



Anoka Adventist Christian School

Student Handbook

1035 Lincoln Street

Anoka, MN 55303

763-421-6710

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The Anoka Adventist Christian School (AACS) is an institution of the Minnesota Conference of Seventh-day Adventists.

The General Conference of Seventh-day Adventists Office of Education Board of Regents accredits AACS through the Mid-America Union Conference of Seventh-day Adventists. This accreditation meets or exceeds all Minnesota state accreditation requirements for private schools

Our Vision

To be the most desired place for Christian education in our community.

We desire that AACS will have a visible presence in our community, known for our Christ-centered education program. Our goal is that everyone will want to have their children attend AACS.

Our Mission

To nurture students in mind, body, and spirit for Jesus Christ.

Our purpose is to help students grow intellectually, physically, and spiritually into well-rounded and capable students to be successful in their post-elementary education.

Our Core Values

Our success in providing an outstanding academic program at AACS is based on the following core values:

Spiritual Confidence and Maturity—Spiritual development is the core of our curriculum. Study of the Bible, starting the school day with worship, and devoted prayer time leads each student to have a close, personal relationship with our Lord and Savior, Jesus Christ.

Academic Excellence—AACS provides a safe environment in which our students learn and grow through the elementary grades. Our academic program uses state of the art resources, enables classrooms with technology, and maintains a low student-to-teacher ratio. Our classrooms contain multiple grade levels, allowing the students to interact in several dimensions.

Physical Wholeness—We want to have fun and be happy. We guide and encourage students to have a fun and healthy lifestyle by being physically active, eating healthy foods, and avoiding addictive drugs and harmful substances.

Integrated Partnership—Our students, teachers, parents, and church family are actively engaged in all aspects of AACS, forging a strong community of caring. We believe this is the only way to operate our school.

Compassionate Service—We are dedicated to serving the community where our school resides. Our students regularly participate in activities to get to know our neighbors better and to serve those in need. Establishing a focus on service at a young age will lay the foundation for a lifetime of service to others, as seen in the example of Jesus' life here on earth.

Leadership Development—Our multi-grade classroom environment teaches students to effectively manage their time, work independently, prioritize and organize their work. They will leave AACS with the confidence to lead others to Jesus without succumbing to peer pressure.

Foundational Values—Our program at AACStills basic, “foundational” values of morality, integrity, honesty, and respectfulness. We expect our students to be responsible individuals and accountable for themselves at all times.

Global Awareness—The world is getting smaller every day. We are all tied to one another. We want our students to understand the world around them, have respect and care for the environment, and understand the implication of their behavior and actions on those around them.

Value Differences—We foster an appreciation and understanding for differences in faith, culture, and beliefs. Jesus made each of us unique, and He loves us regardless of the way we look, act, or think. We desire that everyone have an opportunity to know and love Jesus Christ and experience His transforming love in his or her life.

Admission

The Anoka Adventist Christian School admits students of any race, color, national origin, religion, or sex to all the rights, privileges, programs and activities generally accorded or made available to all of its students and makes no discrimination on the basis of race, color, national origin, religion, or sex in the administration of education policies, application for admission or extra-curricular programs.

Admission is open to all students in grades Kindergarten through eighth grade that express and demonstrate a definite interest in receiving a Christian education.

1. Any child applying for admission must be at least five (5) years of age for Kindergarten, or at least six (6) years of age for first grade by September 1 of the school year.
2. All medical records must be up to date.
3. Kindergarten or first grade students and seventh grade students must submit a medical report from a family physician, including complete immunization records. All new students will also be required to complete a medical report. Any special existing conditions, which would exclude a student from normal school activity, should also be stated.
4. Students with special needs, including learning disabilities, physical disabilities, and chronic behavioral problems are considered for admission on a case-by-case basis.

Financial Information

Anoka Adventist Christian School operates efficiently and economically in educating your children. Please be prompt and faithful in meeting your financial obligations.

Before a student can enter school for a new school year or be considered for financial assistance, all outstanding balances must be paid in full before registration can be completed and admission approved.

FACTS

All families need to register with FACTS online Unless they pay up front. FACTS will set up payment plans with each family.

Tuition

Refer to the Financial Schedule for current school year tuition amounts.

Registration Fees

The Registration Fee covers limited school supplies, lab equipment, insurance, library books, first aid, school publications, temperance materials and assists in some field trip expenses.

Refer to the Financial Schedule for current school year registration amounts.

Student Assistance Program

The Student Assistance Program is designed to help students with a financial need attend Anoka Adventist Christian School.

Families will be required to use FACTS Management Company on the internet where they will submit all of their financial information and FACTS will do a grant and aid assessment for AACS. The website for this is www.factstuitionaid.com. Please contact the school treasurer with any questions.

The AACS Finance Committee will give serious consideration to families with more than one student at AACS.

All Financial Assistance applications and granted financial aid will be held in the strictest confidence. The AACS Finance Committee will review the application, and

make financial aid determinations. Submission of a Financial Aid Assistance Application through FACTS does not guarantee that financial assistance will be granted. Limited financial assistance funds are available and will be distributed based on the greatest need. Students granted financial assistance at AACST must be submitted to and approved by the AACST School Board and by the Andover Seventh-day Adventist Church Board. No specifics of the amount of financial assistance will be shared beyond the AACST Finance Committee, only the names of students receiving financial assistance.

By July 31st, the AACST Finance Committee will notify families requesting assistance via a Financial Payment Agreement Form. This form will detail the fees by student, including financial assistance that will be offered. This form will need to be signed by the family and returned to the AACST Finance Committee prior to the start of school.

Late Fees & Penalties

All families are required to meet monthly financial obligations as agreed to between the family and AACST by the deadlines for all payments. Payments that are not received by the deadlines each month may be subject to a \$25 late fee. Insufficient funds (NSF) checks may incur a charge of \$25.

If payment is not received by the deadline, all financial assistance may be forfeited for that month. If payments are late two months in a row, financial assistance may be permanently suspended until three tuition payments at the regular rate are received on time. At that point, the AACST Finance Committee will review reinstatement of financial assistance upon request by the family. Financial assistance will not be retroactively applied under any circumstances.

If tuition payments are outstanding for three months, the Finance Committee may ask that the student(s) be withdrawn from school until the outstanding balance is paid in full.

If you cannot meet your financial obligations, please call the School Board Finance Chairperson immediately.

Any questions regarding the Financial Policy of AACST should be directed to the AACST Finance Committee or School Board.

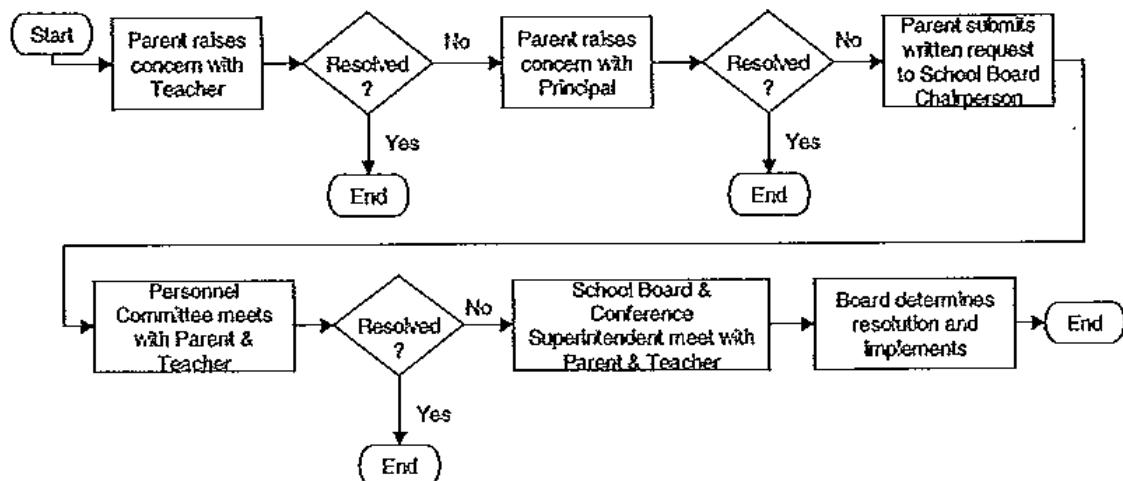
Parent-Teacher Conflict Resolution Process

*Policy as outlined by the Minnesota Conference of Seventh-day Adventists

1. If a parent has a concern or issue about the teacher, they are to speak directly to the teacher about the problem. (It is recommended that written documentation is kept and signed by both parties at each step.)
2. If the parent gets no satisfaction from this approach, they are to talk to the principal about the problem.
3. The principal will endeavor to bring the parent and teacher together to solve the problem.
4. If the concerned parent is still dissatisfied, they must put the complaint in writing to the school board chairperson.
5. The school board chairperson will call a special meeting of the Minnesota Conference superintendent of Schools (or designee), the principal, the teacher, the pastor (or designee), and the parent. They will have a round-table discussion with all concerns presented openly.
6. If the concerned parent has not been satisfied, the school board chairperson will ask the teacher and the parent to appear at the next school board meeting and present the complaint. The Conference Superintendent is to be present. All discussions will be kept confidential. At no time during a school board meeting may a complaint against a faculty member be presented without first having followed the proper procedure outlined above.
7. After the complaint has been presented and the teacher given an opportunity to reply, the committee will question both parties involved. After the questioning period, the parent(s) and teacher will be asked to leave so the committee can further discuss the matter and decide if this is a parent/student problem or a teacher problem. (Family members of either party will also be asked to leave.)
8. If there is a question concerning the teacher, the school board and Conference Superintendent will pose three questions:
 - a. What can we do to help this teacher?
 - b. Have we as a school board caused part of this problem?

c. Can this teacher continue to function effectively in our school?

9. As a last step, the school board may request the K-12 Board of its Executive Committee to implement an administrative transfer for the teacher. If at all possible, the transfer is not to take place during the school year.



Parent-Teacher Conflict Resolution Process

Discipline Guidelines

The privilege of attending AACS is dependent upon the willing cooperation of the student to maintain high standards of conduct and attitude. A student at AACS will:

- Respect God and His Word.
- Respect and obey those in authority.
- Respect the rights and property of others.
- Practice the Golden Rule.
- Dress modestly, neatly and appropriately.
- Be clean in body and mind.
- Be prompt to meet appointments.
- Be friendly and considerate.
- Use common sense in daily decisions.

It is our sincere hope that each student will continually aim at the positive principles mentioned above. However, if a student chooses to disregard these principles, the AACS staff and school board is prepared to deal with the problem in a consistent manner. We have divided misconduct at any school activity into the following three categories:

CATEGORY ONE: Student misbehavior at this level is of the ignorant or impulsive type with no great harm intended.

Communication: between the teacher and the student.

Consequences: determined by the teacher.

EXAMPLES:

- Not following directions
- Not asking permission
- Disrespectful behavior
- Improper language
- Disregard of common sense
- Gum chewing
- Eating at times other than lunch

Student misbehavior at this level is planned, and/or purposeful. It may be hurtful to other students, or cause serious disruptions to classroom or school activities. It also includes situations where no harm was intended but harm was done.

Communication: The teacher will inform the parents and principal.

Consequences: Determined by the teacher, principal and possibly the parents.

EXAMPLES:

- Persistence in Category One
- Cheating
- Using foul language
- Bringing obscene material to school
- Defacing property
- Tempting or aiding someone else in wrongdoing
- Insubordination towards an authority figure
- Lying
- Disregard of Christian principles
- Improper association with the opposite sex
- Fighting and other hostilities

CATEGORY THREE: At this level, the student persists in smaller misconduct or does something that is so endangering to self or to others that it cannot be tolerated once.

EXAMPLES:

- Leaving campus without permission
- Possessing illegal substances
- Stealing
- Violent behavior
- Persistent disobedience
- Undermining influence

Damage to School Property Policy

The School Board recognizes that most property damage is a result of normal wear and tear or is the result of an accident. It is the intent of this policy to address willful or malicious defacing of school property and/or destruction in the following two categories:

CATEGORY ONE: Misuse of school equipment or property resulting in damage. This includes lack of common sense, application of existing classroom, lunchroom, playground, or field trip rules resulting in property damage; not following teachers' verbal instructions to discontinue or not engage in specific activities that ultimately result in damage.

Communication: The principal or teacher will investigate each incident and inform the parents if it is determined there is a degree of student involvement that led to damage. It may be necessary to interview other students present at the time of the incident. A private conference between the principal, teacher(s), the student(s) involved, and the parents may be called to reach a satisfactory settlement of the issue.

Consequences: Determined by the teacher, principal and possibly the parents.

Examples:

- Marking inappropriately in schoolbooks.
- Carving or etching on desks, walls, tables, etc.
- Indoor hockey, football, wrestling, games of catch, et al, resulting in broken windows, light fixtures, etc.
- Sitting on tables or other surfaces not intended for this purpose.
- Rocking back on chairs resulting in broken chair legs or chair backs.

CATEGORY TWO: Willful or malicious involvement in destructive behavior. This category involves intent to damage or destroy school property.

Communication: The principal or teacher will investigate each incident and inform the parents if it is determined there is a degree of student involvement that led to damage. It may be necessary to interview other students present at the time of the incident. A private conference between the principal teacher(s), the student(s) involved, and the parents may be called to reach a satisfactory settlement of the issue.

Consequences: From suspension, or its equivalent, to expulsion.

Examples:

- Illegal activity resulting in property damage.
- Violent behavior resulting in property damage.

Either Category One or Two infractions resulting in monetary loss to the school may result in the student's family being billed for the repair or replacement cost.

Incidents of a more serious nature or as a result of repeated unheeded warnings on the students' part will be brought before the School Board. Consequences may include a probationary period set by the School Board; suspension or its equivalent; or expulsion.

Harassment Policy

It is the policy of AACPS to strive for a learning environment for students that is free from sexual, racial and religious harassment. This policy will be enforced before, during, and after school hours on all school property, including the school bus, school functions and events held at other locations. Any action toward or by a student of this school to harass through conduct or communication of a sexual, racial, or religious nature shall be a violation of this policy. The paid and volunteer staff of AACPS will be guaranteed the same environment free of sexual, racial and religious harassment as due the student body.

AACPS will act to investigate all complaints, formal or informal, verbal or written of sexual, racial or religious harassment and take appropriate action against any person who is found to have violated this policy.

Definitions

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition either explicitly or implicitly, of an individual's obtaining or retaining employment or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.

Racial or religious harassment consists of physical or verbal conduct relating to an individual's race or religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.
4. racial or religious harassment includes, but is not limited to the following: subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race or ethnicity.

Procedures

Any student who believes he or she has experienced any sexual, racial or religious harassment by a student or an employee of AACs or any unpaid instructor or volunteer, or any third person with knowledge or belief of conduct which may constitute harassment, should report the alleged acts immediately to the principal, a teacher, school board member, or pastor.

A VERBAL REPORT IN THE PRESENCE OF TWO AUTHORITY FIGURES WILL BE REQUIRED OF A STUDENT REPORTING HARASSMENT.

The privacy and data privacy rights of all persons involved will be respected in accordance with the appropriate statutes. Upon completion of the investigation a representative of the Education Board of the Minnesota Conference of Seventh-day Adventists will meet with the complainant and discuss the outcome. The outcome will include disciplinary action when discipline is appropriate. Students who engage in any activity of a sexual nature are subject to expulsion.

There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will be considered to be a violation of the Student Discipline Policy.

Sexual harassment may include, but is not limited to:

- verbal, written/graphic harassment or abuse
- telling lies or spreading rumors about a person's personal sexlife
- unwanted sexual teasing, jokes, remarks, or questions
- sexual comments about a person's clothing anatomy or looks
- cat calls or whistling at someone

- unwanted letters, telephone calls, or materials of a sexual nature
- unwanted pressure for dates; subtle pressure for sexual activity
- inappropriate patting or pinching, unwanted deliberate touching, cornering, leaning over, hugging, kissing, petting or stroking
- standing close to or intentionally brushing against the individual's body
- unwelcome discussion that is sexual in nature, turning discussions to sexual topics, asking about sexual fantasies, preferences, or history
- unwanted sexual looks or gestures, facial expressions, winking, throwing kisses, or licking lips
- demanding sexual favors accompanied by implied or overt threats or promises of preferential treatment concerning an individual's educational status.

Dress Code

Our school uniform consists of:

- solid color polo shirts—no patterns
- black, khaki, or navy pants (or skirts for girls)—chino style/heavy cotton; no jeans, cargo or yoga (stretchy) pants
- solid color sweaters (no pattern, no hood, no print)

AACS asks that parents and students use the following principles to guide appropriate school attire.

Health: clothing should provide adequate warmth for weather conditions, allow students the ability to participate in P.E./Recess activities, and allow adequate circulation.

Safety: any article of clothing that has the potential to cause student injury should not be worn to school. Examples might include but should not be limited to items such as high-heeled shoes, roller blade shoes, earrings, necklaces, bracelets, etc.

Cleanliness: all clothing worn to school should be clean.

Neatness: students should take pride in their personal appearance. Clothes that are ripped, torn, ragged and/or sloppy do not reflect the high standards that we expect of our students.

Modesty: as Christians we are called to purity in all aspects of our lives (Phil. 4:8). Any style of dress that causes attention to be placed solely on a student's body or causes other students and/or staff to become distracted is not appropriate.

Simplicity: students are encouraged to avoid extremes. Biblical principles call us to place our focus on developing inner beauty (strength of character) not focusing on outward appearance (1 Peter 3:3-4). We want to glorify God in all aspects of life, including dress (1 Cor. 10:31).

The following is a list of items that enables staff to uniformly apply these principles to all AACS students. The AACS staff and school board realize that each family sets their own guidelines and standards for dress, but ask for your help in application of the AACS dress code.

CLOTHING INAPPROPRIATE FOR SCHOOL AND SCHOOL FUNCTIONS:

- Tight-fitting or see-through clothing
- Sleeveless shirts or blouses
- Crop tops/belly shirts
- Skirts or dresses shorter than the knee
- Slogans, pictures, logos that are contrary to Biblical principles
- Grubby, ragged or torn clothing, including tennis shoes
- Jewelry; extreme make-up, hairstyles, and/or nail polish

CLOTHING APPROPRIATE FOR SCHOOL:

See school uniform section.

Shorts are also appropriate during warm weather

Hours & Attendance

School Hours

The school doors are opened for fifteen minutes before and after school. Parents are encouraged to schedule the drop-off and pick-up of their children as near to those times as possible to avoid having the children waiting outside. Specific school hours for the school year will be communicated during registration and on the school calendar. Students should not arrive before the doors are open and should leave promptly at dismissal time.

School Calendar

Holidays and vacation days are listed on the school calendar. In the event of bad weather, school closings for Anoka-Hennepin district #11, which AACS follows, will be announced between 6:00-9:00A.M., on metro-area radio and television stations. Parents may also place a call to their child's teacher.

Attendance

The Anoka Adventist Christian School is bound by State Law to maintain regular class attendance. Such attendance is to be continuous and consecutive for the school year. The student that attends on a regular basis is laying a foundation that will have far-reaching, beneficial effects for his/her future.

Excused absences would be for student illness, death in the family, medical/dental emergencies (when they can't be made for non-school time). Other absences MAY be excused at the discretion of the teacher.

When a student has been absent from school for any reason, a written explanation for the absence signed by the parent/guardian is to be sent with the student on the day he/she returns to school. All absences are considered UNEXCUSED until such parental explanation is received.

Tardiness and Late Pickup Policy

AACS does not provide after school day care for students. If special circumstances arise please contact your child's teacher and make appropriate arrangements for pick-up.

Parents that consistently engage in late pick up (2 or more times without prior arrangements), may be charged an after-school care fee at the following rates for each incident. All monies collected go directly into the teacher's classroom fundraising account. All charges must be paid in full by the next tuition billing cycle or the discounted tuition rate will not be available.

Pick-up Time:	Cost
More than 15 minutes late	\$10
More than 30 minutes late	\$15
More than 45 minutes late	\$20

Academic Information

Earning Credits

Students in grades 1-8 earn “credit” in each class by the year. A year-end grade is given in each class. After evaluating the year-end grades a teacher decides whether or not to recommend passing forward to the next grade level. All 7th and 8th grade classes must be passed to graduate.

Grade Reports

Grade reports will be issued four times a year. Parents or teachers may arrange conferences as a need is felt. Parent-teacher conferences will be scheduled twice a year after the first and third quarters.

Mid-term, written progress reports will be given to parents if their child is in danger of failing.

Transportation

Bus transportation is available to students living in Anoka-Hennepin District 11. Please make arrangements with the Principal to have your child bussed if you live within the Anoka-Hennepin School District and you want this service.

Anoka-Hennepin District 11 only allows students to ride the bus home with another student **in an emergency**. A bus pass must be signed by the AACPS Principal and presented to the bus driver. Students not enrolled in bus service may not ride district busses. You must contact AACPS to set up this arrangement.

Sickness Policy

A student should be kept home or will be sent home under the following circumstances:

1. If a child has a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
2. If the child has vomited repeatedly or has persistent diarrhea, the child should stay home for 24 hours after the last episode.
3. If the child has any rash that may be disease-related or if the cause is unknown, check with your family physician before sending the child to school.

The teachers are to be notified by the start of school if a student will be absent.

Variance Policy

Any parent(s) requesting a variance to any AACSB policy or schedule must follow the process outlined below:

1. Submit a written request to the AACSB Principal or the School Board Chairman.
2. The request will be reviewed to determine if the request is within the authority of the school board to grant, and if further consideration and review of the request is merited.
3. If the request is determined to be of merit, the parent(s) making the variance request will be required to present their request in person before the school board, during a regularly scheduled school board meeting.
4. The school board will consider whether to grant the variance request and will notify the parent(s) of the board's decision in writing.
5. Variances will NOT be granted if the following conditions apply:
 - Variance request would jeopardize AACSB accreditation status
 - Request is not in accordance with AACSB vision, mission, and core values
 - Request places additional workload or expense on AACSB or its teachers
 - Request will negatively impact other students or interfere with the students' optimum learning experience.
6. Variance requests must be received at least 60 days prior to the potential start of the request, to allow time for the request to be reviewed and acted upon.

Technology Policy

Anoka Adventist Christian School of the Seventh-day Adventist education system is pleased to offer their students access to the computer network for electronic mail and the Internet. To gain access to email and the Internet, both parent and student must sign and return the AACS Application Form. The application form is available during the registration process.

The Internet is a powerful resource for expanding the educational experience of each student. Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Unfortunately it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore support the school's choosing to make the Internet available to our students. But because ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access.

Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility.

Students are responsible for Christian behavior and communication on the school computer network, just as they are anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreements they have signed. The school takes very seriously the responsibility for appropriate use of the network. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student should access inappropriate material, the school will not be liable and the student will forfeit network privileges at this institution.

Computer storage files will be treated like school lockers. School staff may review files and communications to maintain system integrity and insure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- be responsible and courteous in all communications
- be responsible with all computer hardware and software
- keep their passwords to themselves
- respect the confidentiality of folders, work and files of others
- learn about observe copyright laws

Any activity not in accordance with these general rules may result in a loss of access as well as other disciplinary or legal action.

Frequently Asked Questions

Q: Why can't I bring my own software from home into the school? If I paid for it, and it will help me, what's the problem?

A: When you purchase software, you aren't actually buying the software itself. You are purchasing a license to load the software onto one computer. It is illegal to load software that has a single user license onto multiple computers. The term for this is soft loading. In addition to being ethically wrong, soft loading puts the school at risk on a number of levels. You could carry a virus into the school via your software. If illegally duplicated software malfunctions, you will not be able to access technical support through the manufacturer's help line. And, if the software police come calling and find illegal software on your workstation computer (or other teachers' computers), it is the school, not the individual student or teacher, who will be held liable.

Q: What is Software Piracy?

A: Software piracy is the unauthorized use of software. Types of software piracy include:

- Purchasing a single-user license then loading the software onto multiple computers or a server. This is called soft loading.
- Making, distributing, and/or selling copies that appear to be from an authorized source. This is called counterfeiting.
- Renting software without permission from the copyright holder.
- Distributing and/or selling software that has been unbundled or separated, from the products with which it was intended to have been bundled.
- Downloading copyrighted software from the Internet or bulletin boards without permission from the copyright holder.

Q: When is it appropriate/not appropriate to use email?

A: Avoid email when:

- A message is extremely important or confidential, and must remain private. Email is simply not a secure communication mechanism.

- You want to deliver bad news or discuss an emotionally charged matter. Without the benefit of facial expressions, intonation, and body language, hurt feelings could ensue if you deliver bad news electronically.
- You seek an immediate response from someone who may not check email regularly.
- You run the risk of intimidating or turning off the reader with a written message.
- You suspect your written message may be misunderstood or misconstrued.

Use email when:

- You want to deliver a message quickly and the speed with which you receive your reply does not matter. Email is a terrific way to send a quick message, but it is not necessarily the best route to a quick reply. Your reader is under no obligation to read or act upon your message in a timely fashion.
- You want to deliver the same message to multiple readers. Email makes it easy to deliver news quickly, easily, and inexpensively
- You want to communicate quickly and cost-effectively with parents, students or others. Just remember that the school's netiquette policy and cyber language guidelines apply to internal email.

Minnesota Conference of Seventh-day Adventists/ Anoka Adventist Christian School

Accident Prevention Policy Developed May 2008

I. Policy

The Minnesota Conference of Seventh-day Adventists, with its constituent churches and schools, considers its employees, volunteers and constituents to be its most important and valuable asset and realizes that the health and well-being of these human resources, as well as the protection of its physical resources are as important as the work that is being performed. The Minnesota Conference of Seventh-day Adventists seeks to protect human and physical resources by: reducing or eliminating, where possible, potential health and physical hazards; increasing employee awareness of hazards that cannot be easily eliminated; and encouraging the use of common sense in conducting work activities safely.

The Minnesota Conference of Seventh-day Adventists, with its constituent churches and schools, recognizes its responsibility for providing its employees with a safe and healthful work environment and is committed to meeting its obligations under applicable federal and state requirements, national safety standards and local building and fire codes.

II. Procedures

All supervisors will implement progressive discipline for repeated safety violations. Accidental injuries will be thoroughly investigated, and preventive measures will be implemented to guard against their recurrence.

Supervisors will be held accountable for unsafe conditions and unsafe acts within their area of responsibility.

The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, without posing undue hardship on the Minnesota Conference of Seventh-day Adventists and its constituent churches and schools, supervisors will provide all mechanically and physical facilities required for personal safety and health in keeping with the highest standards.

The Vice President for Finance, or appropriate Church/School officer, will serve as Risk Management Coordinator and Chair of the Risk Management Committee. It will be the responsibility of this Risk Management Committee to develop safe policies and to act on recommendations of the Committee for insuring a safe work environment.

The Minnesota Conference of Seventh-day Adventists and its churches and schools will maintain a safety and health program with the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of both supervisors and employees/volunteers. It also requires cooperation in all safety and health matters, not only between supervisor and employee/volunteer, but between each individual and their fellow worker. Only through such cooperative effort can a safety record in the best interest of all be established and preserved.

Our objective is a safety and health program that will keep the number of disabling injuries and illnesses to a minimum. Our goal is zero accidents and injuries.

The Conference of Seventh-day Adventists' safety and health program will include:

- Providing mechanical and physical safeguards to the maximum level that is possible without imposing undue hardship on the (Conference, Church, School)
- Each local entity will be responsible for conducting the Self-Inspection Safety Checklist to assess and eliminate unsafe working conditions or practices; to control health hazards; and to comply fully with the safety and health standards for every job
- Training all employees/volunteers in good safety and health practices
- Providing necessary personal protective equipment and instructions for its use and care
- Developing and enforcing safety and health rules; requiring that employees cooperate with rules as a condition of employment
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again;
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise; and for ensuring that all operations are performed with the utmost regard for the safety and health of all persons involved, including themselves
- Supervisors, employees and volunteers are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

General Information

Asbestos Notification

The inspection and management plan for Asbestos-Containing-Building-Materials(ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this school. The management plan has been submitted to the state for review and approval. A copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

Telephone Calls

Incoming telephone calls should be limited to urgent and emergency matters. Students must ask the teacher for permission to use the telephone.

Visitation

We are happy to have parents visit the school. You can observe for yourself the program in which your child is participating. A call in advance is requested in the event a parent would like to visit the school.

Recess

It is beneficial that children go out during each recess unless a parent provides a note stating a health problem exists that would prevent the child from being outdoors.

Lunches

Students are required to bring their own lunch each day, except when hot lunch is provided and the student chooses to purchase hot lunch. A healthy, nutritionally balanced diet rich in fruits, vegetables, nuts and whole grain breads, with minimal use of meat and sugar, is recommended for school lunches. AACPS bans the use of caffeinated drinks.