

**SPRINGS ADVENTIST  
ACADEMY**

**5410 Palmer Park Blvd  
Colorado Springs, CO 80915**

**719-597-0155 fax  
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[www.saaschool.org](http://www.saaschool.org)**

Educating for Eternity

**PARENT/STUDENT  
HANDBOOK**

**2009 - 2010**

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## **Welcome to Springs Adventist Academy**

**We are honored that you have chosen our school for your child.**

**Springs Adventist Academy exists to provide a partnership with God and parents to educate and challenge students to spiritual and academic excellence. At the same time encouraging the students to become creative problem solvers, critical thinkers, and responsible citizens serving God, community, and country. Christian education is the foundation for restoring individuals to the image of God.**

### **MESSAGE TO PARENTS**

If at any time you feel the need to counsel with the staff or the Board, please know that our door is open to you; we welcome your input, care about your concerns, and solicit your prayers as together we train our children in the ways of our Lord.

The School Board meets at the school on the second Tuesday of each month at 7:00 PM. This meeting is open for observation to all parents or members of constituent churches. All agenda items are to be pre-arranged with the school office. Conflict concerns are discussed only in executive session in order to maintain professional confidentiality. We welcome you to take the opportunity to experience the leadership of this school in action. Your attendance is welcome.

Respectfully,

The Springs Adventist Academy School Board

NOTE: Upon enrollment at SAA, you agree to abide by the policies and procedures of the school. This handbook has been written to provide you with the information necessary for you to become an integrated member of the student body. It is your responsibility to become familiar with the contents of this handbook. Please read it carefully, sign the back page and return to the office.

## **SPRINGS ADVENTIST ACADEMY PHILOSOPHY**

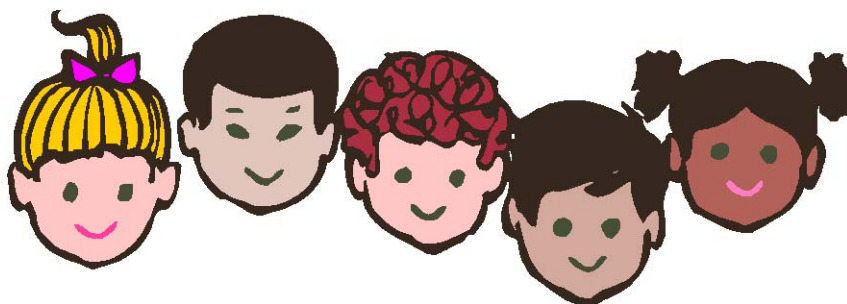
Springs Adventist Academy welcomes all those who abide by the philosophy and objectives of Christian education and will endeavor to live according to its principles.

Springs Adventist Academy operates on the philosophy of Christian education, which is based on the belief that all true wisdom and knowledge come from God. The Bible is God's inspired Word to man and as such formed the foundation for all true knowledge.

True education is more than the completion of a certain curriculum. It is the harmonious development of the physical, mental, social, and spiritual powers of each individual student. It is a preparation by salvation in Jesus Christ for successful citizenship in this world and the world to come. It seeks to instill within the child the joy of unselfish service for others through training in God's word.

## **NON-DISCRIMINATION POLICY**

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



# ADMISSION POLICIES

Springs Adventist Academy was established in 1900 by the Seventh-day Adventist Church. Membership in the church is not a requirement for admission. Students may be accepted if they pledge to live by the standards of the school while enrolled.

Springs Adventist Academy is not equipped with special education programs.

The school reserves the right to give any student entrance and qualifying tests to determine placement in the most appropriate study program.

Physical exams are required for all students entering as a new student. Any student may be asked to have a physical exam if deemed advisable.

The School Board will take final action of all applications for admission.



## TRANSFER STUDENTS

Students who transfer to the Springs Adventist Academy from another school are required to bring their last report card to show the grade completed. The card must be presented upon registration.

## CLASS SIZE

SAA limits its class size to maintain a low student/teacher ration. Students will be considered as applications are received.

# HOME AND SCHOOL ASSOCIATION

All members of constituent churches and parents of students are members of the Home & School Association. They are invited to attend the functions sponsored by the organization and to assist in the programs of the school. You support the cause of Christian education when you support the Home and School Association.

## ROOM PARENTS

Parents can help the school by their willingness to assist the teachers at various times during the school year (field trips, parties, tutoring, etc.). If you are willing to help please contact the teacher, principal, Home & School leader, or the school secretary.

## SCHOOL HOURS

Regular school hours are:

### **Grades 3 - 9:**

8:00 a.m. to 3:00 p.m. Monday through Thursday

8:00 a.m. to 12:00 p.m. Friday

Students are asked to arrive between 7:30 and 8:00 a.m. whenever possible; necessary exceptions may be arranged with school personnel. Students should leave campus within 15 minutes of dismissal. Students participating in extra-curricular activities, supervised by an adult, or employed by the school may take exception to this requirement.

Springs Adventist Academy meets Colorado's State requirement of 180 days for the number of school days in the year.

## PRE-REGISTRATION

SAA offers pre-registration for students for the next school year. This period runs from April 1 through May 15. A discount of \$25.00 on the registration fee is given to those who pre-register and prepay a \$50 nonrefundable portion of the total registration fee. Pre-registration helps the school plan for staffing, textbooks, and materials for the next school year. It also ensures your student of having a place at SAA.

# DRESS CODE

Students are expected to dress with modesty, appropriateness and attractiveness. The term modesty is relative, but denotes the basic spirit of a Christian concerned for his/her appearance and what it is saying to others.

Specific guidelines are set forth below.

- In order to be modest, dresses, skirts, and skorts shall be no shorter than three (3) inches from the floor when kneeling.
- Shorts should be mid-thigh length or longer. Athletic shorts are not permissible.
- Cosmetics, if worn should be natural-looking and not attract attention to the wearer. For example, clear untinted nail polish is acceptable.
- Logos on clothing should be in harmony with Christian values. Examples of inappropriate logos include – Rock Bands, Beer, Cigarettes, Violence, Implied sexual connotations.
- Acceptable clothing will not allow undergarments to be seen.
- Suitable gym shoes are required for Physical Education.
- Hair must be all one natural color, no shaved heads – in whole or in part.

Unacceptable articles include the following:

- Sleeveless or low-necked tops/shirts
- Bare midriffs or sheer fabrics
- Ragged sweatshirts, undershirts, tank tops, sweatpants, warm-up suits, mesh shirts.
- Torn, frayed or badly faded blue jeans
- Clingy or tight fitted garments
- Clothing with holes or tears
- Jewelry
- Pajama or pajama looking clothing
- Hats in the classroom
- Flip flops/Thongs
- House shoes/ Slippers
- Skateshoes/example: Heelys

Questions regarding specific garments will be dealt with on an individual basis. Classroom. Classroom teachers or administrators will make final decisions regarding dress code questions.

# STUDENT TRANSPORTATION

Vehicles driven by students are to be parked in the lower parking lot. Vehicles should be locked; the school does not assume responsibility for damage or loss.

No student passengers without written permission from both students' parents/guardian.

No loitering is allowed in or around the vehicles. Only appropriate music should be played on vehicle radios while on campus.

Students driving cars on campus are expected to observe safe and prudent driving practices. Failure to do so will result in the revocation of driving privileges on SAA property.

# THE SCHOOL MOUSE

*The School Mouse* is issued on an as needed basis and contains important information for both parents and students.

# LUNCH SERVICE

Students may purchase a ticket for lunches in the office each month. Items may be purchased with cash as well. Lunches cost \$3.00 and are vegetarian.



# ATTENDANCE

According to Colorado State Law, an absence from school may be excused for the following reasons:

1. Illness of the student
2. Medical or dental appointments
3. Death in the immediate family

**A phone call or written note from the student's parent/guardian is required. Please call by 8:30 AM on the day of absence.** Parents are encouraged to schedule medical/dental appointments outside of school hours whenever possible. A student may not make up assignments missed due to an unexcused absence without previous arrangements.

## CAMPUS VISITORS

Visitors are welcomed at the school at any time. Visitors are asked to check in with the school office at time of arrival. The school does not permit student visitors to attend classes with students except by previous arrangement. Prospective students are always welcome.



## SCHOOL CLOSURE/DELAY

When the Administration cancels school or calls a two-hour delay due to inclement weather, a teacher will contact the parents by 6:30 a.m. to inform them of the delay or closure. Delay and closure is also available on KKTV.

## LEAVING DURING THE SCHOOL DAY

Students who must leave school during the day due to illness or appointment must check out through the school office. Appointments and other planned events must be validated with a note or telephone call beforehand. **SAA is a closed campus, therefore students are not allowed to leave by themselves during school hours.**

# ACADEMICS

Springs Adventist Academy exists to provide quality education in a Christian environment. The following serve as guidelines for academic policy.

## ACCREDITATION

Springs Adventist Academy is fully accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and is a member of the National Council for Private School Accreditation.

## FACULTY

Faculty members at Springs Adventist Academy are selected with great care. Each is academically qualified to teach in his/her assigned teaching area. Spiritually, all faculty members are born-again Christians and are committed to Christian education.

## CLASS/HOMEWORK

Homework is due next class period unless stated otherwise.

## TESTS

The classroom teacher administers tests, including quizzes, to evaluate progress. The following is The Springs Adventist Academy's policy concerning tests:

- 1) Tests or quizzes may be given on any day of the school week.
- 2) Students will not be required to take more than three tests on any given day. Note: A test or quiz is counted the same for the purposes of this testing policy. Pop quizzes (brief unannounced evaluations) are not considered in this policy.

## SEMESTER AND FINAL EXAMS

ITBS tests are given during one week in the fall. It is very important for students to be present. Semester and final exams are administered at appropriate times in the school year. Absences by students, other than for illness, death in the family or hazardous and inclement weather, are not recommended. **Please do not plan vacations or other appointments during these times if at all possible.**

## MAKE-UP OF INCOMPLETES

Students with excused absences from school may be given an incomplete on their report card. They will have the normal prescribed time to complete make-up work that is one day for each day of excused absence. **No** incompletes will be given for the 4<sup>th</sup> Quarter of the school year.

# TERMS AND REPORT CARDS

Mid-term deficiency reports are sent to parents at the mid-point of each nine-week grading period. Students doing work below C- will receive mid-term reports.

Academic grades, conduct, and teacher appraisals of progress will be reported on a nine-week basis. Report cards are distributed to students approximately one week after the conclusion of each quarter. End of the year report cards are either mailed home (students provide a self-addressed stamped envelope) or may be picked up in the school office.

## GRADING SYSTEM

Springs Adventist Academy operates on a 4.0 grade point system.

The following is the percentage breakdown for grades:

95-100	A	4.0
90-94	A	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C	1.7
66-69	D+	1.3
63-65	D	1.0
60-62	D	.7
Below 60	F	

## TEXTBOOKS

The Bible is the primary textbook of SAA. All other textbooks are the property of the school and each student is responsible for the care of his/her assigned books. Damaged or lost books are the responsibility of the student to whom they were issued. The student will pay for any book that is damaged or lost at full replacement cost.

## FIELD TRIPS

Each class is encouraged to take some field trips each year. In some cases a small fee may be charged to cover expenses. A permission slip will be sent home with each child prior to all field trips. This form must be signed by the parent or legal guardian and returned before your child can be allowed to participate.

## ACADEMIC PROBATION

Students are expected to maintain a grade point average each quarter in excess of 2.0. Students failing to do so will have a letter sent home notifying their parents of the deficiency and their being placed on academic probation. Students may not participate in sports, ski trips, or any extracurricular activities.

## IMMUNIZATIONS

Springs Adventist Academy requires all immunizations and/or wavers required by state law. Forms must be completed and submitted to the school office before entering school.

## BIRTH CERTIFICATES

State law requires a copy of each student's birth certificate.

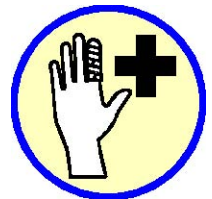
## MEDICATIONS

Students are not allowed to keep, have, or use medications at school that are not stored in the school office. Medications must be in original container with a note from the parent explaining approved usage. Students not abiding by this policy are subject to immediate expulsion.

## STUDENT ACCIDENT INSURANCE

### Students are covered:

1. While on school premises.
2. While traveling **directly and uninterruptedly** between school and home.
3. While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.
4. This insurance is secondary coverage only.



## PRIMARY-EXCESS ACCIDENT MEDICAL EXPENSES:

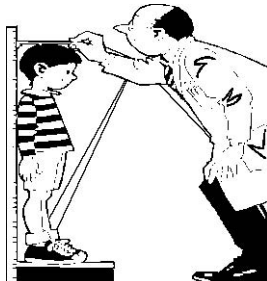
Covered medical expenses include medical or surgical treatment, hospital confinement and services of a trained nurse for treatment commencing within 90 days of the date of accident and incurred within one year of date of first treatment.

The cost of treatment for injury to natural teeth, incurred within one year from the date of accident, is included.

Medical indemnity provided under the policy is subject to this provision: If an injury to an insured student results in his or her incurring expenses for covered medical services, the Company will pay the full amount of covered expenses incurred until an amount equal to the *primary benefit* has been paid. The Company shall then be liable only for that portion of actual additional expenses incurred for any covered loss sustained by the Insured by reason of injury, which is in excess of all other compensation paid or payable to the Insured, or on the Insured's behalf by or under all *other Insurance Plans* (as defined below), hospital or surgical plan, third party liability, or automobile medical payments.

*Other Insurance Plans* shall mean any plan providing benefit for services for or by reason of hospital or medical care, or nurse's expense, or dental care, which benefits or services are provided by (1) any type of Blue Cross or Blue Shield plan, any group, blanket, or franchise insurance, employee benefit plan, or any plan arranged through an employer, trustee, union, or employee benefit association, or (2) any plan or program created by national or state government, or agencies thereof.

In no event shall payment exceed \$25,000, the Maximum Accidental Indemnity for the aggregate of all such medical, surgical, hospital, nurse and dental expenses incurred as the result of any one accident.



# FINANCIAL ARRANGEMENTS

Tuition for the 2009 - 2010 school year is as follows:

SDA Constituent Member		Non-constituent Member
Grades 3 – 5	\$3,500.00	\$4,250.00
Grades 6 – 8	\$3,850.00	\$4,600.00
Grades 9	\$4,950.00	\$5,700.00
<b>Registration fees:</b>		
Grades 3-9	\$400.00	\$400.00

There is a 5% discount for tuition paid in advance for the year.

### Payment Plan:

10 payments - First tuition payment is due in August with 9 additional payments due by the 10<sup>th</sup> of each month. The last payment is due in May.

**IF AN ACCOUNT BECOMES 2 MONTHS PAST DUE THE STUDENTS WILL BE DROPPED FROM SCHOOL UNTIL THE ACCOUNT IS CURRENT OR SATISFACTORY ARRANGEMENTS ARE MADE WITH THE SCHOOL FINANCE COMMITTEE. TRANSCRIPTS WILL NOT BE ISSUED UNTIL THE ACCOUNT IS CURRENT.**



# GENERAL MISCELLANEOUS GUIDELINES

1. School property is to be treated with respect and care. Damage caused by students, whether willful or accidental, will become their responsibility to repair or replace.
2. With the exception of calculators, **NO ELECTRONICS** of *any kind* are permitted on the premises.
3. Students are expected to use wholesome language at all times (Ephesians 5:29).
4. Knives, martial arts, weapons, firearms, lighters, matches, and other types of weapons are strictly prohibited on the school grounds or at all school activities.
5. Students may not bring skateboards, roller blades, skates or scooters to school.
6. Public displays of affection (hand holding, hugging or kissing) by students are not permitted at school or any school activity on or off campus.
7. Obscene, offensive, or pornographic materials in a locker or in the possession of a student will result in suspension. (Philippians 4:8)
8. Fighting will not be permitted at school or school sponsored activities. Offenders will be suspended. (Hebrews 12:14, Romans 12:18)
9. Playing cards, dancing, or gambling is not allowed at school or school activities.
10. Telephones are for school use. No personal calls are to be made unless authorized by the school office.
11. Any rule or regulation as voted by the School Board will become a part of this handbook and published in the school mouse.
12. No gum chewing is permitted in the school building, before, during or after school.

# DISCIPLINE

Discipline is designed to direct the student(s) toward a more meaningful acceptance of Christian conduct and self-control. If a student's conduct is out of harmony with the standards of the school, he/she may be asked to withdraw.

The Springs Adventist Academy does not permit the use of tobacco, illegal drugs, or alcohol. Use of tobacco, illegal drugs or alcohol; harassment or threats of harm to faculty, staff, or students will automatically result in suspension from school for up to three days and the Administration will make a recommendation whether to proceed with expulsion or not. When expulsion is considered for any student, his/her behavior record for the school year and the nature of the offense will be taken into account. These standards apply before, during or after school hours and on or off campus.

If a student demonstrates a serious behavioral problem, a teacher may suspend the student from class or the principal may suspend the student from school. Only the School Board, however, has the authority to dismiss a student. As a general rule, dismissal is used only when other means of correction fail to effect a change in conduct.

The following are the recommended steps of the dismissal procedure:

1. The teacher works with the student on a one-to-one basis.
2. The teacher works with the parents and the student.
3. The teacher works with the principal, parents and the student.

Any suspension requires a parent conference with the Administration prior to the student being allowed to return to classes. After three suspensions the Discipline Committee will evaluate the situation with possible expulsion.

# **HABITUAL OFFENDER**

Students must take responsibility for their actions. This applies to small offenses as well as more serious ones. If a student is not able to adjust his/her behavior to conform to the handbook standards, he/she will eventually be considered a habitual offender. Any student who is a habitual offender of school rules, no matter how small the individual offenses will be subject to suspension and may be considered for expulsion.

## **RESPECT OF OTHER'S PROPERTY**

It is a serious violation of the Springs Adventist Academy philosophy and policy to take something that does not belong to you, regardless of value. Any student caught stealing will be subject to discipline by the school administration including the possibility of suspension or expulsion. Included in any discipline will be the matter of restitution.

## **RESPECT OF SCHOOL PROPERTY**

A student involved in willfully or negligently damaging school property will receive an automatic suspension from school. The student will also be responsible for paying the costs to repair the damage. Incidents of vandalism may result in a recommendation for expulsion.

## **HONESTY**

Believers are admonished in the Scriptures to maintain absolute integrity (Psalm 15:2; 25:21; 11 Corinthians 1:12). Students at Springs Adventist Academy are expected to uphold the above Scriptural standards as members of the student body. The following will be considered cheating at Springs Adventist Academy:

- 1 Copying the homework/classroom work of another student.
- 2 Permitting a fellow student to copy your homework or classroom work.
- 3 Copying from another student during a test/quiz.
- 4 Looking at or having in your possession a copy of a test/quiz that you have not yet taken.
- 5 Talking with other students about the content of a test/quiz after the student has taken the test/quiz and others have not.
- 6 The use of a cheat-sheet or notes while taking a test/quiz.
- 7 Reporting to the teacher an inaccurate score for yourself or another student.

# GRIEVANCE POLICY

## Steps to follow:

1. **If a parent becomes concerned with some action of a teacher, he/she is asked to communicate this concern directly to the teacher. (Matt. 18)**
  
2. If the parents do not receive satisfaction from this approach, he/she is then to communicate this concern to the principal. If the principal is involved, the complaint shall go directly to the School Board Chairperson.
  - a. The principal will endeavor to bring the parent(s) and teacher together to solve the problem.
  
  - b. If the concerned parent(s) are still dissatisfied, he/she must put his/her complaint in writing to the School Board Chairperson.
  
  - c. The School Board Chairperson will call a special meeting of a Rocky Mountain Conference official, the Principal, the Teacher, and the School Board Chairperson. They will discuss the concerns presented.
  
  - d. If the concerned parent(s) have not been satisfied and they, or the principal, feel the problem needs further study, the School Board Chairperson will ask the teacher involved and the person(s) concerned to appear at the next Personnel Committee meeting, along with the Rocky Mountain Conference official, and present the complaint to those present. **All discussions will be kept confidential.**
  
  - e. After the concern has been presented, and the teacher involved has been given an opportunity to reply, the committee will question both or all parties involved. After this questioning period, the concerned party, or parties, will be asked to leave so the committee can further discuss the matter.
  
  - f. After further discussion, if there is question of dismissal of any of the parties involved, the committee poses three questions:
    - What can we do to help save these individuals?
    - Have we as a committee caused part of this problem?
    - Do we want these persons as part of our school?

**Springs Adventist Academy**  
**5410 East Palmer Park Blvd. Colorado Springs, CO 80915**  
**Phone 719-597-0155 Fax 719-574-2134**

July 1, 2009

To the members of the School Constituency,

This is our twenty-second annual letter concerning the asbestos in our school. Because of Federal regulations our school has been tested for asbestos. Unfortunately there are a few areas that contain asbestos. There is no asbestos in the air or asbestos-containing material, which can allow asbestos into the air unless remodeling to the building, takes place.

If you have questions about the asbestos program or would like to see a copy of the asbestos report, please stop by the office anytime.

Thank you for your support of Christian Education.

Sincerely,

Carol Miller Principal  
Springs Adventist Academy

"I have no greater joy than to hear that my children walk in truth."  
III John 1:4

## **SIGNATURE PAGE**

I have read and understand the requirements as stated in the Springs Adventist Academy Parent-Student Handbook and am willing to abide by said rules and regulations.

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

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**Parent Signature**



## 2008-2009 Calendar

<b>AUGUST</b>	
2	Registration (4-7 pm)
13-14	Diebels Testing (Schedule and Appointment)
17	1 <sup>st</sup> Day of School
27	Ice Cream Social
<b>SEPTEMBER</b>	
7	Labor Day (No School)
24	Sports/Education Day
28	Open House
28	ITBS Testing Begins (9/28 – 10/9)
<b>OCTOBER</b>	
12-16	Fall Week of Prayer
15	Picture Day
16	First Quarter Ends (45 Days)
21-23	Fall Break (School out at Noon)
26	Return to School
28	Parent/Teacher Conferences (School out at Noon)
<b>NOVEMBER</b>	
7	Fall Festival
24-29	Thanksgiving Break (School out at Noon)
30	Return to School
<b>DECEMBER</b>	
10	Christmas Program
18	Second Quarter Ends (40 Days)
18	Christmas Vacation Begins at NOON
<b>JANUARY</b>	
4	Return to School
18	MLK Day (No School)
<b>FEBRUARY</b>	
8-12	Spirit Week
15	President's Day (No School)
22	Parent Night
<b>MARCH</b>	
12	Third Quarter Ends (48 Days)
15-10	Spring Break (No School)
24	Parent/Teacher Conferences (School out at Noon)

<b>APRIL</b>	
1	Pre-Registration Begins (4/1 - 5/15)
5-9	Springs Week of Prayer
22	Spring Program
25	SAA Constituency Meeting
<b>MAY</b>	
3	Kindergarten Round UP
20	Kindergarten Graduation
24	8 <sup>th</sup> Grade Graduation
25	Fourth Quarter Ends (46 Days)
25	Last Day of School
	(178 Student Contact Days)
	(3 Snow Days)