
ADVENT RIDGE ACADEMY

HANDBOOK

“For I know the plans I have for you,” declares the LORD,
“plans to prosper you and not to harm you, plans to give
you hope and a future.” Jeremiah 29:11

1523 Old Ranch Road 12
San Marcos, TX 78666

Phone: (512) 392-9475
www.adventridge.org

ABOUT US

Advent Ridge Academy offers a high-quality education within the Biblical framework of Seventh-day Adventist teachings. In keeping with our commitment to continuous improvement, all learning is built upon a strong foundation emphasizing Bible study, Christian growth, and character development.

MISSION STATEMENT

The Advent Ridge Academy mission is equipping students to be servant leaders by seeking God first.

PHILOSOPHY

Advent Ridge Academy is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children. Belief in the existence of God, the Creator, is fundamental to the philosophy of Seventh-day Adventist education. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life, and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- develop a personal relationship with God and his fellow men as stated in Matthew 2:37-39
- master the basic academic skills
- value physical and mental labor as the blessing God intended
- cultivate physical fitness, mental ability, and moral purity

Advent Ridge Academy is operated in harmony with the guidance and direction of the Office of Education of the North American Division of the Seventh-day Adventist Church.

ACCREDITATION

Advent Ridge Academy is fully accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a recognized member of the National Council of Private School Accreditation, as well as the Texas Private School Accreditation Commission and the Texas Education Agency.

TABLE OF CONTENTS

ACADEMICS	10
Achievement Tests	10
Acceleration	11
Grade Retention	11
Eighth Grade Completion Requirements	11
9/10 th Grade Coursework	12
Communication	12
Parent/Teacher Conferences	12
Scheduling Appointments	12
Report Cards & Progress Reports	12
Student Records	13
School Supply Lists	13
ADMISSIONS	13
New and Transfer Students	14
Seventh-day Adventist Standards	15
Unpaid Accounts	15
Medical Examinations	15
Immunizations	15
Special Needs	16
Transfer of Permanent Record	16
FINANCIAL	17

Tuition Fees	17
Monthly Tuition	17
Discounts	17
Financial Assistance	17
Discipline Charges	18
Damage to school property	18
Safety Violation	18
Student Insurance	18
Financial Statements	18
Previous Balances	18
Statements	18
Account Status	18
Refunds	19
Eighth Grade Diplomas, Report Cards, and Graduation	19
Contract Teachers	19
Late Registrants	19
Past Due Procedures	20
Withdrawing Students	20
Miscellaneous Fees	20
ATTENDANCE POLICY	21
Regular School Day	21
Daily Attendance	21
Tardiness	22
Excessive Problems with Attendance	22
Unexcused Absence	22
Additional Junior High/High School Attendance Policy	22

Pre-Arranged Absences	23
Illness and Attendance	23
Lice Policy	24
Half Days	24
DROP-OFF/PICKUP PROCEDURES	25
BEFORE/AFTER SCHOOL CARE	26
DRESS CODE	26
Dress Code Consequences	27
BEHAVIOR EXPECTATIONS	27
Conflict resolution	29
STUDENT CONDUCT	30
Cell Phones	30
Distractions	30
Closed Campus	30
Drug-Free Campus	31
Electronic Equipment	31
Designated Areas	31
Public Display of Affection (PDA)	31
Fire Safety	32
Hall Decorum	32
Lockers Grades 3-10	32
Playground Rules	32
Programs	33
Property Rights	33
Pyrotechnics	34
Recess	34

Rollerblades, Skates, Skateboards and Scooters	34
Student Drivers	34
Telephone Calls	35
Weapons	35
CLASSROOM POLICIES	35
Academic Expectations	35
Eligibility for Extracurricular Activities	35
Birthdays	36
CAMPUS POLICIES	36
Access to Student Records	36
Open House	36
Campus Visits	36
Transportation	36
Student Medication and Health	37
Cheating	37
Dogs and Other Pets	38
Gum/Snacks	38
Home and School	39
Lost and Found	39
DISCIPLINE PROCEDURES	39
Consequences of Inappropriate Behavior	40
Corporal Punishment	40
Detention	41
Suspension	41
Expulsion	41
Dismissal	41

Withdrawal	41
Severance	42
Probation	42
Bullying	42
Defacing or Damaging Property	42
VISITORS	43
Adult Visitors	43
Student Guests	43
FIELD TRIPS	43
Parent Volunteers	43
Transportation	44
ATHLETICS	44
Academic Requirements	44
Citizenship Requirements	44
COMPUTER USAGE	44
Rules & Guidelines	45
HARASSMENT	46
Statement	46
Definition	46
Reporting	46
Consequences	46
Sexual Harassment	46
Statement	46
Definition	46
Some examples:	47
Reporting	47

Consequences	47
Sexual Relations	47
HOMESCHOOL ENRICHMENT GUIDELINES	47
PARENT/TEACHER CONCILIATION	48
POLICY CHANGES	49

ACADEMICS

The curriculum at Advent Ridge Academy is developed by the North American Division of Seventh-day Adventists and implemented by the Education Departments of the Southwestern Union and the Texas Conference of Seventh-day Adventists. The curriculum at all levels reflects the philosophy and objectives of Christian education. It was chosen to be in harmony with the ideas expressed in our mission statement. Textbooks and course material are in compliance with the recommendations of the North American Division of Seventh-day Adventists, Office of Education. This is the central coordinating office for all schools operated by the Seventh-day Adventist Church throughout North America.

Achievement Tests

The Measures of Academic Progress (MAP) assessment is given in the fall, winter, and spring to all students in grades Kindergarten through tenth. All students should be in school during this testing time because these tests are used to help assess the strengths and weaknesses of each student. A report of the results will be available once we have received them.

Teachers or parents may wish to seek individualized testing to determine whether additional services are needed to meet a child's educational needs. Testing must be requested by parents through their local Independent School District. Testing is provided through the local ISD and may include assessments to determine the need to address any emotional, mental, visual, physical, or otherwise health-related concerns of a student.

Acceleration

Appropriate academic placement is a fundamental principle of education. When considering advanced placement for a student, the following policy will be implemented:

1. On a standardized achievement test battery, a student is expected to have a composite score that places him/her at the 90th percentile or above.
2. The student must demonstrate, to the school staff and to the parents, satisfactory evidence of academic, emotional and social readiness for advanced placement.
3. Prior written request for student advancement in elementary education (i.e. two years in one, or three years in two) must be submitted to and approved by the Texas Conference Office of Education before a student is permitted to begin work on advanced placement. The application must include the written consent of the parent or guardian.

4. A copy of the MAP Student Profile Sheet must also accompany the application.
5. The end of the second week of November is the deadline for submitting acceleration requests to the Texas Conference Office of Education.

Grade Retention

Consideration to retain a student at a grade level must involve counseling with the student and the parents, so that a decision regarding placement is reached cooperatively. A decision to retain the student must have:

- Written approval by the parents no later than April 1.
- Completion of the Light's Retention Scale – to be submitted along with the request form.
- Written approval from the Texas Conference Office of Education.
- The end of the fourth week of April is the deadline for submitting retention requests to the Texas Conference Office of Education.

No student will repeat a grade for more than one year during the elementary school years.

Eighth Grade Completion Requirements

The required subject areas for completion of the eighth grade are:

- Bible/Religion
- Mathematics
- Language Arts (English, Handwriting, Spelling, Composition)
- Reading
- Physical Education
- Science/Health
- Social Studies
- Fine Arts (Music, Art)
- Computer Literacy/Keyboarding

In addition to the subjects listed above, students must meet the practical arts/technology requirements as specified by the Texas Conference Office of Education:

- A minimum of "D-" is the required academic grade for each of the subjects listed above.
- Students who do not meet the academic requirements to graduate will be notified of their deficiencies at the end of the third (3rd) quarter (or as soon as noted by the teacher).
- In order to participate in graduation, these students must make arrangements to complete the work in the summer.
- A diploma cannot be given until all work and financial obligations are completed.

- Return cap & gown. (Students may keep their tassel.)

9/10th Grade Coursework

Taught on alternating years

Grade 9:

- Religion I
- Physical Science
- Literature I
- Algebra I
- World Geography
- Physical Education
- Health
- Speech
- Fine Art (Choir or Bell choir)

Grade 10

- Religion II
- Biology
- Geometry
- Literature II
- World History
- Physical Education
- Computer Application
- Fine Art (Choir or Bell choir)

Communication

Parent/Teacher Conferences – The faculty and administration welcome the opportunity to confer with parents concerning their student's welfare and progress. At the end of the first quarter parent/teacher conferences take place. This allows parents to see progress that has been made during the first quarter of the year and gives the opportunity to set individual goals for the second quarter. A second parent/teacher conference is scheduled, as needed, after the third quarter is completed. Parents are urged to meet these purposefully scheduled appointments.

Scheduling Appointments – If the need arises, parents may schedule appointments with their child's teacher. Teachers are **not** available to council with parents between 7:30 am and 3:15 pm, M-TH; and 7:30 am and 2:15 pm on Fridays. Appointments need to be scheduled outside of school hours. If an appointment is needed with the principal, please call the school office and make an appointment through the office manager.

Report Cards & Progress Reports

Report cards are issued quarterly, and interim progress reports are emailed out every Monday and printed every 4 ½ weeks. Parents will be able to access their student's progress online. Information is available on our website: www.AdventRidge.org or contact our front office.

Student Records

Student cumulative records from previously attended schools will be sent to ADVENT RIDGE upon the written request of the parent/guardian. The request form is a part of the registration packet and is available in the ADVENT RIDGE office. Per TX state laws, schools must send records via mail, either regular or Email. Records cannot be accepted from or picked up by the parent/guardian.

Student records may be sent from ADVENT RIDGE to another school if the student account is paid in full.

Those who have the right of access to the student cumulative record:

- The administration
- The teacher
- The parent/guardian
- Those assigned by the administration to keep the records.

School Supply Fees

Each teacher takes care of all the supplies the students will need for the year. School Supply fees are due on August 1st. Students are responsible for their own backpack, lunchbox, and water bottle. PreK and Kindergarteners will need a nap mat and blanket.

ADMISSIONS

Advent Ridge Academy (ADVENT RIDGE) admits qualified students of any race, color, ethnic background, country of origin, religion, gender, gender identity, sexual orientation, mental or physical disability, medical condition, to all the rights, privileges, programs, and activities available to students at the school. ADVENT RIDGE does not discriminate on the basis of race, color, ethnic background, country of origin, religion, gender, gender identity, sexual orientation, mental or physical disability, medical condition, or any other status protected by applicable law, in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

ADVENT RIDGE does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of ADVENT RIDGE and the Seventh-day Adventist Church.

Parents are encouraged to direct their children to act in harmony with the standards, requirements, and philosophies of the school, and support the school's principles, programs, and teachers. The Admissions Committee reserves the right to refuse admittance to any students who do not exhibit behavior in harmony with the school's principles. Although a low student-to-teacher ratio allows for a great deal of individual attention, our school is not designed to provide special education for students with learning disabilities or behavioral problems.

New and Transfer Students

In considering a student, the Admissions Committee looks at chronological age, emotional, physical, and social development, academic achievement, test scores, student behavior, attitude, attendance record, and special needs. Before a student is placed in a classroom, he/she will:

1. Complete and submit the Registration Packet: (Available online or in front office)
 - o Application
 - o Financial Contract
 - o Consent to Treat Forms
 - o Authorization for Release of Student
 - o Acceptable Computer Use Policy
 - o Chrome book Usage Policy (3rd-10th Grade)
 - o Parent & Student Contracts
 - o Birth Certificate
 - o Immunization Records
 - o Physical Exam Form (All grades)
 - o Most Recent Grade Report or Transcript
2. Provide verification of grade level and achievement from the school last attended. (The parent will be notified of the transfer of the student's permanent record, their right to receive a copy of the record, and their right to a hearing to challenge the content of the record.) This may be a report card, cumulative folder, letter from the principal of the former school, or a telephone discussion between principals.
3. Make an appointment to take a proficiency exam before entering Advent Ridge Academy. In lieu of this exam, parents may present results from an alternate approved national exam taken within the previous school year.

Once the above steps have been completed, the student will be assigned to a classroom.

Students entering Kindergarten must be five (5) by September 1st. Students entering first grade must be six (6) on or before September 1st. All students entering Kindergarten, or first

grade may be given an assessment test. Students must submit proper health records within two (2) weeks of first day of attendance, after which time they will not be allowed to attend classes until health records are received.

Seventh-day Adventist Standards

Basic to all the above admission requirements is that students respect the Word of God, maintain a reverent attitude toward that which is spiritual, and conduct themselves in harmony with the standards of the Seventh-day Adventist Church.

Unpaid Accounts

Students having an unpaid account at ADVENT RIDGE or another school are not admitted until a letter of financial clearance from the other school or an agreed upon payment plan with ADVENT RIDGE takes place.

Medical Examinations

Physical examinations are required of all students in the Texas Conference as follows:

- Upon entering school for the first time
- At grade 7 (this shall include the scoliosis examination)

A physical examination will be considered current, except scoliosis examination, if taken not more than twelve (12) months prior to any of the above dates, and the report is submitted to the school.

When a student transfers, it is the parent's responsibility to bring the health record file to the office within two (2) weeks of acceptance. If this is not done, they will not be allowed to attend classes until health records are received.

Immunizations

All students entering ADVENT RIDGE for the first time and returning students must present evidence of immunization compliance with the Travis County Health and Human Services. Minimum Texas State immunization requirements require yearly updates, as stated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.6197.72. A summary can be found on the Texas Department of State Health Services Immunization Requirements web page: <https://www.dshs.texas.gov/immunize/school/default.shtm#infoforschoolchildcare>. The new HIPAA guidelines require parents to deliver health records from the previous school. Schools can no longer mail these records to other schools.

A student may be exempt from receiving the required immunizations by submitting:

1. A written statement from a physician stating that the student is medically exempt because the vaccine required is medically contraindicated or poses a significant health risk. Unless the statement says that a lifelong condition exists, the exemption statement is valid for only one (1) year from the date signed by the physician.
2. A notarized affidavit from the parent stating that the student is exempt because of personal beliefs. This personal exemption shall be recorded on the immunization record. The affidavit will be valid for two (2) years. A child, who has not received the required immunizations for reasons of conscience may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

Special Needs

Advent Ridge Academy usually does not have the staff or resources for special education services. Therefore, we may not be able to accept students who have learning differences, mental or physical handicaps, or social skill deficits that would require the school to provide specialized staff, equipment, or repeated interventions that take up a disproportionate amount of a teacher's time.

Our goal is to provide a quality education to every child at Advent Ridge Academy. To do so, we need full and accurate disclosure of your child's needs. If it comes to our attention that parents have intentionally withheld educational or behavioral information, we reserve the right to ask your child to remain at home until their needs are clarified and we determine if we are able to meet those needs.

English language proficiency needs must be established before admission. Prior to admission, the parents, teachers, and principal may meet to discuss specific goals.

Transfer of Permanent Record

When a pupil transfers from one school district to another public or to a private school, or transfers from a private school to a school district within the state, the student's permanent record is transferred. This transfer is initiated by the former district or private school upon request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and the right to a hearing to challenge the content of the record. The

State Board of Education is authorized to adopt rules and regulations concerning the transfer of records.

FINANCIAL

Advent Ridge Academy endeavors to keep the cost of Christian education as low as possible so that all young people can attend. The following statements outline general financial practices that are important to the students, parents and/or financial sponsors.

Tuition Fees

Registration fees for each student are due before the student begins classes. \$425.00
(Registration fee covers student insurance and textbooks)

Monthly Tuition - Tuition charges for the year can be divided into 9 or 10 equal payments. Tuition payment for the first month will begin in August and will continue through May.

Kindergarten – 8 th Grade	\$4750 yearly; 10-month: \$475 monthly; 9-month: \$528
PreK & High School	\$5750 yearly; 10-month: \$575 monthly; 9-month: \$639

*Families with membership at the San Marcos Seventh-day Adventist church are eligible for a subsidized rate. This is a \$500 discount for the year to be divided up by 10 months.

Discounts

Early registration discount of \$25 if paid on or before July 1st.

Family Discount: For additional students in the immediate family, 5% off tuition per month per student.

5% off Full Year if payment is made in full at the beginning of the school year.

Financial Assistance

In an attempt to provide Christian education for all who desire, a limited amount of financial assistance is available to lower-income families. Financial assistance may be requested by filling out a Financial Aid Request form through our front office. Forms are also available online.

All applications must be completed before a student needing assistance can be admitted to ADVENT RIDGE. Approved student assistance monies will be credited to the account monthly. The balance of the account is the responsibility of the parent/guardian. Accounts must be kept current to receive Financial Aid.

Discipline Charges

Damage to school property – Normal wear is expected on library books, school textbooks, PE equipment, restroom stalls, desks, lockers, etc., that are provided for the students' use. Students damaging school property due to carelessness, neglect, or vandalism will be charged for the replacement and/or repairs.

Safety Violation – Any violation of fire safety (such as but not limited to, setting off fire alarms, discharging fire extinguishers, tampering with smoke or heat detectors) will result in a minimum fine of \$100 and could result in other discipline.

Student Insurance

Accident insurance coverage is purchased by the school for each student. The cost of this insurance is included in the registration fee. The school is responsible for only what is covered by that insurance. Parents are urged to carry additional insurance to supplement that covered by the school.

Financial Statements

Previous Balances - Any previous expenses at Advent Ridge Academy or other Seventh-day Adventist educational institutions must be settled before the student is permitted to enroll for the current school year. Any delinquent sibling accounts must also be settled before another family member is admitted.

Statements - Statements are emailed out one week before the first (1st) of the month and are due by the fifth (5th). The Office Manager must receive payment by the close of the business day on the 10th of each month. Payments received after this date will be assessed a \$25.00 late fee. Checks returned for insufficient funds will be charged a \$25.00 fee. Failure to keep an account current could result in dismissal.

Account Status - The financial sponsor is expected to keep the account current at all times. Students whose accounts are more than 30 days past due are delinquent and the student will not be able to receive After School Care until the account is current. If an account is delinquent 30 days, a student may be asked to withdraw.

In correlation with existing policies, Advent Ridge Academy will extend every effort to communicate with a debtor about any obligation due the school. After all good faith efforts have been exhausted, Advent Ridge Academy may send said debt to a collection

agency. All costs and fees incurred by this action will be added to the debt owed and payment will be the sole responsibility of the debtor (including but not limited to all legal and court fees). Advent Ridge Academy will notify the debtor of the intended collection agency action in writing, by certified mail, 30 days prior to assigning the debt to a collection agency.

Refunds - When a student withdraws from school, an adjustment will be made to the account so that only actual tuition is charged. This will be done on a weekly, prorated basis. The Registration Fee is not refundable after five days in attendance.

Eighth Grade Diplomas, Report Cards, and Graduation - Diplomas cannot be issued unless the student's account has been paid in full.

Students may not participate in graduation exercises unless their account is current or written arrangements have been made. The ADVENT RIDGE Finance Committee will address any exceptions on an individual basis.

Contract Teachers - Approved, contract music teachers come to our campus weekly to teach piano or strings. Parents deal directly with the teacher for lesson schedules and payment.

Late Registrants

Students entering at any time during the first charge period will pay tuition for the full period. Students transferring from another school will be charged according to the number of days left in the school year.

Late registrants must pay a full registration fee. If a student enrolls after the first half of the school year, they will be charged half of the registration fee.

Past Due Procedures

If a student's account becomes past due, the following procedures will occur:

1. Anticipating that a student's account may become thirty days past due, it is the parent/guardian's responsibility to contact the school office and suggest suitable financial arrangements. The ADVENT RIDGE Finance Committee will consider these arrangements. The front office or principal will communicate the decision of the finance committee to the parent/guardian.
2. If a student's account is 60 days or more past due and no satisfactory arrangements have been made, the finance committee, with prior authorization by the Advent Ridge board, may send the parent notice that the student will be suspended from school on a given date. If the parent/guardian's response or lack of response is unacceptable, the matter will be brought to the next Advent Ridge Board meeting to consider the student's dismissal from school.

Withdrawing Students

Students who withdraw during the school year will be charged according to the number of days they were enrolled.

Please notify the office several days before the actual withdrawal date. There is a withdrawal form that must be completed, and the office needs time to adjust the charges and credits on your account. Failure to complete this withdrawal procedure will result in the continuance of tuition charges. It will also cause a delay in the release of records and grades.

Miscellaneous Fees

Yearbook Fee - \$20

Textbook Fee - \$25

School Supplies Fee - \$30

Technology Fee - \$25

High School Science Lab Fee - \$25

Athletic Fee– 6th-8th graders who choose to participate in our club sports will pay a \$50 athletic fee to help with uniform/referee/maintenance costs. 9th & 10th graders will pay \$75 for the season.

After School Care Fee - *See Afterschool Care Section Page 22

Field Trip Fees - Some field trips may require funds from home. The teacher will give advance notice to parents/guardians. Students who have not paid the required funds may not be able to go on the trip.

Lost/Damaged Textbooks - the charge will be the replacement cost.

ATTENDANCE POLICY

Advent Ridge Academy is bound by the laws of Texas to maintain daily school attendance records. Every absence requires a note from the parents the day the student returns to school. The note must contain the student name, date, and reason for absence and parent/guardian signature.

Medical appointments, illness or death in the immediate family are considered excused absences. Other emergency reasons may be acceptable if a note of explanation is submitted to the office. Students with excessive absences may be hindered in their educational experience

No student will be allowed to leave the school grounds without the expressed written consent from their parent/guardian.

Regular School Day

The regular school day begins at 8:00 a.m. and ends at 3:00 p.m. Monday-Thursday and ends at 1:30 pm on Fridays for all grades.

Daily Attendance

Students who are not in their classroom by 8:00 a.m. will be marked tardy. Students need to be in the classroom, seated, and ready for school to begin. The total days of attendance of a student is at Advent Ridge Academy, maintained by the Texas Conference during the academic year, will be the number of days school was actually taught (not less than the minimum school days during the academic year), less the sum of his/her absences.

Tardiness

School begins promptly at 8:00 am at which time attendance will be taken in each classroom. Tardiness will be excused for the following reasons:

- Severe weather conditions
- Doctor or dentist appointments

Any missed work will still be required.

Excessive Problems with Attendance

Class attendance and punctuality are very important and are valued highly. The staff wishes to encourage habits of responsible attendance. Excessive unexcused tardies and absences are unacceptable. We expect you to make appropriate arrangements to have your child in regular, punctual attendance. If unacceptable attendance problems do not improve, the student will be reported truant to the county truancy officer.

Unexcused Absence

Absences beyond five (5) consecutive days due to medical reasons will be considered unexcused unless the office receives a signed, written physician's statement. Tardies and absences due to family inconvenience or vacations are not considered excused.

The state of Texas requires a 90% attendance to receive credit for the school year. This means that students cannot have more than 18 days of unexcused absences for the year, or 9 unexcused absences for the half year.

The Advent Ridge Academy School Board has approved a required 4 hour Sunday School for students who reach 15 unexcused absences. Parents will be notified by the end of the 3rd Quarter and will be invoiced at \$50 per student (\$20 each additional student from the same family). A teacher will supervise the 4 hour academic time to serve as one make up day.

Additional Junior High/High School Attendance Policy

This policy is to help insure the daily attendance of students to class and to instill the importance of meeting schedules. It is the student's responsibility to manage their own attendance and to ensure all tardies and/or absences are taken care of.

The policy will be effective for each quarter (9 weeks). The policy is as follows:

- Grades 9 and 10 will have attendance recorded for each class period.
- 4 unexcused absences from any class may result in failure of that class for the 9-week grading period.
- When 4 unexcused absences are reached in a 9-week period, the student will be placed on attendance probation through the following 9-week grading period.
- A student on attendance probation will not be able to participate in any extra-curricular activities. Attendance probation will also result in the removal of the student from any elected office for the remainder of the semester and the semester immediately following (If this happens during the 2nd semester of a given year, it will follow over to the 1st semester of the next year.)
- When 6 unexcused absences are reached in a 9-week period the student and parents must meet with the Administrative Council to help correct the problem before the student may return to classes.
- The Administrative Council will deal with additional attendance problems on an individual basis.

Students will be required to make up missed work to stay current in their studies.

Pre-Arranged Absences

The pre-arranged absence process is as follows:

1. Parents/Guardians must provide the office with a signed, written request explaining why classes will be missed and the time for leaving and returning to school.
2. All requests should be submitted two weeks prior to the anticipated absence.
3. All requests must be approved by the principal BEFORE going to a teacher(s) for assignments.
4. Teachers must see signed approval before they will give any assignments ahead of time.

Illness and Attendance

Elementary school classrooms are the perfect breeding grounds for all sorts of communicable illnesses. It is important that sick children (including those with common colds) stay at home -- not only to allow their bodies to heal, but also to prevent the illness from spreading.

Follow these general guidelines:

- Don't send your child to school if they are contagious, have a fever of 99.5°F or more, are vomiting, or have inadequate energy to participate in school activities.
- Keep your child home for 24 hours after vomiting has ceased, his/her temperature has been normal without use of Tylenol or other fever-reducing medicine, or after antibiotics have been started for contagious conditions.
- If your child arrives at school unwell and unable to participate, they will be asked to wait in the office until someone can pick them up.
- If your child becomes ill at school, they will be sent to the office for further evaluation. Advent Ridge Academy office staff follow these guidelines:
 - If a child has a temperature above 99.5°F or is experiencing continued discomfort or pain, the family will be notified. It is essential for us to have emergency information and phone numbers on file in the office, so we may contact you as needed. Please keep this information updated as changes occur during the year.
 - Sick children are kept in the school office until parents or an approved person arrives. This helps limit the exposure of the rest of the class to the illness.
- On the day your child returns to school, they must provide a note to excuse their absence(s).

If your child has sustained an injury but is able to participate in scholastic activities, they may attend school as soon as their pain is manageable. Please send a doctor's note that outlines their restrictions, so they can be properly supervised during their recess and PE activities.

Lice Policy

Students discovered to have lice will be sent to the office to await parent pickup. Students will have to return home to receive medicated treatment and may return to school the next day. Upon returning, the student will be checked, and if any lice or nits are present, will be asked to return home again.

Half Days

A half day begins at the regular time of 8:00 a.m. for all grades. Dismissal time is 12 p.m. (noon). This does not include a lunch period. After school care will not be available on half days. Parents must be sure to make necessary arrangements to have their child picked up by 12:30 p.m. on these days.

The Advent Ridge Academy School Board has scheduled the following minimum days:

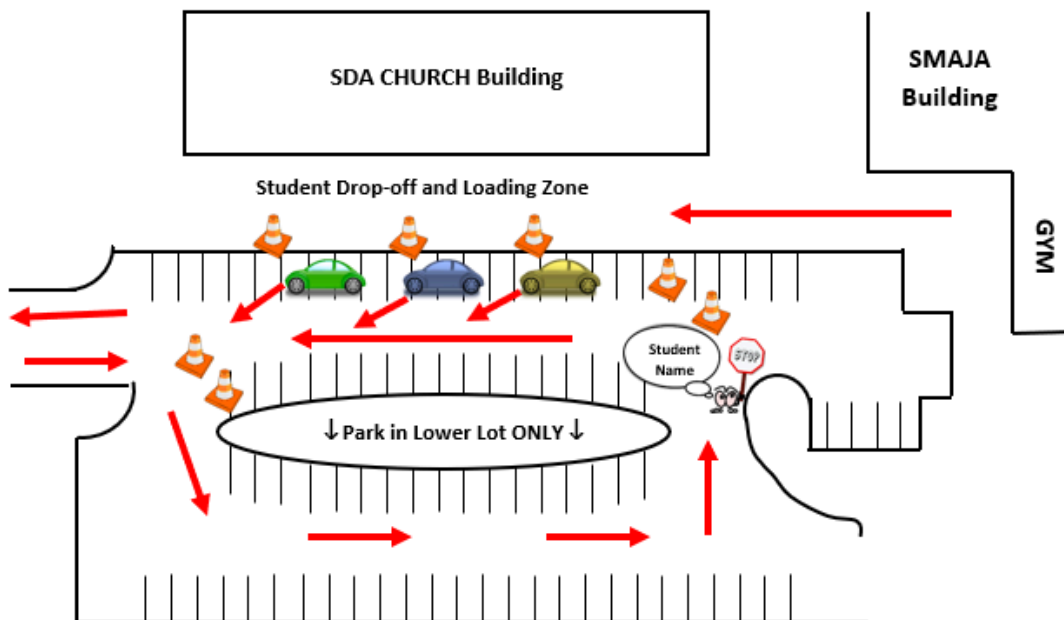
- Fridays prior to: Thanksgiving Break, Christmas Break, Spring Break
- Last day of school
- In addition, other half days may be scheduled when approved by the Advent Ridge School Board and the Texas Conference Office of Education. Please check the school calendar at www.adventridge.org.

DROP-OFF/PICKUP PROCEDURES

ARA Drop-off / Pick-up Traffic Flow

The time of day that you need to follow these procedures is from 7:15 AM to 3:30 PM Monday through Friday.

Pull up along the sidewalk in front of the church building to unload or load students. Students will be called from the gymnasium when you pull up. If you need to park, please do so in the lower lot ONLY. Your students will not be allowed to walk down without you escorting them.



When picking up your child after 3:30, you must park and come in to sign your child out of after-school care. They will have received a charge for after-school care. See next for rates.

BEFORE/AFTER SCHOOL CARE

Students should arrive or be dropped off at school no earlier than 7:15 for early morning supervision unless specific arrangements have been made.

Students not picked up by 3:30 pm will be checked in with the After-School-Care Supervisor.

Charges for After-School-Care are as follows:

Monday-Thursday	3:30 - 5:00 PM \$5.00 per ½ hour increment (or any part there-of)
	5:01 PM until pickup \$10 per ½ hour increment (or any part there-of)
Friday	2:00 – 3:30 PM \$5.00 per ½ hour increment (or any part there-of)
	3:31 PM until pickup \$10 per ½ hour increment (or any part there-of)

Students must be signed out of After-school care by parent/guardian or persons on the student's Authorization of Release form. See www.smaja.org for a copy of the form.

DRESS CODE

Advent Ridge Academy emphasizes the principles of neatness, cleanliness, modesty, simplicity, and appropriateness of dress.

Advent Ridge expectations in student dress and appearance apply to all on and off campus school-sponsored events including before and after school care.

Advent Ridge has a dress code that must be adhered to. Polo style shirts in the following colors: White, Red, Black may be worn on any given day. Oxford style white tops may also be worn. Pants or knee length shorts in Tan or Black are acceptable. In addition, girls may wear skorts or skirts.

Guidelines:

1. Pants must fit properly at the waist, not be saggy in the seat and not dragging on the floor. The fabric cannot be denim or stretchy material. No undergarment showing.
2. Shirts must be long enough to fall below the waistline.
3. Shorts, skirts and skorts are to be modest while sitting and should be not shorter than 2 inches from the top of the knee.

4. Closed toe shoes are to be worn at all times. Sandals, and flip-flops are not acceptable school wear.
5. Hair should be well groomed and neatly styled. Refrain from extremes in style trends. Hair color should be limited to a natural color. Sprayed-in hair color is only permitted during Spirit Week on the appropriate day(s).
6. Hats, bandanas, hoods on hoodies, scarves and other head coverings are not to be worn in the school building.
7. No jewelry is allowed. (Medical alert items are exempt.)
8. One wrist band with Christian theme may be worn
9. Make-up should be modest. Nail polish should be well maintained, clean, and neat. Acceptable nail color and design will be at the discretion of the administration and staff.
10. Belts, if worn, must be plain style; black or brown colors are acceptable. All belt buckles must be plain (not themed, large, or colored). No skulls or other questionable emblems are allowed, including shoes.
11. Outerwear worn in the classrooms must be any of the following solid colors: red, white, black or gray. School approved outerwear with the school name or logo is acceptable.

Exceptions: PE gym uniform and clothes designated by the staff for special functions.

Enforcement of the dress code is left to the interpretation and discretion of the administration. Exceptions to the policy may be requested from the administration for certain occasions.

Dress Code Consequences

When a student is in violation of the dress code or out of uniform, the parents will be notified and given the option of bringing appropriate clothing. If parents/guardians are unable to bring the appropriate clothing, the school will provide the proper uniform shirt and parents will be charged for the cost of the shirt. Subsequent violations may result in a Student Discipline Report or a Referral that could affect their admission standing at the school.

BEHAVIOR EXPECTATIONS

For our school to be a safe place where respect for God, self, and one another is evident, you must accept responsibility for your own actions. It is our goal, as staff, to teach you the

skills you need to be a responsible citizen at school, in your home, and in your community. We want you to have your needs met. We also want you to be honest with yourself about your own behavior in getting your needs met, aware of the choices that are available to you, and willing to make restitution when necessary.

We expect students to demonstrate a sense of worth in themselves and the school by:

- Showing respect for adults and each other
- Showing respect for school property and rules
- Being in their assigned places and equipped with the proper tools at the proper times
- Following the directions of the person in charge

We expect students to develop the following Life Skills:

- Responsibility: being accountable for your actions
- Cooperation: working together toward a goal
- Caring: showing concern for others
- Perseverance: sticking with it
- Integrity: being true to yourself, knowing what is right
- Effort: doing your personal best
- Friendship: making and keeping friends
- Initiative: doing what needs to be done without being told
- Flexibility: being able to alter plans cheerfully
- Organization: planning, arranging, and implementing in an orderly way
- Sense of Humor: laughing and being playful without harming others
- Common Sense: using good judgment
- Problem Solving: finding creative solutions in difficult situations and with everyday problems
- Curiosity: possessing a desire to investigate and seek understanding of one's world
- Courage: being willing to act according to one's beliefs

Even in a Christian school, problems happen. There are a number of choices you can make to avoid problems, or to resolve them.

Conflict resolution

Communication sometimes breaks down, which can result in misunderstandings. We hope that the following steps, based on Matthew 18, will help resolve any problems between students, their families, and the staff at the school. As we work together, we hope that everyone involved will approach the conflict resolution process with Christian courtesy and a focus on resolving the problem.

Level One: The student and the teacher should discuss the issues that appear to be causing a conflict. The parent or teacher should encourage discussion at this level.

Level Two: The parent and teacher should schedule a time to talk about the concern. The student may or may not be present at the conference. Parents should not approach teachers during the school day unless prior arrangements have been made.

Level Three: If the concern remains unresolved, then a conference with the parent, teacher, and principal should be scheduled. The student may or may not be present, depending on the situation. In certain extreme situations, Levels One and Two may be bypassed.

Level Four: When there is evidence that the problem has still not been resolved, then another parent/teacher/principal conference will be held with the problem area stated in written form. Only first-hand information that affects the current year and the individuals involved should be considered. The student may or may not be present at this level.

Level Five: If the problem still has not been resolved to the satisfaction of all parties, an individual may request a meeting with a Conflict Resolution Committee through the principal. This committee will consist of both faculty and school board members. The request to meet with this committee needs to be in writing, and it should outline the problem, previous steps taken, and desired outcome of the process. (If needed, the principal will arrange for a person to assist with the written request.)

The intent of this policy is to assist parents, teachers, and students in discussing problems and concerns early enough to avoid the negative consequences of poor communication. We believe that, ultimately, the child will benefit most from his or her education if the guidelines above are followed.

STUDENT CONDUCT

Cell Phones

Cell phones are to remain off and kept put away while at school. Students are expected to turn in cell phones to the front office upon entering the building and will receive their phones back as they leave for the day.

If cell phones, or other electronic equipment, are used without permission, the following steps will be taken:

- The first offense: The electronic device will be confiscated by the teacher and may be returned at the end of the school day
- The second offense: The electronic device will be confiscated by the principal and the student will need to pick it up from the principal at the end of the school day
- The third offense: The electronic device will be confiscated by the principal, a parent will need to pick it up from the principal, and the student will be placed on a behavioral probation which may result in removal from extracurricular school activities.

Distractions

Items brought to school that cause a distraction will be confiscated and returned to the parent/guardian. This could include, but not limited to:

CD/DVDs	Skateboards/Rollerblades/Scooters
Toys	Electronics
Games/Software	Laser Pens
Large Amounts of Money	Tools

Closed Campus

Advent Ridge Academy operates under a closed campus policy. Once students arrive on campus, they may not leave unless they are participating in a school-sponsored trip or they are signed out by a previously-approved adult.

Drug-Free Campus

Advent Ridge Academy works in cooperation with the home, church and other segments of the community to help students remain free of all controlled substances, tobacco and alcohol.

Students are held responsible for thoroughly understanding the following Drug-Free Policy:

- Students who misuse non-prescription drugs will be disciplined and could be asked to withdraw from school.
- Students who possess controlled substances (such as marijuana, acid, speed, hashish, heroin, cocaine, crack, etc.), drug paraphernalia, or tobacco in any form will be disciplined and could be asked to withdraw from school.
- Students who inhale the fumes of glue, tire patching compound, chemicals, etc. will be disciplined and could be asked to withdraw from school.
- Students, their lockers or belongings may be searched with at least two same gender staff members present. If illegal drugs are found, law enforcement will be notified.

Electronic Equipment

Electronic equipment such as, but not limited to, computers, tablets, electronic games, should not be brought to school or school functions except by special permission from administration. ADVENT RIDGE is not responsible for the replacement of any and all electronic devices brought onto campus

Designated Areas

All students are required to be in the areas designated for them by their teacher. Entering areas without teacher approval or supervision is not allowed. Any student found in an area not supervised by faculty or is not designated for them such as the opposite gender Restroom, empty classroom, gymnasium, etc. is prohibited and may result in discipline up to and including the student's withdrawal from school.

Public Display of Affection (PDA)

It is not acceptable in any circumstance for the students to be involved in PDA. Students displaying any PDA will be subject to discipline at the discretion of the Administrative council.

Fire Safety

Any violation of fire safety will result in a minimum fine of \$100 and other discipline.

Examples of this violation include, but not limited to: pulling Fire alarm, unauthorized discharge of fire extinguisher.

Lighters, matches, or any incendiary item are never allowed on campus, and may result in discipline from the Administrative Council.

Hall Decorum

Students should act accordingly while in the hallway so as to not disturb other classes. No running, no loud yelling or banging on walls or doors.

Lockers Grades 3-10

Each student is responsible for the contents and neatness of their locker. Students supply their own lock and provide the combination, which shall be kept in the office.

Nothing is to be put on the outside of the lockers. Inside the lockers, students may hang items that are in good taste and support the school's philosophy. However, only magnets or wall putty may be used to hang these items. Teachers will ask students to remove any inappropriate materials. Magnetic locker mirrors or portable shelves are permitted. The school will not be responsible for money or valuable articles kept in lockers.

The school maintains the right to inspect a student's locker, desk, backpack, or other personal items brought to school at any time without prior notice. ARA also reserves the right to use bolt cutters to remove any lock necessary to open a locker.

Playground Rules

1. Playground supervisors will be the interpreters of which are safe and unsafe activities. Students are to obey ALL teachers and designated playground supervisors.
2. Throwing rocks, sticks, woodchips, etc. is not permitted.
3. Climb only on areas intended for climbing.
4. All balls should be used only in the areas designated. Baseballs (hard balls) are not permitted at school.

Programs

School programs provide an opportunity for students to share their talents and develop leadership skills. Programs also provide an opportunity for our school to express appreciation to parents and the community for their faithful support of our school.

During each school year there are a variety of programs offered including music programs, Home & School sponsored events, open house, exhibitions of student work, church services, plays, varsity sports, etc.

Programs and performances are a vital part of the Advent Ridge Academy curriculum. It is very important that students give their loyal support to their school and classmates by participating in what they have rehearsed. Should the need arise to be absent at such an event, it is expected that the parent will employ the courtesy of notifying the school and teacher in charge at least two weeks before the scheduled event.

Parents and students are encouraged to support the various school programs with their attendance. It means a great deal to the students to have their friends and family see them perform their special part.

Because each child's part is special, care must be taken to ensure that respect is demonstrated for each participant. The school administration reserves the right to take the necessary measures in order to assure that each child has an appropriate performing environment.

Property Rights

Each student is expected to respect the property rights of the school and of every member of the school family. A student is required to pay for damages they have done to school or someone else's property. Students should exercise the same care when using school property or supplies as if the article were their own.

The school takes no responsibility for books, clothing, money or other personal property on the school grounds or in the school buildings. The school is not responsible for the theft of or damage to any vehicle parked on campus.

Pyrotechnics

The possession and use of fireworks, matches, lighters, or similar materials is not permitted. Any violation of this may subject the student to state and local laws that govern their possession and use.

Recess

Fresh air and exercise are very important to a child's well-being. Therefore, all students will be expected to participate in physical education and recess time. Any request to have your child excused from P.E or recess must be in writing, excuses for more than a couple days must be accompanied by a doctor's note.

Students are to play in their designated play areas under direct supervision. A playground supervisor must be on duty at all times.

Playground equipment is to be used in a safe manner as determined by the teacher and administration.

Parents should ensure that during cold and rainy weather that their child wears appropriate clothing (coats, hats, gloves, boots, etc.) to school. We follow the practice that the entire class goes outside for recess (weather permitting) and should be dressed accordingly.

Rollerblades, Skates, Skateboards and Scooters

Students are not to use rollerblades, skates, skateboards or scooters on school property.

Student Drivers

It is expected that some students will need to drive to and from school. The following policies apply to the use of all motorized vehicles.

1. Students must have a valid driver's license and insurance.
2. Students driving a vehicle to and from school must complete a vehicle registration form.
3. Vehicles must be parked in the lower parking.
4. While vehicles are parked, they are to be locked and off limits to all students, including the driver. Sound systems must not be played as to disturb others while coming on or leaving campus
5. Vehicles are not to be used during class sessions for special trips off campus or field trips.

6. Students are not to leave campus until all their classes for the day are finished.
7. Students may not transport other students with the exception of their own siblings with approval.

Telephone Calls

The school telephone is for school business. Student telephone use will be limited to emergency situations.

Students and teachers will not be called from their classes to answer the telephone. Emergency messages will be conveyed. Other messages will be placed in the teacher's mailbox.

Weapons

Advent Ridge Academy is committed to maintaining a safe and secure school atmosphere. For this reason, weapons or other dangerous implements (or look-a-likes) may not be brought, retained, exchanged, or in any fashion caused to be in the school or on the campus. This policy refers to firearms, any type of knife, explosives, implements of street or gang warfare, or any other items that threaten the school environment. Any items discovered anywhere in school, on school grounds, or during any school event are subject to immediate confiscation by school or local law enforcement officers with the individual responsible being subject to serious discipline and/or expulsion and any other consequences arising from the involvement of law enforcement officers.

CLASSROOM POLICIES

Academic Expectations

One of our goals at Advent Ridge is to motivate students to develop good study habits. Students will be expected to complete all assignments and have them turned in on time. Back work will only be accepted for excused absences or family emergencies.

For every day a student has an excused absence, he/she will have the same number of days available to turn in late work.

Eligibility for Extracurricular Activities

The following will be required of all students participating in extracurricular activities, including class officers, Student Council officers, yearbook staff and after-school sports

programs. A student will have to maintain a "C" average or above for all subjects. If a student receives less than a "C" in any subject, it will result in suspension from the activity until the grade is raised to a "C."

Birthdays

When a food treat is provided in celebration of a birthday, parents should send enough for every child in the student's class. Toys or goodie bags are not acceptable, because they often take away from the learning environment. Individual party invitations should always be mailed -- never passed out or discussed at school

CAMPUS POLICIES

Access to Student Records

Parents of currently enrolled or former students and students 18 years or older have the right to access the cumulative and permanent student records maintained by the school relating to the children in their family or the individual student.

Records must be inspected during regular school hours. Access will be granted no later than five (5) days following the date of the request. A parent or student will be notified if the record is not centrally located and provided qualified certified personnel to interpret records, where appropriate.

Open House

Open House is usually held during the first week of school. This is when individual classroom teachers provide additional information regarding their classroom rules, field trips, grading systems, and homework policies. All parents or legal guardians are required to attend. Arrangements for child care need to be made so that parents can pay full attention to the general and classroom presentations.

Campus Visits

All visitors/volunteers to Advent Ridge Academy are required to sign in with the front office and receive a visitor's badge.

Transportation

Parents are expected to arrange transportation to and from school for their children. The school does not have a bus transportation system.

Student Medication and Health

Students who require medication (including aspirin, acetaminophen, and other over-the-counter prescriptions) during the regular school day will be assisted by the school office personnel.

Prescription medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, prescription number, and date, name of the person for whom the drug is prescribed, name of the physician who prescribed the drug, and clear directions for use as prescribed by the physician. Teachers or siblings are not permitted to administer medication.

- A written statement from their physician detailing the schedule, amount, and method by which medication is to be taken, and
- A written statement from the parent or guardian indicating that the school office personnel should assist the student in following the physician's statement.

Over-the-counter medications must be delivered or registered in the front office. Please do not send medication in a student's lunch or backpack. Student's with an inhaler or epi pen must have it registered in the office.

Parents are encouraged to let the teacher know, during the first week of school, of any special requirements or health issues so we can be prepared to assist them, if necessary.

Health issues may include, but are not limited to:

- Asthma
- Diabetes
- Glasses
- Food allergies
- Bee/wasp allergies

Cheating

Academic integrity is a highly valued and integral part of ADVENT RIDGE. We do not permit any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade of an individual or group assignment or a final grade. The following is a list of forms of cheating, plagiarism, and other types of dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it.

You are cheating if you:

- Copy, fax, or duplicate someone else's assignments that will be turned in as your own
- Submit as your own assignments and work that is exchanged with someone in hard copy or transfer by disk USB, or Internet
- Write key information on your person or objects for use in a test
- Use hidden reference sheets during a test
- Use electronic devices to store or recall information during a test
- Exchange answers with other students. This includes both allowing others to look at your answers and taking the answers from others
- Take someone else's assignment and submit it as your own
- Copy the work from another student
- Submit material without providing the name of the source so the material looks like your own (plagiarizing)
- Do not follow any additional guidelines on cheating as given to you by any of your teachers
- Students allowing another student to copy will also be penalized.

Note: Attempted cheating will be treated the same as cheating. Having items that could be used to cheat will have the same consequences as actually cheating.

Students who are academically dishonest and cheat may receive a failing grade on the assignment and have the course grade dropped one letter grade. Second offenses may result in a failing grade for that class.

Dogs and Other Pets

Because of possible liability issues if there was an incident with a dog or other pet on campus, the School Board implemented a policy that does not allow dogs and other pets on the ADVENT RIDGE campus. Exceptions: Service animals or dogs or other pets that are part of an educational, teacher-sponsored activity.

Gum/Snacks

Gum is not allowed on campus. Gum chewing presents special problems to the custodian, buildings, litter disposal, and health. Snack foods may be eaten only during lunch or during snack breaks designated by the teacher or After School Care supervisor. We encourage parents to send snacks that are healthy and low in sugar. Snacks should consist of foods

that do not need heating or additional preparation. All food must be consumed in designated areas only.

Home and School

All parents are members of the Home and School Association. The purpose of this organization is to promote better understanding and cooperation among parents and teachers as they work together to educate their children.

Lost and Found

Found clothing is placed in the Lost and Found bin located in the kitchen. Other items are held in the office. These things should be claimed promptly. Unclaimed items will be donated at the end of each quarter.

DISCIPLINE PROCEDURES

Advent Ridge Academy students are expected to comply with regulations and otherwise be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline. The overall goal of Advent Ridge, in this regard, is to work with parents to address unacceptable behavior and assist students in correcting problems so they can achieve success in life with the minimum discipline reasonably necessary. Some misconduct is so serious that it may lead to immediate suspension or expulsion. Advent Ridge has a Discipline Committee made up of the School Board Chair, Principal and selected school board members,, along with the classroom teacher of the student involved.

Examples of such misconduct include, but are not necessarily limited to:

- Willfully causing, attempting to cause, or threatening to cause physical injury to another person
- Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive or other dangerous object, or attempting to do so
- Possessing, selling, offering, arranging, negotiating or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or a controlled substance, without a doctor's prescription, or possessing, selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or attempting to do any of the above

- Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property
- Willfully causing or attempting to cause damage to real or personal property of others
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties
- Engaging in or conspiring to engage in bullying or any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person
- Serious or continued sexual or other harassment as defined in this school's harassment policies
- Willfully engaging in the disruption of the school's religious environment through negative comments or by negative attitudes
- Willfully engaging in the disruption of the harmony of the classroom, concentration of another student/teacher, or classroom atmosphere.

Consequences of Inappropriate Behavior

When a student does not follow the above stated behavior expectations:

- **Level 1** The teacher will give a verbal warning and talk with the student after class. An internal school report may also be completed.
- **Level 2** A Student Discipline Report will be sent home to the student's parents. The teacher will also notify the parents that same day by phone.
- **Level 3** A student/teacher/principal and parent conference will be arranged. During this meeting a behavior contract will be set up.
- **Level 4** See suspension
- **Level 5** See expulsion

Corporal Punishment

Corporal punishment is not used as a disciplinary measure at Advent Ridge Academy.

Detention

Students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the regular school day. Parents will be notified of this action prior to the detention period.

Suspension

A teacher may suspend a student from class temporarily. Suspension from school is only done by the principal. A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification will be maintained. In the case of a serious overt act or violation of school regulations, the Principal or the Discipline Committee may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks. Written notification of the length of the suspension will be provided to parents.

Expulsion

Advent Ridge Academy follows the Texas Conference Office of Education guidelines regarding student expulsion. You may request a copy of these guidelines from the principal by stopping by the school office.

Dismissal

The school board is the ultimate authority in dismissal or expulsion of a student, upon the recommendation of the administration. As a general rule, dismissal or expulsion is used only when other means of correction fail to affect a change in conduct or the parent does not, or will not, voluntarily withdraw the student.

Withdrawal

Following the withdrawal of any student who is required by state law to be enrolled in school, the school principal will ascertain that the student has entered another school, as stipulated by state law. If the student fails to do this within the required time period, the principal has the responsibility to notify the attendance officer of the local public-school district.

Severance

Advent Ridge reports to the public-school superintendent of schools, where required by state or county regulation, the severance of all students between the ages of eight (8) and 18. Severance includes: expulsion, exclusion, exemption, transfer, suspension beyond 10 days, or other reason for terminating attendance.

Probation

Students on probation will be subject to the following behavior guidelines:

- First and second Student Discipline Reports in one quarter for any offense will warrant a preventative conference with the classroom teachers and principal
- Third referral of any offense warrants:
 - Student conference with parents, teachers and principal
 - Possible suspension with the number of days to be determined by the Discipline Committee
 - If a student is suspended for a second time while on probation the student and his/her parents must meet for a review with the Discipline Committee.

Bullying

No staff member, student, or any other person employed by or in attendance at a Seventh-day Adventist school will concur with, cooperate, permit, or participate in any act that injures, degrades or tends to injure, degrade, or disgrace any student attending the school.

Bullying includes any method of initiation into the school or a student organization or any pastime or amusement in connection with an activity or organization which causes, or is likely to cause, bodily danger or physical harm.

Defacing or Damaging Property

Any student who defaces, damages, or destroys school property will be liable to suspension or expulsion, according to the nature of the offense. Parents, guardians and/or students will be responsible for replacement costs and may be asked to help clean up the damaged area. The school, after affording the student their due process rights, may withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages.

VISITORS

Adult Visitors

At Advent Ridge Academy, we purposefully try to create a friendly atmosphere where parents, family and friends can be a part of, and at the same time, help us maintain an educational atmosphere.

Adult visitors (including parents), arriving during school hours, who desire to leave an item or a message for a student, should make the request known to the office manager who will see that the item or message is delivered properly and in a timely manner.

If you need to see a student face to face, work with the office manager to minimize classroom interruption. All persons must sign in when entering the building and receive a visitor's pass. Those seen without a visitor's pass will be escorted back to the office to receive one.

Student Guests

Students can bring relatives or friends to school, if the principal grants permission. Permission may be granted on a case-by-case basis for a one-day visit if requested at least 3 days in advance in writing. Student guests will need to bring lunch or lunch money with them.

Note: Guest passes will not be issued during test week, special events, or the final week of classes.

FIELD TRIPS

Class field trips are an essential part of the education of our students at Advent Ridge. All field trips planned by the classroom teachers are just as important as the school/homework assigned. We expect all students to participate in the field trips as it will enhance their education experience.

Parent Volunteers

All parents who wish to be sponsors for their child's classroom field trips are required to take the online course "Verified Volunteers." The information for the course is available from the front office or online at www.Advent Ridge.org. The course costs \$14.00 (A donation, payable to ADVENT RIDGE, helps cover this cost.) and is a requirement before going on any

trips. All parents who go on field trips will be considered to be a sponsor for that field trip and will be assigned sponsorship duties.

All parents driving personal vehicles must have adequate insurance and a license on file in the office.

Parents please check with your child's teacher to be sure sponsors are needed to help on each field trip. Certain educational field trips only allow for a specific number of sponsors for the number of students going. Cost for the sponsors (if any) to participate must be paid by the due date assigned by the teacher.

Transportation

All students must ride transportation approved by school unless riding with a relative on the field trip.

ATHLETICS

Advent Ridge Academy's club teams are comprised of students from grades 5-10. Team members are selected by try-outs and are required to give an entire season commitment to the team. Academic and citizenship requirements are considered from the previous semester during team selection.

Academic Requirements

Grades 4-10: Current G.P.A of 2.0 or above, with no failing grades.

Citizenship Requirements

Good citizenship is required.

Students must maintain the previously outlined academic & citizenship requirements to remain active in varsity sports.

COMPUTER USAGE

Advent Ridge Academy is pleased to offer students access to a computer and internet. Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet and the World Wide Web is

available as a privilege to students who accept the requirements of the Acceptable Computer Use Policy.

By signing this Acceptable Computer Usage Form, you agree to abide by the applicable Advent Ridge policies in regard to computers, computer support equipment (printers, scanners, cameras, projectors, flash drives, etc.) and the Internet. The school monitors inappropriate use of this system and makes responsible efforts to block inappropriate Internet sites but it is not possible to completely prevent access. If you accidentally access an inappropriate site, turn off the screen and contact your teacher immediately.

Rules & Guidelines

1. Electronic systems shall be used in support of ADVENT RIDGE activities;
 - a. The system may be used for research and academic goals;
 - b. Access e-mail is for academic activities and is supervised by teachers.
 - c. Approved games may be played at appropriate times.
2. The content of electronic messages, documents, and graphic images shall conform to the ethics of the Ten Commandments and study standards as set out in our school Handbook.
3. All electronic systems and data are property of ADVENT RIDGE and to be considered ADVENT RIDGE records.
4. Private or personal software is not to be placed on ADVENT RIDGE systems.
5. Accessing unauthorized network resources, chat rooms, and instant messaging is expressly restricted.
6. Each user is responsible for ALL activity performed with their assigned user ID and password.
7. Downloading executable programs, music, photos, or movies, without the express permission of the technology coordinator is cause for suspension.
8. Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal is grounds for suspension or expulsion.
9. Any vandalism will be grounds for disciplinary action, as well as restitution of property.

Failure to comply with these guidelines is subject to disciplinary action, up to and including expulsion.

To gain access, the legal parent/guardian and the student must sign the Acceptable Computer Use Policy and return it to the office.

HARASSMENT

Statement

Advent Ridge Academy is committed to providing a safe school environment free of general harassment for all.

Definition

Harassment is unwelcome written or verbal comments, threats, physical shoving/pushing, and any other conduct that is offensive. It includes, but is not limited to, offensive pictures, graffiti, jokes, and gestures, and may or may not be based on age, race, ethnicity, or disability.

Reporting

Anyone who has experienced harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher or the principal. If the harassment comes from an adult, the student or adult should report directly to the principal or another responsible adult.

Consequences

Individuals who harass others are subject to discipline up to and including expulsion/termination.

Sexual Harassment

Statement

Advent Ridge Academy is committed to providing a school environment free from sexual harassment for all. Incidents of harassment should be reported in accordance with these procedures, so school authorities may take appropriate action.

Definition

Sexual harassment is unwelcome sexual advances or requests, and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes, but is not limited to, offensive pictures, graffiti, jokes, and gestures.

The target of the harassment and the perpetrator do not have to agree about what is happening. Sexual harassment is subjective. Harassment can be a one-time incident, or it may consist of multiple occurrences.

Some examples:

Touching, or manipulating body parts, being forced to kiss someone or coerced to do something sexual, making suggestive or sexual gestures, looks, comments, or other noises, spreading sexual rumors or making sexual propositions, and pulling another's clothes or your own clothes off.

It is also sexual harassment if submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting

Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher or the principal. If the harassment comes from an adult, the student or adult should report directly to the principal or another responsible adult.

Consequences

Individuals who sexually harass others are subject to discipline up to and including expulsion/termination.

Sexual Relations

Advent Ridge Academy will not tolerate any student's involvement in sexual activities. Such activity will be subject to actions of the Advent Ridge Academy faculty and board. The student(s) involved will be subject to dismissal.

HOMESCHOOL ENRICHMENT GUIDELINES

Advent Ridge Academy respects parents who choose to homeschool their children. We wish to provide opportunities to enrich the homeschooler's education through participation in a supplementary class or classes. The homeschool enrichment program is available to students in grades five (5) through twelve (12) who are not enrolled in any other private or public school but are actively instructed in a homeschool program. In order to participate in the listed supplementary activities, a student needs to be enrolled in one of the following programs: Music, Physical Education, or an academic class through Griggs or other approved homeschool program. Once enrolled in one of these programs, students will also

be eligible to participate in the following activities. A student would need to be able to attend each class scheduled during the week.

- MAP achievement testing*
- Field trips as appropriate*
- Receive monthly newsletter/calendar of events
- Music lessons*
- Week of Prayer
- Intramurals*
- School pictures*
- Field Day
- Chapels
- Other activities may be arranged with the classroom instructor of the enrolled class.

*There will be additional charges for each of the starred activities.

Homeschool students may be on campus only for the activities listed above. Each home school student is required to sign in and out at the office for each activity.

Special classroom events (such as parties and reward activities) are not available to home school students. Parents will be notified of upcoming events through the monthly newsletter and calendar sent with the monthly billing.

This is a Seventh-day Adventist Christian School, so high moral principles and respect for God and others are expected from all students who associate themselves with our school. All homeschool students who take advantage of these opportunities should willingly pledge to observe the regulations and uphold the Christian principles upon which the school is founded.

Students who are not a part of the homeschool program will not be allowed to participate in Advent Ridge Academy activities, unless the activity is open to the public.

PARENT/TEACHER CONCILIATION

On occasion problems may arise between parents and teachers. The following conciliation process is our procedure and is based on Matthew 18 and 1st Corinthians 6.

Step One: The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis.

Step Two: If the problem is not resolved, the parent should schedule a meeting with the teacher and principal.

Step Three: If the problem is not resolved, the parent should contact the school board chairperson, place the problem in writing and make an appointment to meet with the board chair, principal, and teacher.

Step Four: If the problem still exists, the concerned will be placed on the agenda for the next school board meeting, and the teacher and parent will be given opportunity to address the school board. The Texas Conference Superintendent or an associate Superintendent must be present at this meeting.

POLICY CHANGES

Deletions, modifications, or additions to the policies in this handbook may occur at any time. All changes will be published in the newsletters, or a notification will be sent home. Please refer to the ADVENT RIDGE website for updated version of the Handbook.