

School Handbook



J.N. Andrews Christian Academy
2773 Loggerhead Road
Cedar Rapids, IA 52411
319-393-1664
2014 - 2015

ADDENDUM

SCHOOL HOURS

School starts at 8:15 a.m. Students should not arrive before 8:00 a.m. All grades are dismissed at 4:15 p.m. Monday through Thursday. There are not regular classes on Friday unless for special circumstances, in which you will be notified ahead of time.

DRESS AND PERSONAL APPEARANCE

All students are required to wear the approved uniform. Please contact ACA to order your school polo. Pants must be black and school uniform quality. Jeans or any type of stretchy pant, leggings, cargo, or athletic pant is not allowed. When weather permits boys may wear black uniform shorts, not jeans or athletic. Girls are permitted to wear black skorts (there should be shorts underneath), and may wear tights or leggings under their skort. Sweaters or cardigans are allowed to be worn in the classroom. The following items are NOT allowed in the classrooms: boots, hats, coats, flip-flops, or jewelry. Students may bring clothes to change into for PE, athletic pants or shorts are allowed. Students must bring comfortable tennis shoes for PE and recess. If you have any questions please contact ACA.

MISSION

The mission of J.N. Andrews Christian Academy is to provide a balanced spiritual, mental, physical, and social education in a Christ-centered environment.

PHILOSOPHY

The Seventh-day Adventist Church believes in God as the Creator and Sustainer of the universe, and the ultimate source of wisdom and knowledge. Each person is recognized as a child of God, with unique gifts and talents bestowed by the Creator. A Seventh-day Adventist education strives to help each student realize the divine purpose for his/her creation and prepare for service in this life and for eternity.

OPENING STATEMENT

J.N. Andrews Christian Academy is part of the Seventh-day Adventist worldwide school system that offers kindergarten through post-graduate education. The system is conducted in harmony with denominational standards and ideals, based on Seventh-day Adventist interpretation of Holy Scripture.

J.N. Andrews Christian Academy is operated and subsidized by the Cedar Rapids Seventh-day Adventist Church, located at 4401 42nd Street NE. Enrollment is open to any student who desires a Bible-based education and who is willing to uphold the standards outlined in this handbook.

The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

The School Board is elected by the Cedar Rapids Seventh-day Adventist church to help maintain the successful operation of the school. This handbook is a reflection of the goals and objectives of the Board. Students and parents are expected to know and comply with the contents of this handbook. Questions or concerns about any policy or enforcement of policy should be addressed to the principal or to any Board member. The Board may modify, eliminate or establish policies, rules, and regulations as circumstances warrant.

Students are expected to conduct themselves according to Christian principles in a manner fitting their age and maturity level. Students must treat others with respect and courtesy at all times. A student whose presence is deemed to be detrimental to the school's scholastic or moral atmosphere may be asked to withdraw.

The school's teachers are certified by the state of Iowa and by the North American Division K-12 Board of Education. The school is accredited through the North American Division Commission on Accreditation of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc.

GENERAL INFORMATION

Families need to provide a lunch for their students, unless notified in advance that a hot lunch will be served. Lunches may be stored in the student's locker or in the refrigerator. Balanced, vegetarian meals are encouraged. Beverages containing caffeine cannot be brought to the school. Soft drinks cannot be brought to school without permission from the teachers. In accordance with Leviticus 11, no unclean meats will be permitted.

Additional fees for field trips, pictures, and hot lunches will be charged during the course of the school year. Parents are asked to budget for such fees.

The school telephone may be used by students only with permission. Long-distance calls made by a student will be charged to the parents.

The principal and Board chairman will confer on weather-related issues, and parents will be notified. Notices will also be aired on radio and TV stations as announced.

Student guests and adult visitors are welcome with advance permission from the classroom teacher and/or principal.

Cell phones, iPods, and other electronic devices are not to be used during school hours. These items must stay in students' lockers and be turned off during the school day.

School authorities have the right to search a student's locker, desk, or work area if there is a reasonable suspicion of forbidden or other items that threaten the safety or educational environment of persons in the school. Unauthorized materials will be confiscated.

Persons with questions or concerns related to possible violations of the law as it relates to child or student abuse should contact the principal or Board chairman.

Asbestos has been an issue of concern for many years. The school has developed an asbestos management plan for the school facilities which includes training for employees, procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the plan is available for inspection in the office.

REGISTRATION

Parents who wish to enroll their children in school must submit the required documents and make financial arrangements on or before the announced registration date. Applications after that date are subject to space in the

classroom. The following must be submitted **for each child** in order for registration to be complete:

- Legal Birth Certificate (New students), **not hospital certificate**
- Health Information, if required (see Physical Examinations)
- Certificate of Immunization Records (Required by Iowa law)
- Emergency Medical Consent Form
- Application Form
- Registration Fee

All applications will be submitted to the Board for approval before the school year begins. The Board reserves the right to refuse admission to any student if it is determined his/her academic, spiritual, or emotional growth cannot be helped by attendance at the school. After the term has begun, the principal may give a student permission to attend classes, pending a decision by the Board.

Parents of students transferring from another school will be given a form to request their academic and health records be sent to J. N. Andrews Christian Academy. **These records must be obtained from the previous school for registration to be complete.**

PHYSICAL EXAMINATIONS

All new students and those entering first, fourth, or seventh grades must have a physical examination, unless one has been done in the past six months. A dated physical exam report must be turned in at registration or within 10 calendar days after the start of school. The school also recommends annual eye, ear, and dental exams.

PLACEMENT

All applicants will be evaluated for proper grade placement. A child will not be admitted to the first grade unless he/she will be six years old on or before September 15 of the current year.

INSURANCE

Each child is covered by an accident insurance policy. The premium is paid out of the registration fee. The coverage is in force during travel to and from regular school sessions and any time the student is on the school grounds or under school supervision during regular school sessions.

SCHOOL HOURS

School starts at 8:15 a.m. Students should not arrive before 8:00 a.m. All grades are dismissed at 4:15 p.m. Monday through Thursday. There are not regular classes on Friday unless for special circumstances, in which you will be notified ahead of time. Students may not remain at school later than 15 minutes after dismissal, unless special arrangements have been made with the teacher. A \$5 fee will be charged for each student remaining longer than 15 minutes after dismissal. After dismissal, students must remain at their desks or as the teacher directs until a parent arrives. Students shall not leave the campus during school hours, except in an emergency or with parental arrangement.

ATTENDANCE

It is the responsibility of the parents to contact the school if a student must be absent. The student's personal illness or the death of an immediate family member are the only legally-recognized excuses for absences. In order for such absences to be excused, parents must provide written documentation to the teacher.

If a student needs to be absent for any other reason, arrangements must be made with the teacher and/or principal in advance. It is the responsibility of the parents to make arrangements for their child to complete any missed assignments.

Regular attendance and punctuality are expected. Tardiness to class is to be avoided. A student who is more than 20 minutes late will be marked 1/2 day absent. If a student develops a pattern of absences that the classroom teacher and/or principal deem excessive, the parents will be contacted and will be expected to initiate action to correct the attendance problem. After a student has accrued 15 days of absences, the parents will be notified in writing that they must meet with the principal, teacher, and Board chairman. If this meeting does not produce regular attendance, the matter will be referred to the County Attorney's office to decide the course of action to keep the student in school.

ACCIDENT AND INJURY

To limit the chance of accident and injury, a responsible adult will be present at all times during recess periods and periods before and after school. Should an accident or injury occur to a student, the school will render first aid and notify the parents. If the injury is serious, immediate medical attention will be sought and parents will be notified as soon as possible.

ILLNESS AND MEDICATION

A child is expected to remain home if he/she has any contagious illness, is running a fever, or is so sick that school performance would be adversely affected. The child should not return to school for 24 hours after the temperature returns to normal. If a child becomes ill at school with vomiting or diarrhea, a temperature of 100 degrees or higher, or general illness that interferes with the ability to accomplish schoolwork, the parents will be called.

If medication needs to be given during school hours, a written statement from the parent and the physician must accompany the medication. The medication must be kept in the original childproof container and labeled appropriately. It will be stored in the school office in a locked cabinet and dispensed by school personnel.

Students may carry bronchodilators on their person in the case of an acute asthma attack. Parents will be notified if the student has to use it more than twice in a 4-hour period.

DRESS AND PERSONAL APPEARANCE

The purpose of appearance and dress is to model Christ-like character. Neither dress nor appearance should be disruptive to the learning atmosphere of the school. Make-up and hairstyles should not be extreme in color or style. All students should wear clothing which is clean, neat, modest, and in good repair. Clothing with messages or double messages not in harmony with Seventh-day Adventist Christian principles is prohibited.

Dresses, skirts and shorts that are modest when sitting and standing are permitted. Modestly-fitting sleeveless dresses or blouses are allowed. The following will not be permitted:

- Tight-fitting clothing
- Low necklines (front or back)

- Sheer materials
- Tank tops and spaghetti straps
- Clothing which features writing on the buttock area
- Chains on jeans
- Clothing which reveals the abdomen when the arms are raised
- Pants which reveal undergarments
- Flip-flop footwear

In keeping with the church's understanding that fresh air and sunshine are vital to good health, students and teachers will participate in outdoor recreation whenever possible.

Students should dress appropriately for weather conditions. This includes boots, coats, hats, gloves for cold weather. Students are expected to wear athletic shoes and socks for recreational activities.

Watches and medical-alert insignia may be worn. Jewelry (bracelets, rings, earrings, necklaces, etc.) cannot be worn.

School attire must be worn on field trips, except by teacher permission.

DISCIPLINE

Occasional infractions of classroom rules will be dealt with by the teacher.

Major discipline problems, including but not limited to: repeated violations of classroom rules, continual disrespect, foul language, cheating, lying, or stealing will be dealt with as follows:

- A) First violation: The student and parent's will meet with the teacher, principal, and/or Board chairman. Discipline will be given.
- B) Second violation: The parent's will be notified immediately. The Board will determine the corrective measures, with suspension a possibility.

If violations of school rules continue, a Board meeting with the parent's will be called to determine if dismissal from school is warranted.

Some violations, including but not limited to: violence to others, willful destruction of school property, lewd or deviant behavior, may require immediate Board involvement. In such cases, the principal and Board will prayerfully work with the student and family to insure that the best interests of both the student and school are met.

Corporal punishment will not be administered at any time, in compliance with Iowa law.

STUDENT SEXUAL HARASSMENT POLICY

J. N. Andrews Christian Academy is committed to providing a school environment that is free from sexual harassment for all students. Students who sexually harass others are subject to disciplinary action which may include dismissal. Employees who engage in sexual harassment are subject to termination.

Sexual harassment is defined as unwelcome sexual advances or requests and/or offensive conduct of a sexual nature. It can be spoken, written, or physical behavior. Offensive pictures, graffiti, jokes, or gestures constitute sexual harassment.

If a student's academic status, progress, benefits, honors, or activities are a condition of sexual conduct, this is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Incidents of harassment should be reported so that school authorities may take appropriate action. Students who have experienced sexual harassment from another student or from an adult affiliated with the school should report the

incident to a responsible adult as soon as possible.

STUDENT RESPONSIBILITY

Every student pledges to willingly observe all school rules and to follow the Christian principles as found in Philippians 4:8: *Fix your thoughts on what is true and good and right. Think about things that are pure and lovely, and dwell on the fine, good things in others. Think about all you can praise God for and be glad about.* (The Living New Testament)

- Students are to be considerate and show proper respect for God, church, country, teachers, and others.
- Students are to be kind to one another in all they say and do.
- Students are expected to be honest and truthful.
- Students are not to use crude or foul language, take the Lord's name in vain in any manner, or discuss interests and activities that don't promote Christian principles.
- Students are to protect and care for school property and the property of others. Any accident or vandalism should be reported. Families will be held financially responsible for damages incurred by the student.
- Students cannot bring to school or discuss anything associated with cults, spiritualism, rock groups, atheism, pornography, or other subjects that do not reflect Christ's character.
- Students are not to use, possess, or supply tobacco, alcohol, or drugs in any form.
- Students are not to have firearms, explosives, knives,

or other dangerous items on school property.

Students should not bring the following items to school, except by permission of the teacher:

- Computers
- Audio equipment
- Toys
- Playing cards
- Pets
- Reading materials that detract from a Christian experience
- Special projects

PARENTAL RESPONSIBILITY

The success of a student's school experience is largely dependent upon the support that his/her parents provide to the teachers and the school program in general. The following guidelines will be helpful to parents as they team with the teachers and Board to provide their child with a positive experience at J.N. Andrews Christian Academy.

- If a parent is concerned with an action of a teacher, please withhold judgment until the issue can be discussed with the teacher and/or principal. If no satisfaction is realized, the parent should contact the Board chairman, who will meet with the parties and attempt to solve the problem according to Matthew 18. If this meeting does not produce satisfaction, the parent should ask to meet with the Board to present the complaint. All discussions should be kept confidential by all parties.
- Parental attendance at school functions is strongly encouraged.
- Parents are asked to support their student's academic endeavors by providing an area at home that is conducive to study.

HOME AND SCHOOL ASSOCIATION

Any member of the local church or patron of the school may be a member of the Home and School Association. The purpose of the Association is to:

- Unite the home, the school, and the church in their endeavors to provide Seventh-day Adventist Christian education for their children
- Provide the opportunity for parents and teachers to develop a positive relationship in their work for the children.
- Assist in providing the school with resources such as teaching materials, books, and equipment so that it can meet the highest standards.
- Furnish social and educational opportunities to members of the church and the community.
- Work toward the goal of enrolling every child of the church in the school.

All interested adults are invited to attend the meetings and programs of the Association. Notice of such is sent by letter or announced in the church bulletin.