grade. This does not mean that the child is a failure or has "flunked" the grade, but current and future success will be better guaranteed by spending another year reviewing the present grades' standards and/or maturing socially/emotionally.

Honor Roll/Principal's List (Grades 5-8)

Honor Roll is for those students who have a 3.5 overall grade point average with no D's or F's. Students with a 3.75 grade point average with all A's or B's will be part of the Principal's List. Students who are successful in maintaining Principal's List status for all of the first three quarters in the school year will be designated as having earned Principal's List status for the current year. Students who are successful in maintaining Honor Roll and/or Principal's List status for the first three quarters in the school year will be designated as having earned Honor Roll status for the current year.

Incompletes

Students who receive an incomplete because of extended illnesses or other reasons must make arrangements with the teachers to make up missed work within a period of three weeks. The student has the option of petitioning for additional time to the Faculty Committee. Failure to complete this work in the specified time will result in changing an "I" to an "F".

Student Leadership Qualifications

A large variety of organizations function with student leadership and faculty sponsorship. Students are encouraged to become involved in these organizations and broaden their experiences. Students who hold major offices* must have and maintain a current quarterly G.P.A. of 2.50 or above and must be in good and regular standing. Other offices require a current quarterly G.P.A. of 2.00 or above. Note: When determining the GPA of a candidate for major and minor offices, the current or cumulative GPA may be used with no incompletes or F's. Students may hold only one major office at a time. Students will lose their office if they are suspended or if major discipline is administered.

**Major offices include class and Student Association (S.A.) Presidents and Vice-Presidents.*