

# **NEW BETHEL ADVENTIST CHRISTIAN ACADEMY**

2423 Woodruff Farm Road  
Columbus, GA 31907  
706-569-0004

## **PARENT-STUDENT HANDBOOK**



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2423 Woodruff Farm Road

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**Our Faculty and Staff**

Ms. Judith Darden  
Principal & Teacher of Grades K-3

Miss LaVern Scott  
Teacher of Grades 4-8

Miss Mizpah Achampong  
School Board Chairman

Mr. George Jefferson  
Specialized Care Consultant

Elder Humphrey  
Pastor

## **INTRODUCTION**

New Bethel Adventist Christian Academy is a subsidiary of South Atlantic Conference of Seventh-day Adventists. It is operated by the New Bethel Seventh-day Adventist Church under the direction of the school board.

This booklet is designed to give pertinent information regarding the academy. The data contained herein may be revised and/or updated as deemed necessary by the school board without prior notice; however, such revisions shall be made available in the office of the academy and by other appropriate methods of dissemination.

## **MISSION STATEMENT**

New Bethel Adventist Christian Academy provides an education that serves as a platform to train children to comprehend knowledge, use their intellectual powers in the practice of temperance, godliness, brotherly kindness, love to God and to mankind, and to become the vessels through which God's glory is manifested in every genre of life.

## **PHILOSOPHY OF SDA EDUCATION AND NBACA**

The Seventh-day Adventist Church recognizes that God, the Creator, and Sustainer of the earth and entire universe, is the source of knowledge and wisdom. In His image God created man perfect. Because of sin man lost his original state of perfection; and Christian education by perfecting faith in Christ restores in man an intelligent dedication to the work of God on earth, and seeks to develop in man a practical preparation for conscientious service to his fellowman.

## **PURPOSE**

The Seventh-day Adventist Church and New Bethel Adventist Christian Academy recognize that God the Creator and Sustainer of the earth and entire universe, is the source of knowledge and wisdom. In His image God created man perfect. Because of sin, man lost his original state of perfection. Christian Education at NBACA is perfecting faith in Christ, and restoring in our students an intelligent dedication to the work of God. It also seeks to develop in our students a practical preparation for conscientious service to their fellowmen.

## **ADMISSION OF STUDENTS**

Students who will comply with the policies and objectives of New Bethel Adventist Christian Academy and are willing to participate in its religious, social and academic activities are encouraged to apply for admission.

It is the policy of New Bethel Adventist Christian Academy to admit students regardless of race, color, and ethnic background, country of origin or gender. All students whose interest and principles are in harmony with the ideals and goals of the school are welcome.

To be admitted to the Pre- Kindergarten program, a student must be four years of age on or before August 15, of the school year. To be admitted to the Kindergarten program, a student must be five years of age on or before August 15, of the school year. To be admitted to first grade a student must be six years old on or before August 15, of the school year.

All prospective students must file an application which may be obtained from school officials. Applicants will be considered for admission after the following have been received:

1. Completed application and registration fee
2. School records/transcripts earned in other schools
3. Testing and or interview

Students entering NBACA for the first time are placed on a four week probationary period. At any time during the probationary period, a student may be asked to withdraw if satisfactory conduct or achievement is not maintained.

## **ATTENDANCE**

One of the most important factors of success is regular and punctual attendance at school. While some absences for valid reasons are unavoidable, nothing can replace the educational, cultural and social contacts students experience in class. Students with good attendance generally achieve more than students who are often absent.

When absences are unavoidable, if possible, make arrangements with the teacher so that your student can begin to make up the work which will be missed. The principal may approve certain absences when requested in advance, preferably in writing.

A student participating in approved school activities away from school, such as a field trip, athletic contest, or student convention, is considered present.

After a student has been absent, he or she should bring a written excuse signed by the parent/guardian stating the case. If a teacher does not receive such a note, the absence is recorded as unexcused. The school may require a statement from the student's physician about an illness which is contagious or prolonged.

### **LATE ARRIVALS AND EARLY WITHDRAWALS**

When students arrive at school late or leave early, they miss out on some of the instructional program. It is recommended that as far as possible appointments are scheduled for times that do not interfere with the school day. However, when this is not possible, dental and medical appointments, illness and injury, death in the family, court and administrative hearings are considered valid excuses for late arrivals or early withdrawals. When children are late for a valid reason the parent should submit in writing an explanation for the tardy.

### **EXCESSIVE ABSENCES**

If your child needs to incur two or more consecutive absences, the school should be notified; if not, you will be contacted. You will be notified if your student is absent for any reason, excused or unexcused, five or more times in a quarter. Any missed work should be made up as quickly as possible. Work not made up will more than likely impact the student's grades negatively.

### **SCHOOL HOURS**

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Monday through Thursday. On Fridays, school begins at 8:00 a.m. and ends at 2:00 p.m. Students who are not picked up thirty minutes after dismissal incur a cost to parents.

## **CLASSROOM VISITATION**

Parents are welcome to visit classes and observe our school program. In order to minimize disruptions, the following procedures have been developed and adopted:

1. All visitors must check in with the principal upon arriving.
2. Where practical, visitations should be scheduled by prior arrangement with the teacher. Visitors should inform teachers of the general purpose of the observations in advance.
3. Teachers have the right to reschedule visitors when prior arrangements have not been made.
4. When necessary, visitors should arrange a conference with teachers to discuss observations when class is not in session.
5. Visitors should refrain from taking the teacher's attention away from classroom activities for discussions or conferences.
6. A reasonable time for classroom visitations should be approximately 20-30 minutes.
7. Every effort must be made to minimize the amount of disruption caused by a visit.
8. NBACA does not allow visitation of students who are not enrolled in our school unless they are prospective students who wish to observe. Arrangements for such visitations are to be made in advance.

## UNIFORMS

Uniforms can be acquired from French Toast

Use School Code: QS5RDTR

Dress Uniform Will Be Worn On Mondays

<b>Tops</b>	<b>Girls</b>	<b>Boys</b>
<b>Monday</b>	<b>White Dress Oxford Adjustable Plaid Cross Ties</b>	<b>White Dress Oxford</b>
<b>Tuesday</b>	<b>Yellow</b>	<b>Yellow</b>
<b>Wednesday</b>	<b>Blue</b>	<b>Blue</b>
<b>Thursday</b>	<b>Navy</b>	<b>Navy</b>
<b>Friday</b>	<b>Red</b>	<b>Red</b>

<b>Bottoms</b>	<b>Girls</b>	<b>Boys</b>
<b>Monday</b>	<b>Pre K Navy Pleated 1-8 Plaid Pleated Skirt</b>	<b>Navy</b>
<b>Tuesday</b>	<b>Navy or Green Plaid Skirt Twin Buckle Tab Jumper Adjustable Waist Navy Pleated Pants V Neck Pleated Plaid Jumper</b>	<b>Navy</b>
<b>Wednesday</b>		<b>Navy</b>
<b>Thursday</b>		<b>Navy</b>
<b>Friday</b>	<b>Navy Below the Knee Bermuda Short</b>	<b>Navy</b>
<b>Outerwear</b>	<b>Pre K Navy Ribbon Sweater</b>	<b>Pre K Navy Sweater</b>
<b>1-8</b>	<b>Navy Blazer</b>	<b>Navy Blazer</b>

<b>Leg &amp; Foot Wear</b>			
	<b>Girls</b>		<b>Boys</b>
<b>Monday</b>	<b>Navy Socks</b>	<b>Black Dress</b>	<b>Navy Socks Black Dress</b>
<b>Tuesday</b>	<b>Navy Socks</b>	<b>Black Athletic</b>	<b>Navy Socks Black Athletic</b>
<b>Wednesday</b>	<b>Navy Socks</b>	<b>Black Athletic</b>	<b>Navy Socks Black Athletic</b>
<b>Thursday</b>	<b>Navy Socks</b>	<b>Black Athletic</b>	<b>Navy Socks Black Athletic</b>
<b>Friday</b>	<b>Navy Socks</b>	<b>Black Athletic</b>	<b>Navy Socks Black Athletic</b>

Daily Color Code: Monday – White; Tuesday – Yellow; Wednesday – Blue;  
Thursday – Navy Blue; Friday – Red PE T-shirt



## **GENERAL INFORMATION**

### **CLASSROOM PARTIES**

On special occasions, classroom parties are given. Parents/Guardians who wish to give their children birthday parties at school are encouraged to do so during the lunch period for that particular class. Clearance should be obtained from the school principal and teacher so that all will be aware of the guidelines for such functions.

### **ELECTRONIC/COMMUNICATION DEVICES**

Students should not bring electronic devices to school such as CD's, radios, "Walkmans", MP3 players, pagers, etc. Bringing them will result in confiscation. The parent will then be responsible for picking up the device. Repeated offenses will result in the item being held until the end of school. The school will not be responsible for damaged, lost or stolen items. (If parents wish their child to have a cell phone at school, the phone should be kept secured and turned off until the school day is over, so as not to disturb the regular activities of the classroom.)

### **FIELD TRIPS**

When a teacher plans an educational field trip, arrangements are made by the school. Notices regarding each trip are sent home informing parents/guardians of these planned activities, and should be returned to school with the parent's signature. For safety reasons, the school may require additional supervision for students. If it is the desire of the parent/guardian that the child not attend a school approved activity, written notification must be given to the teacher. A special assignment may be given to the student to complete in lieu of the trip. **Any expense incurred for a field trip should be paid in cash.** (A request may be made to receive a receipt, if one is desired.)

### **HOME AND SCHOOL**

The Home and School Association is comprised of parents/guardians, teachers, church members and sometimes community leaders. Its main function is to weld a close relationship between the home and school for the development of our children. The Association promotes educational programs for the parents/guardians to ensure an effective program in the home as well as the school.

The Home and School Association serves as a fund raising agency for special projects in the school. It may sponsor programs, social functions, cultural functions and membership drives to raise funds. Profits are transferred to the school treasury for designated projects.

All interested church members, parents/guardians, and others interested in Christian education are invited and encouraged to attend regularly the meetings and programs of the association, which are held monthly. Notices of the meetings will be sent home with the students and included in the church bulletins of the constituent church.

### **HONOR ROLL**

To make the Principal's List for a grading period, a student must have a 3.75 GPA or above in all academic subjects and no grade below "C". To make the High Honor's List, a student must have a GPA of 3.5 or more in all academic subjects and no grade below "D". To make the Honor Roll, students must have a GPA of at least 3.0 with no grade below "D".

### **ILLNESS AT SCHOOL**

Should a student become ill or injured during school hours, the student will be given emergency care to the best of our capabilities. If the illness appears to be serious, efforts will be made to contact the parents or the emergency contact person you have specified, and, if necessary, the school will contact medical authorities.

Children who are ill, who have fevers, or any kind of contagious diseases should not come to school until they have recovered. In the cases of contagious diseases students are required to bring a doctor's statement of release. If prescription medicine is required, a full written disclosure of dosage, side effects, and period of administration should be provided. All medication should be brought to school in its original container and delivered to the designated staff member. No student will be allowed to share any medication at any time.

### **INCLEMENT WEATHER**

If weather conditions warrant the closing of school, a text will be sent out or an announcement will be made to notify the public as early as possible. Unless otherwise noted, we will follow the same policy as the public schools in Muscogee County.

### **MAKE-UP AND JEWELRY**

We believe that Christians should maintain a natural healthy appearance and refrain from wearing items that are not in harmony with the simplicity of adornment urged by the Scriptures. Therefore, ornamental jewelry is not worn on school grounds or at school-sponsored functions. These include earrings, rings, necklaces, chains, elastic bands bracelets, or any other type of jewelry that has as its main function, display. Colored or decorated nails, eye make-up, blush and lip coloration are not allowed.

### **PROGRESS REPORTS**

Progress Reports, or Interim Reports, are sent home every four to five weeks of each nine week grading period. Parents/Guardians of students who are not doing well should make an appointment to confer with the teacher about the child's work. Scheduled parent/teacher conferences are required at the end of every first and third quarters. Please check the school calendar for those dates and times. Report cards are issued about one week after the close of each nine week period. Report cards of students whose accounts are not current may be held until those accounts are brought current.

### **SCHOOL MEALS**

In conjunction with the health principles which the Seventh-day Adventist church espouses, we ask that no meat or caffeinated beverages be brought on campus, and that student lunches be planned around a non-meat menu. A list of healthy lunch suggestions is available upon request to those desiring one. Breakfast and lunch are available for the cost of \$2.00 per meal, which should be paid in advance.

### **STUDENT SEXUAL HARRASSMENT POLICY**

NBACA affirms the Christian dignity of every individual; harassment will not be tolerated. The school policy is to provide an educational environment in which all students, teachers and staff are treated with respect and dignity. Also, the law prohibits sexual harassment.

Definition: Including, but not limited to, unwelcome sexual advances, requests of sexual or physical conduct of a sexual nature directed towards a student by a teacher or by another student, or by a student toward a teacher under any of the following conditions:

- Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits or programs sponsored by the school
- Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive learning or working environment

Examples of sexual harassment:

Verbal: Sexually demeaning comments, sexual statements, questions, slurs or jokes. Continuing to express sexual interest after being informed that the interest is unwanted

Written: Suggestive or obscene letters, notes, pictures or invitations

Physical: Sexual assault, touching, impeding or blocking movement, making reprisals or threats of reprisal following a negative response to sexual advance or following a sexual harassment complaint

Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters

### **STUDENT ACCIDENT INSURANCE**

Student accident insurance is included in the registration fee. It covers medical and hospital bills for students injured while engaged in school-sponsored activities. The student should report any injury to a staff member immediately. This is secondary insurance coverage and each parent/guardian should have a primary insurance coverage policy. A brochure explaining the limits of coverage is available in the main office.

### **VANDALISM**

Parents/Guardians of students who damage, destroy or vandalize school property will be required to pay for losses or damages. This includes bathrooms, classrooms, cafeteria, bulletin boards, equipment, etc. If a student willfully destroys school property, suspension and subsequent expulsion may be necessary, and a criminal report may be filed with local enforcement authorities.

## **CITIZENSHIP**

A conscientious and concerted effort is made to keep every child safe and respected. A code of behavior/conduct is established to strengthen the basic values, beliefs, and conduct of all our students. We expect every student to be guided by the following rules:

- I will be respectful, responsible and prepared when I come to school.
- I will act in a safe manner.
- I will do all I can to foster an atmosphere of cooperation and trust.
- I will respect myself, teachers, other students, and the environment.
- We are here to learn; therefore, I will do nothing to keep the teacher from teaching and anyone, myself included, from learning.
- I will do all I can to treat others the way I would like to be treated, therefore, I will refrain from bullying, threatening, or manipulating others for any reasons.
- I will respect sacred things such as the Word of God, church facility, etc.
- I will practice the principles of Christian morals, ethics, fair play, and courtesy in all relationships.
- I will refrain from the use of profanity and lascivious conversation and uphold the rules and regulations of the school.
- I will wear the school uniform unless given permission not to.
- I will abstain from violent, rough, unkind behavior or words.
- I will obey and cooperate with the staff.
- I will refrain from the use, handling, or possession of intoxicating beverages, tobacco, or narcotics in any form.
- I will not bring any kind of weapon or dangerous object to the school.
- I will not engage in any forms of betting or gambling.
- I will not be involved in any improper sexual conduct.
- I will strive to represent proper Christian behavior at all times.
- I will refrain from chewing gum, eating or drinking beverages other than water during class without express permission.
- I will not bring electronic devices to school unless given permission.

### **CONSEQUENCES FOR VIOLATIONS:**

- Verbal warning
- Parent contact
- Student and or parent/guardian conference with teacher and or principal
- Development of action plan for improvement in behavior
- Special assignments
- Loss of privileges
- Limited or no participation in certain school activities
- Restitution/Restoration must be made when appropriate
- Refocus (Student may be placed in another classroom for reflection)
- Probation
- Suspension
- Possible expulsion
- Other appropriate consequences as they relate to the violation

### **What Parents Can Do to Help**

1. See that children have plenty of rest each night.
2. Send children to school clean, well groomed and in the proper uniform.
3. Dress children according to weather conditions.
4. Send a note with a child who is tardy or who is returning to school after an absence.
5. See that children have adequate supplies throughout the year.
6. Emphasize good manners, courtesy, and kindness.
7. Take an active interest in what the child is doing in school.
8. Don't compare children with others.
9. Show respect for teachers. Children will do better when they know their parents have respect for teachers and the school.
10. Call the teacher for an appointment whenever it is felt that there is a need.
11. Keep abreast of calendar events pertaining to school.
12. Become an active member of the Home and School Association.

## **FINANCIAL INFORMATION**

It is the objective of NBACA to operate the school as efficiently and economically as possible. The school board reserves the right to change the rates of fees at any time in order to meet government regulations and/or changing economic conditions.

Tuition is due on the first of each month. A grace period is extended to the 15<sup>th</sup> of the month, after the 30<sup>th</sup> a late fee of \$20.00 will be assessed. If the due date falls on a weekend, the payment will not be considered late until after the school closes on the following Monday.

### **Methods of Payment**

Payments should be made in the form of a cash, money order, or electronic payments. If a check is returned, the owner of the checking account may be asked to submit cash payments or money orders instead of payments by check, and a returned check charge of \$30.00 will be assessed. Payments may be made directly to the principal before or after school, or payments can be mailed to the school.

### **Delinquent Accounts**

Accounts should be paid by the tenth of each month; any bill not cleared by that time becomes delinquent, and a late fee will be assessed. Students whose accounts remain unpaid may experience the following consequences:

1. Semester exams cannot be taken.
2. Report cards may not be issued.
3. Participation in graduation will be forfeited.
4. Participation in extracurricular activities or field trips may be denied.
5. Administrative Withdrawal will take place after 45 days of unpaid monthly tuition.

### **Returned Checks**

Anyone whose check is returned "NSF" must bring cash or a money order to replace the returned check within three days. Subsequently, the privilege of paying by check will be withdrawn. Failure to correct the situation may result in the student being withdrawn from class, unless other arrangements are made. Returned checks will be charged a \$26 return fee.

## **Graduation Fee**

A graduation fee will be charged to each kindergarten and eighth grade student to help cover the costs of graduation. The fee covers cap, gown, tassel, diploma, decorations, etc.

## **Refunds**

If it is necessary for a student to withdraw from school, the following refund policy will apply when a properly signed and dated drop voucher has been completed:

- Admission fees will not be returned
- Tuition will be charged on a pro-rated basis
- Full tuition will be charged, if full academic credit is given, even though the student may not be in attendance

## **Selecting Books for Students**

Choose books which:

1. Harmonize with the teachings of the Bible
2. Present a true picture of reality
3. Can be read independently with ease (at or slightly below level)
4. Develop intellect/character
5. Contain age appropriate content
6. Expose the student to new learning

**\*\*Avoid books dealing with the occult, violence, spiritualism, unsavory heroes, talking animals, immorality/sensuality/vice, etc.**