

2017

# Family Handbook



PJA School Board  
Pensacola Junior Academy  
7/1/2017

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## INTRODUCTION

### Statement of Mission -

The Pensacola Jr. Academy is operated by the Seventh-day Adventist Church in the Gulf States Conference. We exist primarily to touch the lives of our children and youth for Jesus. Every student entrusted to our care is a gift of God to be educated for both now and eternity. It is our intentional approach to harmoniously blend the work of redemption and education as one ministry through a Christ-centered curriculum.

To fulfill our mission we will:

TEACH	Reverence for God. Respect for others, and responsibility for one's self.
EMPHASIZE	The Journey to Excellence in every achievement – physical development, academic competence, spiritual commitment, social maturation, and aesthetic appreciation.
ENCOURAGE	A lifestyle based on the principles and truths of the Holy Scriptures as evidenced through an abiding relationship with Jesus Christ.
INSPIRE	An appreciation for the joy of service to mankind through outreach opportunities and mission adventures.
LOVE	Every student as a unique individual, recognizing his or her dignity and infinite value.

### Educational Philosophy -

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen G. White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Adventist education seeks to nurture thinkers rather than mere reflectors of other's thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good. An education of this kind imparts far more than academic knowledge.

It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

### Statement of Authority -

All policies and material contained in this handbook are based on the policies and standards of the General Conference of Seventh-day Adventists, the Southern Union Conference, and the Gulf States Conference. These policies have been approved by the School Board of the Pensacola Jr. Academy. Any exceptions, alterations or interpretations must be approved by, or be subject to approval by the faculty and the School Board.

## **Educational Objectives -**

1. To lead students to a knowledge of God and recognition of the need to accept Jesus Christ as a personal Savior.
2. To assist in the formation of a noble Christian character by placing great emphasis on the spiritual values of life.
3. To develop habits of accuracy, discrimination and sound judgment in thinking and doing.
4. To stimulate high scholarship.
5. To assist students in developing a desirable personality.
6. To help students understand and practice the principles of healthful living and to understand the relationship between spiritual, physical and mental development.
7. To encourage and promote the development of responsible reliability in each youth.
8. To engage students in acts of community service.

## **School History and Accreditation -**

The Pensacola Junior Academy has been in operation in the Pensacola area since 1929 and is one of 5,533 schools that make up the world's largest Protestant church-related educational network. It is accredited by the National Council of Private School Accreditation, issued by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

# **ADMISSIONS**

## **Admission Policy and Procedure -**

Admission is based on the following:

1. Pensacola Jr. Academy is primarily operated for the benefit of all Seventh-day Adventist families in our area. Other students of good character may be admitted by the School Board upon application, provided there is available space and all other requirements are met as outlined in this handbook. All admissions are subject to approval by the School Board.
2. A child must be at least five (5) years of age by August 15 of the current year in order to enroll in kindergarten. A child must be at least six (6) years of age by August 15 of the current year in order to enroll in the first grade. Verification of birth date will be required.
3. All students must provide the school with the following at registration:
  - a. A completed Application Form for each child;
  - b. Birth certificate (kindergarten and first grade);
  - c. Certificate of a physical examination dated within one year of school entrance;
  - d. Florida Certificate of Immunization (Blue Card);
  - e. Social Security Number;
  - f. Previous school records (new students only);
  - g. Signed Financial Contract made with the School Treasurer;
  - h. Completion of the Internet Access Agreement Form;
  - i. Consent to Treat Form.
4. All previous school accounts must be paid in full.
5. New students will be tested for appropriate grade level prior to acceptance. Grade placement may be evaluated from student performance and testing may be adjusted if recommended by instructional and administrative personnel, the Gulf States Conference Department of Education, and with the approval of the parents/guardians (hereafter referred to as parents).

## **Exceptional Students -**

Seventh-day Adventist schools have not generally been established for the purpose of offering special education and **they are, therefore, generally unable to accept students who have serious physical, scholastic, or behavioral problems.**

Parents must submit full disclosure of all diagnostic/medical/psychoeducational reports to the Principal **before** registration in order to determine if the student's education needs can be met. The School Board will screen all such applications and inform the parents that the educational goals expected of the average student may not be met by their child. Upon acceptance of the student the parent must submit, on a regular basis to the Principal, the progress reports from outside of school services provided for the student to help in their educational process.

**Withdrawal Policy/Release of Records -**

When withdrawing a student at least a 24-hour notice must be given to the Principal. The student must return all books, including library books, pay any fines, and **their tuition account must be paid in full for the Academy to release any records. If you withdraw a student before the 15<sup>th</sup> you will responsible for only one-half of the month's tuition. Withdrawal after the 15<sup>th</sup> of the month requires a full month's tuition payment.**

**Late Enrollment Policy**

If a student is registered before the 15<sup>th</sup> of the month, full tuition for the month must be paid. If a student is registered on or after the 15<sup>th</sup>, a half month's tuition must be paid.

**Change of Name, Address, Telephone -**

Any parent or student who changes his/her name, moves to another location, or who changes telephone numbers, must report the change to the Principal immediately.

**FINANCIAL POLICIES**

The University Parkway Seventh-day Adventist Church, through its combined church budget, subsidizes the operation of the Academy. Because the church members contribute to this budget, they receive a discount toward their tuition.

**Tuition and Fees –**

**2017-2018 FEES**

Registration*	VPK	\$0.00
	K – 8	\$250.00 per child <b>(Non-Refundable)</b>
Graduation*	K	\$50.00
	Grade 8	\$75.00
Tuition	VPK	Free
	K	\$300.00 per month, \$3,000 per school year
	Grades 1-8	\$400.00 per month, \$4,000 per school year
Textbooks	VPK	\$0.00
	Grades K-8	\$55.00 per month, \$550 per school year
Technology	VPK	\$0.00
	Grades K-8	\$60.00 per, month, \$600 per school year
Activity	VPK	\$0.00
	Grades K-8	\$25.00 per month, \$250 per school year
Testing	VPK	\$0.00
	Grades K-8	\$10.00 per month, \$100 per school year

\*Fees must be paid by August 1<sup>st</sup>.

Step Up For Students Annual Application Fee: \$100.00 per child (\$10.00 per month August – May)

\*Internal tuition discounts and/or full scholarships for qualified families. Step Up For Students scholarships are available up to \$5,886.00 annually, per child, for those who qualify. For more information, contact the school office at 478-8838.

### Financial Responsibilities -

1. The registration fee is **nonrefundable** and due at registration. Kindergarten and 8<sup>th</sup> Grade graduation fees are also due at registration.
2. Monthly tuition is paid in ten (10) equal payments, August through May. Payments are due on the first of the month and are past due on the tenth of the month. A \$10.00 late fee will be applied monthly to past due accounts. No account will be allowed to become more than two (2) months in arrears. Failure to keep your account current may result in temporary dismissal of student(s). **If tuition cannot be paid on time, it is expected that the parent will notify the Treasurer to give good reason and work out a written plan for repayment. If the parent does not adhere to the payment plan, the student may be removed from the school.**
3. Statements are mailed only on request.
4. There is a \$25 fee for any returned check. After two returned checks, payment must be made by money order or cashier's check.
5. **All accounts must be current by May 10.**
6. Report cards will be mailed by June 10.
7. **No student records will be mailed if an account is in arrears.**
8. **It is the financial responsibility of the parent, to pay for all fees and tuition for each child enrolled in school.** The School Board considers all unpaid accounts due and payable. Bad debt claims will be turned over to a collection agency.
9. There will be no reduction in tuition or registration fees for any reason. Payment is to be made by check, money order or cashier's check to Pensacola Jr. Academy. **NO CASH PLEASE!** Payment is to be placed in the drop box in the school's front hallway.

### Additional Expenses -

1. School uniforms
2. Some Educational Field Trips
3. Outdoor School - Grades 5 and 6
4. Occasional special lunches
5. Classroom fund raisers

### Church Tuition Assistance -

This assistance is given from church-budgeted funds for the benefit of members of the University Parkway Seventh-day Adventist Church. To maintain tuition assistance the requirements are:

1. Parent or student must be a member in good standing;
2. Student must maintain a good attendance record;
3. Student must maintain a "C" average or above;
4. In addition to academic performance, good behavior and citizenship, as defined in this handbook, are required;
5. Tuition assistance may be forfeited if parents fail to meet their payments on time. Exceptions may be made for financial emergencies if prior arrangements are made with the School Treasurer;
6. Parent and student must actively participate in school fund raising activities.

To request an application, please contact the Principal or the church office at 477-1777. **May 15** is the **deadline** to apply for financial assistance for the following year. All financial aid is awarded by the Church Tuition Assistance Committee. Families applying for financial aid must submit:

1. A copy of a signed, completed, federal income tax return form 1040/1040A/1040EZ from the previous year;
2. A copy of both parent's W-2 form that was submitted with your federal income taxes;
3. New students must submit a copy of their previous year's report card.

## **ATTENDANCE**

Regular attendance at classes, field trips and special (required) programs is required by the State of Florida and is expected of all students.

### Absence/Tardy Management Plan

Upon return to school following an absence, the student must bring a written excuse from his/her parent to the teacher to verify the excused absence. Without a written excuse in the teacher's record, the absence will be considered in excused.

Pre-arranged absences, intended for extenuating circumstances, must be approved by the Principal. Student absences of any kind are discouraged as it is often difficult for a student to make up work missed during an absence.

Should it be necessary for a student to miss school for personal reasons, please procure permission from the Principal at least five (5) school days in advance.

### Excused absences

Illness or quarantine;  
Student medical/dental/court appointments;  
Pre-approved by Principal/Faculty;  
Family emergency deemed so by the Principal;  
Death in the family.

Illnesses/injuries exceeding five (5) consecutive days or ten (10) days per semester require a physician's statement.

Unexcused absences result in zero on all work missed that day (subject to Administrative review).

Failure to provide school with required documentation for absence within three (3) days of returning to school;  
Absences for reasons the Principal/Faculty determine could have been handled outside of school hours;  
Suspension from the Academy.

Any student that accumulates five (5) unexcused absences in a thirty (30) calendar day period, or nine (9) days in a semester, his/her parents will be asked to present to the School Board an "action plan" for improved attendance.

Unless the work missed is satisfactorily made up, a student absent for more than 36 (20%) of the school days (including excused absences) in any semester may forfeit his grade for that semester. There are 180 school days in a calendar year.

When possible, the Academy requests the parent contact the principal by telephone on the day of absence in addition to providing the written notice upon the student's return to school.

### Tardies

A student will be considered tardy if they are not seated in their classroom by 8:00 a.m.

### Excused tardies

Automobile delays or breakdowns en route to school;  
Temporary illness;  
Unavoidable reasonable circumstances.

### Unexcused tardies

Oversleeping, or arriving late for any reason not in keeping with reasonable prudence



### Perfect attendance

Awards will only be presented to students who have no absences as well as no tardies for the school year.

### Hours of Operation

8:00 a.m. - 12:00 p.m. Tuesday/Thursday (K4/5)

8:00 a.m. - 1:00 p.m. Monday/Wednesday (K4/5)

8:00 a.m. -3:00 p.m. Monday - Thursday (1-8)

8:00 a.m. - 12:00 p.m. Friday (All)

Children should not be dropped off and/or left alone at the school prior to the doors being opened at 7:45.

For security reasons, the front door will be locked during hours of operation if the receptionist is not present. All visitors must enter through the lobby and check in with the receptionist or principal.

Students must be picked up no later than 15 minutes past dismissal. Habitual tardiness in afternoon pickup is discouraged and may be brought to the attention of the PJA School Board for assessment.

### Late Pick Up

If you are repeatedly late after three different times you will be charged \$1.00 per minute for child care. Please be respectful of the teacher's prep time after school. We also understand there are special circumstances or emergencies that come up and for those please notify your child's teacher and make arrangements with them.

### Traffic Control Pattern

For safety reasons, drivers are to enter the circular drive from the north and circle under the canopy to drop off students at the school door. To maintain the traffic flow, do not park and leave your car. Speed limit on church/school grounds is 10 miles per hour.

### Emergency Closing

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's responsibility to monitor news reports. The Academy will close when Escambia County Schools are closed for inclement weather.

### Early Dismissal of Children

If it is necessary to dismiss your child early, a note must be sent to the principal or child's teacher. Children will be responsible for all work missed.

### Transportation

The Academy is unable to provide transportation to or from the school..

## **HEALTH AND SAFETY**

### **Communicable Diseases -**

In the interest of every child's well-being, parents are requested to keep their child home when he/she is sick. If a child has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge, or diarrhea, **keep your child home**. If your child develops symptoms at school, the student will be isolated, and the parents will be notified to pick up the child as soon as possible. If we cannot reach anyone listed on the student's application, we will, if necessary obtain medical attention from the doctor of our choice. **Children must be fever free for 24 hours before returning to school!** Students returning to school after an illness lasting five (5) days or more must have a note from the doctor for admission to classes.

## Medications -

**Parents are to bring all medication to the Principal/teacher.** Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, lockers, or backpacks. **The Principal/teacher must administer all medications.** Prescription drugs must be in the original pharmacy labeled container. Written instructions on the container must correspond with an Authorization for Administration of Medicine Form supplied and signed by the student's doctor and parent. Non-prescription medications must be submitted in the original container and must have the authorization form signed by the parent (available at the school).

## Head Lice -

All students will be checked periodically for head lice. If lice or nits are found, the student will be isolated and parents will be notified to pick up the student as soon as possible. **Students need to be treated with medication and be nit free before returning to school.** The Principal must clear students before they are allowed to return to the classroom after the parent brings a release form from the Health Department. Parents are encouraged to give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

## Fire Drills -

Students must exit quickly through designated exits without running, talking or pushing. They must walk single file from the building, listen to the teacher's instructions and move to the designated area.

## Consent to Treat -

The Academy must have a Consent to Treat Form signed by the parent on file. In the event it is impossible to contact a parent, this form allows a physician to treat your child in emergency situations.

## Physical Education/Recess -

Physical education and activities are an integral part of the well-balanced student. Outdoor activities will be available weather permitting. On inclement days the children will play in the gymnasium.

## CONDUCT GUIDELINES

### Standards of Conduct -

In order for children to develop into good citizens, they must be taught to respect authority and exhibit common courtesies toward staff and students alike. Those who refuse to obey rules are subject to disciplinary action. It is expected that all students shall live in harmony with these standards, whether on or off campus.

The following list of disruptive or disrespectful behavior will not be tolerated and may result in disciplinary action by the teacher, Principal and/or School Board:

1. Undermining the religious ideals of the school:
  - a. Using profane or immoral language;
  - b. Possessing or displaying obscene literature or pictures;
  - c. Indulging in lewd or suggestive conduct, including the use of the internet or text messaging.
2. Using or possessing dangerous objects:
  - a. Weapons;
  - b. Firecrackers;
  - c. Knives;
  - d. Cigarette lighters, and/or matches;
  - e. Any item which may prove distracting or disruptive to the planned educational program;

3. The use of tobacco, alcohol or drugs;
  - a. Exhibiting disruptive behavior;
  - b. Running in the classroom or hallway;
  - c. Fighting;
  - d. Rough play;
  - e. Jumping on others;
  - f. Pushing or tackling;
4. Exhibiting dishonest and/or disrespectful behavior:
  - a. Theft;
  - b. Gambling;
  - c. Any form of cheating;
  - d. Lying;
  - e. Willful deception or dishonesty;
  - f. Defiance;
  - g. Harassment in any phase of Academy work or conduct.
5. Practices that are crude, rude or vulgar.
6. Having in one's possession the following items:
  - a. Radios or headsets;
  - b. Computer games
  - c. Any personal items not pertaining to school.

### Harassment Policy –

Pensacola Junior Academy advocates a harassment-free environment whether it is physical, verbal or sexual. Incidents should be reported to a staff member or to the principal immediately.

The student's habits and attitudes in such matters as honesty, reverence, Christian courtesy, dress, language, reading, music, amusements, recreation, and association shall be in harmony with the principles of Christian education.

A student whose conduct does not meet Academy standards, or who displays a detrimental influence upon others will be subject to expulsion. The Principal may suspend a student for up to three (3) days. A letter explaining the cause will be sent to the parents within 24 hours of the offense. The School Board may determine further action at the request of the Principal.

**NOTE: Any form of harassment directed toward school faculty or personnel will not be tolerated. This includes inappropriate language, false accusations about them in front of other people, on the telephone, in letters, notes or other documents, or damaging personal property. If students/parents do any of the above, they may be suspended, expelled and/or legal action may be pursued.**

"It is unlawful for any person knowingly to disrupt or interfere with the lawful administration or functions of any educational institution . . . in this state." (Second Degree Misdemeanor, Section 877.13, Florida Statutes.)

### Insubordination -

Insubordination is behavior that is intended to show disrespect for someone in authority. It is behavior that clearly indicates that an individual is unwilling to follow directions and/or comply with requests made by one in authority. Insubordination may be demonstrated by words, mannerisms, tone of voice, facial expressions and gestures.

Students who repeatedly challenge authority and demonstrate insubordinate behavior will be subject to disciplinary action, and should the behavior continue, the student may be asked to withdraw from the school.

Disclaimer: It is understood that situations may arise which are not addressed in this handbook. In areas where the Family Handbook does not directly address an issue, the determination will be made by the Administration, and then the School Board, as to how the issue is to be resolved.

### Grievance Procedure -

The Academy realizes that differences of opinion, misinformation, genuine concern and misunderstanding sometime create breaches of confidence between individuals in the school family. A forgiving, humble spirit lends itself to building positive interpersonal relationships and promoting a Christian atmosphere. In the interest of preserving unity and maintaining an effective teaching and learning environment at the Academy the following lines of communication need to be followed to assure rapport between parent and teacher:

1. Discuss the grievance with the teacher, **by appointment**, in a private conference **after school hours** (Matthew 18 principle).
2. If the grievance is not settled amicably, the parent must discuss the grievance with the teacher and Principal, **by appointment**, in a private conference, **after school hours**.
3. If the grievance remains unsettled, a private conference may be scheduled with the Chairperson of the School Board.
4. Should the grievance remain unresolved, the parent may present their concern to the School Board in person, by appointment, with a written statement to the School Board Chairperson **no less than five (5) days in advance of a regular scheduled board meeting**. The School Board is the final arbiter over such matters.

### Discipline -

Philosophy: The basic purpose of disciplining is the training of the student for self government. True discipline is not punitive and it should result in mutual trust between student and teacher.

The Pensacola Jr. Academy complies with the disciplinary guidelines of Escambia County, Florida. Corporal punishment is not applied. Disciplinary actions are applied at the discretion of the teacher taking into consideration the personality of the child, the behavior of the child, the age of the child, etc. The attitude of what is best for the student and the school should be evident in every act of discipline.

### Process:

1. Instruction - Students are instructed by their teachers concerning the rules and regulations they are expected to obey. The rules are reviewed regularly so that each child understands what is expected of them. The classroom rules will be posted by teachers for the students to read.
2. Warning - Students who violate the rules will be given a warning. If the inappropriate behavior continues the student will be disciplined appropriately and parents may be notified if deemed necessary.
3. Correction – Student's behavior may be corrected by using the following punitive measures:
  - a. Verbal correction - stating expectations and offering suggestions;
  - b. Remove privileges - loss of free time, etc.;
  - c. In-school detention - doing extra work assigned by the teacher. Example: writing paragraphs, sentences, or extra work sent home. A notice will be sent home for the parent's signature. Students receive in school or extra work sent home for the following reasons: disrespect, disobedience, fighting, profanity, stealing, destruction of school property, or several conduct slips within a grading period. If a student receives three (3) or more in-school detentions during one nine (9) week period they will be suspended from school for one day and will receive zeros for the days class work. No makeup is allowed;
4. Parents may be contacted by phone call or personal conference.

## Lunch -

All students are to remain at school during lunchtime (11:30-12:00). We encourage lunches to not include unclean meats (pork, shellfish, etc.) and lunches must not include caffeinated beverages. **The use of any meat or carbonated drink is discouraged.** The Academy recognizes the merits of a vegetarian diet and recommends a well-balanced lunch for students.

## Gum -

Gum is not allowed at school.

## Telephone -

The telephone is a business telephone and must not be used by students except in case of an emergency and with permission from the teacher.

## Care of School Property -

**Students who willfully deface or damage school property or other students' belongings will be financially responsible for replacement.** Disciplinary action may be decided by the School Board.

Textbooks and Supplies: Textbooks and supplementary books will be provided for each student. These are the property of the Academy and must be taken care of properly. Loss of or deliberate mutilation or defacing of any of these materials will result in the full replacement price being assessed to the parent. Students may retain possession of "consumable" books.

**A school supplies list can be found at the back of this handbook. It is the responsibility of the parent to provide their child/children with all needed supplies.**

School Locker Policy: A locker will be issued to each child at the beginning of the school year. A combination lock will be provided to each student for the year and must be returned. **If the child loses or damages the lock the parent will be responsible for replacement payment. If the child damages the locker in any way it is the sole responsibility of the parent to pay for the replacement/repair of the locker.**

### LOCKER RULES:

Outside -

**NOTHING** is allowed on the outside of the locker.

Inside -

1. No stickers of any kind
2. No tape of any kind
3. Magnetic mirrors will be allowed
4. No food or drink left after school each day
5. Food/drink must be in lunch boxes
6. No inappropriate material of any kind will be allowed in lockers
7. Lockers will be maintained in a **clean manner.**
8. **Backpacks must be no larger than 11 X 10 inches** to fit in the locker.

**It is a privilege to have a locker. Anyone violating this privilege will be denied the privilege at the Principal's/Faculty's discretion and the appropriate discipline will be enforced. The school reserves the right to have random locker checks.**

## School Pictures -

Students will have their individual school pictures taken each fall. Parents will be sent an information packet concerning prices and packages for purchase. **Payment must be returned with the envelope on the day of pictures!**

Throughout the year pictures may be taken of your children for special promotion of the school. These pictures may be used on the website, flyer, or other media. A special form must be signed by the student's parent granting permission for the school to use their child in any pictures.

## INSTRUCTIONAL PROGRAMS

### Curriculum -

The curriculum taught in Seventh-day Adventist Schools is based on the Word of God, it is rooted in the belief that God created us with minds that can grasp spiritual and intellectual truths, and places first, leading the student to accept Christ as his/her personal Lord and Savior. The curriculum is designed to provide quality academics with Christian values in every subject. It is a standard curriculum of English, Spelling, Handwriting, Math, Social Studies, Science, Music, Art, computer skills and physical fitness.

### Report Cards -

Report cards will be issued every nine (9) weeks to keep you current with your child's progress. The information in the report will give you an overview of your child's academic, physical, social, and spiritual progress.

#### Academic Grades

A	Superior
B	Above Average
C	Average
D	Below Average
F	Unsatisfactory
I	Incomplete

#### K – 3<sup>rd</sup> Grade

E	= 90 – 100
S	= 89 – 70
N	= 69 and below

#### 4<sup>th</sup> – 5<sup>th</sup> Grade

A	= 90 – 100
B	= 89 – 80
C	= 79 – 70
D	= 69 – 60
F	= 59 and below

#### 6<sup>th</sup> – 8<sup>th</sup> Grade

A+	= 98 – 100
A	= 93 – 97
A-	= 90 – 92
B+	= 88 – 89
B	= 83 – 87
B-	= 80 – 82
C+	= 78 – 79
C	= 73 – 77
C-	= 70 – 72
D+	= 68 – 69
D	= 63 – 67
D-	= 60 – 62
F	= 59 and below

## Performance Grades

E	Doing Very Well
S	Making Acceptable Progress
N	More Progress Needed
NG	No Grade Given

**E, S, N, NG symbols** are used in lower grades in all subjects and in upper grades for the non-designated subjects. They reflect the teacher's evaluation of the student's progress.

### **Homework -**

Students are expected to keep their work up-to-date. All homework is expected to be completed by the student and turned in as scheduled by their teacher. The teacher's classroom homework policy will be communicated clearly and often to the students (and parents when necessary) throughout the school year. It is school policy that all assignments be completed by the end of the nine (9) week grading period in which they were assigned. Exceptions are allowed only for situations as stated under the Incomplete Work policy.

### **Incomplete Work -**

An incomplete is not designed to allow a student extra time to complete class work. A student who has not made up any incomplete work by the end of the grading period will receive a grade based upon the class work completed. Any variance from the deadline will be subject to faculty approval.

### **Parent/Teacher Conferences -**

Grades will be reported every nine (9) weeks. Parent/Teacher conferences will be scheduled at the end of the first and third nine (9) weeks. This conference time is for the parents and teacher to discuss the student's academic progress.

### **Library -**

The Academy maintains a library. Books are expensive and we work hard to keep the quality of our library superior. Parents are asked to help the Academy by seeing that the books your students borrow are properly cared for and returned on time. No records/transcripts will be released until all books are returned.

### **Computer/Internet Usage -**

The schools of the Seventh-day Adventist Education System are pleased to offer their students access to the Internet. To gain access to the Internet the legal parent and student must sign the Acceptable Use Policy.

School computers are for educational purposes only. Since the network is provided for students to conduct research, 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. Teachers may review any and all student files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

1. Be responsible and courteous in all communication;
2. Be responsible with all computer hardware and software;
3. Keep their passwords confidential;
4. Respect the confidentiality of folders, work and files of others;
5. Learn about and observe copyright laws;



6. Comply with the Pensacola Junior Academy Acceptable Use Policy;
7. Not attempt to access or alter unauthorized areas of any computer system.

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

### **ITBS Testing -**

The Pensacola Jr. Academy, in conjunction with the Education Department of the Southern Union of Seventh-day Adventists, will administer the Iowa Test of Basic Skills (ITBS) in the fall for students in third through eighth grade. Test results will be given to the parents in a parent/teacher conference.

### **Field Trips -**

Leaving the classroom and going on a field trip enhances the instructional program the teachers are providing for the students. Students are to understand that it is a privilege and responsibility to represent the Academy in a positive manner. The same behavior expected at school also applies on field trips.

1. A signed permission form from a parent or guardian is required for each field trip.
2. Field trip uniform will be the designated field trip shirt and blue pants/shorts/skorts.
3. Field trips are a part of the school curriculum and the student's educational experience. Should the parents decide that their student may not attend, his/her teacher may provide homework to help the student learn information he/she might have gained from the field trip. **Note:** There is no care provided at the school for students not attending when the entire school is on a field trip. Parents are responsible for the care of their child/children.

### Chaperone Guidelines:

1. It is important for volunteers to realize that they are acting as Christian role models for our students and that by example they may demonstrate maturity in actions, attitude, and dress. The Principal/teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
2. The supervising teacher will make all vehicle assignments. Students are to return with the same person/vehicle that transported them. Drivers will be provided the names of each student.
3. Drivers should arrive at school fifteen (15) minutes before departure.
4. Seat belts must be worn at all times. Only one child per seat belt.
5. **Obey all traffic laws including maintaining acceptable speed limits.**
6. All parent volunteers willing to drive on a school field trip are required to complete the driver's application form.

### **Extracurricular Activities -**

Eighth Grade Class Trip/Fund Raisers: During the course of the school year the eighth grade class raises money by doing fund raisers for their class trip in the spring. The trip itinerary and chaperones must be approved by the local School Board and the Conference K-12 Board.

Outdoor School: Each spring, grades 5 and 6 go to Camp Alamisco for four (4) days of Outdoor School. **This is a wonderful, educational opportunity for the students to experience many special facets of learning.** Camp Alamisco is the Gulf States Conference camp and is located on Lake Martin in Dadeville, Alabama.

Education Day Fair: **This is an educational opportunity for our students in grades 5 – 8** and is held at Bass Memorial Academy in January. It offers students the opportunity to participate in science, art, spelling, geography, and Bible projects.

### **DRESS STANDARDS**

Pensacola Jr. Academy believes that dress and grooming reflect both our philosophy of life and our emotional maturity. The goal is to have the students include the following principles in their own personal code:

1. To develop and maintain the habit of personal daily cleanliness in both body and dress.
2. To refrain from drawing attention, through dress and grooming, to his or her own body (definition of such will be at the discretion of the school faculty).
3. To demonstrate a security of inner beauty of character and self-worth without supplementing such beauty with the external adornments of jewelry (such as necklaces, earrings, bracelets or anklets).

The School Board has approved the following mandatory uniform requirements from which to choose; all pieces should be a standard uniform type:

#### **Girls -**

JUMPER	Navy Blue or Khaki, knee length; shorts must be worn underneath
SKIRT	Navy Blue or Khaki, knee length; must have built-in shorts or shorts must be worn underneath
SHORTS	Navy Blue or Khaki, no cargo pockets or ties
PANTS	Navy Blue or Khaki, no cargo pockets or ties
POLO SHIRTS	Navy Blue, Red or White knit shirts, short or long sleeve.
TURTLENECKS	Navy Blue, Red or White.

#### **Boys -**

PANTS	Navy Blue or Khaki; no cargo, chords, or jeans
SHORTS	Navy Blue or Khaki; no cargo pockets or ties
POLO SHIRTS	Navy Blue, Red or White knit shirts (short or long sleeve)
TURTLENECKS	Navy Blue, Red or White.

#### Additional Dress Requirements:

1. Uniform shorts, skirts and skorts should be no more than 3" above the knee - front and back.
2. Visible name-brand tags should be removed.
3. Collars should be free of any lace or decorative stitching.
4. Solid Red, white or navy sweaters, hoodies or sweatshirts (no design, picture or writing) are acceptable for outer wear inside classroom.

5. Regular jackets as well as scarves, gloves, hats, etc. maybe worn outside. When inside the building, these items must be kept in locker. Only outlined standard clothing is acceptable inside the classroom.
6. Socks, tights, leggings, or hose must be solid white, navy, or black.
7. Shirts are to be worn tucked in at all times. A bare midriff is not allowed.
8. Shoes must be close-toed, tennis/athletic and either 80% white, 80% black, or 80% navy with non-marking soles. Shoe laces must be the same color as the main color of the shoes. Laces must be kept tied and may not drag floor.
9. Watches and Medic Alert bracelets/necklaces are the only jewelry that may be worn.
10. The use of make-up is not allowed and only clear nail polish maybe worn.
11. Pants/skirts/skorts/shorts are to be worn at the natural waistline. The use of a belt (**black or brown color only**) is required by all students in grades 1 through 8 on applicable items.
12. Clothing should be clean, in good repair (no holes) and fit appropriately.
13. Hats, caps, or any head coverings may not be worn indoors.
14. Hair must be neatly styled. Extreme hairstyles and unnatural colors of hair will not be permitted.

***Uniform compliance is a home matter. Parents are to make sure that their children are dressed properly before their arrival at school.***

#### **Field Trip Uniforms -**

Field trip shirt are to be worn with uniform bottoms on school field trip days. Shirts will be available for purchase at the beginning of the school year. This shirt is to be worn only on field trips.

#### **Uniform Violations -**

**Students are required to comply with all uniform dress codes. Parents/guardians will be notified of violations by the child's teacher with a uniform slip, a copy of which will be placed in the student's file. The slip will require the parent's signature and correction of the violation upon the student returning the next school day. Upon the third violation, the parent/guardian will be required to immediately pick up the student or provide appropriate attire.**

### **HOME AND SCHOOL ASSOCIATION**

The purpose of the Association is to advance the cause of Christian education in the home and in the school. To this end the Association will devote itself:

1. To bring the school more fully into harmony with the principles of Adventist Christian education in spirit, content, and methods;
2. To assist in providing the school with the necessary equipment to enable it to meet the highest standards;
3. To furnish social and educational opportunities to the members of the church and the community.

#### **Special Programs -**

Throughout the school year the Home and School Association sponsors several social and educational programs to encourage parental and church involvement in the Academy. Each year the programs are varied and notification will be posted in the Principal's messages sent home with your child. There will also be announcements in the church bulletin and newsletter.

#### **Fund Raisers -**

The Home and School Association leads the Academy in several School Board approved fund raisers each year to provide extra equipment for the enhancement of the educational program. We encourage each family to participate as their children enjoy the benefits of such fund raisers. Examples of Extra Equipment Purchased: Student and teacher lockers, computers, science, art, and physical education equipment.

## APPENDIX

### School Supplies List -

#### K-2 Class

1. Bible (International Children's Version – red cover edition)
2. 1 box of crayons or colored pencils (**NO MARKERS**)
3. 3 large glue sticks – **no liquid glue**
4. 12" ruler (**1<sup>ST</sup> AND 2<sup>ND</sup> ONLY**)
5. 2 packages of multicolored construction paper
6. Paint smock (**old oversized shirt will do**)
7. 2 dozen #2 pencils (**NO PENS**)
8. 1 pair Fiskars pointed scissors
9. 2 boxes of Kleenex
10. 1 utility box - small (cigar box size)
11. Erasers
12. Backpack (**11 x 10 or smaller**)
13. 1 package lunch bags (white or brown)
14. 2 rolls paper towels
15. 1 beach towel
16. 2 large containers of Clorox Wipes
17. 1 large container of hand sanitizer

**No individual pencil sharpeners are allowed.**

#### Grades 3-5

1. Notebook paper (for daily work)
2. 1 package of construction paper
3. Erasers
4. Elmer's glue (1 bottle, 1 stick)
5. Art smock (**old oversized shirt will do**)
6. Bible: - International Children's Bible (red cover edition)\*
7. #2 pencils (NO PENS)
8. 1 box Kleenex
9. 1 pair Fiskars pointed Scissors
10. Calculator
11. Ruler
12. Protractor (5<sup>th</sup> grade only)
13. 2 rolls paper towels
14. Crayons, markers, or colored pencils
15. 1 Webster's New World Dictionary (paperback, desk-top size)
16. Backpack (**11 x 10 or smaller**)
17. 1 large container of Clorox Wipes
18. 1 beach towel
19. 1 plastic pencil box (approximately 12" x 6") for desktop supplies

**No individual pencil sharpeners or staplers are allowed.**

**\*This edition is necessary for Bible class.**

## School Supplies List -

### Grades 6-8:

1. Bible (New International Version)
2. 12 Pencils #2 lead or Mechanical Pencil with #2 lead refills
3. 2 Pink Erasers
4. Crayons or Colored Markers or Colored Pencils
5. 1 Ruler/ 1 Protractor/ 1 Compass
6. 1 Bottle of White Glue
7. 6 Glue Sticks
8. 2 Boxes of Kleenex
9. 4 Pocket Folders (No Brads)
10. 1 Pair of Scissors
11. 6 Pack of Red Correcting Pens
12. 4 Mead Composition Notebooks – sewn binding
13. 1 Assignment Notebook
14. School Box Organizer
15. Calculator (Basic Scientific for 7<sup>th</sup> & 8<sup>th</sup> graders)
16. Backpack (11 x 10 or smaller)
17. 1 large container of Clorox Wipes
18. 1 container of Antibacterial Hand Sanitizer
19. 2 Rolls of Paper Towels
20. 1 Thumb Drive (at least 1 GIG)
21. 6 pack of Small Sticky Notes
22. 2 packages of Multi-colored Construction Paper
23. Notebook Paper (college rule)
24. 1 Webster's Dictionary (pocket version, paperback)
25. 1 Thesaurus (pocket version, paperback)
26. 1 Art Smock (old oversized shirt)