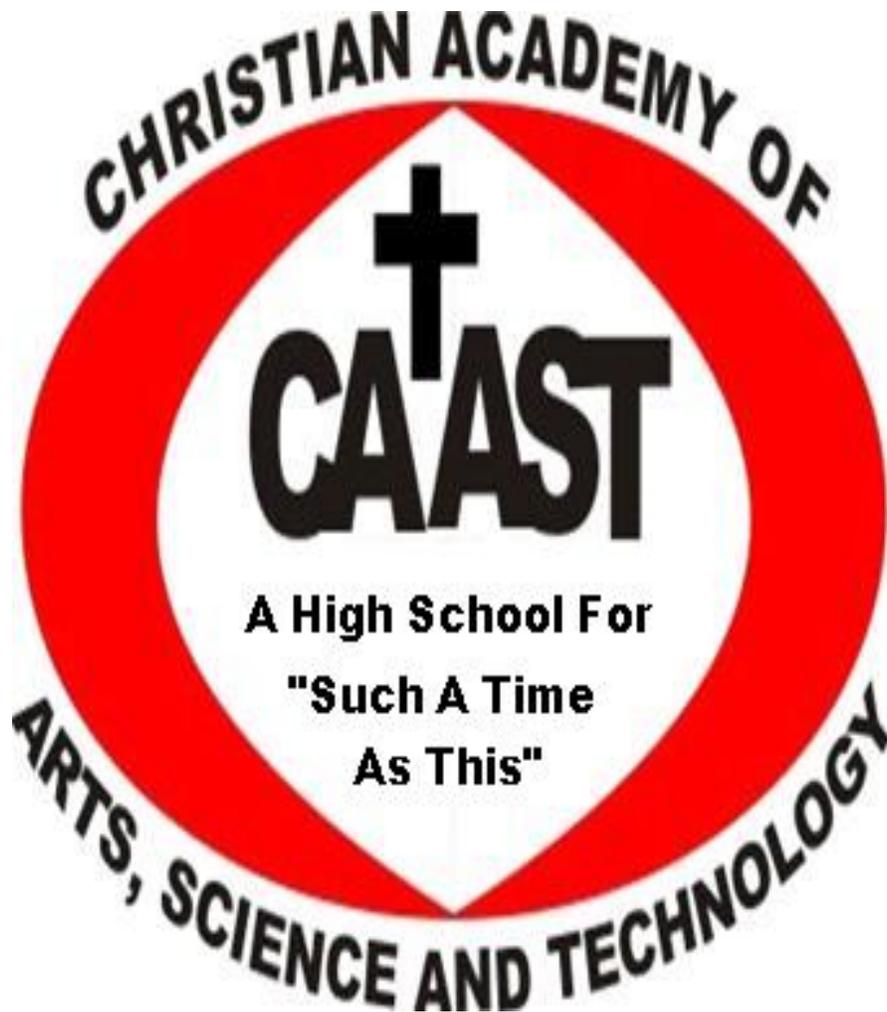


Official Student Handbook



Founded August 2010



Updated July 2018

**CHRISTIAN ACADEMY OF ARTS, SCIENCE
AND TECHNOLOGY (CAAST)**
OFFICIAL STUDENT HANDBOOK

Christian Academy of Arts, Science and Technology (CAAST) is a secondary school for boys and girls which offers a high level of educational needs. With a commitment to uphold the values of the Seventh-day Adventist (SDA) church, all students will receive a balanced education - "hands-on" work programs, excellent academics, intermingled with a variety of religious programs and many recreational activities.

CAAST prepares students to succeed here on earth, with a mindset to be with our Savior, Jesus Christ, throughout eternity.

OBJECTIVE

To train boys and girls to become the men and women 'who will not be bought or sold; men [and women] who in their inmost souls are true and honest; men [and women] who do not fear to call sin by its right name; men [and women] whose conscience is as true to duty as the needle to the pole; men [and women] who will stand for the right though the heavens fall.' (Ellen G. White, Education, page 57).

OUR MISSION

To be a Seventh-day Adventist school where all are encouraged to find and encounter God. (Adapted from CVAC's mission).

Christian Academy of Arts, Science and Technology (CAAST) is a co-educational high school, with a commitment to upholding the teachings, values and world-wide vision of the Seventh-day Adventist Church. CAAST provides balanced educational programs and courses, which are delivered to build and develop physical, emotional and spiritual needs of all the students.

CHRISTIAN...We will uphold Jesus Christ, and Him we will follow. The Bible will be our Guide.

C ommunity

H onesty

R espect

I ntegrity

S piritual

T eamwork

I ntuitiveness

A cademics

N urturing

The greatest want of the world is the want of men, --men who will not be bought or sold; men who in their inmost souls are true and honest; men who do not fear to call sin by its right name; men whose conscience is as true to duty as the needle to the pole; men who will stand for the right though the heavens fall.--

Ellen G. White, Education, p. 57

Seventh-day Adventists Believe:

- 1) In a personal God (Hebrews 11:1-3)
- 2) In Jesus Christ, as the Divine Son of God and our Savior (John 1:1-3, 14)
- 3) In the Holy Spirit, the Divine Comforter (Hebrews 7:25)
- 4) In regeneration and new birth, through the acceptance of the gospel (John 3: 1-7; 2 Corinthians 5:17)
- 5) The Bible as the inspired Word of God (2Timothy 3:16)
- 6) The Second Coming of Christ is very near and that it will be literal, personal, and visible to all. (John 14:1-3; Acts:1:11; Matthew 24:30)
- 7) Man by nature is mortal (Job 1:17; 1Timothy 6:15,16)
- 8) Immortality and eternal life are the gift of God and are received only through Christ (Romans 6:23)
- 9) The dead are in an unconscious state (Ecclesiastes 9:5; John 11:11-14)
- 10) There will be a resurrection of the dead (1 Thessalonians 4:16,17)
- 11) The wicked will not burn eternally, but will be burned up (Malachi 4:1-3)
- 12) Righteousness comes by faith (Romans 4:3-5)
- 13) The law of the ten commandments is the standard of righteousness by which all will be judged and which all Christians are commanded to obey (James 2:10-12; Exodus 10:3-17)
- 14) The original Seventh-day Sabbath has never been changed by divine authority and therefore all Christians are under obligation to keep it holy (Genesis 2:2,3; Luke 23:54-56)

- 15) In the support of the gospel through tithes and offerings
(Leviticus 27:30,32; Malachi 3:8-11; Matthew 23:23)
- 16) In baptism by emersion
(Mark 1:9,10; Romans 6:3-5)
- 17) In the ordinance of humility and the Lord's Supper
(John 13:1-17; 1 Corinthians 11:23-26)
- 18) In the gifts of the Holy Spirit, including the Spirit of Prophecy
(Ephesians 4:8,11; Revelation 12:17; Revelation 19:10)
- 19) In discarding unhealthful practices such as the use of intoxicants, tobacco, unclean meats, and encourage healthy eating habits of God's gift of real food - nuts, grains, fruits, vegetables, and ground provisions.
(Genesis 1:29; Proverbs 23:29-32; 1 Corinthians 3:16,17; Leviticus 11; Isaiah 66:15-17)
- 20) The followers of Jesus should manifest true Christian modesty in dress and deportment, and should shun all questionable worldly amusements
(1 Timothy 2:9,10; Matthew 24:37-44; James 1:27; 1 Peter 3:3,4)

SCHOOL SCRIPTURE: Philippians 4:4-9

Rejoice in the Lord always; and again I say rejoice.

Let your moderation be known to all men. The Lord is at hand.

Be careful for nothing; but in everything by prayer and supplication with thanksgiving let your request be made known unto God.

And the peace of God, which passeth all understanding, shall keep your hearts and minds through Christ Jesus.

Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, if there be any praise, think on these things.

SCHOOL HYMN: 'The Youth of the World for the Man of Galilee' by C. Harold Lowden.

1. We have heard Thy call Lord Jesus
And our hearts respond with joy
We will pledge Thee our allegiance
For Thy cause our all employ

Chorus: The youth of the world for the Man of Galilee!
The youth of the world from all sin and self set free
Ev'ry talent pledged in service
Now and thro' eternity
The youth of the world for the Man of Galilee!

2. Where-so-e'er Thy challenge leads us
What-so-e'er shall be the test
Only make it known dear Master
And we promise Thee our best.
3. Ev'ry talent Thou hast given
Not for hiding but for use
All our time is of Thy lending
To be spent as Thou shalt choose.
4. What-so-e'er we are or have Lord
Shall be subject to Thy will
Trust us with Thy greatest task Lord
And with pride our hearts shall thrill.

RELIGIOUS ACTIVITIES

CAAST considers worship to be an integral part of daily life. For that reason, all students are required to participate in the morning worship services for the entire school population. The leaders of each morning service will be assigned by the School Chaplin or Religious Leader. Daily dismissal prayer/worship will be done in each class, as directed by the form teacher.

CAAST will also visit local churches for education day. These Sabbath dates and location will be made public at the start of each school year.

All students are encouraged to take leadership roles in the worship services. To participate in anyway, each student should meet with the School Chaplin or Religious Leader.

ACADEMY...a place of higher learning: grades 7, 8, 9, 10, 11, and 12.

Achieving

Creating

Advancing

Delivering

Educating

Managing

Youth

ACCREDITATION

CAAST has used the Griggs International Academy (GIA) curriculum, which is accredited by the Southern Association of Colleges and Schools (SACS) Commissions on Elementary, Middle, and Secondary Schools, and Middle States Association (MSA) Commission on Elementary Schools. The GIA is also accredited by the commission on International and Trans-Regional Accreditation (CITA), the Accrediting Commission of the Distance Education and Training Council (DETC) and the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities. GIA is approved by the Maryland State Department of Education for the Kindergarten, Elementary, and High School.

After 7 years of using the GIA curriculum, CAAST now independently uses the same text books as GIA. If and when an accredited official transcript is needed, we have contracted with North American Regional High School (NARHS), from which the transcript will be issued after the required fee of \$400 per year reflected on transcript is paid.

STATEMENT OF PHILOSOPHY

To train boys and girls from varied cultures and backgrounds, introduce them to God and His love, mold them with God's principles ("they shall be taught of God." John 6:45), which are enveloped in educational programs that "build a foundation for service to God, church and society." (Griggs International Academy).

HISTORY

Ellsworth Cross wrote the following. This will give you an idea of how it all began.

Oshkosh, Esther, Such A Time As This

This past summer more than forty thousand members of households from all across the globe gathered on Oshkosh, Wisconsin for the 'Courage To Stand' event now affectionately referred to as CTS by Pathfinders all around the world.

When the Youth Director Pastor Black made the charge on Sabbath morning to the largest gathering I have ever had the privilege to be a part of, he challenged to return to our communities with the courage to stand. The nightly meetings during the Pathfinder Camporee, used the stage to tell the story of Esther. We all left camp on Sunday thinking, 'where will it be that I too will be called upon to have 'the courage to stand', how will I know if it is for 'such a time as this'?

Imagine a group of concerned families comprised of people like you, people who are eager to share eternity with you and the members of your family, people who are determined to

do whatever it takes to make the time we have here, while we await the second advent, most productive. Now that your imagination is engaged, use a pen, keyboard, pencil, tape recorder, or any other device that will allow you to document the names of these members of the families.

By the grace of God, when school starts on August 30, 2010, it is my desire that the names you have documented will be the individuals responsible for the formation of the new high school: Christian Academy of Arts, Science and Technology (CAAST).

I can hear the noise of questioning minds, amid the joy of curious parents and chatter of impatient eighth graders.

- *Where is this new school?*
- *Who are the teachers?*
- *Will they have sports?*
- *What colleges will accept?*
- *Can we afford this?*
- *Plain clothes or uniforms?*
- *Only for Adventists?*
- *Is it accredited?*

The success of this proposed school may depend on the answers. However, it is only as we remember the way God has led us in the past, and as we ask for the 'courage to stand' at 'such a time as this', will we overcome the fear of failure and the possibility of defeat.

The first day of school: August 30, 2010, at the Connecticut Valley Adventist Church (CVAC) school house, located at 354 Foster Road, South Windsor, CT 06074.

ADMISSION

Christian Academy of Arts, Science and Technology (CAAST) is a Seventh-day Adventist (SDA) school primarily for the training of boys and girls who are willing to be trained and then live by the principles of the SDA church. Accepting admission to CAAST, parents and students understand that each one pledges to uphold the church and school standards as the philosophy and principle of the church and school.

Application Procedure

To be considered for admission to CAAST, all the following forms must be completed and signed by the student and parent as required.

- 1) Application form
- 2) Recommendation form from the Guidance Counselor of previous school
- 3) Letter of recommendation from Pastor and/or Teacher

- 4) Physical examination form (completed and signed by the child's Primary Care Physician (PCP), dated within 4 months of first day of school).
- 5) Completed immunization record
- 6) Emergency Treatment Consent Form
- 7) Official transcript from most recent school (must prove completion of grade 6 or above) OR pass (75% or higher) the CAAST entrance examinations (Math and English)
- 8) Original birth certificate and social security card (copies will be made, originals returned)
- 9) Financial intent form
- 10) Use of Computer and Internet Form
- 11) Permission to Photograph Form

CAAST will admit students of any race, color, national or ethnic origin to all offered courses and activities. CAAST does not discriminate on the basis of race, color, gender, or social standing. All students, once accepted, agree to uphold the standards of the SDA teachings and CAAST policies.

All documents will be retained by CAAST indefinitely.

Directory information may be freely shared with other SDA institutions.

ACADEMIC INFORMATION

For details of the courses offered at CAAST, see the most recent copy of the Catalog of Courses.

If requested, students will receive accredited official transcripts from NARHS. CAAST will issue official transcripts to all students.

LATE REGISTRATION

Students wishing to attend CAAST after the start of the school year will be billed based on the number of months left in the year. Academics will be determined by the Academic Staff.

WITHDRAWAL

Withdrawal from school before the end of the school year will be allowed upon the completion of the 'Withdrawal Form'. This form is to be completed and signed by the student and parent(s).

REFUNDS. Students wishing to withdraw from CAAST before the end of the school year will be eligible for a refund, only if the full amount was paid for the entire year. The amount will be at the discretion of the school board.

Those paying on a monthly basis are not eligible for a refund. Students who are suspended or expelled are not eligible for a refund.

ARTS...the arts will be taught:
History, Social Studies,
Geography, Home Economics,
Drawing & Painting, Music,
Languages.

A spiring
R elentlessly
T owards
S uccess

ATTENDANCE POLICY

School will be in session for 180 days, from August to June. Students are required to be in school for each of those days. If a child is absent, the parent is required to let the form teacher know. If the child is absent, and the form teacher has not heard from the parent, a call will be made to the parent to enquire of the student's location/status.

Punctuality is also very important. While timeliness does not affect the student's grade point average (GPA), each student will be encouraged to be on-time.

Worship starts at 8am. Every student must attend the worship session. If on campus and not in attendance to worship, the student will be responsible to review the information shared in worship and produce a written report before attending classes.

Classes begin at 8:30am Monday through Friday, and end at 3:30pm, except on Fridays, when classes end at 2pm.

School recognized holidays and vacations are detailed on the school's calendar.

If a student is sick for 3 or more days, a completed and signed 'Absence Report Form' must be submitted to the form teacher.

If inclement weather causes poor road conditions, notification of late openings and/or closures will be posted on WFSB (channel 3) or WTNH (channel 8).

It is very important that students do not remain on the campus after school hours, nor come to school earlier than 7:30am, unless supervised by a member of staff. The liability insurance covers students only during school and under supervision of an authorized person. For this reason, and for safety issues, all students must leave the campus on-time. Should there be an emergency, and the designated person is unable to pick up the child, the parent or designated driver needs to notify the principal or teacher of the adjusted plan.

TRANSPORTATION

CAAST provides bus transportation for all students in need of help getting to school. The daily bus route will be determined based on the home addresses of the students. The bus will not travel from home to home, but there will be a central pick-up location.

Students may drive their cars to school. The parent(s) would then need to complete and sign a form, which details the use of the car during school hours.

Students may ride their bicycles to school, providing the roads have proper side-walks and/or pedestrian accessible areas allowing for the bicycles.

Students may walk to school, providing the roads have proper side-walks and/or pedestrian accessible areas.

CAMPUS CONDUCT

1. Students are expected to respect each other and each other's property.
2. School property must be cared for.
3. There shall be no eating, nor drinking during class-times.
4. Students are expected to be completely uniformed while attending CAAST.
5. Students are free to walk, relax, sit around the campus ground except for the outlined restricted areas. Signs are posted.
6. Chewing of gum is prohibited during class-time (including PE), worship-time, and meetings.

DRUGS

Abuse, misuse, and sale of drugs are strictly prohibited at CAAST. The administrative body reserves the right to have drug testing done on anyone suspected misusing or abusing any drug. If found guilty, the student will either be suspended or expelled.

SCHOOL ATTIRE

- Shirts or blouses: black, red, or white, long or short sleeve, with CAAST logo on left breast
- Pants or skirts: black or khaki. PANTS should be properly fitted, not sagging on the hips. No tight pants. SKIRTS are to be knee length, both when standing and sitting. No tight skirts.
- Shoes: black and low heels, nothing above 2 inches
- Socks: black or white with khaki skirts
- Nylon stockings or tights under skirt: skin tone or black or white with khaki
- Sweaters or Sweater Vests: navy blue with CAAST name on the left breast
- White lab coats (long or short sleeve)
- T-shirts: red with CAAST logo on the left breast
- Sweat suits: Light grey with CAAST logo on left breast and thigh

ALL UNIFORMS are available from Living Word Imprints. Orders are done by contacting the current person in charge of uniforms or directly by the parent/student on-line, at www.livingwordimprints.com or call (860) 882-1679.

FIRE DRILLS/LOCK DOWNS/REVERSE FIRE DRILLS

All personnel - students, teachers, administrative staff, grounds staff, and bus drivers - must be familiar to all exit signs and locations. Fire drills/Lock Downs/ Reverse Fire Drills will be performed at least once per month. The School Principal determines the dates.

UNACCEPTABLE ACTIVITIES

Anyone found guilty of the following activities, will be expelled from CAAST, or at least be suspended by the Disciplinary Board.

1. Insubordination of any staff or faculty member.
2. Undermining the faith or religious ideals of the Seventh-day Adventist Church.
3. Use of indecent or profane language.
4. Viewing, displaying, sharing or possession of
 - (a) Pornographic pictures
 - (b) Obscene pictures
 - (c) Occult games
 - (d) Occult materials
5. The use or possession of explosives, firearms, weapons, which include, but not limited to pellet guns, knives, fireworks.
6. Willful destruction of school property.
7. Tampering with the security, fire alarm, internet or telephone system(s)
8. Breaking in and entering school facilities
9. Participation in or conspiracy to perform activities which may degrade, disgrace, or injure any other student or staff member.
10. Dishonesty.
11. Gambling.
12. Inappropriate sexual conduct.
13. Use, possession, handing of alcoholic beverages, narcotics, tobacco, and/or drug paraphernalia.
14. Go beyond campus limits or to leave the campus without permission from a faculty/staff member.

The legal authorities (police) will be notified of anyone found guilty of

- (a) Possession and/or distribution of illegal drugs
- (b) Possession and/or distribution of firearms and weapons
- (c) Expressing a threat to someone's life.

CAAST reserves the right to question a student and to search a student's bag, locker, vehicle and person without the student's or parents' consent. Each student will be charged for any necessary drug testing.

Harassment in any form is prohibited at CAAST. Anyone, staff/faculty member, or student found guilty of harassment, will be in jeopardy of being asked to leave CAAST.

Anyone experiencing harassment should feel comfortable to report the incident to the School Principal, a teacher, the School Chaplin. All cases will be treated confidentially - as deemed appropriate.

LOCKERS

Each student will be assigned a locker and a combination lock. No student will be allowed to use their own lock. No lock with keys will be used.

LOST ARTICLES

CAAST is not responsible for any personal item. Any found item must be taken to the administrative office. This item will be placed in the lost-and-found area.

TOILETRIES

In order to help keep the cost of school operation down, all students and staff members are asked, at the start of each semester, to take for daily use: 2 boxes of facial tissue, 2 packs of at least 100-count napkins, 3 bottles of hand soap, 4 rolls of paper towels, 6 rolls of toilet paper, 1 container of sanitary wipes.

These items will be placed in storage and used as needed while school is in session.

FACULTY AND STAFF

Christian Academy of Arts, Science and Technology (CAAST) employs only men and women of exceptional quality - men and women who are active members of the Seventh-day Adventist Church, and who have a mission mind-set to win souls for the Kingdom of Heaven, enveloping the fact that boys and girls are to be prepared for this life on earth.

PARENTAL INVOLVEMENT is essential to each child's growth and development, so make it your duty to get to know your child's teacher. Make sure that you are a member of the Parent-Teachers Association (PTA).

Other ORGANIZATIONS

School Choir, School Band, Orchestra, Drama Club. Others may be developed.

SCIENCE... the sciences will be taught: Chemistry, Biology, Physics, Earth Science, Mathematics, Agricultural Science, and Computer Science.

S tuding
C reations
I ntricacies
E xperiencing
N ew
C oncepts
E veryday

MEALS

Each student is responsible for providing his/her own lunch and/or other snack, as needed for the school day. No meat, no fish, no alcoholic beverages are allowed on the school campus. All students are encouraged to eat healthily, low salt, low sugar meals and at least 8 cups of water per day. Daily fruits and vegetables are highly encouraged.

HEALTH SERVICES

There is a staff nurse* available to students during school sessions. The school nurse is responsible for all health records, providing emergency services for injury or illness, and for helping to prevent and control diseases.

Any daily regular medications must be documented and kept by the school nurse. Students must see the school nurse for the administration of these medications. All medications must be accompanied by a copy of a current prescription. Non-prescription (over-the-counter....OTC) medications may be available from the school nurse. All incidences of administration will be documented by the school nurse.

***If the school nurse is not available on campus, there will be a trained person assigned to do these tasks.**

CAAST has a medical doctor of record, who is available to ensure that all medical records are kept and properly maintained.

SPORTS

CAAST does not participate in interscholastic sports. Students are required to participate in sports during Physical Education (PE) classes, and encouraged to be involved in after school sporting activities.

EXERCISE

Daily exercise of 30 minutes outside (if the temperature is 30 degrees Fahrenheit or higher) is a requirement. This allows for fresh air, sunlight, and increased activity of the heart.

FINANCIAL INFORMATION

PLEASE NOTE: Dollar amounts may be adjusted each academic year.

Christian Academy of Arts, Science and Technology (CAAST) is determined to educate boys and girls as economically as is possible. CAAST is a non-profit organization, and all funds are therefore used only to give to students the best that is available, with God's grace.

It has been determined that **an annual fee of \$7,000 (grades 9 to 12) or \$4000 (grades 7 and 8)** is needed from each student to ensure that CAAST is fully operational. **This dollar amount includes all fees:** application, registration, lab, daily transportation, clubs, bands, orchestra, text books, library, graduation, and tuition.

This dollar amount does not include charges for field trips, uniforms (school, choir, band, etc.), lab coats, any stationary (paper, pens, pencils markers, highlighters, crayons, paint, etc), private music lessons, and music instrument rental.

SEE FINANCIAL INTENT FORM FOR DETAILS.

Payments may be made using any of the following:

- (a) Cash
- (b) Bank money order
- (c) Cashier's check
- (d) Personal check (There will be a \$50 charge for each returned check)
- (e) Online at our website www.caast-school.org.

If payments are not received by the 20th of each month, the account will be considered delinquent. Parents are encouraged to contact the School Treasurer with any concerns about payments. Arrangements will be made to help you.

Discounts: one sibling = 10%; two siblings = 15%; three or more siblings = 20%.

Financial Aid may be available. Please see the School Treasurer for details.

FUNDRAISING

Every student is required to participate in each fundraising activity. These funds help to keep the tuition cost at a minimum.

Parents and students are required to participate in the fundraising efforts. Participation with a good effort is all that is asked. **If parent(s)/student decide not to participate on the fundraising efforts, an additional \$400 (grades 9 to 12) or \$100 (grades 7 and 8) will be added to their monthly fee.** Participation is important.

Parent Support Network (PSN) Those outside of CAAST who support with cash or kind.

TECHNOLOGY... students will learn to use technology to enhance their own career paths.

T eaching

E very

C hild

H ow

N ew

O perations

L essen

O verworked

G roups

Y early

PERSONAL COMMUNICATION DEVICES (PCDs)

PCDs include, but are not limited to, black berries, cell phones, laptops, i-phones, i-pods, head-phones, etc. CAAST allows students to use their PCDs, respecting all persons at all times. PCD's are NOT allowed:

- 1) During class-times
- 2) During chapel/worship times
- 3) During meetings
- 4) During PE
- 5) During field trips, unless permitted by the supervisor.

COMPUTER USE

Each student is required to sign a 'Use of Computer and Internet Form'.

No student may use any computer, unless properly supervised by the teacher in charge.

Students are expected to properly care for each of the computers belonging to CAAST. Abuse, misuse, changing of software and/or hardware will NOT be tolerated, and will be grounds for suspension of computer use, or even suspension from classes.

PLAGIARISM is illegal, and in no way will be tolerated.

WORK STUDY PROGRAMS

CAAST is affiliated with local businesses, who have agreed to have CAAST students work voluntarily within their facility. This will allow for the students to gain experience in the work world and for the positive net-working process to begin for their career paths. The days and times for these work experiences, will be determined on an individual basis.

DISCLAIMER

Any changes or policies made and adapted by the school board during the school year, are as valid and binding as those written in this document.