



# CONYERS ADVENTIST ACADEMY

## Parent/Student Handbook

2023-2024

### CONYERS ADVENTIST ACADEMY

Conyers Adventist Academy is a Christian elementary school that operates Pre-K through Grade Eight. This school is sponsored by the Conyers Seventh-day Adventist Church under the auspices of the Georgia Cumberland Conference of Seventh-day Adventists and the Southern Union Conference. We are proud to serve the boys and girls that join this community. We offer high quality education and learning experiences that will shape the students' present and future existence. We joyfully welcome our boys and girls to this enriching experience and encourage the meaningful participation of parents and guardians in the education of their children. This Parent/Student Handbook describes policies and procedures that would serve to govern the school experiences for the 2023-2024 school year.

### MISSION

Transforming characters to transform the world.

### GOAL

The goal of Conyers Adventist Academy is to daily nurture young children as we impart sound knowledge, teach the values of work and service, inspire social development and sensitivity to human need, and strengthen self-worth and responsible citizenship for all children that come under the direct influence of the school.

### PHILOSOPHY

Conyers Adventist Academy purports that Christian education enables, refines, elevates, and gives true meaning to human life. God's ideal for each of us is to reach higher than our highest human thoughts. The purpose of Christian education is character formation, restoring the image of God in man. It involves the harmonious development of all human capacities, including the mental, physical, spiritual, emotional, and social dimensions of life.

## **OUR VISION**

Conyers Adventist Academy is a Christian environment in which the God-given potential of each child will be channeled for optimal development as teachers and students focus on all the dimensions of a well-rounded education. We will ensure a safe and serving environment as our approach remains student-related, Bible based, and Christ-centered. We hold dear that the “fear of the Lord is the beginning of wisdom.” (Proverbs 9:10).

## **NONDISCRIMINATORY POLICY**

Conyers Adventist Academy does not discriminate on the basis of race, color, ethnic origin, or religion in admission or educational policies, application for admission, extracurricular programs or any other benefit of the school. As a Christian, Seventh-day Adventist School, students and parents are expected to abide by the principles and practices of the church as it relates to conduct and behavior.

## **SCHOOL SAFETY**

### **A. Weapons**

Conyers Adventist Academy is a weapons free zone. Students, faculty, and staff are not allowed to bring weapons on the campus, except for the presence of any law enforcement officer that may be on patrol on or around the campus. Bringing weapons to school is an offense that would be met with strong disciplinary actions including suspension and expulsion.

### **B. Bullying/Shunning/Harassment**

Conyers Adventist Academy strives to make the school a safe place for all. Any act of bullying, shunning, or harassment will be taken as a serious offense and will be discouraged strongly and disciplined. The school promotes the values of tolerance and respect, and students are taught to incorporate these values in all social interactions. Actions that threaten the physical safety of others are denounced. The use of jokes, teasing, spreading rumors, intimidation, or physical, verbal, or cyber-attacks that target a person’s religion, race, ethnicity, age, gender, or physical features are implied here. The school recognizes the danger of such practices and will not tolerate such practices on campus as students are taught to be a healing presence as they live in the world.

### **C. Health Concerns**

The Academy promotes healthful living and will ensure a healthy environment for students, faculty, and staff. Toxic and poisonous products will be kept out of the reach of children to prevent exposure or contamination. Asbestos, lead, and other substances are not known to be present on the campus.

#### **D. Sexual Harassment**

Sexual harassment refers to sexual advances, requests for sexual favors, and other verbal, physical, or cyber-conduct or contact of a sexual nature that is done by design or innuendo. The school will not tolerate such behaviors. Faculty and staff will be leaders of appropriate conduct. Students are expected to maintain proper conduct in their relationships with others. Age-appropriate training will be provided to students, and they are expected to abide by appropriate guidelines in this regard.

### **ADMISSION PROCEDURES**

#### **Qualifications for Admission**

Conyers Adventist Academy will admit only those students who are willing to comply with the guidelines, philosophy, mission, and objectives of the institution. As a private Seventh-day Adventist school, it upholds the beliefs of the church and students are expected to respect these values.

Conyers Adventist Academy welcomes students of any race, ethnicity, country of origin to all the rights, privileges, programs, and activities made available to students at the school. Home-schooled students must provide proper documentation from state-approved programs. All new students will be on probation for the first semester as all necessary documents are secured and all assessments are completed. Admission to Conyers Adventist Academy is a privilege and may be withheld or withdrawn by the school at its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulation of the school.

Students must be in good academic standing at their previous school and have a desire for learning. Conyers Adventist Academy is unable to accept students who have serious scholastic, physical, or behavior problems, except resources are available for servicing the needs presented.

### **ADMISSIONS AND REGISTRATION**

All prospective students must have an application on file. Applicants will be considered for admission after the following have been completed and received:

1. A placement assessment.
2. Registration and application.
3. Citizenship report, school records. and transcript.
4. Health records and immunization. (Refer to State of GA FORMS (3300 and 3231). Application forms may be obtained from the school office or submitted online

at: [www.conyersadventistacademy.com](http://www.conyersadventistacademy.com)

## **Testing**

As part of the application process, all prospective students, including students with IEPs, are expected to take an entrance exam before acceptance is granted. Prior student's academic performance, age, emotional, and physical and social development will be used for grade placement. The exam will help determine how we can best serve students entering Conyers Adventist Academy. The school reserves the right to determine enrollment based on performance on the assessment.

## **Chronological Age**

A student entering kindergarten should be five years old by August 1<sup>st</sup> of the current year. A student entering the first grade should be at least six years old by September 1<sup>st</sup> of the current year. This policy is according to the Georgia Cumberland Conference of Seventh-day Adventist and the State of Georgia.

## **Medical Examinations and Immunizations**

The State of Georgia requires all students entering kindergarten through 12<sup>th</sup> Grade to have all age-appropriate immunizations and to take a medical examination or provide proof of one taken within the last twelve (12) months. All students entering the Conyers Adventist Academy must have, according to the State of Georgia, documented proof of the following immunizations:

1. Diphtheria, Pertussis, Tetanus – Three injections plus one booster.  
Three injections of DPT for grades 1-5 if injection started at age six.
2. Oral polio – 3 doses plus one booster.
3. Rubella (ten-day measles) - injection or had the disease up to age 10.
4. Tuberculosis Skin Test - required of all students entering the Conyers Adventist Academy for the first time at all grade levels. Documentation of tuberculosis skin test results completed within a year prior to admission is permissible.
5. Mumps
6. Hepatitis B
7. Varicella

Students are given thirty (30) days after they enter school to provide written proof of immunization. After the initial 30 days, students will be suspended from school until the required information is provided.

## **Change of Contact Information**

Conyers Adventist Academy holds the parents or guardians responsible for notifying the office of any change of address, cell phone number, or email address. Parents should notify the office of these changes within seven days.

## **Withdrawing A Student from School**

Parents who find it necessary to withdraw their child from school will need to follow the following procedure:

1. Have a conference with the principal.
2. Return completed Withdrawal Form to the school's office. Seven days' notice is required if a student is being withdrawn.
3. Notify the classroom teacher.
4. Tuition and other account charges must be paid in full before records can be sent to the new school. If a student is in school one day of the month, tuition is due for that month.

## **ATTENDANCE**

All students enrolled in Conyers Adventist Academy are expected to be punctual and regular in attendance. Extreme emergencies, e.g., student illness or death in the family are considered legitimate excuses for absences.

A signed note must accompany the student's absence, which will be taken to the school office. The Principal has the authority to determine whether or not an absence will be excused. A student who is absent more than nine days in any nine-week period, for any reason, is subject to forfeiture of his/her grade.

It will be necessary for missed work, including make-up tests, to be completed and submitted in a timely manner. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test earlier rather than later.

It is the student's or parent's responsibility to schedule time for make-up work. All the work missed during excused absences relating to illness, injury, and death in the family must be made up within one week. Students absent for other reasons do not have this number of days for make-up. In general, students are expected to have assignments ready for class upon return to school or within a reasonable time frame determined by the teacher.

Regular and prompt attendance is essential for success in school. Georgia school law places the responsibility on the parent or legal guardian to ensure that students are in school. Absences caused by illness, death in the family, court appearance, and temporary family emergencies are typical reasons for excused absences. Students who return to school after an extended illness should have a documented medical excuse for being absent. Children will be sent home if they have a fever, injury, or an abdominal distress, or other condition that will threaten their wellbeing or risk exposure to and contamination of others.

## **School Hours**

Regular school hours at Conyers Adventist Academy are **8:00 AM to 3:00 PM** on Monday through Thursday, and **8:00 AM to 2:00 PM** on Friday.

## **Daily Student Supervision Schedule**

Morning supervision will be provided on Monday – Friday at **6:30 A.M until 8:00 A. M.**

Classes begin at **8:00 A.M.**

Lunch is scheduled between **11:00 AM – 12:30 PM** and will be staggered according to grade level.

Conyers Adventist Academy provides an After-School Program. This program allows students to stay on the premises after school hours for a minimal fee. Parents must arrange for their children to vacate the premises as soon as the school day ends if they are not participating in the Aftercare Program. Students remaining after dismissal hours, 20 minutes, will be placed in the Aftercare Program. Charges will be assessed for this service. **The Aftercare Program is from 3:15 PM-6:00 PM Monday through Thursday and from 3:15-5:00 PM Friday. The cost for Aftercare is \$15 per day, \$50 per week and \$175 per month.**

## **Tardiness**

School begins at 8:00 A.M. Any student arriving after attendance has been taken is considered tardy and must obtain a late pass from the office. When students arrive late, class is disrupted. Consequently, students who arrive after 8:30 A.M. will have to be signed in at the school office by parent/guardian before entering the classroom.

An important consideration for parents is to be aware of the volume of traffic and distance that can cause tardiness in attendance. Parents need to plan their arrival at school between 7:40 – 7:50 A.M. to ensure their child has time to be ready for the start of school at 8:00 A.M.

Students who are consistently late/absent may have to withdraw from school and/or be reported as habitually tardy to the Georgia Department of Family and Children Services.

Pre-arranged absences may sometimes be necessary or desired. Such occasions are expected to be minimal. These are unexcused absences; however, students will not be penalized academically. When absences are pre-arranged, all plans for making up schoolwork must be made with the classroom teacher prior to the absence. Students will be allowed to make up

schoolwork according to the individual classroom policy. Requests for a one-day absence must be submitted at least 24 hours in advance. Requests for a longer absence must be submitted at least one week prior to the absence. All requests must be written and submitted in the office.

### **Early Dismissal**

Students will be **dismissed** from the classroom only when the parent, guardian, or designated person arrives in the school office to sign them out. Students are not to wait in the office or by the entrance of the doors but must remain with the parent or authorized adult upon departure from the building.

### **After School Program**

CAA offers an After School Program which starts at 3:15 and ends at 4:15 Monday through Thursday. The classes offered are basketball, writing, reading and math tutoring, art, and cooking. The cost is \$150 a year for one class and \$200 per year for two classes, or \$16 per class per month. These funds can be paid in the office or online. If paying online, please bring in the receipt stating that you have paid.

### **Inclement Weather**

In the event the school closes due to inclement weather (snow, sleet, ice, etc.) an announcement will be made, prior to 7:00 a.m. on 11 Alive WXIA TV, FOX 5 TV, Channel 2 Action News, STAR94 FM Radio, and WSB Radio, AM 70. Parents are encouraged to check the media first. If inclemency develops or threatens while children are at school, parents will be notified via phone, in which case, parents will be advised to pick up their children in a timely manner.

### **School Closing**

Sometimes, weather or other circumstances dictate the school dismissing early or closing for the day. Conyers Adventist Academy will notify parents using their school wide parent alert system. This system notifies parents through email, and/or text or calling post. Administration will also contact local news.

## **ACADEMIC PROGRAM**

### **Curriculum**

Our school follows the curriculum guide outlined by the Southern Union Conference and the General Conference of Seventh-day Adventists. In connection with the Georgia Department of Education, we offer the following courses of study:

Art	Mathematics
Bible	Music
Computer Education	Physical Education
Language Arts	Science
Writing	Social Studies
Grammar	
Spelling	
Handwriting	

### **Grades and Grading**

Student report cards will be issued to parents according to the posted schedule of the school calendar. Parents must attend the scheduled conferences at the end of the first and third quarters. It is expected that parents will take advantage of this time to conference with the teacher. Parents will receive quarterly reports three weeks prior to the issuance of report cards.

### **PreK Developmental Progress Report**

- I - Independently achieves objectives and perform skills
- P - Progressing toward objectives and performing skills
- N - Needs more time to develop

### **Kindergarten Developmental Progress Report**

- E = Excellent
- S = Satisfactory
- N = Needs Improvement



## Grading Scale and GPA

### Grading for Grades 1-8

A+	98-100%	4.0
A	94-97%	3.9
A-	90-93%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	72%	1.7
D	70-71%	1.0
F	69% and below	0.0

**Incomplete Grade:** At the teacher’s discretion, students will receive a grade of “I” if they must make up the required class assignments because of legitimate, excused absences. Students will have two weeks to complete the work. If they do not make up their assignments, they will receive an unsatisfactory grade.

### Grade Point Average

To determine the student’s grade point average (GPA), Conyers Adventist Academy will use the four-point grading system.

### Honor Roll

To encourage all students to do their best academically, achievement awards will be given. Students who receive a grade average between 3.00 and 3.74 and no grade below a “C” will be listed on the honor roll or high honors.

## **Principal's Award**

Students who receive a grade average of 3.75 or higher and no grade below a "B" will receive the Principal's Award. Students must also have zero behavior referrals, zero unexcused absences, and fewer than 10 unexcused tardiness or early dismissals during the entire school year.

Highest Honor	3.75 – 4.00
High Honor	3.50 – 3.74
Honor	3.00 – 3.49

## **Report Cards**

The school year is divided into four grading periods of approximately nine weeks each. Parents/Teacher conferences will be held at the end of the first and third grading periods. Report cards are issued approximately one week after the close of each nine-week period.

All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes, and effort. Please discuss each report with your child carefully. Remember, however, that grades should be guides in learning rather than goals for learning. Often, far too much emphasis is placed on grades. Parents should be reminded that grades are merely indications of present achievement and not indications of one's overall ability to learn.

## **Academic Program Information**

### **A. Cheating/Plagiarism**

Students are expected to commit to academic honesty. Cheating or misusing intellectual property, such as using bits of knowledge from authors, books, or other publications without giving credit to the source is intellectual dishonesty and students may be denied grades for such work or be disciplined with suspension or expulsion.

### **B. Standardized Tests**

MAP will be administered three times a year; once in the fall and winter and then again in the spring. MAP is administered to students in grades 3-8. DIBELS is administered to students in grades K-3 three times a year. WrAP is a writing assessment that is administered in the spring to students in grades 3-8.

### **C. Communication**

#### **RenWeb**

Renaissance Web (RenWeb) is an Internet-based program that allows parents to get more involved in their child's education. It gives parents information about their child's

progress in school. Using the internet, parents can access their child's grades, attendance, discipline records as well as classwork and homework. Information on the

Renweb Server will be secure in that only registered parents will have access. Passwords are needed for access.

To register for Renweb, parents should provide their email addresses to the school, and then go online to the Renweb website. It's quick, painless, and very informative.

- Open your browser and type the URL: [www.renweb.com](http://www.renweb.com)
- Click on the top right button Parents Web Login.
- The District code is: GCC – SDA.
- Type in the email you gave to the school and click New Parent Login.
- Within 10-15 minutes, your password will be sent to your e-mail address.
- When you receive your password, go back to [www.renweb.com](http://www.renweb.com), and then repeat steps 2 and 3.
- Type in the email you gave to the school, the password given to you by RenWeb and click on Parent Login.
- Select Continue to Proceed to Parents Web.
- To view the progress report, select Classroom then Grade Book Summary to get more details. This password is temporary; you may change it.

## **GRADUATION REQUIREMENTS**

It is important that eighth grade students master all their subjects so that they will be prepared for high school. In order to be eligible for an Eighth-Grade diploma, a student must satisfactorily complete the basic prescribed course of study for the eighth grade. The basic coursework includes the following:

Bible	English/Language Arts
Mathematics	Reading
Science	Social Studies
Spelling	

A passing score of 72% must be received in each course listed. A student who fails up to two of these subjects may attend summer school, and upon successful completion of the failed subjects, the student can be promoted to the ninth grade. Students who fail three or more of these subjects must repeat the 8th grade.

### **Graduation Fees**

All graduates will incur a graduation fee of **\$60** to cover expenses related to graduation. The fee includes cap, gown, tassel, speaker, flowers, and diploma.

## **SCHOOL ACTIVITIES**

### **1. Field Trips**

Field Trips are conducted to support the learning experiences of students. All field trips are approved by the School Board and parents will provide necessary consent for their child.

### **2. Music Program**

An important part of your child's educational development is the exposure to music education. Voice and instrumental playing will be part of the music program. The school choir participates in several programs throughout the school year. As these performances are an integral part of the music curriculum, attendance is required. The times, dates, and places of these events are announced in advance to enable parents and students to plan accordingly.

### **3. International Food Festival**

This is a day on which parents, children, friends, and family can enjoy a relaxing, fun-filled day of games, food, and entertainment.

### **4. Assemblies**

As part of the curriculum of Conyers Adventist Academy, assemblies are scheduled for all grade levels. These vary in nature and may include academic, religious, cultural and entertainment programs. In addition, a Week of Spiritual Emphasis is scheduled twice a year.

### **5. Spelling Bee**

As part of the curriculum of Conyers Adventist Academy, an annual Spelling Bee program is scheduled. The objective of the Spelling Bee is to help students spell quickly and accurately, promote correct word usage, and promote students' sportsmanship.

### **6. Science and Math Fairs**

As part of the curriculum of Conyers Adventist Academy, an annual Science and Math Fair is scheduled.

## **7. Chapel**

At the very heart of Christian Education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, daily chapel programs are planned to challenge students to commit or rededicate their lives to Christ, to encourage them to lead a Christian life, and to provide opportunity to praise God for His great gift of salvation. Parents and guardians are invited to attend.

## **8. Special Program**

From time-to-time special programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs.

## **9. Library**

Students will be provided with ample opportunities to make use of the library for both research and reading for pleasure. The library is maintained at great cost. Books are extremely expensive, and the system of inventory control requires much time and effort. Parents are urged to help the School by seeing that books borrowed from the School Library are properly cared for and returned on time.

## **10. Rally Day**

This is a Sabbath day when all the Seventh-day Adventist church schools in the Georgia Cumberland Conference participate in the Sabbath Program. Attendance and participation are mandatory for all students.

### **DRESS CODE**

“No education can be complete that does not teach the right principles in regard to dress.” “In dress, as in all other areas of life, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming.” (Education, pp. 245, 248). The purpose of the school’s dress code is to ensure that students dress modestly (Timothy 2:9), that they do not seek to draw undue attention to themselves, and to encourage a dignity appropriate for the school, setting an appearance that is consistent with the school’s mission and values. It is the hope that all would view the dress code as necessary for creating, not only the proper school environment, but also for creating lifelong learning about personal dress standards, with the understanding that one’s dress is ultimately a matter of the heart (I Peter 3:3-4).

### **It is imperative that all students adhere to the dress code:**

- 1.** Blouses and shirts are always to be tucked in at all times or of an appropriate length to overlap the skirt/slacks. Open back, low neck, tank, or thin-strapped tops may not be worn. Any top that leaves any part of the midriff bare is not allowed.

2. Girls' skirts/skorts should not rise above the knee.
3. Boys' pants should be neat, not sagging, and secured in place with a belt.
4. Socks or tights are always required for boys and girls.
5. Only conservative hairstyles should be worn – cornrows, plaits, twists, locks, and afros should be well groomed. **Excessive use of beads, unnatural color, or distracting styles are unacceptable.**
6. Jewelry is not to be worn on school grounds or at school sponsored functions. These include rings, earrings, necklaces, chains, bracelets or any type of jewelry. No colored or artificially decorated nails, eye make-up, blush and bright lip coloration are not allowed at school or any school sponsored activity. Lip balm is permitted. Purses should remain in the students' bookbag and used only as needed.
7. On Physical Education days students are to come appropriately attired in PE Uniform. Only black sneakers will be permitted.

## **SCHOOL UNIFORM**

The Uniform chosen for the school will include an ensemble that can be purchased at Prestige Uniforms. 5240 Snapfinger Park Drive, Suite 150, Decatur, GA 30035. The phone number for the store is (770) 981-4226. Operational hours are Monday - Friday 10:00 AM until 6:00 PM. Mr. Adams is our person of contact. We strongly suggest a visit to become familiar with the store, organization, and procedures. For an alternate way of purchasing uniforms, go to the link below:

<http://atlanta.educationaloutfitters.com>

### **Girl's**

#### **Uniform Pre-**

**K - 2**

Jumper (Plaid)

Peter Pan Blouse (White Short or Long Sleeve)

V-Neck Cardigan Sweater Navy (Optional for cold weather

Blue/Black Socks

Black Shoes

### **Girl's Uniform**

**3 - 8**

Skort (Plaid)

White Button-Down Oxford Shirt (Short or Long Sleeve)

Plaid Cross Tie

V-Neck Cardigan Sweater (Navy)

Navy Blazer

Blue/Black Socks

Black Shoes

### **Boy's Uniform**

#### **Pre-K – 8**

Gray Pants

White Button-Down Oxford Shirt (Long or Short Sleeve)

Plaid Tie

Navy Blazer

Blue/Black Socks

Black Shoes

### **PE Uniform (Universal)**

Gray Sweatpants (With School Logo)

Gray Sweatshirt (With School Logo)

### **WEEKLY UNIFORM SCHEDULE**

Monday, Tuesday, and Thursday - Regular Formal Uniform

Wednesday and Friday – PE Uniform (Long or Short Sleeve)

### **Pre-K Uniform**

#### **Girl's**

Dark Blue Skirts

Light Blue Polo Shirts

Blue/Black Socks

#### **Boy's**

Khaki Pants (Long)

Light Blue Polo Shirt

Black/Blue Shocks

Black Shoes

**Pre-K Uniforms can be purchased at Walmart, Target, or other places that sell school uniforms.**

If a student is observed by a teacher or the principal to be in violation of the Dress Code, the parents or legal guardian will be called, and the student may be sent home to make needed alterations. If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day.

Since this is normally a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress. If a student is judged in non-compliance, complaints or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his/her parent or guardian who is responsible for proper dress consistent with the spirit of the Dress Code. Continued noncompliance may result in student suspension or referral to the School Board for expulsion. The principal is charged with enforcing the standards established by the School Board.

## FINANCE AND ACCOUNTS

The following are the present charges for tuition and other fees and policies that govern the charges and collection of fees for the 2019-2020 school year at Conyers Adventist Academy.

<b>School Fees at Conyers Adventist Academy</b>			
	Pre- K/Kindergarten	Grades 1-6	Grades 7-8
Conyers Members	\$380.00	\$385.00	\$455.00
Constituent Members	\$430.00	\$435.00	\$505.00
Non-SDA Members	\$480.00	\$485.00	\$555.00

### A. TUITION POLICIES

- Registration fee plus the first month's tuition are due prior to enrollment.
- All tuition payments should be paid to the office personnel.
- The School Board has agreed to allow parents to pay their tuition in 10 monthly installments from August to May. A 10% discount (or one month's tuition) is allowed if a year's tuition is paid in advance. The deadline for this discount is September 30. Also, if a family has more than one child enrolled in the school, a 10% discount will be given for each child.
- Billing statements are sent via email on a monthly basis. You are encouraged to view your statement carefully and report any discrepancies within ten days. If you do not receive a monthly statement, please notify the office.
- Tuition is due on the first business day of each month. Tuition paid after the 10<sup>th</sup> is considered late and a late fee of \$25.00 will be charged to the account.
- If a student account is more than 30 days late, the student is not allowed to return to school until the account is brought current. All accounts more than 30 days late will be referred to the School Board. Students that are not attending due to non-payment must withdraw after two weeks.
- A \$30.00 fee is imposed on all returned checks and any additional bank fee. The bank fee is determined by the account holder's bank. After two returned checks, future payments must be made via cash, money order, or cashier's check only. No postdated checks will be accepted.
- A student may not re-enroll until the outstanding balance is paid in full.

It is not our intent to embarrass or place any student in an awkward position. Parents are solely responsible for honoring their financial commitments to the School thereby preventing any possible misunderstanding or discomfort.



## **B. AFTER SCHOOL CARE POLICY AND COST**

Conyers Adventist Academy operates an after-school program, which will run from 3:30 – 6:00 p.m. on Monday – Thursday and 2:30 – 5:00 p.m. on Friday. All students remaining 20 minutes after dismissal will be sent to the After-School Program, charges will be assessed accordingly. To participate in the Aftercare Program, an application is required to complete the registration process. The fees for the aftercare program are as follows:

- Daily drop-in rate \$ 15.00
- Weekly fee \$50.00
- Monthly fee \$175.00

Aftercare fees should be paid in advance for those who pay weekly or monthly. Payments are due the Monday of the week of service or the first day of the month of service if paying monthly. Payments are considered late if paid after the close of the business day on Monday. If a student is a drop-in, payment is due at the time of service. No postdated checks will be accepted.

A \$30.00 fee is imposed on all returned checks and any additional bank fee. The bank fee is determined by the account holder's bank. After two returned checks, future payment must be made via cash, money order, or cashier's check only. No posted checks will be accepted.

## **C. AFTER SCHOOL CARE PROCEDURE**

An attendance roster is provided to maintain a record of attendance and for billing purposes. It is mandatory that the Aftercare Director and the parent ensure that a student is signed in/out each time he/she attends Aftercare. The number of days shown on the roster will determine if you will be billed at the daily or weekly rate. It is important that parents pay close attention to their Aftercare account. As a parent, if you fail to sign the roster or pay for your aftercare services, the Aftercare Director will notate the attendance in the roster. Aftercare is an additional expense and is expected to be paid in a timely manner. If an account is delinquent the student will not be able to participate in the Aftercare Program until the account is current. If the matter is not resolved within 30 days, the student's account will be presented to the School Board for payment.

## **VISITORS TO CAMPUS**

All visitors must sign in and out in the office upon arrival. Parents or guardians are welcome to visit a classroom if arrangements have been made with the teacher in advance. All visitors

other than a parent must make arrangements with the principal and the teacher at least three days in advance of the proposed visit. An open-door policy is in place for all parents.

### **MEDICATION AT SCHOOL**

If a student requires the use of prescription medication during school hours, the parents are responsible for administration of this protocol. The school will assist by administering the medication regimen if appropriate documentation is provided. As such, the student will be brought to the administration assistant's or principal's office, given the medication, and returned to class. Parents are responsible for informing the school each day of the required regimen.

### **MEDICAL EMERGENCIES**

In the case of medical emergencies, paramedics will be called if a child becomes significantly ill while in school. Otherwise, the parents will be called to pick up the child, and, if necessary, the child will be transported to the nearest medical facility for non-emergency care. Charges will be directed or billed to the parent.

In the event of a medical emergency, the school will make every reasonable effort to contact the student's parents or guardians as specified on file. If contact cannot be made with the parents, the school will exercise the authority given to seek proper care for the student.

### **EMERGENCY MEDICAL AUTHORIZATION FORM**

The school must have an Emergency Medical Authorization Form on file for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. This form will be used only by a School official when a parent or legal guardian cannot be contacted.

### **DOCTOR AND DENTAL APPOINTMENTS**

Whenever possible, all medical and dental appointments must be made outside of regular school hours. If this is not possible, parents or guardians should notify in advance the teachers that are affected by the student's absence, and a note should then be presented at the office for verification and sign-out before a student may leave school.

### **CHILD ABUSE/NEGLECT/HARM**

Conyers Adventist Academy is bound by federal and state law to report any suspected or reported cases of child abuse and/or neglect. Students who demonstrate an imminent threat to harm themselves or others will be reported to parents and/or proper professionals.

### **STUDENT RELEASE**

At least one emergency phone number is on file at the school office for each student. Students

are released by the school only to those specified by the parent or guardian. Written or verbal communication from the parent or guardian is required before a student is released.

A driver's license or other formal identification card is required from the party in whose care the student is to be released.

### **CONDUCT**

Students must obey all school rules and regulations. Students who violate the rules and regulations, even on the first offense, may be liable to suspension or dismissal from school. Every effort will be made to stimulate students to worthy scholastic endeavors and consistent Christian living. However, the School Board cannot assume responsibility for students who are not in harmony with its stated purposes or whose behavior is inconsistent with the school's rules and regulations. Conyers Adventist Academy reserves the right to suspend or expel a student for misconduct on or off the campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus.

#### **General Discipling Standards**

1. Be respectful and obedient to all adults.
2. Be courteous and respectful to other students.
3. Go directly home after school unless involved in after-school activity.
4. Be released by the school only to those specified by the parent.
5. The following items should be left at home: toys, magazines, gum, candy, personal items of value, radios, skates/skateboards, electronic games, game watches and cell phones.
6. Wear apparel that is appropriate for elementary school age and activities.
7. Respect school property and the property of others.
8. Observe all campus safety rules.
9. Do not use foul language.
10. Keep the school grounds clean and the building free from markings.

#### **Classroom Standards of Behavior**

Individual classroom teachers will have their classroom rules posted in the classroom. A copy will also be available at Parent/Student orientation/open house before school each year. Teachers will send home a list of class rules each student is expected to follow in the classroom.

Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.

## **Discipline**

Teachers and parents should counsel each other regarding the expected conduct of the student. A student whose progress or conduct is unsatisfactory, or whose spirit is out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, will be referred to the School Board for appropriate action.

Inappropriate activity or behavior on campus by students, staff, parents, or visitors should be brought to the attention of the administration. Parents are not to take it upon themselves to confront other parents, discipline students, or anyone else on campus.

## **Electronic Devices**

Students are cautioned about bringing cell phones, headsets CD's, or any type of audio/hand-touched devices (iPod, iPad) on campus or on school events without teacher's or administration's permission. Phones must be silenced and put away during class time. Bringing such devices to school without expressed permission will result in confiscation and parents will need to come to the school to reclaim items that are seized.

## **Hallway Conduct**

Students are expected to:

- Remove hats, unapproved jackets, and outer wear when you first enter the building.
- Always walk quietly to the right side of the hallway.
- Use restrooms, water fountains, etc., without running, playing, or making loud noises.

## **Lunchroom Department**

Students are expected to:

- Quietly enter the lunchroom in a straight, single line.
- Use quiet, polite conversation while eating.
- Use good table manners at all times.
- Dispose of all garbage in the proper receptacles.

## **Preferred Lunches at CAA**

There is no lunch option provided by the school at this time. Students will bring lunch to school that does not require microwave or oven heating. Supervision will be provided by the teachers during lunchtime at school.

In conjunction with the health principles of the Seventh-day Adventist Church, we prefer a vegetarian diet and discourage the use of animal food products on campus. Since it has been

determined that an excess of sweetened products can impede the learning process and behavior, products high in sugar are strongly discouraged from the students' lunches. For example, one may substitute cookies and cake with fruit, nuts, and raisins. Instead of soda, healthy juices are strongly recommended. Candy and gum should not be brought on campus. We do this to maintain a model of a healthy diet and maximize future healthy living, and expect the kind cooperation of parents and guardians.

### **Student Citizenship Policy and Grade**

To maintain clarity of standards and a commitment to the eternal principles in Christian values, this citizenship policy is hereby established. The goal of this policy is to reward the positive choices of Conyers Adventist Academy students who make a commitment to maintain high standards of conduct in their personal and academic lives. This policy is also intended to guide students to make intelligent choices and to correct behavior that is not in harmony with the standards of the Conyers Adventist Academy community.

In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, Conyers Adventist Academy has established the following standards:

At the end of each marking period, every student's citizenship will be reviewed:

- Attentiveness
- Attitude
- Conduct in cafeteria during lunch
- Conduct in classrooms, hallway, and playground
- Cooperation
- Courtesy
- Dependability
- Dress Code
- Honesty
- Language
- Neatness
- Obedience
- Punctuality
- Reverence
- Respect

## **Demerits**

Demerits will include, but not limited to the following:

- Dress Code violation = 1-2 demerits (per occurrence)
- Electronic Device violation = 1-4 demerits (based on recurrence of violation)
- Use of profanity or vulgarity = 2-4 demerits
- Willful accidental defacing or damaging of school property = 1-4 demerits (based on recurrence)
- Inappropriate Public Display of Affection = 1-2 demerits
- Talking back to a teacher or refusing a reasonable direct request = 2-4 demerits
- Verbal disrespect or ill-treatment of a teacher or another student = 2-4 demerits
- Cheating or plagiarism = 6+ demerits and consequence from School Handbook
- Destruction of property/vandalism = 4-8 demerits and pay for damage
- Fighting = 12 demerits and suspension
- Rough play, play fighting, etc. = 6-12 demerits
- Threatening, bullying, or harassing a student or teacher = 12 demerits

In some cases, more than one category of discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.

A citizenship grade will be recorded each grading period, at the end of each quarter based on the following scale:

A = 0-2 demerits

D = 12-15 demerits

B = 3-7 demerits

F = 16 + demerits

C = 8-11 demerits

The Citizenship grade will not be factored into the GPA of the students. The Citizenship grade will not be recorded on transcripts. The Citizenship grade reflects the good conduct and positive contribution of students/citizens at Conyers Adventist Academy.

## **Social Probation**

Students who display poor citizenship will be placed on social probation until their citizenship improves.

A student on social probation will be denied the following privileges:

1. Representing the school in public engagements.
2. Participating in school sponsored trips, or social activities.
3. Holding any school office.

## **Discipline**

Conyers Adventist Academy's discipline is based on the belief that student conduct should lead to student self-management, self-discipline, and self-control. Conduct that is deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior. Student conduct will be documented, and parents notified on the Student's Referral Form. Unwanted behavior that persists will be dealt with in several ways that may include fines, in school or home suspension, detention, or expulsion.

### **Student Disciplinary Plan**

1. **FIGHTING** - (instigating, participating or encouraging), intentionally hurting another student, stealing, bullying in any form (verbal or physical).
2. **INSUBORDINATION** – Defiance/Insolence/Disruptive with Staff Member
3. **VANDALISM** - Vandalism is the willful and accidental defacing or damaging of school property (bus, computers, bathrooms, etc.), other student's or staff member's property. Acts of vandalism will always require restitution (cost of repair or replacement) to the school or person whom the act was committed against.

### **RECOMMENDED DISCIPLINARY ACTION**

- 1<sup>st</sup> offense – Verbal warning, conference with parents, and or counseling with child
- 2<sup>nd</sup> offense – 1 day out of school suspension (OSS)
- 3<sup>rd</sup> offense – 2 - 3 days OSS
- 4<sup>th</sup> offense – Recommendation for expulsion from school

## **General School Rules**

General school rules address student behavior that creates an unsafe school environment. All students have the right to be safe and have the responsibility to keep their hands, feet, objects that may harm, and inappropriate language to themselves. These actions are harmful in nature and will not be tolerated at Conyers Adventist Academy.

1<sup>st</sup> offense is conversation with child and a parent conference if needed

2<sup>nd</sup> offense is 1-day OSS

3<sup>rd</sup> offense is 2 - 3 days OSS

4<sup>th</sup> offense may result in dismissal from Conyers Adventist Academy

### **Causes for Suspension include, but are not limited to:**

- \* Conspiracy or participating in hazing, initiations, or committing an act that injures, degrades or disgraces a fellow student or teacher
- \* Instigating or participating in fights and other forms of boisterousness
- \* Dishonesty, including theft, willful deception regarding violation of school regulations, cheating during examinations, classwork, or any phase of school business
- \* Bringing cell phones, or any such devices to school without the teacher's permission
- \* Non-compliance with dress code
- \* Using profane, indecent language, including lewd suggestive conduct, possessing or displaying obscene literature or pictures
- \* Gambling in any form, or possessing playing cards or other gambling devices
- \* Refusing to obey any school rule
- \* Striking or attempting to strike a teacher

**Suspension may be given for a period of up to 5 days. A suspension is an unexcused absence from school.**

### **Causes of Dismissal include, but are not limited to:**

- \* Using, handling or possessing, drugs, narcotics, or tobacco in any form
- \* Drinking, handling or possessing alcoholic beverages, or furnishing them to others
- \* Using or possessing knives, razors, guns, toy guns, weapons, or any item of physical force



- \* Unauthorized use and/or entry of computer equipment is strictly prohibited
- \* Inappropriate contact or conversation of a sexual nature
- \* Use of computers in a manner that is inconsistent with the school's purpose, philosophy or policies
- \* Failure of parents to cooperate with the school in discipline of their children
- \* Harassment, threats related to the school environment and/or to people, assault or batter of a teacher
- \* Moral misconduct

**The conduct policy is written to help in securing a safe environment for all. Please refer to the Referral Form for assistance. Discipline is intended to benefit and assist in developing life skills that result in an understanding of the consequences for wrong actions or choices.**

### **PROPERTY RIGHTS**

Each student is expected to respect the property rights of the school and of every member of the school community. A parent or guardian is required to pay for damage caused by their child to the school or the property of others. The student should exercise the same care when using school property or supplies as he or she would if the article were his or her own.

A fine will be charged to any student tampering with electrical equipment, fire or safety equipment or any of the locks on school property. A fine will also be charged for unauthorized entry into any area of the building.

School property is to be protected. Defacing or damaging school property, which is malicious or careless in nature and which results in destruction or damage, will result in appropriate disciplinary action.

### **USE OF SCHOOL PHONE**

Students are not allowed to use school phones for regular communication with parents, friends, or others. In some extreme emergencies, a student may be allowed to make a call using the school's phone line.

### **USE OF SCHOOL WIFI**

Students may be allowed to use the school's WIFI for school related work. The unauthorized use of the Internet and accessing of unmonitored or inappropriate websites are not allowed at the school.

## GRIEVANCE PROCEDURE

Occasionally there is a breakdown in communication that leads to misunderstandings. The student is our primary concern and the following steps are offered with this in mind. The following grievance procedure has been established in harmony with the council of Jesus in Matthew 18. We recommend that the steps are followed in sequence:

1. A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems. Notes should be taken and both parties are responsible for signing the documentation. **Parents should not approach teachers during the school day unless cleared through the office.**
2. A parent/teacher conference with the principal may be held if the concerns remain unresolved at the first meeting.
3. Before further action a second parent/teacher/principal conference will be called with the problem stated in written form. Only information pertinent to the immediate situation and individuals should be considered.
4. Any unresolved problems should be brought before the principal and the school board chair.
5. If any of the parties involved still feel that the problem is unresolved, they may request that the matter be placed on the agenda of the school board.

## SCHOOL BOARD

The Conyers Adventist Academy will be administered by the School Board. Board members are elected for a two-year term and would participate in Board Meetings on a regular basis and ensure efficiency and that all matters of administrative concerns would be discussed and executed. The Board has an adopted constitution that would govern its function and processes. Below is a list of the current board members:

### SCHOOL BOARD MEMBERS -2023-2024

1. Naomi Modeste (Chair)
2. Pastor Curtis Fox
3. Marsha Peters (Principal/Board Secretary)
4. Erica Charles
5. Inora Williams
6. James Sumpter
7. Karen Charles
8. Keshier Smikle
9. Rosemarie Wilson-Murray
10. Nathan Fowler
11. Sharon Russell
12. Zoe Griffith
13. Larry Jacobs
14. Venecia Dunbar
15. Carlotta Banks-Holmes
16. Arielle Belegrove

## **HOME AND SCHOOL FELLOWSHIP**

The Home and School Fellowship is an elected group of parents and others that would meet on a regular basis to assist the school, administration, and teachers in serving the highest good and best interest of the children. It will involve itself in fundraising, parent support, and planning activities for the children, and other related activities. Below are the current elected officers of the Home and School Fellowship:

1. Arthur Anderson
2. Olivia Williams
3. Jackie Irby
4. Renee Bishop
5. Michael Wright
6. Mazel Lindo
7. Marsha Peters
8. Keisha Fox

## CONYERS ADVENTIST ACADEMY HANDBOOK

### ACKNOWLEDGEMENT AND PLEDGE

The Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of the Conyers Adventist Academy. The Handbook is written to answer the most frequent questions asked about the policies and procedure of the School. In the Handbook no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policies and procedures are formulated as one way to implement our goals in Christian education and to provide for a safe, effective, efficient, and consistent approach to problems.

Commitment to these policies and procedures by students, parents, and staff enables the School to run in a smooth and effective manner. Consistent support of these will produce even more significant and life-long learning for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to enable parents, students, and teachers to be “of one mind” in the great privilege of training children to honor God with their whole lives.

I hereby acknowledge that I have read the entire student handbook and have explained it to my child/children. I here pledge and acknowledge that I will abide by the rules and regulations set forth by Conyers Adventist Academy. Further I pledge as a parent/student of the Conyers Adventist Academy to support the administration’s efforts to provide a positive, safe, and orderly environment by choosing to:

- Seek to develop my physical, mental, and spiritual energies to serve and honor God.
- Practice Christian principles of honesty, integrity, and morality.
- Refuse to use or support the use or sale of tobacco, alcohol or other drugs.
- Respect and protect the rights of all people.
- Endeavor to influence and assist other students to support these ideas.

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Name of Student (Please Print)

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Name of Parent (Please Print)

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Signature of Parent

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Date

**Students and parents are expected to comply with all regulations in the Parent/Student Handbook. Please return Acknowledgement and Pledge Form to the front office.**

# Emergency Medical Authorization

Should \_\_\_\_\_

(Child's Name)

(Date of Birth)

suffer an injury or illness while in the care of the Conyers Adventist Academy and the facility is unable to contact us (me) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) agree to keep the facility informed of changes in the telephone numbers, etc., where I (we) can be reached.

Conyers Adventist Academy agrees to keep me (us) informed of any incidents requiring professional medical attention involving my child (our child children).

Child's primary source of healthcare is:

\_\_\_\_\_

(Physician/Clinic Name)

(Telephone Number)

\_\_\_\_\_

(Preferred hospital for medical care)

(Telephone Number)

Known medical conditions, i.e., diabetic, asthmatic, allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_