



Faith • Character • Service

**Conroe Adventist Academy
Student Handbook
2021-2022**

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MISSION

Conroe Adventist Academy exists to portray Jesus to young people, nurture their love for Him and others, inspire academic excellence, and empower them to serve.

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 active citizenship based upon the principles of God's Word.

ACCREDITATION

Conroe Adventist Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities which is a recognized member of the National Council for Private School Accreditation. The Texas Conference Adventist School System is a member of the Texas Private School Accreditation Commission and is recognized as accredited by the Texas Education Agency.

VALUES

Spiritual Growth: CAA 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: CAA focuses on traditional core subjects, as required by our state and private accreditation agencies. At graduation, each student will have successfully completed the requirements in preparation for further education, as well as achieve their full academic potential as well.

Health and Fitness: CAA supports the belief that each child's physical health and growth is integral to his or her intellectual growth. Students will be encouraged to practice healthy living and fitness and be given opportunity to learn how to interact appropriately in play and sports.

Community & Service: CAA endeavors to provide each child with support and personal acceptance, within the context of a loving school, church, and community environment. Students are provided opportunities to participate in regular community service.

SCHOOL BOARD

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

2021/2022 School Board Members

- Raul Aguilar Office of Education, Superintendent
Texas Conference of Seventh-Day Adventists
- Michelle Battistone Principal/Secretary
- Pastor Curtis Damon Snead Conroe SDA Church, Pastor
- Scott Stomberg Conroe SDA Church, Head Elder
- Ana Emery Home and School
- Charles Atherly Member (2021-2024)
- Flor Caton Member (2020-2023)
- Scott Griswold Member (2020-2023)
- Richard Harrison Member (2021-2024)
- Uzziel Maldonado Member (2019-2022)

ADMISSION/REGISTRATION

NON-DISCRIMINATORY POLICY

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

ADMISSION REQUIREMENTS

Pre-Kindergarten students must be 4 years of age by September 1st

Kindergarten students must be 5 years of age by September 1st

First Grade students must be 6 years of age by September 1st

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

- *New Student Application Screening (\$25.00 application fee)
- **Returning student Intent to Return (\$50.00 fee per family-applied to enrollment fee)
- Enrollment
- Current Immunization Record or Affidavit of Immunization Exemption Form
- Non-refundable Registration Fee
- Signed 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 school
- Family Health Commitment

**Required for new and transfer students only*

***Required by published Spring Break Dates to ensure classroom space for upcoming school year.*

All new and transfer students will be placed on conditional acceptance or probation for the first 90 days of their attendance at CAA. During this time students will be observed and evaluated in the areas of social conduct, academic performance, and parent dependability in fulfilling financial obligations.

ACADEMIC PLACEMENT

Incoming students who have been homeschooled will be administered MAPS testing to confirm grade placement prior to admission.

CAA is not equipped to accept students who have serious mental, physical, or emotional challenges, or who demonstrate serious academic and/or behavioral issues. In some cases, and with full agreement between parent(s) and regarding expectations of outside support and outcomes, students with learning differences may be admitted.

DUAL CREDIT CLASSES

CAA is proud to offer an option for dual credit options for certain high school classes for Juniors and Seniors through Southwestern Adventist University. Students will participate in these classes independently and virtually under supervision of CAA faculty.

2021–2022 DUAL CREDIT CLASSES

ENGL 121 Freshman Composition *Pre-requisite required:

ACT 17 or SAT ERW 480, TSI 351, Writing 340, Essay 4

MATH 110 College Algebra *Pre-requisite required: ACT 21 or SAT 530, TSI 350–390

HIST 111/112 US History

HIST 225/226 World Civilizations

PSYC 212 General Psychology

RELT 101 Christian Beliefs

RELB 211 Life and Teachings of Jesus

COMM 111 Speech

BIOL 103 Human Biology (non-science majors)

FINANCIAL POLICIES

REGISTRATION FEE

Registration and Enrollment Fees are **non-refundable** and covers the following items for all students: textbooks, technology, library, student accidental insurance, and classroom necessities.

TUITION FEES

Tuition is based on an annual tuition rate which ensures teacher salaries and operating budget commitments can be fulfilled. This annual rate can be paid in ten (10) installments, August – May.

Registration fee per student (non-refundable)	\$550 per year
Pre-K and Kindergarten	\$615 per month/\$6,150 per year
1 st – 8 th Grade	\$575 per month/\$5,750 per year
9 th – 12 th Grade	\$695 per month/\$6,950 per year

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

Students enrolling late are responsible for the full amount of registration fees. Tuition fees will be prorated based on date of enrollment.

Students who withdraw during the school year will have tuition prorated based on withdrawal date. *All accounts must be reconciled and paid in full before records will be released.*

High School students receiving a failing grade (F) will not receive academic credit for classes. Those tuition fees are non-refundable. Any classes which need to be retaken will be the financial responsibility of the family. CAA cannot guarantee classes will be scheduled before graduation. Classes may need to be completed on-line via Griggs or another accredited and approved program at the family's expense.

DISCOUNTS

Discounts are given for the following:

Seventh-day Adventist Member: \$50.00 per month/\$500 per year

Constituent Church Discount:

Conroe Seventh-day Adventist Church 60/month/\$600 per year

Multiple Child Discounts:

2nd student 15% off total tuition

3rd student 25% off total tuition

4th student+ 35% off total tuition

Military Family Discount: 10% off total tuition

Pay by semester: 5% off total tuition

Pay by year: 10% off total tuition

REFERRAL PROGRAM

CAA offers a referral program. If a newly registered student names a referral they receive a \$50 CAA Voucher, and the family that referred them to CAA will receive a \$50.00 CAA Voucher.

ADDITIONAL FEES AND PROGRAMS

Extracurricular activities, additional programming and field trips are not included in monthly tuition. Examples of these programs include: Leadership Camp (HS), Bible Camp (HS), Hoops Fest (HS), Senior College Days (HS), Mission Trips (HS), Outdoor Camp (5/6), Class Trips (8th grade/HS). Parents may ask for estimates and approximate costs from administration and make potential payment arrangements if needed. Classes and approved groups may do fundraising with administrative approval and scheduling. Costs of extra programming are the responsibility of the parents/guardians.

DUAL CREDIT CLASSES

CAA offers an option for dual credit courses for Juniors and Seniors through Southwestern Adventist University. All charges associated with this alternate program option will be the responsibility of the parent. Cost is \$100/credit hour.

BEFORE AND AFTER SCHOOL CARE PROGRAM

CAA offers an optional before and after school care program. The cost of this program goes to directly pay a supervisor for students who are pre-enrolled. If enrollment does not cover the cost of the program, then the program may be discontinued. Students and siblings not directly involved in extracurricular or tutoring program will be sent to before and after school care for supervision and a charge will be assessed. All fees will be invoiced and collected through FACTS SIS Management. On early dismissal days arrangements MUST be made for after school care in advance through the Administration office.

Charges are by the week and per child:

Before School Care: 7:00 am to 8:25 am - \$15.00 per week

After School Care: 3:45 pm to 5:45 pm (M-Th)

2:15 pm to 4:15 pm (F) – \$20.00 per week

GRADUATION FEES

Graduation fees may be charged for Kindergarten, Eighth grade and Twelfth grade in April. These fees will be calculated based on cost for caps and gowns, basic decorations, and simple reception items. Classes may fundraise with administrative approval and scheduling prior to graduation to help offset costs.

TUITION LATE FEES

Late fees are assessed through FACTS SIS Management according to their terms and conditions. Tuition due dates are selected upon enrollment of FACTS SIS Management.

It is the commitment and responsibility of enrolled families to ensure financial accounts are kept current. Concerns with payments need to be brought to the treasurer or principal as soon as possible so all parties can make appropriate arrangements. Accounts late past 30 days with no communication or explanation will place the student on probation. Accounts late past 45 days with no explanation may result in CAA asking the family to withdraw.

Report cards and transcripts will be held until all accounts are brought current. All accounts must be brought current before registering for a new school year.

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

STUDENT INSURANCE

There is secondary insurance coverage through a contract with the Texas Conference of Seventh- day Adventists at no additional charge to the parents.

FINANCIAL ASSISTANCE

Limited financial aid is available to qualifying students. The amount of aid awarded is determined by the Finance

Committee and is based on a family's financial need and an evaluation the student's attendance records, academic qualifications, and citizenship record. A *Worthy Student Fund* application can be submitted online or obtained from the office. All information shared will be kept confidential. Scholarships and funds are awarded in the order they are received and as funds are available. Students may be awarded funds from the local Worthy Student Fund, the Texas Conference Education for Eternity Scholarship, or the Southwestern Union Educate by Design Scholarship.

WORTHY STUDENT FUND CONSIDERATIONS

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

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 of all school owned materials (i.e. textbooks, computers, library media, etc.) that belong to the school.
- Remit any outstanding tuition owed.
- Fill out and submit a Records Request Form.

STUDENT RECORDS AND TRANSCRIPTS

In accordance with FERPA all 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

COVID-19 HEALTH AND SAFETY STATEMENT

CAA will follow updates from the Texas Education Agency and local health organizations for guidance on COVID-19. At this time masks and vaccines are not mandated or required, though students and families may opt for students to wear masks or be vaccinated. CAA will be following appropriate cleaning procedures and monitor daily for students with symptoms. We ask that all families be pro-active in keeping students home if any symptoms of communicable illness are present. For the 2021-2022 school year all families will be required to sign the *CAA Family Health Commitment form*.

IMMUNIZATIONS

It is Texas State law that all students must have proof of immunizations or an Affidavit of Exemption before entering school. All new students are required to bring current immunization records at the time of registration. In times of an epidemic the state or local health department may require those with exemptions to remain home.

GENERAL HEALTH AND SAFETY

CAA does not have a school nurse on campus. If students are diagnosed with medical conditions such as severe allergies, asthma, diabetes, or other physical needs, the office should be notified upon enrollment. All

medications and protocols should be provided with necessary documentation to ensure the health and care of the student. Compliance of confidentiality will be kept. Office Personnel and immediate faculty who are responsible for daily supervision will be made aware of the medical condition to ensure the safety of the student.

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

CAA will offer these services at the beginning of the school year to all students. If a student is absent during screening it becomes the parent's responsibility to have this screening done by a pediatrician.

GENERAL ILLNESS, COMMUNICABLE DISEASE AND COVID-19

CAA strives to keep our students safe and healthy. If a student exhibits signs of illness it is imperative that they stay home until symptoms of contagion are gone with no use of medications. Students who exhibit symptoms will be isolated and sent home until symptoms resolve or a doctor's clearance is presented. Parents will be notified of cases of COVID-19 or other outbreaks of communicable disease. CAA is obligated to follow all health guidelines to the school community safe as mandated by the CDC, TEA, and the local health administrations. CAA may require a doctor note for students to return to school. Student's with a temperature of 100.4 or higher will be asked to remain home.

COVID-19: Students exhibiting symptoms of COVID-19 will be considered to have COVID-19 until testing confirms otherwise. If symptoms arise at school, the student will be isolated, sent home, and testing will be requested. Requirements to return to school will be as outlined by CDC, TEA, and local health guidelines. As these guidelines are updated families will be notified.

COLD and/or FLU with FEVER: Students should remain home until symptoms resolve to normal without use of medication.

PINK EYE: Student will be sent home. They may return as doctors recommend and with a note.

NAUSEA/VOMITING: Remain at home until symptoms resolve for 24 hours.

UNUSUAL RASHES: Student may return to school with a physician's note stating they are not contagious.

LICE: If a student is diagnosed as having head lice, they will need to remain home until proper treatment has been administered. CAA has a "no nit" policy. Students will be checked by administration to confirm the removal of all nits.

MEDICATION

CAA does not have a registered medical provider on campus. Over the counter medications will not be provided. Over the counter medications should not be sent with students or stored in backpacks or lockers. Medications should be scheduled to be given at home. When necessary, designated school employees may administer **prescribed** medications with strict adherence to the following:

- Prescribed medication must be brought to school by parent/guardian. This will be kept in the administration office.
- Prescribed medication must be in original container with correct pharmacy labels and student's name.
- A *Medication Authorization* will need to be signed by the parent to give prescribed medications during the school day with 1) name of medication, 2) dosage, 3) time of administration, 4) parent signature.
- 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 Medical Authorization signed through FACTS SIS Management System and in the school office, no medication either prescribed or over the counter may be administered.
- Students may not self-administer medication.

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 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 using school approved methods of communication within school hours.
- Serve in Parent Volunteer program between August 1 and May 31 for a total of 20 hours per family OR pay a monetary contribution to CAA of \$100 per family.
 - Parents opting for the monetary contribution understand that the signed volunteer agreement through FACTS SIS Management authorizes the \$100 contribution to be placed on the student account. This contribution can be divided over 10 months with prior arrangement.
 - Families opting for service hours will be given regular notices and invoiced for hours not completed at the end of April.

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). An official form is published at the back of this handbook, or accessed from this link [Texas Conference of Seventh-day Adventist](#)

texasadventist.org) or the administration office to document interactions and steps:

Step One: 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).

Step Two: In the event the individual's concern continues after a personal visit, the principal may be requested to serve as a consultant regarding specific concerns.

Step Three: In the event the individual's concern continues after a personal visit and consultation with the principal, the individual is requested to express the concern in writing to the school board chairperson.

Step Four: The chairperson will call a special meeting of the concerned individual, any involved employee, 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.

Step Five: 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.

Step Six: 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.

Step Seven: Since such resolutions are sometimes of a sensitive nature, the 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 to encourage social interaction and assist with fundraising during the school year. All parents are encouraged to volunteer, participate in, and 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 8:30 a.m. to 2:00 p.m. on Fridays.

ARRIVAL

- Students arriving before 8:15 a.m. should be registered with the Before School Care Program.
- Students will enter by designated entrances and proceed directly to their classrooms.
- Students who arrive after 8:30 a.m. must sign in at the front office for a tardy slip (see tardy policy).

PICK UP PROCEDURES

- Drivers will line up in the designated area and wait in the car for their student(s) to be called.
- If parents need to enter the building, please use the lot to park your vehicle.
- Conversations between staff and students should take place directly and not block the flow of the pick-up line.
- For the protection of your child, students are dismissed only to parents or legal guardians unless the front office is notified in writing (i.e. email).
- Students being picked up after 3:45 pm must be registered for After School Care.

EARLY PICK UP

Parents needing to pick up their child during school hours for a doctor's appointment or another pre-arranged reason must park in the parking lot and come to the front office to sign students out. ***Early pickup is intended to be used as an exception and should not be practiced on a regular basis.*** A doctor's note will be submitted to office to excuse any classes missed.

EARLY DISMISSAL

Early dismissal or half school days will be released at 11:30 p.m.

BICYCLES AND SKATEBOARDS/HOVERBOARDS

Bicycles and skateboards are not to be used on the CAA Campus. Park bicycles in the designated spot when arriving on campus. Skateboards/hoverboards need to be checked in to the Principal's office for safe keeping during the school day.

STUDENT DRIVER'S PERMIT

Students seeking to apply for a driver's permit or license will need to have administration complete a VOE (Verification of Enrollment) form which states that the student is in compliance with the state of Texas attendance requirements.

STUDENT PARKING AND DRIVING

A "Student Driving Agreement Form" must be agreed to, signed and filed in the administration office along with a copy of the student's license and vehicle insurance. Students who disregard the Student Driving Agreement will forfeit rights to driving on campus. The office may assign a parking space and the student is expected to park in that space when at school.

VISITORS

Parents and visitors may schedule appointments to meet with administration or teachers during designated times. All visitors must sign in and out at the administration office. Visitors will be given a *visitor badge* which must be visible while on campus.

SECURED CAMPUS

CAA's top priority is to create a secure campus for the safety of our students. 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) and administration office (9-12). If someone other than the parent/guardian is taking the student, the office must have permission in writing. CAA utilizes 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 the 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.

COMMUNICATION

Student cell phones are not permitted to be used on campus during school hours, 8:30 am to 3:30 pm, unless given permission by staff. CAA asks families to communicate first by calling the administrative office and a message will be shared with the students. Cell phones should be turned in to the administration to be stored for the duration of the school day to avoid distractions.

The school respectfully asks that students and parents contact the teachers through the school office or approved school messaging app during school hours. Administration and teachers will make every effort to respond in a timely manner. Individual conferences should be scheduled through the administration office. All concerns and questions should be following the outlined conflict resolution and legitimate concern protocol.

SCHOOL LUNCHES

CAA does not have an approved kitchen to prepare or serve hot lunches.

- Lunches need to come prepared from home. Microwaves are available with adult supervision and should be used with discretion and consideration of time available during the lunch period.
- Lunches should be nourishing and balanced.
- CAA follows the health practices taught by the Seventh-day Adventist church and lunches should be free from unclean meats such as pork products, shrimp, crab, lobster, and caffeinated products.
- Students should not share food or drinks. This protects against unknown allergic reactions and is for the health and safety of the whole school.
- Birthday snacks and treats need to be arranged with the administration office and teacher.

Pizza may be purchased on Fridays as a fundraiser for various school programs with notification to families.

PARENT/TEACHER CONFERENCES

Parent-student-teacher conferences are offered three times a year, in the fall, winter and spring following MAPS Growth Testing. 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. Students who have documented learning differences and/or IEPs will have scheduled meetings with administration and teachers to ensure clear and consistent support for students.

TECHNOLOGY POLICY:

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:

- Personal electronics devices should be turned off and stored out of sight during school hours to limit distractions and interruptions during class.
- Staff may grant permission for personal devices to be used for limited communication with parents or to support academic assignments.
- All technology should be used for academic purposes only.
- Students should refrain from downloading or accessing software, videos, music, games, etc. on school owned computers.
- Student's use of personal electronic devices while on campus or at school-sponsored activities is governed by the school's technology policy.
- CAA 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.
- Correspondence via electronic communication on the CAA'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 CAA'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.
- CAA does not guarantee the security, accuracy, quality, or confidentiality of data accessed, prepared, stored, transmitted,

or otherwise. CAA will not be responsible for any damages suffered as a result of an individual's use of the CAA's computer system, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the CAA's negligence, errors, or omissions.

- 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 CAA'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.
- 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.
- Students should not use any CAA computer or network for commercial or political purposes.
- 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 CAA's computers. Execution or compilation of programs designed to breach system security is prohibited.
- All hardware, software, peripheral equipment, data files, cabling, and programs are the property of CAA.

- These procedures, guidelines, and/or policies are subject to modification at any time.

TECHNOLOGY VIOLATIONS

Any use of CAA's computer resources which violates CAA'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

CAA desires all students to arrive promptly and to have regular attendance. The objective of attendance standards is to develop lifetime habits of responsibility. 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

The **administration office** should be notified by phone (936-756-1083) or email at secretary@conroeacademy.org by 8:30 a.m. if a child is not able to attend on any given day. Parents should also notify the administration office if a student will be scheduled to be picked up early for a doctors' appointment.

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.

A letter of explanation should be presented to the administration office within two days of a tardy or absence. A letter of explanation for a tardy or absence is not by definition, considered an excuse for an absence. It is the student's or parent/ guardian's' responsibility to respond to this requirement and not the attendance office.

Parents will be notified regarding tardiness/absences to develop a solution for getting students to school on time.

The attendance record becomes part of the student's permanent record.

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

- Illness of the student or family (doctors note required within two days)
- 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

After being tardy seven (7) or more times the following steps will be taken:

1st Offense (7 Tardies):

Warning, policy reminder, violation fee of \$10 which will be invoiced as the offense occurs.

2nd Offense (14 Tardies):

Warning, policy reminder, may request meeting with parent/guardian and student, violation fee of \$20 which will be invoiced as the offense occurs.

3rd Offense (21 Tardies):

Parent/Guardian and student required to meet with Principal, violation fee of \$50.

Tardies are accrued daily for elementary students (PreK through 6th grade) and by class period for 7th-12th grade.

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 or as outlined in classroom syllabus. Students are to take the initiative for making up any work.
- Missed tests, mid-terms and final tests due to absence will require a doctor's note to be taken and count as a grade.

ABSENCE / TARDY PROCEDURES

TARDY TO CLASS

- If a student is late to first period, the transporting adult should escort student to the front office to sign the student into school and provide the documentation for excuse.
- If the student drove to school, they are to come to the office to sign in and provide appropriate documentation for excuse.
- An occasional tardy due to transportation problems or accidents on the freeway may be excused. A repeated first period/homeroom 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.

ABSENCE DUE TO ILLNESS

- 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 absences may be considered 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 and 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 after being signed out.

SEMESTER EXAM ATTENDANCE

All students in grades 9-12 are expected to take final exams when scheduled at the end of each semester. The days of semester exams are made known well in advance of the examination period. Families should avoid making travel plans that conflict with the examination period. Under extraordinary situations, a student may be given permission to take semester exams at an alternate 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, friendship beads, 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 High 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.

OFFICIAL 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.frenchtoastsschoolbox.com Select "Shop by School" and search by Conroe Adventist Academy. Students must be in official uniform to participate in class.

- Students must wear a polo that fits appropriately (if in doubt, check with administration)
- The mid-section of polo must stay covered when arms are raised
- The polo must cover lower back when sitting
- Pants, shorts and skorts: dockert 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 shorter than the end of the fingertips when standing straight, or higher than the top of the knee when standing
- No sweat, flannel or pajama pants, camouflage, jeans, or leggings

- Outerwear (coats, sweatshirts, and hoodies) should be solid in color with no advertising and reserved for outdoor use. Indoor layering (sweaters, blazers) must have CAA logo and ordered through www.frenchtoastschoolbox.com.
- Shoes should have closed toe

CASUAL DAYS/SCHOOL SPIRIT DAYS

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

- All blouses, shirts, 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, shorts or skirts must reach the top of the knee in length. Slits in skorts or skirts 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.)
- Trademark and media graphics should be of Christian representation or saved for outside of school.

PHYSICAL EDUCATION DRESS CODE (5th-12th Grade)

The PE dress code consists of plain crew neck t-shirt, basketball style shorts or non-graphic sports pants that are between the tips of fingers when standing straight and approach the knee. In winter months sweat pants and leggings should be loose fitting or basketball type shorts worn over. Sport- appropriate shoes (i.e. court or field shoes).

Consequences for Uniform Violation

Violations for sending a student to school that is not in compliance with uniform policy.

1st Offense Student warning, change into school uniform provided by CAA for the day (if available) and to be returned at the end of the school day to front office OR parent contacted to bring appropriate uniform.

2nd Offense Student to change into school uniform provided by CAA for the day (if available) and be returned at the end of the school day to front office OR parent contacted to bring appropriate uniform. Uniform violation fee \$10.

3rd Offense Student to change into school uniform provided by CAA for the day (if available) and be returned at the end of the school day to the front office OR parent contacted to bring appropriate uniform. Conference meeting with student, Parents/Guardian and Principal, uniform violation fee \$20

4rd Offense Student to change into school uniform provided by CAA for the day (if available) and be returned at the end of the school day to the front office OR parent contacted to bring appropriate uniform. Conference meeting with student, Parent/Guardian and Principal, uniform violation fee \$50

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 remembering that they represent their families, the school and God in all that they do.

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 CAA 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 CAA *Code of Conduct* outlines the basic responsibilities and is to be used as a guide for conduct. This includes *Citizenship* grades. The *Code of Discipline* has been established in response to the *Code of Conduct* and *Citizenship* so that clear rules and guidelines are communicated to all students, parental involvement may be maintained, and the administration of consistent and timely discipline.

CODE OF 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

CITIZENSHIP

Citizenship at CAA reflects 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 (demerits) based on infractions. Discipline beyond deduction of points may also occur. Demerits are given to a student when they do not follow the *CAA Code of Conduct*. When a demerit is given, students will sign an acknowledgement and a phone call or email notification is made to parents/guardians.

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

CODE OF DISCIPLINE

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

- Undermining the philosophy and objectives of the Seventh-day Adventist church and of Conroe Adventist Academy.
- Leaving the campus or any school-sponsored activity without proper permission.
- Defiance, willful disrespect, or insubordination of any school or classroom policy or to any faculty member or adult during any school activity or event.
- 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.
- 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.
- Vandalism and/or careless use of school property or that of another student.
- Tampering with school fire equipment or fire alarm or other school equipment along with unauthorized use of keys and facilities.
- Gambling and/or betting
- Possessing, using, or furnishing to others, any form of tobacco, alcoholic beverage, or other intoxicants, illicit drugs, or drug paraphernalia.

- Participation in dishonesty including theft, cheating, lying, and willful deception regarding violation of school regulation in any phase of schoolwork, or business.
- Conspiracy to, or participation in hazing, initiations, bullying, committing any act that injures, degrades, or disgraces a fellow student or faculty member.
- Inappropriate use of electronic devices.
- Any student who becomes a clear and present danger to the life and safety of school personnel or students.
- Failure on the part of a student to conform to the stipulations of any discipline which has been administered.

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 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 Discipline Committee to review a request to participate in restricted events.

CITIZENSHIP GRADING POLICY

Discipline is a tool for students to 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. Citizenship grades will be taken into account when considering any worthy student scholarships.

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 student association elected offices, honor roll, and National Honor Society.

MIDDLE & UPPER SCHOOL DEMERIT GUIDE	
Uniform code violation	1 demerit as well as Uniform Violation steps
Unexcused Tardy	1 demerit as well as Tardy Policy Violation steps
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 as well as Technology Violation steps
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	10-20 demerits

conduct or suggestive activity, or hazing	
Fighting (play fighting included)	20 demerits
Leaving campus without permission or leaving school-sponsored event without permission	15 demerits and immediate pick up by parent
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

Demerits can be awarded by any staff member when a student disregards a request related to any behavioral expectations. The student will be asked to sign an acknowledgement before being given the demerit. For repeated incidents the following conferencing protocols will take place.

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:

- Not being under the influence of mood-altering substances, alcoholic beverages, or illegal drugs.
- No possession of drug-related paraphernalia.
- No abuse of prescription drugs by any student.
- 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).

CAA has the right to have students do drug testing at the parent's expense if abuse is suspected. Refusal to comply will result in immediate expulsion.

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.

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. At the conclusion of a quarter, a student receives an evaluation in each academic area. For the CAA High School Program permanent grades will be recorded at the end of each semester. Each semester successfully completed earns a 1/2 credit based on calculation of Carnegie Units.

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

CAA High School classes are calculated based on Carnegie Units in order to receive proper credit. 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.

FAILED CLASSES

High School students failing a class will not be awarded academic credit. Though CAA will do what it can to offer the class a second time, it is not CAA's responsibility to make sure the class is completed. Students may need to take the class independently, at summer school at a local public school, or online through Griggs or another approved and accredited academic program.

PLAGIARISM

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of CAA. 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 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

CAA. 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 FOR PLAGIARISM AND CHEATING

First Offense (10 demerits):

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 Offense (20 demerits):

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.

SEVERE WEATHER CLOSING

CAA is required to meet in person 176 days, regardless of closing for weather situations. On days CAA must close due to bad weather, a message will be placed on the school website at www.conroeacademy.org, the CAA Facebook page and a one call will be recorded. CAA will generally follow Conroe ISD in the event they are closed for bad weather, but we do not always follow their schedule for delayed openings. CAA may be required to make up days closed for weather situations. If this occurs, calendars days scheduled as school holidays may be required as in school days.

FIRE DRILLS, EMERGENCY DRILLS AND SCHOOL DISASTER PROTOCOL

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 in an orderly fashion, proceed to the designated area and wait silently until the signal is given to return or other directions are given by supervising staff.

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.

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 by another student.

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 for approval and communicated with parents in a timely manner.

Texas Conference of Seventh-day Adventist Legitimate Concern Form

**This is a recommended procedure for dealing with conflict in Texas Conference Schools*

Introduction

Many times the concerns that develop between principals, teachers and parents regarding a child or children come as a result of a lack of communication. The purpose of this Legitimate Concern Form is to provide an avenue so that sequential steps are followed to provide open communication among the involved individuals before a concern is taken to the local school board. This form is provided to the parents so they will know the steps to follow in approaching Legitimate Concerns.

Sequential Steps to Follow in Resolving Concerns

Step I: Parent or parents (may include child) request and have a conference with the teacher/staff.
Date this conference was completed. _____.

Teacher Signature

Parent(s) Signature

The results of this conference were satisfactory. Yes ___ No ___
If the response to the above conference is "No" then Step II should follow.

Step II: Parent or parents (may include child) request and have a conference with the teacher and principal. Date this conference was completed _____.

The results of this conference were satisfactory. Yes ___ No ___
If the response to the above conference is "No" then Step III should follow.

Principal Signature

Teacher Signature

Parent(s) Signature

Step III: At this point the concern must be put in writing and addressed to the school board chairperson. (See page 2 for the proper form to use.) Parent or parents (may include child) request and have a conference with the teacher, principal, board chairperson and the superintendent or an associate. Date this conference was completed. _____.

Board Chair Signature

Principal Signature

Teacher Signature

Parent(s) Signature

The results of this conference were satisfactory. Yes ___ No ___
If the response to the above conference is "No" then Step IV should follow.

Step IV: This legitimate concern will be placed on the agenda of the next or school board meeting, and the parent and teacher will be given opportunity to address the school board. The Texas Conference superintendent or an associate must be present at this meeting.

Name of school _____

Parent's name _____ Student's name _____

Describe in detail the specific concern you have regarding the issues that you have discussed in the three above steps.

Parent's signature

Date

After the parent and the teacher have addressed the school board, the board will go into executive session for additional discussion and a decision. The school board chairperson, the principal, and the superintendent or an associate will share the board's resolution with the persons involved.

School board decision:

Parent(s) signature

Date

Parent(s) signature

Teacher's signature

School Board Chairperson's signature

Superintendent/Associates' signature

Principal's signature