



**Crestview Seventh-day Adventist Academy**

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**Bulletin and Handbook  
Preschool – 8<sup>th</sup> Grade  
2018-2019**

**Accredited by:**

National Council for Private School Accreditation

Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc.

State of New Mexico-Public Education Department

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## **GENERAL INFORMATION**

Crestview Seventh-day Adventist Academy (CSDAA), serving grades Preschool through 8<sup>th</sup> grade, has been providing an exceptional curriculum for students in the Bernalillo County since 1947. CSDAA fosters academic and personal excellence in each student within the framework of a Christian environment.

The administration and faculty seek to instill in each student positive Christian values that translate into lifetime success. At CSDAA we promote an environment that enables:

- Teachers to speak openly of God in the classroom.
- Students to feel that their faith is a welcome subject.
- Student participation in programs that reflect and encourage positive values and principles.
- Students to be challenged to fully develop their abilities.

This commitment makes Crestview Seventh-day Adventist Academy a place where students excel academically, have a cherished experience with God, and mature socially.

## **PHILOSOPHY**

The Seventh-day Adventist philosophy of education is Christ-centered. Adventists believe that, under the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in the Bible, in Jesus Christ, and in nature. The distinctive characteristics of Adventist education—derived from the Bible and the writings of Ellen G. White—point to the redemptive aim of true education: to restore human beings into the image of their Maker.

Seventh-day Adventists believe that God is infinitely loving, wise, and powerful. He relates to human beings on a personal level, presenting His character as the ultimate norm for human conduct and His grace as the means of restoration.

Adventists recognize, however, that human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of restoring human beings to their original relationship with God. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person—spiritually, intellectually, physically, and socially. Its time dimensions span eternity. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

## **MISSION STATEMENT**

Teach our students to understand the love of God for us. Inspire our students with a deep and abiding love for Jesus. Instill in our students the value of service to God and others. Institute academic and spiritual programs and activities to develop skills and habits in this life and the life hereafter.

## **ACCREDITATION**

Crestview Seventh-day Adventist Academy is accredited by the State of New Mexico and the National Council for Private School Accreditation (NCPSA). In addition, the church office of education – the North American Division of Seventh-day Adventist (NAD), also operates a comprehensive accrediting process to maintain a high standard of excellence in education.

## **ADMISSIONS**

Crestview Seventh-day Adventist Academy welcomes applicants whose principles and ideals are in harmony with the policies outlined in this handbook. Once approved, all students are admitted for an initial probationary period. This period will give the school office and faculty the necessary opportunity to determine grade placement, financial status, academic progress, behavioral trends, and other data upon which to grant or deny permanent acceptance.

The School Board will serve for appeals purposes.

Application forms are available at the school office. Registration is complete only when all admission requirements have been met, past-due accounts have been brought current, and all physical examinations, immunization records, and birth certificates are on file. A student's place in a classroom is reserved only when registration forms are completed, and registration fees are paid.

Requirements:

- Complete the registration paperwork.
- Submit a copy of the previous year/term report card.
- Submit two-character references. One from a former teacher/administrator and the second from a non-relative acquaintance.
- Meet with the Principal or Administrative Asst. concerning financial arrangements.
- Pay a nonrefundable registration fee.
- Provide medical information.
- Provide a copy of a legal birth certificate
- Take an entrance exam (at the discretion of the administration).

A student entering pre-school must be 3 years old, and in harmony with the policies of the Southwestern Union Conference and the State of New Mexico.

Students entering kindergarten must be 5 years of age on or before September 1 of the school year.

Once all the requirements have been fulfilled, the student's application will be considered for approval. It is understood that when accepted, the student will adhere to the behavioral and dress standards of the school. If the student is unwilling to accept such standards, the Principal will request a meeting with the student and parents. Together, they will work out a corrective plan of action, which may include counseling, special testing, tutoring or other special assistance. If the difficulty persists, the student may be asked to withdraw from CSDAA.

## **ANNOUNCEMENTS**

Notices are sent home in hard copy or electronic mail format to keep the students and parents informed of upcoming events. Additional notices and reminders are sent home with the students as necessary.

## **ATTENDANCE**

Students must attend class regularly to meet the academic and social criteria set for them by the State of New Mexico (*NM statute #22-12-2*) and the Southwestern Conference of Seventh-day Adventists.

### ***Absences***

When a student is absent, the parent or guardian must call the office by 8:30 a.m. to explain the reason for the absence.

Illness, unavoidable medical, dental, or legal appointments or a death in the family are the only excused absences. The returning student must submit a note from the doctor if the reason for the absence is medical or dental.

If the student is going to be absent because of a family outing a written notice must be given to the teacher prior to the absence. Teachers are not required to allow students to make up work missed during a requested or unexcused absence.

If a student is absent more than 5% of the school days in the year, he/she may be subject to school or state action, including retention.

### ***Tardiness***

Students who are late to school frequently miss the important initial information of the day and find themselves often catching up throughout the day. Please get your child to school on time. Report cards will indicate the number of absences and tardies that the student has acquired during each quarter. No distinction will be made between excused and unexcused absences or tardies.

Three (3) tardies equal an unexcused absence. Five (5) or more unexcused absences during a quarter constitutes habitual truancy.

## **BIRTHDAYS**

If you want to send a birthday treat for your child's class, please contact the teacher at least a day ahead to make arrangements. Please do not plan to have a birthday party for your child at school. Birthday parties should take place off campus and not during school hours. If the entire class is not invited to the party, please mail the invitations, so there will be no hurt feelings.

## **CHANGE OF ADDRESS/PHONE NUMBER**

Please notify the office as soon as possible if there is a change of address or phone number.

## **CLOSED CAMPUS**

CSDAA is a closed campus, meaning that once a student comes to school they are to remain on campus all day. Students leaving the campus during the day without permission, face suspension or disciplinary action. If a student needs to be removed from school during regular hours, a parent or authorized adult must go to the office to sign the student out. The secretary will then call for the student.

## **CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS**

Parents that are divorced or separated maintain parental rights unless otherwise specified by a court order. The faculty will abide by the information listed within the agreement on file, so it is the parent's responsibility to give the school updated legal documents regarding custody.

In the case of a dispute between parents, CSDAA asks that parents resolve these issues outside of the school.

## **CONDUCT GUIDELINES**

All rules center around one concept: Each individual is so valuable Christ would have died for that one alone. Therefore, all students, faculty, staff and parents are to be respected.

Remember to:

- Show proper respect for God and all religious activities.
- Be respectful and obey all those in authority.
- Observe all classroom rules.
- Be trustworthy at all times.
- Respect school property, school equipment, books and supplies.
- Always be honest and truthful.
- Be careful to preserve your reputation. Profane or obscene language, gestures and pictures should never be used.
- Be sure your conduct with the opposite sex is neither embarrassing or improper.

- Respect the belongings of others. Never “borrow” without asking the owner.
- Be considerate of others. Remember the Golden Rule: “In everything do to others as you would have them do to you.” (Matt. 7:12)
- Be sensitive to the feelings and rights of others.

If it becomes necessary to adopt other guidelines during the school year, the school will notify the parents and students. These will be as binding as those printed in this Handbook.

## CONSEQUENCES

Students experiencing behavioral problems may be placed on citizenship probation by the school administration. Probation may result when a student is involved in a series of behavioral

difficulties or major disciplinary problems. A student who is placed on citizenship probation must follow all school policies and not be involved in any further situations requiring disciplinary action. A student who continues to experience discipline problems while on probation may be suspended or asked to withdraw from school. All suspensions will be served off-campus. The student and parents must meet with the principal before being re-instated into the classroom.

Each of us influences others. If students’ behavior means their attendance is no longer profitable to themselves, or if their influence is hurting others, they may be asked to leave CSA even though they have not committed a particularly “bad” act.

The following actions make a student liable for immediate dismissal from school:

- Having, using or giving to others harmful substances. Example - drugs, alcohol, tobacco.
- Having, using or giving to others indecent, sexually explicit, or profane material, including pictures, written, or spoken language or gestures.
- Having, using or giving to others explosives or weapons (including pocket knives).
- Destroying or encouraging others to destroy school property: graffiti, etc. The student and parents will be responsible for the expense of replacement or repair of the damaged property.
- Being dishonest: lying, cheating, or stealing.
- Tampering with the school fire equipment or alarm system.
- Threatening harm, bullying others through intimidation or encouraging others to fight.
- Students fighting or hitting.

## CURRICULUM

The curriculum at CSDAA follows the guidelines provided by the North American Division of Seventh-day Adventist for all Adventist schools nationwide. This includes the core curriculum classes of Language Arts, Math, Reading, Computer Education, Science, Bible and Social Studies. Classes in Art, Music and Physical Education are also included in the weekly curriculum.

## DRESS CODE

CSDAA's student image and dress policy seeks to instill in each student a sense of order and respect for him or herself, other students and faculty. "No education can be complete that does not teach right principles in regard to dress." Education p. 246

The school's clear message to students is: "What you do here matters. It matters to God, to your family, and to your teachers. The dress policy seeks to draw the attention of CSDAA students away from passing fads in fashion while encouraging modesty and appropriateness in attire. Therefore, all students are required to wear clothing selected from an approved wardrobe which is affordable and appropriate and representative of the school's commitment to excellence.

### Everyday Attire

- Polo shirts will be available through a company of our choice with the required CSDAA insignia. Polos must be white, light blue, navy blue, or grey. More information will be available in the office.
  - For the 2018-2019 academic year, we will allow students time to transition to the new uniform policy.
  - The new uniform policy will be fully enforced by 2019-2020.
- Uniform style pants, skirts, shorts/skorts and jumpers in navy blue or khaki may be worn. Denim/Jeans in these color are acceptable. Pants and skirts should not be too baggy or too tight and must be high enough that skin and underwear cannot be seen. Jeans must be in good condition, with no tears, fading, or made from a stretchy material (jeggings are not allowed). If skirts and shorts are worn, they must be of an acceptable length, which is at the knee, or up to 2 inches below.
- Sweaters/Sweatshirts: Must be plain, brand insignias should not be larger than 2 ½ inches in dimension, NO logos or slogans, in school colors only white, light blue, navy blue, and grey.
- Jackets: Jackets do not have to be school colors, but must be plain, brand insignias should not be larger than 2 ½ inches in dimension, NO logos or slogans.

### Other Uniform Requirements

- Plain leggings may be worn under skirts, shorts/skorts, and jumpers, in school colors.
- Only plain shirts in school colors may be worn under CSDAA shirts.
- Bike-a-Thon shirts are only to be worn on Friday.

NO Jewelry (including earrings) or any wrist, ankle or neck adornment that is not part of the uniform. This includes friendship bands, rubber or string symbolic bracelets.

NO Tattoos, permanent or temporary.

All students must maintain the school dress code policy while at school and at any school event whether on or off campus up to and including the last day of school and graduation. For this dress code to be effective, it is mandatory that every student be dressed in the prescribed school

attire every school day. If the student comes to school dressed other than the approved dress code, the parent will be called, and the appropriate clothing will need to be brought to the school before the student may return to class.

If the student comes to school with jewelry, including pierced earrings, the student will be required to take them off and give it to the teacher/principal, who will return the items to the student after that school day.

### **EXTENDED-DAY PROGRAM (LATCHKEY)**

- Before School: 7:30–8:15 AM Monday - Friday.
- After School: 3:15 – 5:30 PM Monday -Thursday.
- After School: 2:15-4:30 on Friday
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All parents using Latchkey must sign in their child in the morning and sign out when their child is picked up. Student will only be released to the individuals authorized on the Pick-up Authorization Form. I.D. may be required of those that are not familiar to the Latchkey or HSS supervisor.

Parents are encouraged to arrange pick-up of their children as soon as school is dismissed. The after-school extended supervision program will begin immediately after the close of the school day and will continue until 5:30 PM on Mondays through Thursday. Friday supervision will end at 4:30. Pre-school through eighth grade will be signed into Latchkey by the Latchkey supervisor.

Every student at school when supervision begins will be under the supervision of the Latchkey and will be assessed charges. Students staying at the request of the teacher will not be charged. Fees for Latchkey are available in the school office.

The charges for extended supervision will be added to the student's account each month and are due in full when the statement is issued.

### **FIELD TRIPS**

When a field trip is planned, the teacher will send home a permission slip. The permission slip must be completed and signed by the parent/guardian for the student to be allowed to attend the field trip. No other form of permission will be accepted. CSDAA shirts are to be worn for field trips.

Parents driving for fieldtrips are only to transport students to and from the designated location without stopping at home, for food or errands unless it is written on the permission slip.

### **FUNDRAISERS**

The administration and the school board must approve all fundraisers.

### **GRADES**

After the first quarter, CSDAA schedules a full school day for parent-student-teacher conferences. First quarter grades are given at that time. All parents are required to make an appointment for a 20-minute conference during that day. A student experiencing academic problems may be placed on academic probation. Probation will result when a student's academic performance falls below 60% level. Any student placed on probation must improve his/her

grades and academic performance to be released from academic probation. Failure to do so may result in the student being asked to withdraw from school or not being promoted to the next grade.

Any student who does not earn cumulative grades of 60% or better for the year is in jeopardy of not being promoted and/or graduating. A student could be asked to do some additional work in the deficient subjects during the summer.

## **GRIEVANCE**

When parents have a question, concern, or disagreement/incident, we request that they first follow the biblical principle:

- First talk with the teacher or person involved.
- If the disagreement/incident still continues, the principal will participate in resolving the disagreement/incident.
- At this point it is recommended that the parent creates a written account of the disagreement/incident so that it can be dealt with factually.
- The following should be included in the written account: the students/persons involved, chain of events and witnesses.
- If the disagreement/incident continues, return to the principal, who will refer to the School Board for guidance.
- Please do not make the disagreement/incident greater by talking about it to those who cannot resolve the problem.

## **GROOMING**

Students' hair should be clean and well groomed; hairstyles should not be extreme in length or style. Students with inappropriate hair color or style will be asked to return it to its natural state as soon as possible. Boy's hair length should be above the collar & ear but not shaved or in unnatural styles (including Mohawks or shaved heads) Extreme hair colors are not permitted. Nail polish should be clear. Bright nail polish of any color is not permitted.

## **GUM**

Gum chewing is not permitted on campus.

## **HARASSMENT**

CSDAA is committed to providing a school environment free of harassment in any form for all students. Incidents of harassment should be reported in accordance with prescribed procedures so that school authorities may take appropriate action. Students who harass others are subject to discipline and possible expulsion.

Harassment may be defined in several ways, including:

Physical: Unwanted or unwelcome physical touching, pinching, contact, assault, deliberate impeding or blocking of movements or any intimidation, interference with normal work or movement. It also includes making threats or implied threats following a report of harassment.

Verbal: Derogatory comments, ethnic comments, jokes, propositions or degrading words to describe an individual.

Visual: displaying of any material to embarrass or intimidate, derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, photographs and gestures that embarrass or intimidate.

Sexual: Unwelcome sexual advances or requests and other verbal, visual or physical conduct of a sexual nature. Examples of sexual harassment include offensive remarks, questions, teasing jokes, insults, sounds, notes, pictures, graffiti, gestures or unwanted physical contact.

Students who have experienced harassment should report the incident to school authorities as soon as possible.

### **HEALTH RECORDS**

The State of New Mexico requires that all student health and immunization records are current and on file. Students entering Kindergarten, 1<sup>st</sup>, 4<sup>th</sup> & 7<sup>th</sup> grade and all new students must have a physical examination. The forms for health and immunizations must be turned in to the office by October 1. Non-compliance will endanger the student's attendance at CSDAA.

### **HOME & SCHOOL ASSOCIATION**

The Home & School Association (H&S) is created to encourage parents, family members and interested sponsors to foster fellowship for the supporters of CSDAA. The H&S provides opportunities for fundraising and activities that enhance the education of the students. All parents are members of the Home & School Association. Officers of the Home & School Association are elected yearly by the H&S general body. Home & School meetings are held throughout the school year. The schedule of meetings are available at the school office.

### **INFECTIOUS/CONTAGIOUS DISEASES**

The classroom teacher will refer any student who exhibits signs/symptoms of infectious/contagious illness to the school office. The office personnel will immediately determine the advisability of the student remaining at school. If necessary, parents will be contacted if there is a need to (1) remove the student from the school environment, (2) obtain a medical evaluation and (3) receive a written medical clearance prior to the student's return to school.

### **INJURIES OR ACCIDENTS**

Students having injuries requiring a doctor's attention will not be allowed to participate in recess or physical education until a written release from the doctor is submitted to the school.

All accidents must be reported immediately to the teacher in charge of the activity.

### **INSURANCE, STUDENT**

Limited student insurance (secondary coverage) is included in tuition. Full coverage is provided for any accident occurring during school hours on school campus or off-campus during a school sponsored activity, such as a field trip. In the case of an accident, the parent or person taking the student for treatment should obtain an insurance form from the school office.

The form should be signed by a member of the medical staff, attach statements for treatment and promptly return the completed forms to the school office. It is the parent's/guardian's responsibility to turn-in the forms within 20 days to comply with the insurance reporting policy.

## **INTERIM REPORTS**

*Refer to Report Cards*

## **INTERNET USAGE**

The school's internet connection will provide access to vast amounts of information and resources that will be beneficial to both staff and students. Because of the large amount of data, a usage policy is established to regulate some of this exchange.

All students must have a signed permission slip from their parent/guardian that authorizes them access to the internet.

Unacceptable usages of the internet include:

- Using the internet illegally in ways that violate federal, state, or local laws
- Sending chain letters or pyramid schemes to lists or individuals
- Selling or purchasing items for commercial purposes
- Sending or receiving copyrighted materials without permission
- Sending or receiving pornographic materials
- Altering internet access hardware/software configuration without permission
- Divulging personal information, one's own or another person's, including home address, phone number, or e-mail address
- Posting, downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- Malicious attempt to harm or destroy data of another user
- Sending or receiving communication from subversive groups or organizations.

Crestview Seventh-day Adventist Academy is not responsible for the experiences that may result from usage of school internet when done so outside of these guidelines. Violations of any of these rules may result in forfeiture of permission to use the internet and the school network and/or disciplinary action as deemed necessary by the administration. It can also result in criminal and/or legal action against the violator.

## **HOT LUNCH**

Lunches may be provided at the convenience of the school. Lunch fees may be paid by cash or by a lunch card. The weekly menu will be made available to the students on a monthly basis.

Parents who choose not to have their child receive hot lunch are encouraged to provide a healthy lunch. Students are not allowed to bring caffeinated beverages to school. Students may also bring a healthy snack for the first break during the school day.

## **MEDICATIONS**

In order for CSDAA to administer medication to a student, the medication must be brought to the office in its original prescription container showing the name of the medication and dosage.

Students may not keep any type of medication in their possession while at school. The student must come to the office to receive his/her medication. This includes both prescription and over-the-counter medication.

### **NEIGHBORS**

Students and parents are reminded to be good neighbors to those living near the school. Parents, remember to observe the posted speed limit when driving through the neighborhood.

### **NON-DISCRIMINATION POLICY**

Recognizing that all members of mankind are children of God, Crestview Seventh-day Adventist Academy welcomes all students who wish to come, who are in harmony with the philosophy of a Christian education and will live according to its principles. Each student must uphold the philosophy upon which our school is based. We do not discriminate against current or prospective students based on race, religion, gender, national origin, or any other legally protected characteristic. The school does not by this policy disclaim any right it might otherwise have to maintain its commitment to its Seventh-day Adventist identity or the doctrines of the Seventh-day Adventist Church.

### **SEXUAL MISCONDUCT POLICY**

CSDAA 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 CSDAA and the Seventh-day Adventist Church.

### **PARENTAL PARTICIPATION**

Parents are a valuable component to a student's education.

Parents are encouraged to:

- Provide an area without distraction for homework.
- Be actively involved in their child's education by monitoring progress and daily work.
- Communicate with their child's teacher. Good communication between the school and the home is essential for student success.

### **PARKING**

During the school hours, parking is restricted to the gravel parking area and outside curb. The curb adjacent to the sidewalk is to be used for loading and unloading students before and after school. Double parking is prohibited.

### **PHOTO/VIDEO**

Each child must have a signed permission slip for the school to use their picture for public use, such as our web site or public photo presentations.

### **PROGRAMS**

Attendance is required for all major functions. These functions include:

- Church Performances
- Christmas Program
- Spring Program
- Honors/Graduation
- Any special school activity

Attire will be announced for each of these functions. Please plan trips or family activities on dates other than the required programs. An absence will lower the music grade. If the student is ill, the school must be informed at least two hours before the program begins in order for the absence to be excused. Involvement in extra-curricular activities is not an excused absence.

### REPORT CARDS

A report card will be issued every quarter. Weekly progress reports will be given at the discretion of the teacher or when parent intervention is necessary to ensure the academic success of the student. Parent conferences will be held following the first quarter and third quarter will be at the discretion of the principal and teacher. To ensure that teachers will give the parent undivided attention at a time when school-scheduled parent conferences are not being held, an appointment must be made to discuss the student's grades or progress.

### SCHOOL HOURS

Monday-Thursday 8:30 A.M. to 3:00 P.M.

Friday 8:30 A.M. to 2:00 P.M.

Minimum Days 8:30 A.M. to 12:30

Students arriving on campus before 8:15 a.m. must go directly to the designated latchkey for morning supervision. Students waiting after school must go directly to the designed Latch Key or Homework Support area until they are picked up. Parents or designated carpool authority are to sign each student out before the student will be released.

### SEARCH AND SEIZURE

As a security measure used to protect our students and staff, school authorities have the right to perform unannounced searches to seize dangerous, illegal, or prohibited items. A student's personal items (backpack, purse, etc.) may be searched for evidence when school authorities have suspicion to believe that the law, school rule, or School Board policy has been violated.

Searches will be conducted privately by any two staff members, in a manner that is reasonable and not excessively intrusive considering the age or sex of the student(s). The search will include directing the student to remove all items from his or her pockets, purse, wallet, backpack, etc. without the permission of the student or parent. **Registration of the child constitutes parental consent to such searches.**

Upon the seizure of illegal drugs or weapons, CSDAA will report the student to local law enforcement agencies and parents will be contacted immediately.

### **SEVERE WEATHER**

CSDAA will make all attempts to contact the local news outlets for information on severe weather conditions. The decision to cancel/postpone classes will often follow the decision of the Albuquerque Public Schools (APS).

### **SMARTPHONES**

Phones are not to be used on campus, during school hours, unless given permission by the teacher. If this privilege is abused, it is the right of the teacher to collect the cell phone and to hold it until a parent comes to pick it up from a teacher. This also includes texting during class. Photos taken with cell phones in any area of the school is strictly prohibited and enforced.

### **SPIRIT WEEK**

School attire is always required during Spirit Week unless otherwise stipulated.

### **TELEPHONE, OFFICE**

Students may make local telephone calls at the designated phone in the office on an emergency basis and with permission from a staff member. Students may not use the school phone to get permission to go home with a friend since those plans require written permission or to check the status of their after-school carpool. Messages may be left at the office for a student. Emergency calls will only be returned during break or lunch time.

### **TRANSPORTATION TO/FROM SCHOOL**

Students who wish to go home with a friend who is not a regular carpool member must submit to the office written permission from the parents of both students. The teacher and after-school director will then be notified of this arrangement. Students are permitted to leave only with their parents, regular carpool, or persons listed on the pickup authorization form provided by the parent.

### **TUITION**

For CSDAA to provide a quality Christian education, it is the parents' responsibility to keep current their tuition payments. The following guidelines assist the parents/sponsors in upholding their financial obligations:

- An account from the previous year must be settled before the student is accepted for the current school year.
- A student transferring from another school must provide documentation that there are no outstanding accounts at the previous school.
- A non-refundable registration fee is paid prior to admission.

If a student is withdrawn from school during the year, the parent is responsible for notifying the school in writing prior to the withdrawal. Tuition charges will be accrued until the notification has been received by CSDAA, regardless of the student's attendance.

To participate in graduation activities and ceremony, the tuition account must be paid in full.

All financial matters will be reviewed by the Finance committee consisting of select School Board members.

Crestview Seventh-day Adventist Academy is supported by the following local constituent churches:

**Albuquerque Central SDA Church**

**Albuquerque Metropolitan Spanish SDA Church**

**Albuquerque North Valley Spanish SDA Church**

**Albuquerque Rio Grande Spanish SDA Church**

**Albuquerque Three Angels SDA Church**

**Albuquerque Heights SDA Church**

Students attending CSDAA and are members of the constituent churches receive a discounted tuition.

Multiple children from a single family are eligible for discounted tuition:

- The first child will pay full tuition.
- Second child receives 12% off
- Third child receives 15% off

A \$10 late fee is assessed for monthly tuition payments that are unpaid as of the 15<sup>th</sup> of each month.

Tuition is due by the first of the month to receive prompt tuition discounts.

Past due amounts will be placed on financial warning status. Any account which becomes 30 days past due will be placed on financial probation status. At this time, financial arrangements must be made for the student to continue enrollment at CSDAA.

Accounts must be current for an 8th grade student to participate in graduation activities including 8th grade day and graduation.

Crestview Seventh-day Adventist Academy reserves the right to report any delinquent accounts to a collection agency or credit bureau.

### **VALUABLES OR PERSONAL ITEMS**

Comic books, trading cards, radios, TVs, electronic keyboards, smartphones, iPads, iPods, video games or other electronic items or toys, are not allowed at school on a regular basis, Special permission from the teacher must be obtained prior to the student bringing such items.

CSDAA assumes no responsibility for damage or theft of personal property if a student brings them to school. The school reserves the right to keep confiscated items until parents come in person and retrieves them. All confiscated items not picked up by parents will be discarded after the last day of school in May.

## **VISITORS**

Parents, school board members, and constituent members are welcome to visit the school at any time. All visitors are required to check in at the office. The presence of visitors cannot cause disruption of the regular school program. No student should bring relatives or friends to school without prior permission from the principal & teacher. If permission is granted the students are to inform their guests of school regulations and dress and guests are expected to follow school guidelines. Student visitors are not allowed at CSDAA during their regularly scheduled school days.