



Faith ~ Character ~ Service

**Conroe Adventist Academy
Student Handbook
2023-2024**

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MISSION

Conroe Adventist Academy will equip our students to become fully devoted followers of Christ, have a clear understanding of end-time prophecy, and help others biblically withstand the Final Deception by the time they graduate, because God has commanded us to train His children with diligence.

VISION/MOTTO

Faith - Character - Service

PHILOSOPHY

Our goal is to work with the home and church to help our students grow spiritually and reach their potential for Christ. We want our students to pursue a life of self-discipline, character growth, personal responsibility, and good citizenship based upon the principles of God's Word.

ACCREDITATION

We are a non-profit, private school chartered by the State of Texas for grades K-8. We are supervised by the Texas Conference of Seventh-day Adventists and accredited by the Accreditation Association of Seventh-day Adventist Schools, Colleges, and Universities, and by the Texas Private School Association Commission (TEPSAC), which is recognized by the Texas Education Agency.

CONROE ADVENTIST ACADEMY VALUES

Spiritual Growth: is supported by the Conroe Seventh-day Adventist Church. As a Christian Church, Seventh-Day Adventists are a faith-based community founded on the teachings of the Bible. We encourage each child to model his or her character, intellectual, physical, and artistic growth after the example of Jesus Christ.

Academic Excellence: focuses on traditional core subjects, as required by our state and private accreditation agencies, not only with the goal of preparing each student at graduation to successfully satisfy the requirements for further education, but to achieve his or her full academic potential as well.

Health and Fitness: believes that each child's physical health and growth is integral to his or her intellectual growth. We will teach and practice healthy living and fitness, as well as give students the opportunity to learn how to interact appropriately in play and sports.

Community & Service: endeavors to provide each child with support and personal acceptance, within the context of a loving school, church, and community environment. We believe in teaching our children to reach out in service to those around them by providing opportunities for that outreach.

SCHOOL BOARD

Conroe Adventist Academy school board sets the operating policy in accordance with the academic policies of the Education Department of the Texas Conference of Seventh-Day Adventists. The Conroe School Board meetings are held on the third Tuesday of each month at 7:00 p.m.

ADMISSION/REGISTRATION

Financial agreements are set up and collected through FACTS SIS Management.

ADMISSION REQUIREMENTS

- Pre-Kindergarten 4 years of age by September 1st
- Kindergarten 5 years of age by September 1st
- First Grade 6 years of age by September 1st

ADMISSION INFORMATION

The admission process includes completing and/or providing the following for new, returning or transferring students through FACT SIS Management System:

- Complete Application for Enrollment \$25 Application Fee (*and other registration documentation*).
- Immunization Record or Affidavit Immunization Exemption form.
- Non-refundable registration fee.
- Tuition Rate and Financial Agreement.
- *Certified copy of birth certificate.
- *Social Security Card.
- *Previous year's report card and all academic records.
- *Signed Records Release Form.
- *Proof of no outstanding debt from previous SDA or private schools.

*(*Required for new and transfer students only)*

All new and transfer students will be on probation for the first 90 days of their attendance at CAA.

The student will be observed in the areas of social conduct, academic performance, and the parents' dependability in meeting their financial obligations to CAA. At the end of that period, a recommendation will be made to the school board regarding the student's continued enrollment.

Note: If student is sent to the principal during probation for unacceptable behavior or academic performance the student may be unenrolled from CAA.

REGISTRATION

Early registration for returning and new students begins in May. It is highly recommended that parents and students come to scheduled registration days. This is to ensure all financial and enrollment forms are

completed. Parents unable to register their students during the scheduled registration days may stop by the front office during summer hours prior to the first day of school.

ACADEMIC PLACEMENT

Students who have been homeschooled must be administered a MAP (Measure of Academic Progress) testing prior to admission. Placement tests must be taken prior to the first day of school. Those applying after the first day of school must make an appointment with the classroom teacher to schedule this testing after school hours. The teacher will discuss the results of these assessments with the parent before the child may be enrolled. The student's placement within the instructional program will be based on test results.

NON-DISCRIMINATORY POLICY

CAA recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities does not discriminate based on race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

ADMISSION LIMITATIONS

CAA is not equipped to accept students who have serious mental, physical or emotional challenges, or who demonstrate serious academic and/or behavioral problems. In some cases, and with full agreement between parent(s) and regarding expectations of outcome, students with special needs may be admitted.

FINANCIAL POLICIES

REGISTRATION FEE

Registration Fees are non-refundable and covers the following: textbooks, technology, library, student accidental insurance, and classroom school supplies.

TUITION FEES

Tuition is divided into ten (10) installments and billed August – May.

The entire balance at month end (including all additional charges) becomes due and payable on the date parent(s) guardian(s) have selected in FACTS, the 10th or 20th of the month. Note that FACTS will attempt to process tuition payment 5 – 7 days prior to due date. (*See Tuition Costs on page 8*)

FAMILY DISCOUNTS

Multi-student discounts are available for families with two or more students at Conroe Adventist Academy (See Tuition Cost on page 8)

STUDENT ACCOUNT POLICIES

If an account is 30 days past due, parent(s)/guardian(s) are obligated to contact the CAA Treasurer to make payment arrangements. Students may be suspended upon accounts becoming 45 days past due until payment arrangements are made with the finance committee or representative. Report cards and official transcripts will not be released until the account is paid up to date.

Students in grades PreK-8 must have a current account or arrangements made to become current before a student's December and/or May semester exam grades will be recorded on the report card or transcript. Accounts must be paid in full before student(s) will be permitted to participate in any class/school trips or before receiving graduation diploma.

Accounts that become overdue will be considered delinquent. Parents will be given approximately 10 days to bring the account current. Accounts that become 2 months late may result in the suspension of the student until the account is brought current. Returning students may not be permitted to register with a delinquent balance.

For students enrolling late or withdrawing from school early, tuition will be prorated based on enrollment date.

The school board may make any adjustments deemed necessary during the school year concerning the financial policies published in this handbook.

STUDENT ACCIDENT INSURANCE

There is secondary insurance coverage through a contract with the Texas Conference of Seventh-day Adventists at no additional charge to the parents. The maximum benefit is \$5,000.00 per student. Additional coverage at a reasonable fee may be purchased, and is encouraged, if one's family does not have health insurance coverage.

FINANCIAL ASSISTANCE

You are encouraged to seek financial assistance from your local church. There is limited financial aid available for qualifying students whose family are members of the "Conroe-English" SDA Church. The amount of aid is determined by the Finance Committee and is based on a family's financial need and citizenship record. A *Worthy Student Fund* application can be obtained from the office. All information shared will be kept confidential. Scholarships and funds are awarded in the order they are received as funds are available.

"Conroe-English" SDA Church WORTHY STUDENT FUNDS Guidelines

- Aid does not cover registration fees.
- Applications must be fully completed and includes last year's tax return (1040).
- School account balance must be current.
- Student must maintain a good attendance record.
- Student needs to have at least a "C" or satisfactory grade average to qualify.
- Student must maintain satisfactory citizenship standings.

Student/Family – 10 Month

Registration & Application Fee	
Required for all students	\$550
Application Fee (new students)	\$25
Pre-K and Kindergarten	
	\$650
1st – 8th Grade	
	\$610
DISCOUNTS	
Seventh-day Adventist Church Member	\$60 per month per student (K-8)
MULTIPLE CHILDREN	
2 nd student	10% off total tuition
3 rd student	15% off total tuition
4 th student	20% off total tuition
TUITION PRE PAYMENT	
Year	10% off total tuition
Semester	5% off total tuition
OTHER ADDITIONAL CHARGES (if applicable)	
Before and After School Care (per child)	
7:30am – 8:25 am	\$5 per 30-minutes
4:00pm – 5:30 pm (Monday-Thursday) 2:30pm – 5:30pm (Friday)	\$5 per 30-minutes

ADDITIONAL FEES AND PROGRAMS

Extracurricular activities and or other additional programming, field trips, class trips, etc. may require fees.

STUDENT WITHDRAWAL

When the need arises for a family to discontinue their student(s) education at CAA the following items should be submitted to ensure the students transcript can be released:

- Notice of withdrawal in written form.
- Return all loaned materials (i.e., textbooks, library media, etc.) that belong to the school.
- Remit any outstanding tuition owed.
- Fill out and submit a Records Request Form.

Tuition fees will be prorated by the school treasurer. All accounts must be reconciled and paid in full before records are released.

STUDENT RECORDS AND TRANSCRIPTS

In accordance with FERPA, student records, including attendance records, test scores, grades, disciplinary records, counseling records, applications for admission, health and immunization information, teacher/counselor evaluations and reports of behavioral patterns are considered confidential. Release of records is restricted to:

- Parents - whether married, separated, or divorced, unless the school is given a copy of a court order terminating parental rights or the right to access a student's educational records.
- Legal guardians - documentation must be provided showing legal guardianship.
- School officials who have a legitimate educational interest in a student's records.

MEDICAL INFORMATION

IMMUNIZATIONS

It is the policy of the General Conference of Seventh-day Adventists, and a Texas State law that all first-grade students, and new students must have proof of immunizations before entering school. All new students are required to bring current immunization records at the time of registration. Immunizations that are not current for students in grades 2-8 will be allowed two weeks in which to receive the needed immunizations. After that time, the student will not be allowed to return to school until the required immunizations have been received. Students in grades PreK-1st must have all immunizations completed (or in progress) before the first day of school.

All international students are required to show documentation of a negative tuberculosis test prior to the first day of school.

If your child has any special medical conditions such as severe allergies, asthma, diabetes or other physical needs, please provide the office and teacher with the necessary information in writing.

EXEMPTIONS

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful to the health and well-being of the child or household member, and (b) parent/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience. The school is required to maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

HEALTH SERVICES

All schools in the state of Texas are required by state law to perform the following health screenings for all new students and selected grade levels for returning students:

- Hearing and Vision Scoliosis.
- Acanthosis Nigricans (Type 1 and Type 2 Diabetes Indicators).

ILLNESS

GRADES PRE-K THROUGH 8

The following are guidelines for parents/guardians regarding when children will be sent home due to illness and when children should be kept home due to illness. Our primary concern in doing this is that our school remains as healthy a place as possible for the children and that the spread of any contagious illnesses be limited. If your child has any of the following symptoms or communicable diseases or illnesses, please keep the student at home until he/she is free from these symptoms and is ready to return to a working classroom.

- **COLD and or FLU with FEVER:** Keep child at home until symptoms return to that of a common cold (no fever for 24 hours and mild cold symptoms). A fever of 100°F or more will result in the child being sent home.
- **PINK EYE:** See a physician. Keep children out of school until discharge clears up. Student must be on medication for a minimum of 24 hours before returning to school.
- **NAUSEA/VOMITING:** Remain at home until cleared up for 24 hours.
- **UNUSUAL RASHES:** Remain at home. Student may return to school with a physician's note stating they are not contagious.

LICE

Head lice are a common pest in schools. They are not respecters of persons or places; anyone can get them. Lice are not a serious health hazard. They are simply a nuisance and can be easily handled if given prompt attention. If your child has lice, please notify the school immediately. They spread rapidly from child to child if they are not isolated and treated as soon as possible. If your child is diagnosed as having head lice, he or she will be sent home until proper treatment has been administered. Please note that CAA has a "no nit" policy. Your child will be checked by administration to confirm the removal of all nits.

MEDICATION

Whenever possible, medications should be scheduled to be given at home. When necessary, designated school employees may administer medications with strict adherence to the following:

- Medication must be brought to school by parent/guardian.
- Medication must be in original container with correct pharmacy labels and student's name.
- Documentation for the administration of medication by school personnel must be signed by both the physician and the parent. It must include: name of medication, dosage - amount, time and route of administration, any possible side effects, condition for which prescribed and doctor's phone number.
- Authorized students may need to carry emergency medications (asthma inhalers, insulin, severe allergic reaction kits or anticonvulsants). Documentation for students who are required to carry and self-administer medication must include the signed consent of physician, parent, and student. Without the signed consent form in the school office, no medication either prescribed or over-the-counter may be carried or self-administered by any student.

PARENTAL/GUARDIAN INVOLVEMENT

It is understood that any parent who presents their student for admission to Conroe 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, CAA expects the following from all parents or guardians:

- To earnestly pray for CAA and all students.
- To participate in the required family volunteer program.
- To support all school policies and monitor your child's compliance.
- To recommend CAA 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, phone, etc.).

CONFLICT RESOLUTION & LEGITIMATE CONCERNS

Comments of a positive, constructive nature, expressed in a Christian manner, are always welcome. When a misunderstanding or disagreement occurs between two persons in our school community the following steps are recommended in sequence (based on the printed guidelines in the Southwestern Union Conference School Board Manual):

- In even the best schools, individuals sometimes have concerns regarding the school's operation or perhaps some action of an individual employee or teacher. Most of the time, these concerns can be explained or corrected by an earnest, prayerful visit between the parties involved. (Matthew 18:15-18), On occasion, principal may be requested to serve as a consultant regarding specific concerns.
- In the event that the individual's concern continues after a personal visit and consultation with the head of school and/or principal, the individual is requested to express the concern in writing to the school board chairperson.
- The chairperson will call a special meeting of the concerned individual, any involved employee, the head of school and/or the principal, the chairperson, and the local conference superintendent (or associate) of schools to discuss the concern and attempt to achieve a resolution satisfactory to all.
- If satisfactory resolution does not seem possible within this group, then the concerned individual and the employee will be invited to appear at the next board meeting for a confidential discussion of the concern with this group, including the superintendent (or associate) of schools.
- Only after the above suggestions have been carried out, should concerns regarding an employee be brought to the board for its consideration and discussion. After the concern has been stated and questions asked by board members, the board should go into executive session to complete discussion and determine resolution.
- Since such resolutions are sometimes of a sensitive nature, the head of school and/or principal (if not personally involved), board chairperson and the superintendent (or associate) of schools should share the board's resolution with the person involved. Every effort should be made to come to a caring, peaceful conclusion among God's people.

HOME AND SCHOOL ASSOCIATION

All parents are members of the Home and School Association. The purpose of this organization is to promote a better understanding and cooperation between parents and teachers as they work together to educate the children attending Conroe Adventist Academy. The Home and School Association conducts several programs during the school year. All parents are encouraged to attend these functions.

DAILY OPERATION

SCHOOL HOURS

Official school hours are from 8:30 a.m. to 3:30 p.m. Monday through Thursday and from 8:30a.m. to 2:00p.m. on Fridays. Students dropped off prior to school starting may not be dropped off earlier than 8:00a.m.

LUNCH SCHEDULE

Monday – Thursday

PK/K	11:15 to 11:45
1 st & 2 nd	11:30 to 12:00
3 rd & 4 th	11:25 to 11:55
5 th – 8 th	12:15 to 12:45

Friday

All students	11:00 to 11:30
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BEFORE SCHOOL PROCEDURES

- Students should be dropped off at the front door of the school no earlier than 7:30a.m.
- Early arrival student must stay in the gymnasium with on duty teacher until 8:25am.
- School begins promptly at 8:30 a.m. Monday through Friday.
- Students who arrive after 8:30 a.m. must stop by the front office to sign-in and receive a tardy slip before entering the classroom.
- Food is not allowed in classrooms.

AFTER SCHOOL PROCEDURES

Drivers will line up in the designated area and wait in the car for their student(s) to be called. This will eliminate students crossing in front of traffic. If you need to enter the building, please use the lot to park your vehicle. For the safety of our students the speed limit is 7 mph.

- Students are dismissed only to parents or legal guardians unless the front office is notified in writing in advance of who will be picking them up.
- After-school Care located in the library (936) 756-1084 is provided from 4:00p.m. to 5:30 p.m. Monday thru Thursday and 2:30p.m. to 5:30p.m. on Fridays under supervision.
- After-school care is \$5.00 per 30 minutes per child.

EARLY AFTERNOON PICK UP

Parents needing to pick up their child during school hours for a doctor's appointment or another pre-arranged reason, parents must park in the parking lot and come to the front office with a doctor's note to sign your child out. Early pickup is intended to be used as an exception and will not be practiced on a regular basis.

VISITORS

All visitors must sign in at the front office with the school secretary/registrar to receive a Visitor's Identification Badge. The Visitor Badge must be visible at all times during the visit. Badges must be returned to the front office upon exiting the building. Visitors may be escorted to their designated visiting location.

SECURED CAMPUS

Conroe Adventist Academy strives to create a secure campus for the safety of our students. CAA is a closed campus. Students are not permitted to leave the school grounds once they arrive without having received proper authorization from a parent/guardian and school designee to leave. No student should leave or be taken off campus without notifying teachers (K-8). If someone other than the parent/guardian is taking the preK-8 student, the office must have permission in writing. CAA proudly offers 24 hours closed circuit surveillance and is fully gated in order to provide a safe, secure, and orderly environment for our students.

CHAPEL/ASSEMBLY

Worship services and assemblies are a very important part of our education program at CAA. They allow for spiritual growth and building school spirit. A regular chapel/assembly period is built into the weekly schedule of all grade levels, and all students and staff are expected to attend chapels and Weeks of Prayer. Occasionally special chapels or assemblies will be announced. Students may be assigned seats.

Students show respect to the speakers by:

- leaving books, backpacks, electronic devices and school supplies in their classroom or in the student's locker.
- not bringing food or drink into the chapel.
- not sleeping or studying during the program.

TELEPHONE & PHONE MESSAGES

Students must receive permission from the administration to use the front office school phone. Students will be asked for an explanation as to why they would like to use the phone. Phone calls are to be kept brief within 3 minutes.

Note: The school respectfully asks that students and parents contact the teachers through the school office during office hours. Please refrain from calling teachers at home except in an emergency.

Student may not receive phone calls during school hours except in an emergency. Messages will be relayed concerning change of appointments, or unexpected transportation problems whenever necessary.

Student cell phones are not permitted to be used on campus during school hours 8:00am though 3:30pm.

SCHOOL LUNCHES

Parents are encouraged to provide a nourishing lunch for the noon meal. Lunch meals consumed on campus are to follow the health practices taught by the SDA Church and are to be free from:

- Pork, ham, shrimp, crab, and lobster.
- Any caffeinated products.

Students are not to swap or share food. Students are to eat food provided or approved by their parents/caregivers. This is for the safety of all our children for sanitary as well as food allergies and dietary restrictions.

- Students who have forgotten their lunch, will be provided with a peanut butter and jelly sandwich. This cost will be added to the student's bill for each occurrence.
- Students may not order or have outside lunches dropped off by anyone. The only exception to this is for birthdays. Prior principal approval is required and parent can bring cupcakes or dessert to share with all children in the gym. Food is not permitted inside the classrooms.

LIBRARY

The following is a list of the library rules.

1. The librarian or an authorized person will be the only individual who will check out items in the library.
2. A fine of ten cents per school day (or 50 cents per week) will be assessed for all items not returned on time. Nothing new may be checked out until fines are paid and overdue items returned.
3. After an item is 2 weeks overdue, late charges will be reported on the student's monthly statement. If after an additional two weeks, the item has still not been returned, the item(s) will be considered lost and a replacement charge will be added to the student's account. The student has the option of replacing the item.

PARENT/TEACHER CONFERENCES

Parent-student-teacher conferences are held twice a year, in the fall and spring. The main purpose of these conferences is to review the student's total progress and development and to help the student set goals for the future. Parent/teacher conferences may be requested at any time during the year by contacting the office to set up appointments.

TECHNOLOGY POLICY: GRADES PK-8

All students and all electronic devices (computers, tablets, cell phones, cameras, IPODs, and other music playing and communication devices, etc.) whether student-owned or school-owned are subject to the following acceptable use policies and procedures. These policies and procedures govern student use of

electronic devices while at school and while on school-sponsored trips and events. School-owned devices are covered by this policy at all time and in all places.

School-owned electronic devices are intended to enhance learning while limiting overuse or distractions from superfluous personal electronic devices.

Student-owned personal electronic devices including: cell phones, computers, tablets, cameras, IPODs, other music-playing devices, headphones/earbuds or any other device restricted by the School Principal must be powered off and stored out of sight during school hours of 8:30am to 3:30pm.

Parents may apply for a technology acceptable use exception with documented medical conditions or documented learning differences.

USE OF COMPUTER RESOURCES

The technology network, and internet resources provided by the school for the use of its students are expressly for the purpose of advancing the educational mission of the school. Students should refrain from downloading or accessing videos, music, games, etc. Technology resources should not be used for personal, non-academic purposes. CAA reserves the right to access, intercept, retrieve, and/or read the entire content of any electronic message, document, telephonic, telefax (FAX) or voice mail communication transmitted to/from or stored in any school-owned device to the maximum extent permitted by law, including communications and computer data that have been deleted by users.

USE OF PERSONAL ELECTRONIC DEVICES

Student's use of personal electronic devices, including cell phones, iPhones, cameras, personal laptop computers, PDA's and Blackberries on campus or school-sponsored activities is governed by the school's acceptable use policy. Students have a responsibility to know and follow school guidelines regarding what is appropriate and permissible in this area. The school reserves the right to confiscate and examine the contents of students' personal communication devices, including cell phones, laptops, etc., if we have reason to believe there is evidence of harassment, bullying, pornography, the transmission of sexual material/inappropriate pictures or videos, illegal activity, etc. Students who refuse to surrender their phone or to make the information accessible to us may be subject to further discipline, up to and including expulsion.

ELECTRONIC COMMUNICATION

Correspondence via electronic communication on the Academy's network or on personal electronic devices during school hours is to be used primarily for education and administrative purposes. The content of electronic messages, documents, and/or images must conform to the Academy's ethical and educational standards. The use of profanity, vulgarity, ethnic, or racial slurs, and other inflammatory language in any communication is prohibited. Electronic messages must not misrepresent the identity of the sender and should not be sent as chain letters, or broadcast indiscriminately. Electronic messages by students during school hours are not private and may be monitored to ensure appropriate use.

If students receive any inappropriate or offensive electronic communications, students shall refrain from forwarding the communications to others and to notify a faculty/staff member immediately.

In addition, any electronic communication sent by or to CAA students and/or faculty/staff members which is contrary to the Academy's ethical and educational standards is strictly prohibited, regardless of whether the communication is sent on an Academy-owned or privately-owned device. If inappropriate communication is sent or received by academy students or faculty/staff members which is contrary to the Academy's ethical and educational standards, including, but not limited to, any communication which includes the use of sexual, threatening or abusive language, profanity, vulgarity, ethnic or racial slurs, derogatory epithets, innuendos, or other inflammatory language, CAA shall have the right to inspect any electronic device and the entire contents of the device, no matter if the device is on or off school property.

NOTE: The term "contents of the device" includes any physical or electronic information stored on the device.

SECURITY AND CONFIDENTIALITY

CAA shall implement, monitor, and evaluate networked and non-networked devices including personal electronic devices, electronic media resources for instructional and administrative purposes, including ensuring the appropriate and proper use of those resources. CAA does not guarantee the security, accuracy, quality, or confidentiality of data accessed, prepared, stored, transmitted, or otherwise through the Academy. CAA will not be responsible for any damages suffered as a result of an individual's use of the Academy's computer system, including the loss of data resulting from delays, non-deliveries, mis deliveries, or service interruptions caused by the Academy's negligence, errors, or omissions.

Information prepared, stored, transmitted, or otherwise developed through CAA, including but not limited to email transmissions, shall not be considered private. CAA may access individual files or activity logs at any time. All computer files students save or work on may not be kept confidential from students, parents and guardians.

USER RESPONSIBILITIES

- Students assume personal responsibility for the use of their network user account and are responsible for maintaining the security of the account. Students are prohibited from disclosing their network use password and from otherwise making the Academy's computer or network resources available to unauthorized individuals, including family and friends. Students' possession or collection of passwords, personal identification numbers, private digital certificates, or other secure identification information belonging to other users is prohibited. Use of another user account is prohibited.
- Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, internet sites, language, or images. If such information is accessed, students must notify a faculty/staff member immediately. CAA cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for students accessing inappropriate, offensive, illegal, or obscene materials.
- Use of the internet should be primarily for academic purposes as directed by faculty/staff members. Students shall not reveal personal information about themselves. Students shall not arrange meetings with anyone met online. Students shall not enter any internet "chat rooms" unless authorized by faculty/staff. Any inappropriate use of the internet should be reported to a faculty/staff member.
- Transmission of any material in violation of federal or state regulations is prohibited. Students shall not violate copyright laws or plagiarize the work of another. CAA shall not be liable for students' inappropriate use of electronic communication resources, violations of copyright restrictions, or other laws, students' mistakes or negligence, or costs incurred by students.

- Use of any Academy computer or network for commercial or political purposes, is a violation of these terms and conditions of use.
- Students are prohibited from installing, storing, or using unlicensed or illegal copies of software on CAA computers. Transmission of such software over the Academy's network is prohibited. Only authorized personnel are authorized to install or uninstall software on CAA's computers and devices.
- Students may use only the computing resources for which they are authorized and only for the purpose specified.
- The introduction of data or programs which in some way endangers computing resources, or the information of other users, (e.g., a computer worm, virus, or other destructive code), or which infringes upon the rights of other Academy computer users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.
- Students may not attempt to circumvent security systems or to exploit or probe for security holes in any CAA network or system, nor may students attempt any such activity against other systems accessed through the Academy's computers. Execution or compilation of programs designed to breach system security is prohibited.
- If students' personal electronic devices are encrypted and CAA deems it necessary to inspect the devices, students must make all data available in an unencrypted format.
- The printing facilities of CAA should be used sparingly. Unnecessary printing may result in the loss of printing privileges. Page charges for printing any copies may be applicable.
- Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with CAA policy and the discipline code. Vandalism includes any malicious attempt to access, copy, use, harm, or destroy data of another user, of the system, or of any of the agencies or other networks that are connected to the internet, and as the intentional damage or destruction of Academy-owned hardware/ software.
- All hardware, software, peripheral equipment, data files, cabling, and programs are the property of the Academy.
- Access to CAA's electronic computer system is a privilege, not a right. Students shall be required to acknowledge receipt of these policies. Students will be required to comply with these guidelines.
- These procedures, guidelines, and/or policies are subject to modification at any time.

CONSEQUENCES OF VIOLATIONS

Any use of CAA's computer resources which violates the Academy's policies and procedures involving the use of computers and networks may result in disciplinary action, including, but not limited to, CAA removing data and programs that are found to be inappropriate, terminating the computer privileges of the violating user, suspension, or expulsion. Administration will determine when a policy or procedure has been violated and appropriate consequences.

In addition to violating CAA policy, certain computer misconduct may be prohibited under state and/or federal law and may, therefore, be subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system, illegally gaining access to data, causing a computer to malfunction, or interrupting the operation of a computer without the effective consent of the owner. Violators of such misconduct may be reported to appropriate law enforcement.

Unauthorized use of student-owned personal electronic devices including cell phones, computers, tablets, and cameras:

1st Offense (1 Demerit):

Complete cell phone/device will be confiscated, given to the School Principal for 24-hour hold, and a \$10 fine that must be paid before the device is returned. Device will be released with confirmation from Parent/Guardian.

2nd Offense (3 Demerits):

Complete cell phone/device will be confiscated, given to the principal for 48-hour hold and \$20 fine that must be paid before the device is returned. Parents/Guardians will be communicated with from the Principal's Office so that device will be released to parent/guardian only.

3rd Offense (5 Demerits):

Complete cell phone/device will be confiscated, given to the principal for a 7-day hold and a \$50 fine that must be paid before the device is returned. Device will be released only to parent/guardian.

Any Further Offenses:

Student is not allowed to have a personal device on campus at any time. Student will turn in device to Principal at the beginning of the school day and the device will be returned to the student upon leaving campus at the end of the day.

ATTENDANCE / TARDY POLICY: GRADES PK-8

CAA desires all students to arrive promptly and to have regular attendance. The objective of attendance standards is to develop lifetime habits of responsibility. Parents will be notified regarding tardiness in order to develop a solution for getting the child to school on time. The school should be notified by 9:00 a.m. if a child is not able to attend on any given day.

A TARDY or ABSENCE from school may be excused for the following reasons:

- Illness of the student or family.
- Medical and Dental appointments (*efforts should be made to schedule appointments outside of school class hours*).
- Death in the immediate family.
- Unusual weather or road conditions.
- Required court appointments.
- Religious holy days.
- College visitations.
- School events.

An ABSENCE may be excused if they fall under one of the following pre-approved events: outings, school field trips, or church related events.

Upon entering or returning to school after an excusable tardy or absence, it is required that an explanation requesting that the tardy/absence(s) be excused be presented to the administration office. This explanation must be made by each student's parent/guardian. A letter of explanation for an absence is not by definition considered an excuse for an absence. The explanation must be legitimate and meet guidelines.

A period of two (2) school days will be the maximum number of days allowed to turn in an excuse. After this period has passed, all absences are considered unexcused. It is the student's or parent/ guardian's responsibility to respond to this requirement and not the attendance office.

A student detained by a teacher should submit an excuse note to the teacher for entry into the next class.

Daily attendance is a legal matter, and the student who is absent without excuse is subject to disciplinary action.

- Notice will be communicated to parents or guardians reflecting the accumulation of any unexcused tardiness or absences when warranted.
- Additionally, summary attendance reports will be mailed to parents at the end of each nine-weeks grading period.
- Make-up work may be allowed for unexcused absences at the discretion of the teacher.

The codes used in FACTS SIS, the student managing program are:

- ET-Excused Tardy
- UT-Unexcused Tardy
- ISS-In School Suspension
- AE-Excused Absence
- UA-Unexcused Absence
- SSE-School Sponsored Event

The attendance record will become a part of the student's permanent record and recorded on the student's report card. Students are to take the initiative for making up any work missed. Requests for exceptions from the above policy need to be addressed to the principal.

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent/guardian should make every effort to avoid unnecessary absences. CAA seeks to have the student develop good attendance habits each year through the collaboration of parents, staff, and administration.

State law requires Conroe Adventist Academy to maintain regular attendance and punctuality records. To receive credit in a class, a student must attend at least 90% of the days the class is offered. According to the state of Texas, if a student misses more than 10% of instructional time in a semester, they may not receive credit for that class for that semester and could be dropped from the class.

Students are expected to know and abide by the attendance policy. Students must take responsibility for knowing and handling their own attendance records and attendance grade for each quarter. Attendance grades will be reported quarterly on student report cards. Students must monitor their attendance record on FACTS SIS and must check the Daily Attendance Report. Attendance will not be factored into the overall GPA of students.

Parents are urged to know and understand the attendance policy. Parents are expected to help their student comply with the attendance policy and develop good attendance habits. Parents should stay fully aware of their student's current attendance record and attendance grade. Attendance records can be monitored through FACTS SIS.

Teachers will take and record attendance daily in each class. Teachers are urged to model quality class time management and to design class incentives for good attendance. Teachers are expected to notify administration when they become aware of a student demonstrating a pattern of poor attendance.

Notification letters will be emailed to parents as absences occur. The purpose of these letters is to keep open communication with parents/guardians in order to ensure our students are forming great attendance habits. Students cannot learn material without attending their classes.

- Notification Letter 1 - after 5 absence policy reminders.
- Notification Letter 2 – after 10 absences warning policy reminder, if earlier in the year may request Parent/Guardian meeting with Principal.
- Notification Letter 3 – after 15 absences may request Parent/Guardian meeting with Principal.

ABSENCE / TARDY PROCEDURES

LATE TO CLASS

- If a student is late first period, the transporting adult should escort student to the front office to sign the student into school and provide the documentation if tardy or absence is being requested to be excused.
- If the student drove to school, they are to come to the office to sign in and provide appropriate documentation if the tardy or absence is being requested to be excused.
- An occasional tardy due to transportation problems or accidents on the freeway may be excused. A repeated first period tardy will not be excused due to traffic or road conditions.
- If a student is late for another class period because they were meeting with a staff member, they shall get a signed tardy slip from the staff member and submit this tardy slip to the teacher of the next class.
- An excused tardy will not be issued for students who are late from changing clothes after PE class.

ILLNESS

- A parent/guardian should notify the school office by 8:30 a.m. that their child is sick. They may contact the front office by email at secretary@conroeacademy.org or by phone at (936) 756-1083.
- If a student is out ill for more than 3 days, they will need to present a written excuse with a doctor's signature as a proof of illness within 2 days after being back at school.
- Although the absences are excused, it's the responsibility of the student to meet with each teacher to get any assignments, readings and notes that were missed while the student was out. This absence will count towards the 10% of missed instructional time.
- If a student becomes ill during the day, they should go to the front office after notifying the classroom teacher or principal. Student(s) who are ill will wait in the front office until a parent/guardian are available to pick them up and sign them out at the front office.

As much as possible, doctor's appointments should be scheduled before or after school. Parents or guardians should notify the Academic Office of the appointment with the date and time or submit a written notice from the doctor's office when the student returns to school. Students should meet their parent/ guardian in the Administrative Office and have them sign the student out. A doctor's appointment is considered an excused absence and students will be able to make up assignments. This absence will count as 10% of the missed instructional time.

DRESS CODE POLICY

Appropriate dress for all students will reflect modesty and Christian values. Students are expected to adhere to the dress code while on campus during regular school hours and while attending any school related event on or off campus. Students who choose to violate the dress code will be subject to the Code of Conduct/Citizenship policies. Parental support is essential in this area. The administration has the right to make interpretations and changes to the school dress code as needed.

- All clothing must be in good repair. Frayed, torn, ripped, or otherwise defaced uniform is not acceptable. All uniforms must be appropriate size.
- Shoes or closed-toed sandals must be worn at all times and must be appropriate and safe for the situation. Flip flops, sandals, or open-toed shoes are not allowed as part of the dress code.
- Head cover (hats, sweatshirt hoods, bandanas) is not appropriate for either gender during school hours unless warranted for a medical condition and requested in writing by a physician.
- No jewelry (rings, bracelets, necklaces, earrings, etc.) is to be worn.
- Tattoos (permanent or temporary) must be covered.
- Accessories (i.e., jewelry, wrist bands, friendship bracelets, anklets, necklaces, earrings, etc.) are not to be worn on campus, during field trips or at school events.

Unauthorized items will be confiscated and taken to the principal's office. Students in Middle School and Upper School will face consequences of Code of Conduct/Citizenship infractions. New piercings are not an acceptable reason to wear studs. Hair accessories, (i.e., headbands, scrunchies), if worn, are not to be distracting nor extreme in style. Cosmetics - Cosmetics and fingernail polish must be natural in appearance. Deep or bright colors are not allowed. Haircuts/ Styles - Hair must be neat, clean, and a non-distracting color, and not extreme.

DRESS CODE

Required navy or gray CAA logo embroidered polo to be purchased at CAA's store front powered by French Toast. Go to www.frenchtoastschoolbox.com Select "Shop by School" and search by Conroe Adventist Academy.

- Students must wear a polo that fits appropriately (if in doubt, check with administration).
- The polo shirt must stay tucked in when arms are raised.
- The polo must be tucked in to pants, shorts or skorts.
- Belts are required with pants and or shorts.
- Pants, shorts and skorts: docker type material, no denim.
 - Black, navy blue, or khaki.
 - Must fit appropriately around the waist with or without a belt (no holes, rips or frays).
 - No sloppy or saggy pants (undergarments should not be exposed) a belt should be worn if necessary.
- Shorts/Skorts – hemline no higher than the top of the knee when standing.
- No sweat, flannel or pajama pants, camouflage, jean or leggings.
- Sweat jackets, long-sleeved shirts can be worn with CAA Logo. Hoods may not be worn on head in school.
- Shoes – tennis shoes, sneakers, or closed toe shoes are acceptable.
 - No sandals, open toe shoes or flipflops.

CASUAL DAYS/SCHOOL SPIRIT DAYS

Casual Days/School Spirit Days are allowed as determined and announced by the principal. Students are allowed to wear clothing of their choice within the following guidelines and in harmony with school values:

- All blouses, skorts, and dresses must have sleeves.
- Blouses and shirts must be long enough to be tucked in when arms are lifted above the head. T- shirts with objectionable wording or pictures, and tank tops are not permitted at any time.
- Skorts must reach the top of the knee in length. Slits in skorts must not go above the knee.
- Slacks/jeans must be clean, well fitted without being tight or baggy, with no tears or frays.
- Low necklines, front or back, are not permitted.
- Jewelry and faddish adornments, toe rings, ear studs, or piercing protectors are not permitted.
- Shoes must cover the entire foot. Sandals or flip-flops are not allowed.
- No athletic wear (sweats, basketball shorts, etc.)

PHYSICAL EDUCATION DRESS CODE

School t-shirt, shorts or non-graphic sports pants that approach the knee. Sport- appropriate shoes (i.e., court or field shoes)

CODE OF CONDUCT & CITIZENSHIP GUIDELINES

CAA maintains the ideals of the Seventh-day Adventist Church in morals, dress, and conduct. Students are expected to conduct themselves on and off campus consistent with Christian principles.

We can best achieve our climate of growth by working together as a community of faith and learning. The standards of conduct are intended to improve the student's role in society, enrich their character, and increase their happiness as Christian young people who are preparing for life on this earth and eternal life in heaven. Students and faculty at Conroe Adventist Academy pledge to uphold academic honesty and integrity for the purpose of creating trust, respect, and growth in our commitment to God in all our academic endeavors.

The academic Code of Conduct outlines the basic responsibilities, and is to be used as a guide for conduct.

HONESTY

- Tell the truth.
- Present your own work only.
- Give credit for all sources.

INTEGRITY

- Act in accordance with high moral principles.
- Cooperate with efforts to maintain high moral principles.
- Encourage high moral principles in others.

RESPECT

- Consider each action as a chance to gain trust.
- Create a community that values learning and learners.
- Demonstrate self-respect as one of God's creations.
- Demonstrate respect for others as God's children.

RESPONSIBILITY

- Be willing to own what you do and say.
- Embrace and advance the common good of CAA.
- Have the courage to do what is right.

Students involved in the following may jeopardize their privilege of attending CAA:

1. Undermining the philosophy and objectives of the Seventh-day Adventist church and of Conroe Adventist Academy.
2. Leaving the campus or any school-sponsored activity without proper permission.
3. Defiance, willful disrespect, or insubordination of any school or classroom policy or to any faculty member or adult during any school activity or event.
4. Using profane or indecent language, improper conduct involving persons of the same or opposite gender, practicing lewd conduct or suggestive activity, possessing or displaying obscene literature, pictures, or articles.
5. Possessing or using weapons, including toy weapons, of any size, firearms, matches, lighters, or explosives of any type, or any instrument used as a weapon to threaten or injure others while on campus.
6. Vandalism and/or careless use of school property or that of another student.
7. Tampering with school fire equipment or fire alarm or other school equipment along with unauthorized use of keys and facilities.
8. Gambling and/or betting.
9. Possessing, using or furnishing to others, any form of tobacco, alcoholic beverage, or other intoxicants, illicit drugs, or drug paraphernalia.
10. Participation in dishonesty including theft, cheating, lying, and willful deception regarding violation of school regulation in any phase of school work, or business.
11. Conspiracy to, or participation in hazing, initiations, bullying, committing any act that injures, degrades, or disgraces a fellow student or faculty member.
12. Inappropriate use of electronic devices.
13. Any student who becomes a clear and present danger to the life and safety of school personnel or students.
14. Failure on the part of a student to conform to the stipulations of any discipline which has been administered.

It is Conroe Adventist Academy's goal to help students mature into considerate, honest responsible young adults. Any time before, during, or after school hours, and at any school-sponsored activity, on or off campus, CAA students are expected to display the highest standard of conduct.

Students are expected to conduct themselves in a manner consistent with Christian living. Courtesy, honesty, and integrity are fundamental qualities necessary for creating a positive school environment.

CODE OF DISCIPLINE

CAA has established this *Uniform Code of Discipline* in response to the *Code of Conduct* stated in the Student Handbook so that clear rules and guidelines are communicated to all students, parental involvement may be maintained, and the administration of consistent and timely discipline.

CITIZENSHIP

Citizenship at CAA is a reflection of a student's overall behavior. This includes, but is not limited to, dress, respectfulness, attendance, and classroom behavior. Violations will result in deductions of points based on infractions. Discipline beyond deduction of points may also occur.

Demerits are given to a student when they do not follow the CAA Student Code of Conduct. When a demerit is given, a phone call is made to parents/guardians.

OVERVIEW

- 100 points will be allocated to each student per semester.
- The citizenship grade is based on the points remaining after any deductions due to violations and will be on the same grade scale as academic grades.
- At the end of each grading period a citizenship grade will be issued for every student and will be included as part of their permanent record without impacting the student's grade point average.

BASE DEMERITS

- Multiple/repeat violations will increase the number of demerits and lead to further disciplinary action.

CITIZENSHIP PROBATION

- Students are automatically placed on probation when the student's Citizenship grade falls below a C-. The probation period is the equivalent of a quarter or nine weeks. Students must meet with the principal weekly to review their citizenship behavior. Class and SA officers will forfeit their office if placed on any probation for a second consecutive quarter. If a student continues on probation for subsequent quarters, student may be restricted from co-curricular classes/activities or asked to withdraw from school. If significant improvement has been noted in a student's citizenship, a petition will be accepted by the Administrative Committee to review a request to participate in restricted events.

CITIZENSHIP GRADING POLICY

When needed, discipline will be designed not only as punishment, but to help the student progress toward a more meaningful acceptance of Christian guidelines for behavior and conduct. Discipline can include, but is not limited to, loss of school trips, tours, varsity team practices and membership, leadership office and other extracurricular activities.

The student's citizenship grade needs to be maintained at least at a C- level for the student to be eligible to participate in the following activities:

- Field trips.
- Off-campus activities & trips.
- Class trips.
- Athletic sports and tournaments.
- The student's citizenship grade needs to be maintained at least a B level for the student to be eligible for major government elected offices, honor roll, and National Honor Society.

Student Conference: One or more school officials may meet with the student.

- **Parent Conference:** A meeting may be held with the student, parent/guardian in person or by phone with one or more school officials regarding the student behavior.
- **On-Campus Intervention or In-School Suspension:** Student may be removed from one or more classes and be assigned a supervised location to meet during the school day to complete all classwork assigned. All classwork or assignments given during ISS must be completed by end of that school day, or it will not be accepted.
- **Suspension:** A student may be suspended by the principal or designee for up to ten days when serious offenses occur or when other means of correction fail to modify a student's behavior. The student will be notified as to the reason for the suspension. Parents will be notified of the suspension by phone and a letter will be sent as written confirmation of the reasons for and the duration of the suspension. Any school work or tests missed may not be made up and the student will receive a zero.
- **Withdrawal:** A student may be asked to withdraw from school by the principal or the designee when serious offenses occur or when other means of correction fail to modify a student's behavior. The student will be notified as to the reason for the request that he/she formally withdraw from school. Parents will be notified of the withdraw request by phone and a letter will be sent as written confirmation of the reason for the withdrawal request. If the student withdraws from school voluntarily, it will not become part of the student's permanent school record.
- **Expulsion:** When a student's behavior is consistently outside the expectations for student behavior and all efforts to provide a quality education to a student are unsuccessful, or when the student's influence is detrimental to other students, a formal expulsion hearing by the CAA Executive Board Committee will be scheduled. The student will be notified that they are being suspended for ten days pending an expulsion hearing. Parents will be notified by phone for the suspension and of the scheduled expulsion hearing and a confirmation letter will be sent. A formal expulsion does become part of the student's permanent record.

Note: Administration may administer any of the above consequences/interventions at any given time during the school year in order to maintain a safe and orderly learning environment.

SUBSTANCE ABUSE

The goal of CAA is to provide an environment that stimulates academic and spiritual growth. Substance abuse interferes with a student developing to his/her potential and, therefore, will not be tolerated. We expect our students to follow a drug-free policy that includes but is not limited to:

1. Not being under the influence of mood-altering substances, alcoholic beverages, or illegal drugs.
2. No possession of drug-related paraphernalia.
3. No abuse of prescription drugs by any student.
4. No selling or distributing drugs.

Any infraction will result in disciplinary action, possibly including dismissal from CAA, even for the first offense. The policy is in effect while a student is on school property, attending or participating in any school-sponsored activity, including any activity associated with CAA (such as parties at a student's home).

SOCIAL CONDUCT/PUBLIC DISPLAY OF AFFECTION

A friendly wholesome association between all students is desirable. Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, their teachers, as well as younger, lower school students, parents, and other persons who enter the campus.

CAA has a "hands off" policy. Displays of affection, such as holding hands, kissing, snuggling, etc. are not conducive to a learning environment, are not allowed and will result in disciplinary action. Creative social restrictions may be implemented to help students maintain their boundaries.

SEXUAL MISCONDUCT

CAA prohibits students from engaging in sexual conduct/activity. Sexual conduct/activity includes any consensual sexual behavior that occurs outside of marriage. This includes sexual intercourse, public displays of affection, intimate contact, homosexuality, or behavior that exhibits a same sex relationship, pornography, and action that may lead to situations of temptation, regret, and immoral conduct.

MIDDLE & UPPER SCHOOL DEMERIT GUIDE

Chewing gum or Uniform code violation	1 demerit
Unexcused Tardy	1 demerit
Unauthorized access to school property or unsupervised areas or unauthorized use of keys (may include climbing fences, propping open doors or gates)	5 demerits
Inappropriate public display of affection	2-5 demerits
Talking back to a teacher or refusing a reasonable direct request	5 demerits
Use of profanity or vulgarity. Truancy or "ditching" a class (or a portion of a class)	5 demerits
Technology Plan violations (cell phones, personal devices out, being used without principal permission)	1 demerit for 1st violation, 3 demerits for 2nd violation, 5 demerits for 3rd violation.
Possessing or displaying obscene literature, pictures, or articles	10-20 demerits
Cheating or plagiarism	10 demerits & receive an F on test or assignment (second occurrence in any class = 20 demerits)
Destruction of property/vandalism	10 demerits & pay for property damage
Threatening, bullying, or ill-treatment of student or teacher, including sexual harassment, lewd conduct or suggestive activity, or hazing	10-20 demerits
Fighting (play fighting included)	20 demerits
Leaving campus without permission or leaving school-sponsored event without permission	15 demerits
Question of substance use or abuse	drug testing at student expense
Involvement in criminal activity	40 demerits & suspension, length of suspension or expulsion to be determined by CAA Disciplinary Committee
Tampering with school fire equipment or fire alarm	40 demerits & any associated fines charged by local fire department
Use, question of use, sale, or possession of alcohol, tobacco, or drugs on campus or at a school event	40 demerits & 1 week suspension & possible entry into intervention program (In-house suspension possible option depending on circumstances)
Use, question of use, sale, or possession of alcohol, tobacco, or drugs on a school field trip or any off-campus trip	40 demerits & 2-week in-house suspension & possible entry into an intervention program, early trip home (cost borne by student)
Suspicion of violence, weapons, or threats	40 demerits & immediate suspension, length of suspension or expulsion to be determined by CAA Disciplinary Review Committee

ACADEMICS

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education, integrating Bible, Math, Social Studies, and Language Arts, etc. This includes an awareness of the principles of human growth and development, which encourages, guides, and sustains students as they seek to understand themselves and to relate to their fellow human beings and to their Creator.

GRADE SCALE

CAA uses the following scale to determine grades and GPA:

A+ 96.5 - 100	A 92.5 - 96.4	A- 89.5 - 92.4
B+ 86.5 - 89.4	B 82.5 - 86.4	B- 79.5 - 82.4
C+ 75.5 - 79.4	C 72.5 - 76.4	C- 69.5 - 72.4
D+ 65.5 - 69.4	D 62.5 - 66.4	D- 59.5 - 62.4
F 59.4 or below		

GRADING PERIODS

The school year is divided into four quarters for all students. Each quarter is a marking period. At the conclusion of a quarter, a student receives an evaluation in each academic area. For the Upper School student, the permanent grades will be recorded at the end of each semester. Each semester successfully completed earns a 1/2 credit.

The upper school semester grades are calculated through the following breakdown:

- Each quarter grade makes up 42.5% of the semester grade
- the final exam/project grade makes up 15% of the semester grade
- A student may receive an Incomplete (I) in a subject because of illness or at a teacher's discretion. An incomplete is not a permanent grade on a report card or transcript. If a student has not been able to turn in sufficient work to merit a grade, the work must be completed within two weeks of the end of the quarter. If work is not turned in within two weeks of the end of the grading period, the Incomplete (I) will become an F on the quarter grade report.

CARNEGIE UNITS

- A class which meets a minimum of 200 minutes per week for two semesters (36 weeks) receives one (1) Carnegie Unit of credit.
- Laboratory classes must meet 240 minutes per week.

PLAGIARISM

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Conroe Adventist Academy. CAA takes any form of academic dishonesty very seriously. Plagiarism and other forms of cheating undermine trust between the school and the student, and trust is vital to the success of Christ-centered education. Consequently, breaking this code of honor will result in consequences to the offender. Plagiarism also interferes with the assessment and feedback process that is necessary in order to promote academic

growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Dictionary.com defines plagiarism as:

1. An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author:
2. A piece of writing or other work reflecting such unauthorized use or imitation:
3. Synonyms: appropriation, infringement, piracy, counterfeiting, theft, borrowing, cribbing, passing off.

In Common terms:

Plagiarism is the act of taking the words of another and saying they are your own. This includes copying words or ideas from a book, magazine or other print source, downloading material from the Internet and copying work from another student and not crediting the original author. In the last case, both the student who does the copying and the student who allows the copying are equally guilty.

Plagiarism includes:

- Taking someone else's assignment or portion of an assignment and submitting it as one's own.
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as one's own.
- Submitting purchased papers as one's own.
- Submitting papers from the Internet written by someone else as one's own.
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.

CHEATING

Cheating represents a lack of integrity and character that is inconsistent with the goals and values of Conroe Adventist Academy. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Cheating robs students of their opportunity to become competent in these areas. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- Copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.

- Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy.
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.

CONSEQUENCES

First Offence:

The student will receive an “F” on the assignment or test.

The teacher will confer with the student and notify the parent of the incident and its consequences.

A referral will be placed in the student’s permanent file.

Second Offence:

As listed in the first instance and one or more of the following:

A conference will be scheduled with administrator, parent, teacher, and student.

The semester mark will be lowered by one full letter grade.

The student will be dropped from the course with a grade of “F”.

Subsequent Offences:

As listed in the first instance and one or more of the following:

A conference will be scheduled with administrator, parent, teacher, and student.

The student will be dropped from the course with a grade of “F”.

With subsequent offences, the student may have made the choice to leave and no longer participate in Conroe Adventist Academy.

EMERGENCY PREPARATION AND PROCEDURE

SEVERE WEATHER CLOSING

On days CAA must close due to bad weather, a message will be placed on the school website at www.conroeacademy.org and CAA Facebook page. CAA follows the same closing guidelines as the Conroe Independent School District. Any time the Conroe ISD is closed for bad weather, CAA will also be closed, but we do not always follow their schedule for delayed openings.

DISASTER PLAN

In the event of a major disaster, students will remain at the school under the supervision of their teachers and available parent volunteers. Students will only be released to the parents/guardians or adult authorized on the current emergency information section of the Student Application.

FIRE DRILLS & OTHER EMERGENCY DRILLS

Fire drills and other Emergency drills will be conducted in accordance with county and state regulations. During a fire drill all students and staff are expected to exit the building to the designated area in an orderly fashion, proceed to the location directed by the teacher and remain there silently until the signal is given to return.

LOST AND FOUND

Lost and Found items must be claimed by Friday of each week. Items not claimed by Friday of each week will be donated at the close of the day.

PERSONAL PROPERTY

Because school should be an environment of mutual respect, students and teachers rightfully expect that their possessions will not be harmed in any way or borrowed without the permission of the owner. Students must understand their personal responsibility in maintaining such an environment by: labeling their possessions, storing them in the proper places, and keeping their lockers locked. Students' desks (Lower School) and locker contents (Middle and Upper School) and teachers' desk contents are personal property and are not to be touched or borrowed without permission. Student's personal games and gaming devices are not allowed to be used during school hours (8:30 a.m. to 3:30 p.m.).

ADMINISTRATIVE CHANGES

The administration may make any changes deemed necessary to ensure the proper operation of the school. Any changes made will be presented at the next scheduled School Board meeting.

ACKNOWLEDGEMENT AND ADHERENCE TO CAA STUDENT HANDBOOK

I hereby acknowledge that I have received and read the CAA Student Handbook, provided to me by Conroe Adventist Academy.

Student Name: _____
(Please Print)

Signature: _____ Date: _____

Parent/Guardian Name: _____
(Please Print)

Signature: _____ Date: _____