

2009 - 2010

Adventist Junior
Academy
Student Handbook

2009 - 2010

Adventist Junior Academy
1422 Shawano Avenue
Green Bay, WI 54303

Comment [J1]:

School Office: 920-494-2741
School Fax: 920-494-6507
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School Hours

Monday - Thursday 8:15 am - 3:00 pm
Friday – 8:15 am – 2:00 pm

Staff Members

Grades K – 2
Grades 3 – 6
Grades 7 – 10
Principal
Secretary
Teaching Aide
Pastor
Music Teacher

Carmen Magray
Tom Roy
David Smith
David Smith
Judy Hendricksen
Donna Corell
Delmar Austin
Marcia Austin

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THE FOCUS OF ADVENTIST EDUCATION

The primary objective for Adventist education is to lead students to a deeper relationship with Christ and equip them with the skills to be life-long servants of God. The educational setting becomes the platform for growing disciples for Christ. Excellence in education is important because students are being educated to serve God with all their lives.

Adventist education is much more than the rigorous academic standards and high student achievement: it's fostering a faith in God and a respect for all, building characters that will stand firm in a world of compromise. It's nurturing independent thinking and promoting a lifetime of service over selfish ambition. It's training young people for service to the world and to the church. It's commitment to educating the whole person – physical, intellectual, social, emotional and spiritual.

Adventist education believes in creating experiences that foster a lifelong love of learning. The ingredients are simple: a Bible-based curriculum, current technology, interactive teaching strategies driven by scientific research, and a safe and secure environment where all abilities and talents are honored and accepted.

CURRICULUM STATEMENT

AJA is a ministry of the local Seventh-day Adventist Church. The North American Division and Lake Union Conference of SDA have developed a K-10 curriculum, which AJA follows. This curriculum meets the necessary State requirements for certification. This includes subjects in the areas of:

- Language Arts (reading, English, spelling, handwriting)
- Math
- Science
- Social Studies
- Band (Grades 5 – 10)
- Bible
- Computer
- Community Service
- Art

The Bible is a unique part of the curriculum in that its teachings are integrated into the various subjects taught. The creationistic view in the subjects of Bible and science is taught to impress upon young minds the truth and meaning of man's existence as it applies to the whole of life. Jesus Christ, the incarnate God is the central focus of the Bible curriculum, encouraging students to accept His offer of salvation and friendship.

ADMISSIONS

AJA admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities made available to the students at the school. The school does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its admissions policy, educational programs, scholarships, student aid, and any other school program.

AJA is open to all boys and girls of the Church who wish to do earnest and faithful work and who desire to develop a Christian character. AJA is not limited to the children of Seventh-day Adventist parents, but is selective. AJA is not equipped to accommodate students who have severe behavioral problems, nor does it have a remedial staff that can meet the needs of a student with emotional or severe learning disabilities.

AJA reserves the right to place a student in the grade at which he can achieve his best work. This is done with the teacher's recommendation, placement tests, and consultations with the parents.

No child will be admitted in grade one who has not passed his sixth birthday by September 1st.

Attendance at AJA is a privilege and not a right. AJA reserves the right to refuse admittance to and to dismiss any student in order to safeguard the scholastic, spiritual, and moral atmosphere of the school.

PARENT-TEACHER RELATIONS

The AJA school board and staff have worked hard to find ways to keep the lines of communication open with each other and with the parents. Some of the ways we communicate information is through announcements in church, a weekly newsletter and visits with the teachers. We feel that the more communication we are involved in, the less misunderstandings occur. You are encouraged to communicate with any teacher about any issues or concerns you might have.

At AJA, we would like to solve our misunderstandings or disagreements as the Lord instructed us in Matthew 18. The method is simple and direct:

1. Go to the person and speak directly with them. If this step is successful, the problem is solved and it need not become a big issue.
2. Take one or two others (the school board chairman or a school board member is a good option) along with you to speak to the person involved.
3. The final step would be to take the matter to the school board to let it be handled at that level.

We pray we will never need to use these steps. We believe if we also pray the Lord will soften all of our hearts to His will, and there will be less of a need for these steps.

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FINANCIAL INFORMATION

AJA is operated in conjunction with the Green Bay Seventh-day Adventist Church and the Wisconsin Conference of Seventh-day Adventists. It is the goal of AJA to operate the total education program as efficiently and economically as possible so that students may receive a quality education at the lowest cost.

BUDGETING

By March 31 of each year the school makes a commitment to hire a certain number of teachers for the following year. This commitment is approximately 94% of that year's total expenses. The commitment of AJA is based on a paying-student enrollment projection made as accurately as possible. Your commitment and faithfulness in meeting your financial obligations in a timely manner is the largest single factor in helping the school meet its financial obligations.

PAYMENT POLICIES

Students whose parents/guardians have an outstanding financial obligation to AJA from a previous year will not be permitted to attend classes in the new school year until the account is paid in full or special arrangements have been made with the Finance Committee of the School Board.

REGISTRATION FEE

AJA accepts applications each spring for the upcoming school year. Applications for the 2009 - 2010 school year will be accepted the week of **April 23 – April 30, 2009**. An open house will be held the evening of April 23, 2009, at which time perspective students are encouraged to visit with the teachers in the classroom setting.

Current Students: Applications are to be submitted with a \$25 pre-registration deposit. Students currently enrolled who do not pre-register by the stated deadline may be assessed a \$25.00 late registration fee in addition to the full entrance fee.

New Students: Applications for new students are to be submitted with a \$50.00 application fee.

Registration fees are non-refundable.

ENTRANCE FEE

Each student is charged an annual entrance fee. The fee includes, but is not limited to, the following special charges: textbook rental, workbooks, student accident insurance, and laboratory fees.

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Entrance Fee is payable on or before August 15, 2009, and is non-refundable.

Entrance Fee Payments:

Kindergarten \$220.00
Grades 1 – 8 \$220.00
Grades 9 – 10 \$200.00

Entrance Fee Payment Installments: (approved 04/09/09)

Grades	May 15	June 15	July 15	August 15
Kindergarten	\$55.00	\$55.00	\$55.00	\$55.00
1 – 8	\$55.00	\$55.00	\$55.00	\$55.00
9 – 10	\$50.00	\$50.00	\$50.00	\$50.00

TUITION

Tuition from families covers only a portion of the total expenses involved in educating children. The balance of needed operating income must come from the church and from donations by other interested parties. These sources of income benefit all our families and keep tuition costs down.

Tuition is payable annually, by semester, or monthly. Tuition paid in full by August 5 of the current school year is given a 5% pre-payment discount. Those paying by the semester will receive a 2% discount. Payment is due on or before August 5, 2009 and January 5, 2010. Special arrangements are to be made with the school treasurer if payment will be late. Monthly payments can be made on a 12 months option beginning July 1 of current school year, or 10 months option beginning August 1 of current school year. **Monthly payments are to be made on, or before, the 5th of each month. Special arrangements are to be made with the school treasurer if payments will be late.**

If payment is not received by the 5th of the month, a 10% late fee may apply.

Special consideration has been granted to parents with more than one student enrolled in school. Families paying **full tuition** will be required to pay the full amount for the first child. Tuition for each additional child in the same family will be discounted \$15.00 monthly, or \$150.00 per school year for those families on a 10 months payment schedule and \$12.00 monthly, or \$144.00 per school year for those families on a 12 months payment schedule.

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Yearly Rates: (approved 04/09/09)

*** includes family discount
full-pay tuition only**

Grades	1 st Child	5% Pre-pay Discount	Additional Children *	5% Pre-pay Discount
Kindergarten	\$2,300.00	\$2,185.00	\$2,150.00	\$2,042.00
1 – 8	\$2,810.00	\$2,669.00	\$2,660.00	\$2,527.00
9 – 10	\$3,310.00	\$3,144.00	\$3,160.00	\$3,002.00

Semester Rates: (approved 04/09/09)

*** includes family discount
full-pay tuition only**

Grades	1 st Child	2% Pre-pay Discount	Additional Children *	2% Pre-pay Discount
Kindergarten	\$1,150.00	\$1,127.00	\$1,075.00	\$1,053.00
1 – 8	\$1,405.00	\$1,377.00	\$1,330.00	\$1,303.00
9 – 10	\$1,655.00	\$1,622.00	\$1,580.00	\$1,548.00

Monthly Rates: (approved 04/09/09)

*** includes family discount
full-pay tuition only**

Grades	Rate	1 st Child	Discount		
			Discount	Additional Children *	Discount
Kindergarten	10 Month	\$230.00	None	\$215.00	None
	12 Month	\$193.00	None	\$181.00	None
1 – 8	10 Month	\$281.00	None	\$266.00	None
	12 Month	\$235.00	None	\$223.00	None
9 – 10	10 Month	\$331.00	None	\$316.00	None
	12 Month	\$277.00	None	\$265.00	None

A family-discount for families with one or more children will be applied to the child in the lowest grade. Discount only applies to those families paying full tuition.

All checks should be made payable to: Adventist Jr. Academy or AJA.
A fee of \$20.00 will be assessed for any returned check.

OUTSTANDING ACCOUNTS

All outstanding accounts with AJA must be paid in full, or satisfactory arrangements made with the Finance Committee of the School Board, prior to August 1 of the current school year, before registration will be considered complete and acceptance can be approved.

In the event that it becomes impossible for a parent/guardian to pay the school bill before the 5th of the month, the school treasurer is to be contacted to make other payment arrangements, in which case late fees will not apply.

If payment falls two months behind, the student will be asked not to return to school until the account is brought up to date, or special arrangements have been made with the Finance Committee of the School Board. All accounts three or more months behind by the end of the current school year will be turned over to Finance Systems of Green Bay, our collection agency, unless payment arrangements have been made with the school treasurer and payments are received as agreed upon.

Students of families with delinquent financial accounts will not receive report cards, nor will any records be sent to another school until all financial obligations with AJA are paid in full. Diplomas are awarded to eight grade students only when their family's account is paid in full.

UNIVERSAL PARENT INVOLVEMENT COMMITMENT FORM

“Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us.” Romans 12:4-6

The school is part of the body of Christ, and the body of Christ will only function well when all members give of their gifts. While your financial support is important, giving of your time and talent is also necessary to meet the needs of the school.

The Universal Parent Involvement (UPI) program requires each family to make an annual commitment of either twenty hours of service to the school **OR** a \$200 UPI buy-out **OR** a combination of both. At the start of each school year, you will receive a UPI packet, which lists the many ways you can meet your UPI requirement throughout the school year.

Although we call this a mandatory obligation, it is really an opportunity to become closer to this wonderful place, which God has provided for our children.

Please consider one of the following options to meet your UPI commitment for the upcoming school year and return the signed form along with your registration packet.

_____ **We choose to commit to twenty hours of service to the school to be completed by May 20, 2010.**

Families are responsible for logging their service hours at the school office. Log in service hours

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within one week of event or service provided for event sheets will be rotated out. A list of UPI opportunities and a sign up sheet will be provided at the Back to School Night, then kept in the school office.

_____ **We choose to pay the \$200.00 UPI buy-out fee.**

Payment due by May 20, 2010. Make check payable to AJA and turn into treasurer/school office.

_____ **We choose to commit to _____ hours of service and understand we are responsible to pay the buy-out fee of \$10.00 per hour for any of the remaining twenty UPI hours.**

Families are responsible for logging their service hours at the school office. Log in service hours within one week of event or service provided for event sheets will be rotated out. Payment due by May 20, 2010. Make check payable to AJA and turn into treasurer/school office.

We will never turn away any family who is unable to participate in the UPI program due to hardship. If you have any concerns about your ability to participate in the UPI program, please contact the school administrator.

UNIVERSAL PARENT INVOLVEMENT (UPI)
SERVICE OPPORTUNITIES

Families are responsible for logging their service hours at the school office. Log in service hours within one week of event or service provided for event sheets will be rotated out. A list of UPI opportunities and a sign up sheet will be provided at the Back to School Night, then kept in the school office.

_____ Attend Home and School Parent Meeting – Held Quarterly / (per family represented) = One Hour Credit

_____ AJA Cleaning Work Bee / Per Half Hour Given = Half Hour Credit

_____ Morning Praise & Prayer Bench – Once a Week = Half Hour Credit

_____ Chaperone or Drive for School Field Trip / Per Half Hour Given = Half Hour Credit

_____ Assist Teacher in Classroom Activity / Per Half Hour Given = Half Hour Credit

_____ Provide Dessert Hot Lunch Program / Per \$5.00 Spent = Half Hour Credit

_____ Harvest Pumpkins / Per Half Hour Given = Half Hour Credit

_____ Work in AJA Pumpkin Patch / One Hour = One Hour Credit

_____ Sell Pumpkin Coupons / Two Coupons Sold = Half Hour Credit

_____ Fresh Fruit Fund Raiser / Each Box Sold = Half Hour Credit

_____ Winter Festival Booth / Half Hour Given = Half Hour Credit

_____ Rummage Sale / Half Hour Given = Half Hour Credit

_____ Track and Field Day / Half Hour Given = Half Hour Credit

Additional ideas for parent involvement are welcomed. Please contact the appropriate teacher where you are able to be of service.

REPORT CARDS

Once the final tuition payment is received and recorded, according to the signed contractual payment schedule for the current school year (May – 10 months / June – 12 months), and grades are recorded for yearend report cards, the report cards will be mailed to the parents/guardians.

WITHDRAWAL TUITION REFUNDS

Tuition refunds will be made on an adjusted and prorated basis if the student withdraws during the school year. No refunds will be made for a partial month upon a student's withdrawal. **Parents must notify the school office in writing at least one week in advance to receive a refund. Grades and transcripts will only be transferred if all outstanding financial obligations to the AJA are paid in full.**

AJA SCHOLARSHIP / FINANCIAL AID ASSISTANCE

AJA is committed to help parents and guardians who have a desire to send their children to this school but find it difficult because of their present financial situation. AJA has limited resources for students and families needing financial assistance to pay tuition. As eligibility will be determined by demonstrated need, a detailed Financial Aid Application, along with supporting documents will be required **annually**. All parents/guardians requesting AJA Scholarship / financial aid assistance must make an appointment to meet with the AJA Finance Committee of the School Board during pre-registration or within 10 days of pre-registration. A late registration fee may apply if application for assistance is submitted after pre-registration deadline.

AJA Scholarship / financial aid assistance will be granted according to available funds, number of applicants, payment history and fundraising activity from previous school year (if applicable), order of applications received, and clearly indicated financial need of each applicant. **All applicants and information is confidential and will only be reviewed by the Finance Committee of the School Board unless special circumstances dictate an exception to the policy. If an exception to this policy is made, parents/guardians will be in agreement.**

REFERRAL BONUS

It is a well-known fact that "Word of Mouth" is the best advertisement a school can have. Any family who recruits new students to AJA is eligible to receive a \$100 tuition credit for each

new student. A **current student** is one who attended school the previous year. A **new student** is one who did not attend during the previous school year. The new student may be a family member. Accounts of each eligible student will be credited \$100 to outstanding tuition bill, May 1 for 10 months payment schedule, or June 1 for 12 months payment schedule, of current school year (not to exceed current monthly contracted payment). **Both new and current students must still be enrolled as of April 30 of the current school year. Both new and current students must be paid in full according to any agreement(s) between the family and Finance Committee of the School Board.**

CITIZENSHIP PLAN

Each student begins each quarter with an “A” in his/her citizenship grade. The grade is easily maintained throughout the school year. However, if the student is involved in an incident and a report is filled out, points will be lost from the student’s citizenship grade. A copy of the incident report will be sent home for the parents’ records.

Each letter grade is worth the following points:

- A = 16 – 20
- B = 11 – 15
- C = 06 – 10
- D = 01 – 05
- F = 0

When a student loses 10 points, they could be requested to come before the School Board, at which time discussion of said behaviors would be reviewed.

If a student should lose enough points to receive an F in their citizenship grade for the quarter, the student will be suspended from school until the School Board can meet. Probable expulsion may result. The family may choose to reapply for a second chance. A non-refundable fee of \$50.00 will be charged for re-application. Once the forms and the fees have been turned in to the school, the school board will decide if the student will be re-admitted and allowed to attend class again.

The following list is an example of the ways that points may be lost during each quarter. Please remember that incidents may occur that are not specifically listed. These incidents will be dealt with during staff meetings.

One Point Loss

- Dress code violations
- Chewing gum in school
- Minor incidents of disobedience
- Throwing items in class
- 3 tardies to school
- 1 unexcused absence

Three Point Loss – Using the following items at school:

- Radios
- Communication devices (unless approved)
- Electronic games
- Dice, playing cards, gambling paraphernalia

Five Point Loss:

- Repeated violations of school regulations
- Immoral or indecent conduct
- Use of profanity or other swear words
- Intentional damage to school property
- Entering locked places without authorization
- Stealing, cheating, any form of dishonesty
- Possessing cigarette lighters, matches, skateboards
- Leaving the classroom without permission
- Insubordination and disrespect to teaching staff

Ten Point Loss:

- Possessing, using or handling obscene literature, knives, tobacco, narcotics, intoxicating beverages
- Fighting
- Threats to people or property in any form
- Leaving the school grounds without permission
- Absence from supervised areas without permission

Points can also be lost for improper touching: hugging, kissing, sitting on laps, sexual touching (points taken to be determined by seriousness of offense).

Principles of Christian conduct are upheld at AJA. Honesty, courtesy, reverence, purity, and obedience are emphasized. The Bible and the Spirit of Prophecy counsels form basic standards maintained in this school. Actions taken by the board or faculty will have the same authority as those published in this Handbook. All students are expected to abide by the guidelines for good citizenship. A student who engages in any of the following practices seriously jeopardizes his or her privilege of entering or continuing in school:

1. Undermining the religious ideals of the institution, or disseminating atheistic, agnostic, or infidel ideas, or tampering with spiritualism.
2. Uncooperative attitude displayed by the student or parents regarding school rules and principles.

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3. Using profane language, possessing or displaying obscene literature or pictures, or indulging in lewd conduct or suggestions.
4. Using tobacco narcotics, or harmful drugs, in any form or having them in one's possession. A student may be required to submit to a drug test after incidences or behaviors suggest drug abuse. If the student tests positive he/she is responsible for the cost of testing. Failure to submit to the test will result in dismissal from school.
5. The use of chewing gum on campus.
6. The use of caffeinated beverages on the school campus.
7. Gambling, or possessing playing cards, or other gambling devices.
8. Drinking or possessing alcoholic beverages.
9. Stealing, any form of cheating, willful deception, or dishonesty.
10. Entering locked facilities, picking or breaking locks, doors, or windows, duplicating school keys, or using unauthorized use of fire alarms, equipment, or fire escapes.
11. Possessing or using knives, firearms, firecrackers, or incendiaries of any kind.
12. Participating in hazing, initiations, or deliberately committing any act that injures, degrades, or disgraces a fellow student.
13. Displaying a detrimental influence or spirit manifestly out of harmony with the standards or basic philosophy of the school.

Social Standards

A friendly, wholesome association between young men and women is expected. Students will maintain Christian standards of morality in their relationships.

Attitudes

Pupils are expected to conduct themselves in harmony with the standards and spirit of the school at all times. This demands that a wholesome attitude be maintained toward the school faculty, other students, and the school facility. A student whose progress or conduct is unsatisfactory, or whose attitude is not in harmony with the standards of principles of the school, or whose influence is found to be detrimental, will be disciplined although there may have been no specific violation of any regulation or rule.

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TERMS OF STRICT PROBATION

The following Terms of Strict Probation are to be administered to any student whose past or present academic performance record, citizenship record, attendance record, or over-all school attitude; now seriously jeopardizes their privilege of either being admitted as a student to or continuing as a student of Adventist Junior Academy. A student in question must agree to abide by the following Terms of Strict Probation, which will be enforced:

1. Full compliance with school's dress code.
2. Full compliance with school's guidelines for good citizenship.
3. Full compliance with all school's rules or classroom rules.
4. Demonstration of compliant and cooperative attitude.
5. Acceptable academic progress.
6. Acceptable attendance record.
7. Demonstration of a wholesome, Christian spirit and influence.
8. Demonstration of respect toward school faculty, other students, and the school facility.

STUDENT LOCKERS

Lockers are the property of AJA. Students are assigned lockers to be used during the school year. Students need to realize that the Principal and teaching staff have the right to search lockers if there is a reason to inspect. Lockers may be searched with/without the student being present.

If a student puts a lock on his/her locker, keys or combinations to the lock are to be on file in the school office and in the possession of his/her teacher. Responsibility for the care of the locker is the students. Any defacing will result in a fine.

STUDENT CAR POLICY

Once a student has arrived at school, he/she is not to enter their auto or allow others in the auto during school hours. Students are allowed to ride with fellow students before or after school hours if parental permission is given ahead of time. A Parking Permission Application, AJA Parking Permission Slip and AJA Student Transport Permission Slip must be completed, signed and on file with the school office before a student will be allowed to have a vehicle on the school/church premise, or be allowed to transport other students. Any violation of policy will result in loss of auto at school privileges.

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DRESS CODE

Students attending AJA are expected to dress modestly and attractively. **It is the parent's or guardian's responsibility to make sure that the student is dressed properly for school.** The dress code will be in effect all school days on the school campus, on a school activity, on Saturday night school functions and when representing the school off-campus.

WHY A DRESS CODE?

"In dress as in all things else, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful but also appropriate and becoming. A person's character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire." --Education chapter on Dress

"I also want women [and men] to dress modestly with decency and propriety, not with gold or pearls or expensive clothes." -- I Tim. 2:9

Our students are serving as witnesses for our Jesus and for our school. Students will dress neatly, cleanly and modestly.

No education can be complete that does not teach right principles in regard to dress. Students attending AJA are expected to dress in a way to demonstrate respect for their school. Students should dress as if they are coming to work, to do the work of an AJA student. They should present themselves well each day.

APPROPRIATE ITEMS

Polo Shirts

- Collar and a short, buttoned front placket
- Long or short sleeved
- Choice of solid colors: white, red, light blue, navy, or yellow

Polo shirts must be loose fitting.

Polo shirts are to be tucked in slacks/pants or skirts.

Sweaters

- Cardigan
- V-neck
- Zippered or pullover
- Choice of solid colors: white, red, light blue, navy, or yellow

Sweaters must be worn with polo shirts.

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Slacks/Pants

- A waist band is required on all slacks/pants
- Slacks/pants are to be worn at the waist
- Slacks/pants cannot be baggy or tight – loose enough to “pinch an inch” of fabric while student is standing
- Choice of solid colors: Khaki tan, navy, or black

In May, August and September: Capri pants or Bermuda shorts (knee length) may be worn.

Skirts/Jumpers

- Skirts are to be no shorter than the top of the knee
- Choice of solid colors: Khaki tan, navy, or black

Shoes and Socks

- Shoes and socks must be worn at all time
- Laced shoes must be tied
- Choice of solid colors (socks and tights): white, red, light blue, navy, yellow, Khaki tan, navy, or black

Make-up

- Appropriate make-up must not be obvious, and is only to be applied at home
- Make-up is not to be brought to school
- Clear or natural looking fingernail polish is allowed

INAPPROPRIATE ITEMS

Slacks/Pants

- Not allowed: Tight pants, baggy pants
- Not allowed: Writing on the pants
- Not allowed: Sweat pants, wind pants, cargo pants, drawstring pants, camouflage pants, and zip-off pants
- Not allowed: Rolling the bottom of pants

Shirts

- Not allowed: Shirts/tops that do not cover the midriff, standing or sitting
- Not allowed: Shirts/tops that have writing on them (exception: school name or logo)
- Not allowed: T-shirts or sweatshirts

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Skirts/Jumpers

- Not allowed: Skirts/jumpers shorter than the top of the knee.
- Not allowed: Skirts/jumpers tighter than the “pinch an inch” of fabric while the student is standing

Jewelry

- Not allowed: Necklaces, earrings, rings, bracelets, etc. (no jewelry is allowed)
- Not allowed: Body piercing and/or tattoos
- Not allowed: WWJD, positive promotion wristbands
- Not allowed: Hair ties worn on wrists
- Not allowed: Jewelry worn to keep the piercing open, if ears or other body parts have previously been pierced

Hair

- Not allowed: Unusual style or color
- Not allowed: Young man’s hair length longer than the top of the shirt collar
- Not allowed: Hats or caps may not be worn indoors.
- Not allowed: Hair hanging in the student’s eye

Shoes

- Not allowed: Shoes with wheels
- Not allowed: Flip-flops or sandals

Fabric

- Not allowed: Knit, fleece, nylon, camouflage prints, or jean material
Lycra and spandex may be in the fabric if it is only 3% - 4%.

CONSEQUENCES

Students not abiding by the dress code will be requested to not wear the item in question again to school. They will be given clothes from Community Service to wear for the remainder of the school day. Parents will be informed. Repeated offenses will be referred to the principal. **AJA reserves the right to interpret and take disciplinary action on violations of the Student Dress Code.**

The administration asks that parents help enforce the dress code by seeing that their student is properly dressed, and that not only the letter but the spirit of the dress code is followed by your student.

“Then our sons in their youth will be like well-nurtured plants, and our daughters will be like pillars carved to adorn a palace.” --Psalm 144:12

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ATTENDANCE REQUIREMENTS

Regular and prompt attendance is required of every pupil. The only valid excuse for absence is sickness of the student, death in the family, or an extreme emergency. On the day of return, a written excuse, signed by the parent of guardian, is to be presented by the student. Parents should not expect teachers to assist pupils in making up work due to an absence that does not have a valid excuse.

No student is permitted to leave the school grounds during the day without permission of the teacher, the Principal, and the consent of the parent.

REPEATED ABSENCES

Students who have a pattern of inexcusable absences or repeated tardiness will be referred to the School Board and will be subject to disciplinary action.

SCHOOL HOURS

School begins at 8:15 a.m. and closes at 3:00 p.m. Monday through Thursday. School will dismiss every Friday afternoon at 2:00 p.m. For security reasons, the school doors are only open from 7:45 – 8:30 a.m. and 2:50 – 3:30 p.m. If you need to get in the school at other times, please call ahead to let us know your plans. A doorbell is located on the right side of entrance doors. Use this means to announce yourself. Security cameras monitor the doors at all times.

It is also understood that students shall come directly into the classrooms and stay quietly at their desks, leaving only with the teacher's permission.

Once a student has arrived on campus, he is expected to stay on campus, even before the actual school day begins.

GENERAL INFORMATION

SCHOOL VISITS

As a parent, you are welcome in this school. To be of greater assistance to you, please coordinate your planned visits through the Principal's office.

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PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

All first, fourth, and seventh-grade students are required to have a physical examination. This is to be completed before the first day of school

NO STUDENT WILL BE ALLOWED TO ENTER SCHOOL WITHOUT FIRST SHOWING PROOF OF HAVING CURRENT IMMUNIZATION AGAINST DIPHTHERIA, PERTUSSIS, POLIO, TETANUS, MEASLES, RUBELLA, HEPATITIS AND VARICELLA.

IMMUNIZATION REQUIREMENTS

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
P-44021 (Rev. 07/08)

STATE OF WISCONSIN
s. 252.04, Wis. Stats.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2009-2010 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Grade K and 1 ¹	4 DTP/DTaP/DT/Td ¹	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grade 2 through 5	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶	
Grade 6 and 7	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶
Grade 8	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶	
Grade 9 and 10	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶
Grade 11	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶	
Grade 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten. Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12. Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12. Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

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Exceptions to the Tdap or varicella requirement:

- For Tdap vaccine, if a student received a tetanus-containing vaccine (eg. Td vaccine) within 5 years of entering the 6th or 9th or 12th grade that student is considered compliant and a Tdap booster dose is not required. The date of the Td vaccine should be provided on the Student Immunization Record in the space provided and returned to school.
- For varicella vaccine, if a student has had the chickenpox, even after the 1st dose of varicella vaccine, that child is not required to receive varicella vaccine and is compliant with the law. (Chickenpox disease history should be reported to school office to update student's record)

The Fact Sheet for Parents can be downloaded from the Immunization Program Websites at <http://dhfs.wisconsin.gov/immunization/index.htm>.

MEDICATIONS

If a student is to take any medication, a note from the parent must be on file. The medication will be under lock and key and is to be dispensed by the teacher.

GRADING AND PROGRESS REPORTING

Report cards are issued quarterly. However, as no written report can reflect the many aspects of academic growth, teachers and parents need to communicate on a continuous basis and share information and concerns. At the end of the first and second quarters, parent-teacher conferences will be scheduled. Parents are urged to attend these.

KINDERGARTEN CURRICULUM

Bible
Language Arts
Math

P.E.
Art
Music

GRADES 1-8 CURRICULUM

Bible
Reading
English
Math
Spelling

Handwriting
Science
P.E.
Keyboarding

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9-10 GRADE CURRICULUM

EVEN YEARS

Bible II
Geometry
English II
Biology
World History
Computer Applications I
P.E.
Band

ODD YEARS

Bible I
Algebra
Technology
English I
Geography
Health
P.E.
Band

Curriculum year is determined by the ending of the last part of school year. (ex: 2010 – curriculum is even)

TESTING

As a part of the overall conference, as well as school program, AJA administers intelligence and achievement tests to each pupil. These tests are known as the Iowa Test of Basic Skills. The tests involve reading, spelling, grammar, punctuation, use of references, and mathematics, and are used to provide information for effective educational guidance. These test results are available to parents at parent-teacher conferences. The scores also become part of the student's permanent record and are therefore confidential.

TELEPHONE USE

Telephone use is restricted to teacher business and emergency type calls only. Students needing to use the telephone or a personal cell phone must have teacher's permission.

Please do not call during school hours and ask to speak to your child unless it is an **emergency**. Any messages can be left with the school secretary.

SCHOOL-SPONSORED FIELD TRIPS

Many educational benefits are derived from the regular field trips taken throughout the year. Your child is well supervised and care is taken for their safety. Application for enrollment indicates your approval (as a parent) of these class-sponsored activities. The teacher will make every effort to notify parents before each field trip.

The School Board, as well as the Wisconsin Conference of Seventh-day Adventists, requires that all parents who drive students on a field trip maintain insurance coverage of \$100,000 -

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\$300,000 personal liability as well s \$50,000 property damage. In compliance with state law, all students must wear safety belts.

TRANSPORTATION

Green Bay is unique in the fact that public transportation is available to our students. This means, if a student lives two or more miles from the school, he/she is eligible for public transportation. This must be arranged through the school office. Parents are encouraged, as a matter of courtesy, to inform their bus company when their child will not be using the bus.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is maintained for parents and teachers, realizing that the success of the school depends on cooperation between them. “In the formation of character, no other influences count so much as the influence of the home. The teacher’s work should supplement that of the parents, but is not to take its place.” Education, p. 283.

The purpose of the Association is threefold:

1. To bring into a closer relation the home and school, that parents and teachers may cooperate in the spiritual growth of their children.
2. To secure as far as possible the attendance of our children in one of our schools.
3. To assist the School Board and faculty by supplying general equipment for the school.

FOREST LAKE DISTANCE LEARNING ACADEMY PROGRAM

This student handbook and all the contents herein apply to any student(s) currently attending the Forest Lake Distance Learning Academy classes, offered through Forest Lake Academy, Apopka, FL while in/on the AJA/SDA school or church grounds. The program facilitator is to monitor adherence to school policies and inform school principal of any infractions.

Disclaimer:

AJA has passed an inspection for asbestos. Test results are on file in the school office. Requests to view or discuss details of this inspection should be directed to the school office.

Revised 08-2009