



Fort Worth Adventist Junior Academy

Parent & Student Handbook

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GENERAL INFORMATION

Who We Are

The Fort Worth Adventist Junior Academy, Fort Worth Adventist Junior Academy, is a co-educational day school offering classes for Pre-K through eighth grade. It is operated by the Texas Conference of Seventh-day Adventist and the Fort Worth First Seventh-day Adventist Church to provide quality Christian education.

Fort Worth Adventist Junior Academy Mission Statement

General: Staff and Faculty: Walking in Jesus' footsteps to achieve success for our present and future.

Students: Walking in Jesus' footsteps we GROW, ACHIEVE, SUCCEED!

Philosophy and Objective

The Fort Worth First Seventh-day Adventist Church established Fort Worth Adventist Junior Academy to meet the needs of its church families and other parents who desire spiritually oriented education for their children. Fort Worth Adventist Junior Academy has adopted the operating philosophy that true education requires moral attainment and development of the whole person: spiritual, physical, mental and social skills. Such development should equip the Christian student to excel in life not only through academic rigor, but also through integrity to make wise personal choices in the development of a moral character harmonious with the scriptural will of God. A person's greatest happiness and personal fulfillment comes in knowing and loving God. This is possible through a personal commitment of one's life to Jesus, a knowledge of God's Word, and motivation from Jesus' indwelling loving kindness that enables us to follow Christ in practical service to people. This education process is a partnership between parents, teachers, the Church, and God. To implement these goals, the school promotes Biblical education consistent with the teachings of the Seventh-day Adventist Church and employs faculty whose lives and practices are in accordance with this philosophy.

Accreditation

Fort Worth Adventist Junior Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities which is a recognized member of the National Council for Private School Accreditation and the Texas Private School Accreditation Commission and is recognized as accredited by the Texas Education Agency.

ADMISSIONS

Non-Discrimination Policy

Enrollment at Fort Worth Adventist Junior Academy is open to all who are in harmony with the philosophy and objectives of Christian education. Students who are willing to develop attitudes and spiritual values in keeping with the school philosophy are encouraged to apply.

Fort Worth Adventist Junior Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all its students, without discrimination.

The school does not discriminate on the basis of race, color, gender, national or ethnic background in the administration of its educational policies, admissions policy, financial assistance, or other school administered programs

Fort Worth Adventist Junior Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Fort Worth Adventist Junior Academy and the Seventh-day Adventist Church.

Special Education Students

Fort Worth Adventist Junior Academy may not be able to enroll special education students due to limited services. Each student application will be evaluated on an individual basis. Students who are two years or more behind entry grade level will not be accepted.

Privilege of Enrollment

Enrollment at Fort Worth Adventist Junior Academy is a privilege, not a right. All students are admitted on a 90 day probationary basis. In order to safeguard the scholastic, spiritual, and moral atmosphere, the school reserves the right to refuse admittance and to dismiss any student whose presence is or may be deemed detrimental to our school program.

Age Requirement

Grade	Students must be:	On or before September 1 of the current school year.
Pre-K	4 year old	
Kindergarten	5 years old	
1st grade	6 years old	



Application and Registration Procedure

In order to be considered for enrollment and begin classes at Fort Worth Adventist Junior Academy, the following steps must be completed:

1. The following items must be turned into the office:
 - Student Application
 - Completed FACTS form
 - Financial Agreement
 - All previous balances with Fort Worth Adventist Junior Academy being paid
 - Emergency Contact Form
 - Medication Permission Form
 - Copy of Current physical from a medical care-giver
 - Copy of Birth Certificate
 - Current immunization records
 - Previous year's report card and copies of all academic records including standardized test scores.
 - Transportation Release Permission Form
 - Internet Use Agreement
 - Photo Release
 - Child Abuse and Neglect Policy
 - Hand book Compliance Agreement
 - Proof of a clear school financial account if transferring from another Seventh-day Adventist School
2. An interview with the classroom teacher and/or principal may be requested for new students and their parents.
3. Placement tests may be required in order to place students at an appropriate instructional level.
4. Applications of all students will be subject to approval of the Fort Worth Adventist Junior Academy School Board.
5. Students may not attend classes until all registration requirements are complete.
 - *See "Immunization Requirements"
 - *See Health Screenings and Physicals

HEALTH SCREENING AND IMMUNIZATION REQUIREMENTS

Health Screening and Physicals

All new students and returning students in the 1st, 4th, and 7th grades are required by Texas State Law to have a physical examination before enrolling in school. A physical health examination form is available from Fort Worth Adventist Junior Academy school office. The physical exam and required form must be completed by a physician.

All schools in Texas are required to perform the following health screenings and report the findings to the Texas Department of Health:

Hearing: Grades K, 1, 3, 5, 7 and all new students.

Vision: Grades K, 1, 3, 5, 7 and all new students

Scoliosis: Grade 6

Fort Worth Adventist Junior Academy will provide these screenings on campus by a medical professional annually.

Immunization Requirements

According to the Texas Department of Health, the law requires that all students be fully vaccinated against specified diseases. The requirements may change yearly, so check with your local Health Department for the latest requirements. At registration, a parent or guardian must present acceptable evidence of the student's immunization records.

Students will not be allowed to attend classes until the required immunization requirements have been met or religious exemption form has been completed.

COMMUNICATION

Communication to parents from the administrative office will be done using Jupiter's emailing system. Parents must have an email on file with the office and check their email regularly. Grades will be available to parents using their Jupiter log-in. Parents must opt in for emergency text message alerts from the school through their Jupiter log-in (ie. school closings, etc.). Teachers will communicate with parents using a digital platform. It is the responsibility of the parent to sign-up for Jupiter and the digital platform, regularly check Jupiter and the digital platform for pertinent classroom information, and maintain username and passwords for both.

ACADEMICS

Curriculum

At Fort Worth Adventist Junior Academy we strive to provide Christ-centered curriculum of the highest quality. Emphasis is placed on applying academic concepts in practical ways. The academic curriculum for all grades will follow the guidelines as required and established by the North American Division of Seventh-day Adventists in cooperation with the school administration.

Report Cards

The school year is divided into four quarters. Each quarter is a grading period. At the conclusion of a quarter the student will receive a Report Card. Weekly progress reports will be emailed. Parents must use their Jupiter log-in to check students grades and progress. Letter grades are based on numerical percentages and are recorded according to Texas Conference Policy where applicable, otherwise letter grades are assigned as follows for 3-8th Grade.:

90-100% = A	80-89% = B	70-79% = C
60-69% = D	Less than 60% = F	

And as follows for PK-2nd Grade:

E-Excellent
S-Satisfactory
N-Needs Improvement



A student may receive an Incomplete (I) in a subject because of illness or at the teacher's discretion. An incomplete is not a permanent grade on a report card or transcript. If a student has not been able to turn in sufficient work to merit a grade, the work must be completed within two (2) weeks of the end of the quarter.

Honor Roll Achievements

Honor roll awards are given at the end of each semester based on a student's final grade for the semester. Students are eligible for Straight A Honor Roll or A/B Honor Roll based on letter grades appearing on their official report card for grades 3rd - 8th.

Graduation Requirements

Students graduating from the eighth grade at Fort Worth Adventist Junior Academy will not be allowed to graduate if all the educational and financial requirements have not been met.

Parent/Teacher Conferences

Parent and teacher communication is important to the success of any child. Formal conferences are scheduled after selected grading periods. However, parents are encouraged to communicate with the teacher regularly throughout the school year regarding their child's progress. It is most productive when these conferences are scheduled in advance, and they should occur outside of class time so that they do not distract the teacher from their regular duties.

SCHOOL RULES AND REGULATIONS

School Honor Code

At Fort Worth Adventist Junior Academy it is our belief that our actions should represent our Maker and by following a few basic principles, we can develop character that will glorify God. To this end, our three basic rules state:

My behavior will:

1. Honor God
2. Respect Others
3. Respect Myself



School Hours

School Hours are as follows:

Monday through Thursday	8:20am—3:30pm
Friday	8:20am—1:30pm

Before School Care and After School Care

All students must be signed into the Before & After Care program. Students *must be signed out* by a parent, guardian or a designated person on their transport release form. A written request of approval must be sent if someone else is picking up a student from After Care, prior to the event. All school regulations apply during this time, including but not limited to conduct, uniform compliance, and restrictions on leaving campus.

There is to be no use of YouTube on campus without teacher permission and supervision. If students choose to use YouTube, or any inappropriate site during Before & After School Care, their phone or electronic device will be confiscated and they will not be allowed to utilize electronic devices in Before & After School Care.

Care Hours:

Before School: Monday- Friday 7:00 am to 8:10am

After School: Monday-Thursday 3:45pm to 6:00pm

After School: Friday 1:45 to 5:00pm

Students are not allowed on campus before 7:00 am. Students will remain under supervision in a designated area until the official beginning of the school day, 8:00am.

Care Charges:

Before School Care charges will be \$4.00 per hour per child, or any portion thereof, until 8:00am. Child care is free from 8:00-8:10. After School Care charges will be \$4.00 per hour per child or any portion thereof.

Children dropped off before 7:00am Monday-Friday will be charged an early fee of \$1.00 per minutes. Students picked up after 6:00 pm on Monday through Thursday, and after 5:00 pm on Friday a late fee of \$1.00 per minute.

Attendance

Attendance is recorded on a daily basis by homeroom teachers. Students are expected to be in class each school day and be on time. Instruction begins promptly at 8:20 each day. A school year consists of 176 days of school. In accordance with state law, all students must be in attendance for a minimum of 160 days of the academic school year to receive academic credit.

Absences

Parents or guardians must notify the school office in writing, email is acceptable, whenever a student will be absent. Excused absences for non-attendance may include:

- (a) verified illness of a student. If a student is sick for more than 3 days, they will need to present a written doctor's excuse with the doctor's signature as proof of sickness.
- (b) medical or dental appointment
- (c) bereavement

(d) any special permission from the principal of the school

Students who have an excused absence are required to complete all classwork as directed by the teachers. Students with unexcused absences may not be allowed to make up the work.

Tardies

Character development involves learning and practicing punctuality. While the distribution of talent is individual, time is universal and we are stewards of God's time.

After 8:20 am a student will be counted tardy. A tardy due to medical appointments requires a note from the doctor, dentist, etc.'s office to be excused.

Five (5) unexcused tardies in a quarter will result in a \$10 fine. Every subsequent set of five (5) unexcused tardies in a quarter will count as a new \$10 fine. If the fines are not paid in a timely manner, they will be added to the FACTS account for payment.

School Regulations

All school regulations apply to students attending any school sponsored activity. Students attending Fort Worth Adventist Junior Academy are expected to maintain high standards of conduct at all times. For any violations of the following standards a student will be subject to disciplinary action.

- We believe that social relationships are important but certain restrictions must apply when it comes to friendships, that is, romantic affections are not acceptable.
- Each student at all times is to show respect and Christian courtesy towards each staff member and each fellow student.
- Relationships between students should be conducted in a dignified, wholesome, and respectful basis.
- Students may not leave the school premises during school hours without the teacher receiving written permission from the parent or guardian.
- Inappropriate pictures and stickers are not allowed or to be exhibited.
- Electronic devices, playing cards, skateboards, and any distracting games are not allowed on school property.
- Use of profane or indecent language is not allowed.
- Indulging in lewd conduct or suggestions is prohibited.
- Theft and cheating is unacceptable behavior.
- Any damage, caused by a student, to school property will be charged to the student's parent, to be paid in cash or added to the FACTs payment system.
- Insubordination, fighting, or antagonizing others to fight is not permitted.
- Gum chewing is not permitted anytime at school or at school activities.
- Possession or use of tobacco, drugs, alcohol, guns, knives, ammunition, weapons (including toy replicas), fireworks, cigarette lighters, matches, obscene literature or pictures are all prohibited.

Medical Emergencies

In cases of serious emergency, such as injury, accidents, or sickness, the school administration will attempt to contact the child's parent or guardian. If the parent cannot be reached, and medical aid is needed, the teacher or principal will, in their best judgment, arrange for the necessary care. All students will have "consent to treat" forms, signed by a parent or guardian, on file in the school office.

Medication Policy

Pursuant to Texas Education Code 21.914, Fort Worth Adventist Junior Academy is authorized to administer oral medication to students during school hours ONLY after parents and physicians have signed permission forms supplied by Fort Worth Adventist Junior Academy. Medications must be in the original, properly labeled containers. Parents should only send the amount needed for treatment. All medications will be given by a designated adult and kept in a secure place for storage. The designated adult will document all medications given to any student on the appropriate forms.

DISCIPLINE

Fort Worth Adventist Junior Academy reserves the right to determine the appropriateness of behavior and discipline accordingly.

The primary purpose of disciplinary sanction is to:

- Assist in the development of Christian Character
- Aid in positive behavioral changes
- Express concern for the student's inappropriate behavior

The classroom teacher is the authority in the classroom and determines discipline for inappropriate student behavior. The next level of discipline is the Principal. At the Principal's discretion the following actions may be taken:

- The student may have to meet with the discipline committee.
- A behavior contract may be written for the student. If the contract is not honored by the student, they may be suspended. The principal may suspend a student from school for a maximum of three (3) school days for repeated violations of school rules. A longer suspension must be by action of the School Board.
- Upon return the student must meet with the principal and will be on probation for a designated period of time up to two (2) weeks.
- Some offenses may be so grievous that some of the above steps may be by-passed, when deemed necessary, by the principal.
- If probation is broken the student may be expelled.
- Fort Worth Adventist Junior Academy maintains a zero tolerance policy for threatening and abusive behavior, violence, lewd conduct and bullying.

Bullying Policy:

- Bullying is a systematic psychological or physical hurt and distress that is caused upon another individual or individuals. Bullying in an unwanted delivered action, and/or dehumanizing gesture made by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment and can cause long term damage. Bullying can cause discomfort and humiliation. This behavior may be portrayed over the internet as cyber bullying. Bullying may involve, but is not limited to unwanted teasing, threatening, intimidating, name calling, stalking, cyber stalking, physical violence, cyber bullying, theft, public humiliation, destruction of school or personal property, social exclusion, including incitement or coercion, and spreading of false rumors.
- Bullying will not be tolerated nor condoned at Fort Worth Adventist Jr. Academy properties nor in any related activities. Students that showed such malignant behavior will be subjected to discipline and or counseling on its first demonstration. If behavior persists, the student will be asked to be withdrawn from school. If parents disregard this advice the student will be subject to dismissal upon school board decision.

Behavior deterrent steps:

1. First offense: The student will be made aware of his unacceptable behavior. The student will be expected to abandon such behavior and an apology will be given to those he may have disrespected. Parents will be notified via phone conversation or in writing of the behavior and steps taken. This approach is made by the teacher, and a written report is submitted to the principal.
2. Second offense: The student will be taken to the principal, the parents will be contacted by the Principal and the student will be disciplined (counseling, detention after school, discipline pending on the infraction, ISS, discipline chores, etc.). A written report is submitted to the parents.
3. Third offense: The student will be suspended, professional counseling will be a condition before the student can be reinstated into class.
4. If behavior persists: Parent will be asked to withdraw the student or face dismissal from the school pending school board decision.

Suspension Policy

- The Principal may suspend a student from school for a maximum of three (3) school days for repeated violations of school rules. A longer suspension must be by action of the Fort Worth Adventist Junior Academy School Board.
- In the case of a serious overt act that violates school regulations, the Principal may suspend a student although there has been no prior deviant behavior.
- A student may be suspended from class. The student must meet with the administrator before returning to the class from which he/she was suspended.
- A written statement will be given to the student and the parent explaining the circumstances resulting in the suspension, its duration, and the expectations for future behavior.

- Absences incurred on days for which a student is suspended will not be counted towards the accumulation of absences for which a student may be retained in their grade. Students will be allowed to submit academic work missed while on suspension.
- Upon return to school, the student will be placed on citizenship probation for a period of two (2) weeks.
- Suspension are only subject to an appeal process if the suspension is more than three (3) days. Appeals are to be made in person to the School Board.

Infractions that Lead to Suspension

- Bullying, cyberbullying or harassment
- Persistent refusal to adhere to the school's principles, policies and regulations
- Failure to conform completely to the stipulations of any discipline which has been administered
- Gambling or betting
- Inappropriate actions
- Repeated use of profane language or repeated lewd suggestions
- Possessing or displaying obscene literature or pictures
- Personal involvement or assisting in: forgery, theft, fraudulent use of: another's phone, debit/credit card, computer or other technological devices.
- Tampering with fire alarms or other safety equipment
- Engaging in or initiating acts which tend to injure, degrade, threaten or disgrace another person
- Verbal abuse/harassment of instructor (taunting, badgering, intimidation)
- Leaving campus at any time without approved arrangements with a school official/Principal
- Suspicion of violence, weapons - including but not limited to guns, knives or ANY object used to inflict harm, or threats at school or any school function
- Use, sale or possession of alcohol, tobacco, or drugs at school and any school function (drug testing will be completed at student expense)
- Involvement in criminal activities

Expulsion Policy

Only the School Board or Texas Conference Superintendent of Education has the right to expel a student. The following procedures will be maintained when expelling a student from school:

- Parent(s) will be notified in writing of the intent to expel a student. The notice will include:
 - The intent to expel the student
 - The reason(s) for the possible expulsion;
 - The parent's right to arrange or waive a hearing within three (3) days of notification.
- Attendance at the hearing will be limited to the student and parent(s)/guardian(s).
- The notice and the hearing must precede the student's expulsion from the school, unless the presence of the student would pose a continuing danger to person/property or constitute an ongoing threat of disruption to the academic process.
- As an alternative to the hearing, the student may be voluntarily withdrawn from school after he/she has received written notification of the intent to expel.
- If the student and/or his/her parent(s) or guardian(s) is/are not satisfied with the result of the hearing, either may appeal in writing to the School Board for an additional hearing. The result of the hearing may be appealed in writing to the School Board.

INTERNET POLICY

Fort Worth Adventist Junior Academy has internet service. This is a service for the student to use for their classwork. A signed agreement from the parent and student is required.

Acceptable Use Agreement for Internet and Other Electronic Resources

Fort Worth Adventist Junior Academy recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Fort Worth Adventist Junior Academy encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Fort Worth Adventist Junior Academy and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to students is impossible to control completely. Therefore, the Fort Worth Adventist Junior Academy adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources through equipment owned or operated on or by Fort Worth Adventist Junior Academy.

Fort Worth Adventist Junior Academy Rights and Responsibilities

It is the policy of Fort Worth Adventist Junior Academy to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Fort Worth Adventist Junior Academy recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Fort Worth Adventist Junior Academy retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Fort Worth Adventist Junior Academy's owned equipment and, equipment used during school hours specifically, to exclude those who do not abide by Fort Worth Adventist Junior Academy's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Fort Worth Adventist Junior Academy reserves the right to restrict online destinations through software, firewalls or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

User Responsibilities

1. Use of the electronic media provided by Fort Worth Adventist Junior Academy is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to students at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Fort Worth Adventist Junior Academy
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, Fort Worth Adventist Junior Academy will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use Fort Worth Adventist Junior Academy computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. Fort Worth Adventist Junior Academy network may not be used for downloading entertainment software or other files not related to the mission and objectives of Fort Worth Adventist Junior Academy for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Fort Worth Adventist Junior Academy.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. Fort Worth Adventist Junior Academy cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators must have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Fort Worth Adventist Junior Academy will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The Fort Worth Adventist Junior Academy makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Fort Worth Adventist Junior Academy reserves the right to change its policies and rules at any time.

Use of Personal Electronic Devices

Student's use of personal electronic devices, including but not limited to: cell phones, smart phones, iPads, tablets, cameras, personal laptop computers, PDA's and Blackberries on campus or at school-sponsored activities is for academic use only. Students have a responsibility to know and follow school guidelines regarding what is appropriate and permissible in this area. The school reserves the right to confiscate and examine the contents of students' personal communication devices, including cell phones, tablets, laptops, etc. if there is reason to believe there is evidence of harassment, bullying, pornography, the transmission of inappropriate pictures or videos, illegal activity, etc. Students who refuse to surrender their phone or to make the information accessible to us may be subject to further discipline, up to and including expulsion. There is to be no use of Youtube on campus without teacher permission and supervision.

Telephones and Cell Phones

Students will not be called out of class to take phone calls unless it is an emergency. The office phones are for school business only. Messages for students will be delivered to the teacher to be given at an appropriate time to the student.

Cell phones may be kept in lockers or backpacks but are not to be out or used on school property without specific teacher permission. Such items will be confiscated and parents must meet with the principal in person as well as pay a \$25 fine to retrieve confiscated cell phones.

Field Trips

Field trips are an opportunity students to engage in and experience real-world learning. However, students must be in good academic and citizenship standing in order to attend field trips with their class. In planning the field trips, efforts are made to maintain costs to a minimum. However, some expenses may need to be covered by the parent. Parents must sign and return consent forms for each field trip. All field trips are subject to School Board approval.

Outdoor school and 8th grade class trips are not considered field trips.

Over-night Field Trips

Students are eligible to attend an overnight class trip only if they meet the following criteria:

1. Must maintain a Citizenship Grade of at least 80%.
2. Must maintain a minimum grade of 70% in all class work during each grading period.
3. Must maintain good attendance, abiding by the Texas Conference Attendance Guidelines, which is, not having more than 9 absences a semester.

School Lunches

Fort Worth Adventist Junior Academy does not provide a hot lunch program. Parents should send a nourishing lunch daily. Parents are requested not to send caffeinated beverages or an excess of sugary treats in school lunches or as snacks. Meals consumed on campus are to follow the health practices taught by the Seventh-day Adventist Church and be free from pork, ham, shrimp, crab, lobster and duck. Parents or students may NOT order food and have it delivered to campus for lunch. Pizza is available by the slice for \$1.00 on Mondays in the middle school classrooms and a hot lunch of pizza, fruit and/or veggies with a drink is available on Thursdays for PreK-Kinder for \$3.50 and 1st - 8th for \$4.50.

Please send lunch with students, and avoid bringing it through out the day, to limit the number of people into and out of the school. There will be no IOU's given for hot lunches; Students may purchase Ramen Noodles in the office for \$1.00 as needed.

Fire Drills and Other Emergency Drills

Fire drills and other emergency drills will be conducted in accordance with county and state regulations. During a fire drill all students and staff are expected to exit the building to their designated areas in an orderly fashion. Students are to proceed to the location directed by their teacher and remain there silently until the signal is given to return.

SEVERE WEATHER/SCHOOL CLOSING

In case of severe weather, Fort Worth Adventist Junior Academy will follow the Fort Worth School District (Fort Worth ISD) guidelines. Tune in to local TV and radio stations for news and closing information.

Given the Metro-plex and the broad area from which students come, parents must always exercise their own judgment concerning weather conditions and driving before traveling to school or allowing their child to ride with someone else to school.

NON-PUBLISHED REGULATIONS

Regulations adopted by the school administration/board and publicly announced to the students will have the same force as if printed in the Handbook.

VISITORS

Anyone on campus who is not an enrolled student or member of the staff is considered a visitor. Visitors are welcome at Fort Worth Adventist Junior Academy, however they are required to register with the school office upon arrival to the school and receive an identification badge. The identification badge must be visible at all times during the visit. Badges should be returned to the office upon exiting the building. The visitor will be escorted to their designated visiting location.

To maintain the appropriate levels of student privacy, we request all visitors to refrain from photographing and videoing students on campus during school hours.

Parents are welcome to visit classes in session when appointments are made with the principal and teacher. However, as a courtesy to both the teacher and students, no parent should interrupt a class to converse with the teacher or any student. At any time through the day, including drop off and pick up times, visitors or parents wishing to meet with teachers must enter the school through the front doors. Students are not to bring friends to school without permission at least 24 hours in advance from the principal and the teacher.

UNIFORM POLICY

All uniforms worn by students must meet the requirements as listed herein. In order to insure standardization of colors and quality in our uniform it is necessary that all uniforms be the same brand and color. These items are available through the school and our official supplier. Please contact our office for more information.

- The uniform must be clean and in good condition.
- Shirts are to be tucked in.
- Cosmetics are not allowed for grades K-6. Cosmetics worn in middle school (7th - 8th) must be natural in appearance. Deep or bright colors are not permitted. The teacher and principal reserve the right to deem what constitutes "natural in appearance".
- Hairstyles must be traditional in nature and natural in color.
- Boys should wear their hair cut above the collar and out of their eyes and girls should keep their hair out of their eyes.
- Students should be dressed modestly.
- No visible body markings will be allowed.
- No jewelry is allowed at any time.
- Uniform infractions may require a phone call home for replacement items.
- The school administration reserves the right to make decisions on styles that are not acceptable.

Uniforms Policy for Monday through Friday:

Daily Uniform:

All Students: Tennis Shoes
Solid White Socks
Shirts or blouses (to be tucked in at all times for 3-8th grade)
Sweatshirts printed with the school emblem will be allowed for classroom use.

Boys: Khaki Pants
Royal Blue Polo Shirt with School Logo
Black Belt for 3-8th grade

Girls: Khaki Skirt or Khaki Pants (black belts if pants are worn for 3-8th grade)
Royal Blue Polo Shirt with School Logo

Dress and Formal Uniform: (for special events/programs)

All Students: Navy Blue Sweater with the Fort Worth Adventist Junior Academy Logo
All blouses or shirts to be tucked in at all times (to be tucked in at all times for 3-8th grade)

Boys & Girls: Navy Blue Pants (Boys) Navy Blue Skirt (Girls)
White Oxford Shirt/Blouse (Girls) With School Logo
Black Belt (for 3-8th grade)
Black Shoes
Navy Socks

Girls: All girls wear Navy knee high socks and black shoes.

P.E. (Physical Education): (optional to buy)

Boys & Girls: Royal Blue T-Shirt with school logo
Navy Blue Shorts or sweatpants

Casual Days/Spirit Days

1. Casual Dress Days will be every Friday. Students will pay \$1 to participate. All funds raised will go to benefit Fort Worth Adventist Junior Academy.
2. Spirit Days are allowed as determined and announced by the Principal. Students are allowed to wear clothing of their choice within the following guidelines and in harmony with school values:
 - All blouses, shirts and dresses must have sleeves. Blouses and shirts must be long enough to be tucked in when arms are lifted above the head. T-shirts with objectionable wording or pictures, and tank tops are not permitted at any time.
 - No clothing that advertises a designer, product or company (ie. Disney, Pokemon, etc.)
 - Skirts must reach the top of the knee in length. Slits in skirts must not go above the knee.
 - No leggings. Slacks/jeans must be clean, well fitted without being tight or baggy, with minimal tears or frays.
 - Low necklines, front or back, are not permitted.
 - Jewelry and faddish adornments such as, but not limited to: toe rings, ear studs or piercings are not permitted.
 - Shoes must cover the entire foot. Sandals or flip-flops are not allowed.
 - No athletic wear (sweats, basketball shorts, etc.)

FINANCIAL POLICIES

Statement of Financial Responsibility

The parent or guardian must pay all tuition, fees, and charges for supplies, meals, Before-School Care, After-School Care, and all other costs incurred while the student is enrolled at Fort Worth Adventist Junior Academy. All records, grade reports and transcripts of students transferring from Fort Worth Adventist Junior Academy to another school will be held at Fort Worth Adventist Junior Academy until all financial balances are paid, including tuition, Before & After-School Care and any other fees/balances due to Fort Worth Adventist Junior Academy.

Registration and Tuition Fees

The fees for each student consist of an annual registration fee and the yearly tuition broken into monthly payments. The current rates for these fees are available at the school office and on the financial agreement form.

Payments Due

All monthly tuition payments are to be paid through THE FACTS Company automatic withdrawal program. The only exception is if tuition is paid in full at the beginning of the school year, or at the beginning of each semester. If payments are made for a full year in advance, there is a 5% discount and if payments are made a semester in advance, there is a 2.5% discount.

- Registration fees are due before the student may attend classes and are non-refundable.
- FACTS payments are due on the fifth of each month. Monies must be made available for the monthly draw each month. If a payment does not clear, FACTS will continue to attempt to draw the amount until it has been collected. FACTS will charge a \$35 fee for each payment that does not clear. If FACTS cannot collect a payment, the student(s) may be suspended until payment is made or an approved payment plan is arranged.
- In the case a check is written to Fort Worth Adventist Junior Academy, there will be a \$30 charge payable to Fort Worth Adventist Junior Academy for each check returned for insufficient funds or closed accounts. The fee and full amount of the payment must be made within 24 hours of notification from the Treasurer.
- The School Board requires that all student accounts be kept current or financial arrangements made, otherwise the student is subject to dismissal from school. If payments are behind 1 payment (1 month) the responsible party will be required to meet with the school finance committee. Failure to meet with the committee will require that all back payments will be due by the Friday immediately following the scheduled meeting. Failure to become current by that date will result in immediate dismissal. Students will not be allowed to return to school on Monday. If payments are behind, students will NOT be allowed to be involved in ANY extracurricular activities, graduation, or trips until the account is brought current.
- When a student registers mid-year the full registration fee is required. Tuition will be pro-rated based on when the student begins classes. If a student withdraws for any reason, tuition will be assessed for the entire month.
- Discounts are NOT given for students who leave for vacations, out of country trips, extended illnesses, school cancellation for natural disasters or acts of God.
- The school shall not be liable to the parents or students for delays or failures in performance of any teaching or educational obligations resulting from unforeseen causes beyond the reasonable control of the school, including without limitation, acts of God; inclement weather; acts of war or public enemy; riot; fire; explosion; accident; sabotage or terrorist act; governmental or court-ordered laws, regulations, orders or actions; national defense requirements; injunctions or restraining orders; failures beyond the reasonable control of either party (hereinafter Force Majeure Event). Termination or expiration of the parent's obligations or the payment of tuition for any reason, including by reason of Force Majeure Event, will not affect or negate any obligations for the parents which arose prior to the effective date of such termination or inability of the school to provide or complete any educational obligations, including without limitation Parent's obligation to pay tuition payments.

Textbooks, Library Books, and Equipment

All materials supplied by the school are considered to be school property. A textbook rental fee is charged at registration as well as a library book charge and technology use fee. However, additional fees may be charged if books or equipment are damaged or lost by the student.

Student Accident Insurance Coverage

All students enrolled at Fort Worth Adventist Junior Academy participate in an excess limited group school insurance program as selected by the Texas Conference Board of Education. The fee for this insurance is included in the registration fee. Each student is covered during school hours and when on school sponsored activities. This is to be used secondary to student coverage under the parent(s)/guardian(s) insurance policy.

Students who have accidents or injuries while at school or on a school sponsored activity, must immediately report them to their teacher and/or principal, so that the necessary medical care can be rendered and the required forms and notification can be completed.

Financial Aid or Worthy Student Fund

Fort Worth Adventist Junior Academy desires to make Christian education possible for all students. When financial assistance is needed, parents or guardians will have to complete a Financial Aid Application and provide the necessary documents for financial assistance. This application can be acquired from the Treasurer at Fort Worth Adventist Junior Academy or for Fort Worth First Seventh-day Adventist church members, from the churches' treasurer. Please check with the office for more information.

Parents are encouraged to check with their local church or pastor for the availability of funds for financial aid.

TAX-DEDUCTIBLE GIFTS

Monetary tax deductible donations are non-refundable. If a donation is specified for the benefit of a specific individual, either for tuition or trust funds, then those donated funds are not tax deductible. Follow the current IRS publications and guidelines.

- 1. All fundraising efforts are to be approved in advance by the Principal and School Board.
- 2. All funds raised for Fort Worth Adventist Junior Academy will be used for the benefit of Fort Worth Adventist Junior Academy.
- 3. All other solicitation will be prohibited.

ASBESTOS NOTIFICATION

The materials used in the construction of the facility/building of Fort Worth Adventist Junior Academy do not contain asbestos. An inspection report from OccuTrain Corporation completed on August 15, 2013 is available in the administrative office.

WORKING TOGETHER

The Student Responsibilities and Pledge

- Recognize that attendance at Fort Worth Adventist Junior Academy is a privilege.
- Follow the Christian principles for student behavior while at school and school activities.
- Take advantage of the academic opportunities offered at school.
- Cooperate with school staff.
- Support and participate in school activities.
- Recognize that with student rights, go student responsibilities.
- Uphold the policies in this handbook.

The Parent Responsibilities

- Sign the Parent Pledge form.
- Guide the child from the earliest years in the development of socially acceptable standards of behavior, in exercising self-control and in being honest and accountable for his/her actions.
- Instill in the child a positive and enthusiastic attitude and encourage a personal desire to learn about academic studies, but most of all to have a Christian relationship with Jesus.
- Be supportive of the staff and administration in their effort to uphold the Christian principles upon which Fort Worth Adventist Junior Academy is founded and operated.
- Be sure that the child's attendance at school is regular and punctual.
- Uphold the guidelines and policies in this handbook.

