

Ukiah Junior Academy School Handbook 2019-2020

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Mission Statement

We honor God by introducing young people to a loving, caring God and by preparing them to live a life of excellence in academics and service as independent thinkers, developing and the students' highest potential in Christ.

Vision Statement

To be the school of choice for students in grades K-10 who desire a Christ-centered, academically excellent educational experience.

The School and Its Purpose

History:

Ukiah Junior Academy is a coeducational day school operated under the jurisdiction of the Northern California Conference of Seventh-day Adventists and the Ukiah Seventh-day Adventist Church. Established in 1915, Ukiah Junior Academy moved to its current location in the 1950s. Our ten acres of land on the south side of the city limits of Ukiah, California, offers a beautiful setting for our students to grow academically, physically, and spiritually.

School Board:

Ukiah Junior Academy is managed by the local school board elected by the school constituency. The school board meets at a regular time and place during the school year and as needed during the summer. School board meetings are open meetings, except when sensitive topics are being discussed. In this instance the board chair may call for an executive session, which is a closed meeting where only school board and ex-officio members are present.

The school constitution, in compliance with the Pacific Union Conference Education Code, states that board members must be members of the Ukiah Seventh-day Adventist Church who represent a cross section of the school consistency and are supportive of Seventh-day Adventist education.¹

¹ *Education Code A17*, Pacific Union Office of Education (July 1, 2014).

Accreditation:

Ukiah Junior Academy has fulfilled the accreditation requirements, provisions, and standards as prescribed by these accrediting bodies:

Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS-WASC)

North American Division Commission on Accreditation

Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities

National Council for Private School Accreditation

The Commission on International and Trans-Regional Accreditation

Schoolwide Learner Outcomes:

Successful Students at Ukiah Junior Academy will demonstrate:

Spirituality: Have an authentic growing experience with Jesus as their personal Savior.

- Become involved in church life.
- Participate in community service and outreach activities.

Citizenship: Be citizens that are caring and tolerant of others, service minded, and selfless.

- Demonstrate decision-making skills that reflect character, respect, integrity, compassion, social responsibility, and a strong work ethic.
- Effectively maintain appropriate peer relationships.
- Appreciate and participate in diverse arts, culture, and language.

Academics: Be independent thinkers who are innovative, collaborative learners, well-equipped to successfully pursue secondary and post-secondary education.

- Effectively identify, organize, plan and allocate resources.
- Develop lifelong strategies for learning and self-improvement.
- Develop solutions to problems and formulate recommendation based on justifiable rationale.
- Work in collaborative groups to achieve common goals
- Understand and utilize appropriate technology.
- Demonstrate mastery of curriculum aligned to North American Division of Seventh-day Adventist Department of Education and California State standards.

Admission Procedure

Age Requirements:

Children should meet the following age requirements in order to register:

For Two-year Kindergarten entrance: Child is to be five years old by December 31. Child will be placed in a two-year kindergarten track and the administration committee must approve placement after placement testing.

For Kindergarten entrance: Child is to be five years old by September 2. Child may be placed in a two-year kindergarten track if placement test indicates the child would benefit developmentally. Such a decision would only be made after consultation with the parents.

For First Grade entrance: Child is to be six years old by September 2.

New Student Requirements:

As a private school, Ukiah Junior Academy has established standards for admissions that reflect its mission. Students who meet the standards and are willing to be part of the culture of Ukiah Junior Academy are accepted on probation for a quarter. Upon satisfactory completion of the probationary period students continue enrollment at regular status.

Ukiah Junior Academy's admissions procedures are:

1. Be willing to be part of a Christian school that teaches Bible class and has daily worships and weekly chapel programs.
2. Complete a financial agreement with the school office.
3. If transferring in, have academic records that indicate the student will be able to succeed at UJA.
4. If transferring in, have any disciplinary records from previous school that indicate he/she will be in harmony with the mission of our school.
5. If enrolling as a new kindergartener, take a Kindergarten readiness test to indicate student is ready developmentally for being in school.
6. For students in grades 9-10, have three reference letters submitted on behalf of student from a teacher, pastor, and a general reference.

Prospective students at Ukiah Junior Academy will go through this screening process:

Step 1: Parent(s) and new student Interview with principal, potential home room teacher(s). The purpose of this interview is for the family and student to be acquainted with Ukiah Junior Academy, our mission, and how the school operates.

Step 2: Parents take paperwork to fill out for applying to UJA. Once completed, the paperwork is returned to Ukiah Junior Academy.

Step 3: Ukiah Junior Academy administration reviews that paperwork, including finalizing all financial arrangements and contacting the previous school to check requirements 3 & 4 above, and then either accepts a student or declines a student's enrollment. If students have Individualized Education Plan (IEP) or a 504 Plan, these records are requested, too, as a tool to help the teachers provide the best education possible for the student.

Step 4: Student will take a placement assessment.

Step 5: Student is enrolled at Ukiah Junior Academy.

Immunization Requirements:

For students who hold a personal belief exemption to vaccinations, signed and dated prior to January 1, 2016, that exemption will continue to be valid until their next vaccination checkpoint, Kindergarten or 7th grade, even when transferring to or from another school. At their next vaccination checkpoint, Kindergarten or 7th grade, these students will need to receive all mandatory vaccinations unless they can provide a medical exemption to immunization letter, completed by a physician. Students who do not have a personal belief exemption form on file, prior to **January 1, 2016**, are required to receive all mandatory vaccinations. Students who will be in Kindergarten or 7th grade in the fall will need to have all mandatory vaccinations unless they can provide a medical exemption to immunization letter, completed by a physician.

California State Law requires that a current immunization record be on file in the office. The following immunizations are required for entry to school:

- a. Polio (**4 doses at any age**, but . . . 3 doses meet requirement for ages 4-6 years if at least one was given on or after the 4th birthday, 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday)²
- b. MMR (**Kindergarten: 2 doses** both on or after 1st birthday. **7th grade: 2 doses**³ both on or after 1st birthday. **Grades 1-6 and 8-10: 1 dose** on or after 1st birthday).⁴

² Receipt of a dose up to and including 4 days before the birthday will satisfy the school entry immunization requirement.

³ Two doses of measles containing vaccine are required. One dose of mumps and rubella containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

- c. DTP (Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses at any age, but 4 doses meet requirement for ages 4-6 years if at least one was on or after the 4th birthday. Age 7 and older: Tdap, Td, or DTP, DTaP or any combination of these 4 doses at any age, but 3 doses meet recruitment for ages 7-17 years if at least one was on or after the second birthday. If last dose was given before the 2nd birthday, one more [Tdap] dose is required.)⁵
- d. Hepatitis B (Kindergarten: 3 doses at any age).
- e. Varicella (1 dose). Physician-documented varicella (chicken-pox) disease history or immunity meets the varicella requirement. Two doses Varicella requirement for ages 13-17 years applies to transfer students who were not admitted to a California school before July 1, 2001.
- f. Tdap Booster (7TH grade: 1 dose on or after 7th birthday).⁶ Students grades 8-12 transferring from outside of California must meet the requirement.

Non-Discrimination Policy:

Ukiah Junior Academy admits students of any race and extends to all the rights, privileges, programs, and activities accorded or made available to its students. No discrimination is made because of race in administration of education policies, applications for admission, scholarships, or extracurricular programs.

Probationary Status:

All new students to Ukiah Junior Academy are accepted on a one quarter probationary status. At the end of this period, the student's enrollment status will be re-evaluated. If it is determined that UJA is able to meet the needs of this student, they will be placed on regular enrollment status. If we are not able to meet the needs of the student, the student will be dismissed so they can find a school that better meets their needs.

Home/School Connect Program:

The Home/School Connect Program provides the opportunity for home-schooled students to socialize with their peers by attending Ukiah Junior Academy sponsored

⁴ Receipt of a dose up to and including 4 days before the birthday will satisfy the school entry immunization requirements.

⁵ Receipt of a dose up to and including 4 days before the birthday will satisfy the school entry immunization requirement.

⁶ Tdap, DTaP, DTP given on or after 7th birthday will meet the requirement. Td does not meet the requirement.

field trips and other school events, such as the annual Let's Move Day. These students are also invited to participate in the music programs and standardized testing, including the Iowa Assessments in September and the Star Reading and Star Math testing throughout the school year, offered on the Ukiah Junior Academy campus.

In order for home-schooled students to be able to participate in the Home/School Connect Program, they must meet the following requirements:

1. To participate in any of the other Ukiah Junior Academy events and field trips, these students must complete the application process for this program before attending the event(s).
2. The application process for this program requires that parents pay a \$100.00 non-refundable application fee.
3. At least one parent must accompany the student on any school activity.

Academic Information

Cognitive Genesis:

Seventh-day Adventist schools across North America are involved in a study called Cognitive Genesis. Dr. Robert J. Cruise, Ph.D., Research Director of Cognitive Genesis, describes the study this way: "Our study is assessing the achievement level in Adventist schools compared to national norms, and student, parent, teacher, or school factors associated with academic performance of elementary and secondary students in Adventist schools across the North American Division."⁷

Currently this study has revealed that overall achievement in Adventist schools is above the national norms at all levels and all subject levels tested. It also reveals that students of all levels of abilities, on average, score higher than their predicted level of achievement.⁸

Curriculum:

The curriculum for Grades K-10 conforms to the requirements of the Northern California Conference of Seventh-day Adventists Department of Education and the California State Department of Education.

⁷ Cognitive Genesis website, *About*, April 10, 2015:
http://www.cognitivegenesis.org/?page_id=1193

⁸ Cognitive Genesis website, *Research*, April 10, 2015:
http://www.cognitivegenesis.org/?page_id=1228

Eighth Grade Graduation Requirements:

The required subject areas for the completion of the eighth grade are:

1. Bible/Religion
2. Computer Education
3. Fine Arts
4. Mathematics
5. Physical Education
6. Reading/Language Arts (English, Handwriting, Spelling, Composition)
7. Science and Health
8. Social Studies⁹

Academy Curriculum:

Ukiah Junior Academy offers high school courses on an alternating schedule. Many classes are taught only every other year. The curriculum for grades 9-10 may include the following classes:

Semester Units:

Algebra I	10
Geometry	10
General Math	10
Pre-Algebra	10
Biology	10
Earth Science	5
Physical Education	10
Health	5
Computer Applications	10
Keyboarding	5
World History	10
Geography	5
California State History	5
English I	10
English II	10
Religion I	10
Religion II	10
Choir	5
Orchestra	5

⁹ *Education Code C15-124, Pacific Union Office of Education (July 1, 2014).*

Strings	5
Yearbook	5
Introduction to Business	5
Personal Finance	5
[Other electives]	5

Music and Electives:

Ukiah Junior Academy offers a variety of electives for students in grades 7-10. The purpose of these electives is to expand the students’ learning experience beyond the core classes offered at Ukiah Junior Academy. Part of the elective program is the opportunity to be with the music department in the choir and the orchestra.

National Achievement Tests:

Iowa Assessments are given to students in grades 3-10 during the fall quarter at no extra charge. Additionally, each student is given the CogAT (Cognitive Ability Test) in order to measure how well the student is achieving compared to his or her ability.

Here are some current uses of testing data:

1. Teachers look at the strengths and weaknesses of their classes in the areas tested. This data helps the teachers adjust their lesson planning and methods of teaching to better meet the needs of all students in the class.
2. Teachers work with students who tested below expectations to develop a plan to help them become more successful in those particular skills.
3. Principals review the data and will use it to develop School Improvement Plans to address gaps in performance by grade level or in their school as a whole.
4. Administrators throughout the Seventh-day Adventist Education system also evaluate the scores to see what students throughout Seventh-day Adventist schools are achieving. They are looking at whether scores have improved at all grade levels compared to past performance and are observing how students perform over time as they move up through the grade levels. As a result, administrators may implement new curriculum and instructional improvements.
5. Ukiah Junior Academy and the Northern California Conference of Seventh-day Adventists Educational Department evaluate the data and recommendations presented by the conference superintendent and principal in an annual progress report and will use the results to identify or modify improvement initiatives.

Scholastic and Extra Curricular Activity Policies

Incomplete:

A student may receive an incomplete in a subject if he/she has failed to turn in sufficient work to merit a grade due to illness. The time limit for making up an incomplete is within four weeks of the end of the grading period, unless other arrangements have been made with the teacher and the school administration. If the incomplete is not made up, the student's grade will be computed, based on the points that have been earned.

Grade Point Average (Grades 7-10):

The following scale calculates Grade Point Averages (GPA):

Letter Grade	GPA	Grade Percentage
A	4.00	94-100
A-	3.70	90-93
B+	3.30	88-89
B	3.00	84-87
B-	2.70	80-83
C+	2.30	78-79
C	2.00	74-77
C-	1.70	70-73
F	0.00	0-69

Ukiah Junior Academy commits to working pro-actively with the students and parents, keeping them updated on their grades and progress in their classes.

Student Records:

When a student transfers to another school, the cumulative folder shall be transferred upon the written request of his/her parent, to the school where the student intends to enroll. Ukiah Junior Academy will promptly transfer the cumulative folder to the new school in compliance of the request.

Ukiah Junior Academy is not the custodian of official school transcripts for high school work. The official transcript is issued by the Northern California Conference of Seventh-day Adventist Office of Education. The website address is:

www.ncceducation.org.

Academic Integrity:

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- Glancing during a test or quiz
- Non-sanctioned "team" work on an assignment

- Habitual absenteeism on test/assignments days
- Failure to cite sources adequately on assignments
- Copying research paper assignment, changing answers
- Possession or use of cheat notes
- Stealing a paper, test, or answer key
- Carrying a test out of a room
- Copying from someone else's paper or test
- Excessive "outside assistance" on an assignment
- Allowing another student to copy from one's test or quiz
- Communicating in any way with another student during the examination including the use of digital message devices
- Taking photographs of a test or quiz
- Inventing or altering data for a lab experiment or field project
- Submitting another person's work as your own
- Changing academic records outside of normal procedures

The general policy for a student who cheats will be to receive a grade of zero (0) on the work and a prompt phone call to the parent or guardian. A student who continually cheats may lose credit for the class and may also be suspended or expelled from school.

Academic Placement:¹⁰

Appropriate academic placement of the learner is a fundamental principle of education. The following factors are to be considered in grade or level placement:

1. Chronological age
2. Emotional, physical, and social development
3. Scholastic achievement as determined by standardized achievement test scores, teacher observation of the student's ability to reason and express ideas logically, and teacher evaluation of academic progress.

Acceleration of a Student:

Criteria for acceleration of a student are to be based on the following minimal requirements:¹¹

¹⁰ *Education Code C15-108, Pacific Union Office of Education (July 1, 2014).*

¹¹ *Education Code C15-112, Pacific Union Office of Education (July 1, 2014).*

1. On the most recent standardized achievement test battery a student is expected to have a composite score at the 90th percentile or above.
2. The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to parents.
3. Prior written requests for acceleration of the student in elementary education must be submitted to the Northern California Conference of Education. Written approval from the Northern California Conference of Education must be on file at Ukiah Junior Academy.
4. The student must maintain an average or above average level of achievement on the accelerated program.

The procedures for the acceleration of a student are as follows:¹²

1. To initiate this program, the faculty and principal must submit a form/letter of application to the Northern California Conference Office of Education. This application must include the written consent of the parent/s.
2. An implementation plan showing how the student will demonstrate mastery of the subject areas in the grade levels being accelerated shall accompany the application.
3. The application must be approved by the Northern California Conference Office of Education and made a matter of record before a student is permitted to accelerate.

Retention of a Student:¹³

Grade level retention is intended to provide an opportunity for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade in two years. The decision to retain a student should be given careful consideration, evaluating a variety of factors. If circumstances should warrant retention, the following process should be followed:

1. Provide the identified factors in written form to the parent/guardian that indicate the need for retention.
2. Seek parental/guardian involvement and approval early in the school year.

¹² *Education Code C15-116, Pacific Union Office of Education (July 1, 2014).*

¹³ *Education Code C15-120, Pacific Union Office of Education (July 1, 2014).*

3. Implement the procedure for grade level retention using the Northern California Conference Office of Education.
4. Obtain approval for the retention from the Northern California Conference Office of Education.

Eligibility for Class and Student Association Office (Grades 7-10):

Student officers for all extra-curricular activities must meet and maintain the following qualifications and standards:

1. Faculty approval (citizenship, reliability, and cooperation).
2. Satisfactory attendance record (see “Attendance Regulations”).
3. Scholarship standards of maintaining a 2.00 GPA with no F’s or Incompletes from the last quarter grades. The following offices must have a GPA of 2.5 or higher: ASB President, Class Presidents, Vice Presidents, and Yearbook Editor.
4. A student may hold only one major office at any time. Major offices are ASB and Class Presidents, Vice Presidents, and Yearbook Editor.
5. Christian standards upheld (officers must be in harmony with the distinctive standards of the Seventh-day Adventist schools).

Junior Varsity Sports (Grades 5-10):

Ukiah Junior Academy participates informally in junior varsity sports. The junior varsity program is organized and staffed by parent volunteers coordinated with Ukiah Junior Academy administration. The purpose of the junior varsity sports program is to provide an optional program for students interested in learning how to play various organized sports and to experience being part of a team that promotes standards of Christian sportsmanship such as teamwork, accountability, and winning/losing with grace. Ukiah Junior Academy is not part of an established league in any sport, so games are organized against other schools as schedules permit.

Eligibility for participating in the junior varsity sports program is dependent on students maintaining their grades. Administration, teachers and coaches will work together to insure students maintain passing grades to remain eligible for participation in junior varsity sports. Students who have earned an “F” or an “Incomplete” for the previous grading period will not be eligible to participate in junior varsity sports.

Eligibility for participating in the junior varsity sports program is also dependent on students maintaining good behavior and citizenship. Students who have discipline

problems may forfeit the privilege of participating in the junior varsity sports program either for the season or a part of the season.

Christian standards of conduct are expected at all times during practices, tournaments, and time spent on other campuses.

Upper Grades Mission/History/Music Trips:

Part of the Ukiah Junior Academy upper grade learning experience has been participation in a mission, history, or music trip. Because such a trip requires advanced planning, fundraising, and coordination with parents and school staff, the School Board has voted the following guidelines:

1. Sponsor/coordinator of the mission/history trip is the school principal or his/her designee. The coordinator of the music trip is the music teacher coordinating with the school principal, or their designee.
2. Preliminary approval of the mission/history/music trip is to be approved by the School Board no later than the August board meeting of the year preceding the year of the trip. Details that need to be presented at this time are the trip destination(s), dates of the trip, estimated cost of the trip.
3. Before final approval by the Board, a parent meeting is to be held to discuss the proposed trip.
4. The request of the Board for their final approval must include basic itinerary, proposed dates, budget, including maximum amount that parents will be required to contribute, and primary chaperones going. This proposal must be submitted no later than October of the school year the trip is scheduled for.
5. All funds raised from group activities will go to mission or history or music trip fund to be equally divided among students participating in fundraisers.
6. The cost for adults going, beyond the minimum needed, will be divided equally among all adults participating.
7. Cost for the school sponsor/coordinator will be fully funded through money raised for the trip or donations to the history, mission, or music trip funds.
8. Maximum cost of any trip will not exceed \$1,000 per person.

In addition to the above guidelines, students must meet the following criteria in order to participate in a music tour or mission/history trip:

1. Maintain a minimum of a 2.00 GPA with no Fs or Incompletes from the last quarter grades prior to the trip.

2. Their school account, including all registration fees and tuition, must be current with no balance due.

Attendance Policies

Attendance Policy:

Ukiah Junior Academy considers habits of promptness and regularity to be as important to the total program of the school as are learning materials and good study habits. Students who are absent from classes miss a variety of significant learning experiences. Our society is highly time dependent and we must prepare our students to function in it. Interruptions caused by tardiness are a serious drain on effective teaching time. Regular attendance, promptness, and dependability are characteristics of successful students.

Students' success depends on regular attendance in classes. Because of this Ukiah Junior Academy's attendance policy is as follows:

1. Two (2) unexcused tardies and/or unexcused early departures = 1 unexcused absence.
2. Student's attendance will be tracked by Ukiah Junior Academy. If two (2) unexcused absences are accumulated during a quarter a letter will be sent home to the parents.
3. If four (4) unexcused absences are accumulated during a quarter, a parent/teacher conference is called.
4. If absences continue to accrue to six (6) unexcused absences during a quarter the student will be suspended and will be required to appear before the Academic/Admissions Committee to address the attendance problems before the student may return to Ukiah Junior Academy for classes.

It is a fundamental requirement that all students be in school, be on time, and follow their assigned schedule. In addition, we are required by the state of California to maintain careful attendance records. Parents must notify the school if their student is to be absent from all or part of the school day. Absences fall in two categories: excused and unexcused. If the absence is to be excused, a note from a parent or doctor will be expected on the first day back to school. If a note is not received by the second day back on campus, the absence will be considered unexcused. Documentation is important. This notification must be in writing either in the form of a note or an email. Phone calls to the school office will also be accepted for unexcused absences.

Excused Absences:

According to the California State Law and Northern California Conference policy, the only valid excuses for absences from public or private schools are:

1. Personal illness/injury
2. Death in immediate family
3. Medical appointments

As much as possible, please schedule medical and dental appointments outside of school hours. When appointments occur during the school day, students are to sign out when leaving campus and sign in upon returning. School sign in and sign out is done at the school office.

Notification of Absence:

Notify the office no later than 8:15 a.m. when your child is absent. The office is required to contact you if your child is not in school and we have not heard from you. This is to make sure that you are aware that your child is not in school as expected. A quick phone call on your part will save the office staff from having to track you down to find out the reason your child is not in school.

Unexcused Absence:

Unexcused absences comprise all excuses other than the above stated valid reasons for excused absence. It is the student's responsibility to check with his/her teacher(s) for missed work. A pre-arranged absence is still considered unexcused unless it is also for one of the valid excuses. Please pre-arrange any absences that you may know about in advance. It helps students and teachers plan ahead so your child will be able to make up work easier.

Pre-Arranged Absences:

If a student knows about an absence ahead of time for any reason, please follow this procedure:

1. A student should secure a form from the office and have his/her teacher(s) sign it.
2. Failure to get staff approval in advance may affect grades.
3. The student should turn in the completed form to the office at least three school days prior to the absence.

Staff may grant pre-arranged absences with consideration given to:

1. Purpose of the request
2. Frequency of the request
3. Academic grades, including status of class assignments, projects, and homework
4. Absence to be with student's immediate family and no more than five school days should be missed per year.

Tardiness:

A student is tardy if not in class when school begins.

Attendance will be managed by the school Principal and Registrar.

The School Day

Daily School Hours:

Grades K-4 school begins each day at 8:00 a.m. and dismisses at 3:00 p.m. Monday through Thursday and at 12:15 p.m. on Friday.

Grades 5-10: School begins each day at 8:00 a.m. and dismisses at 3:15 p.m. Monday through Thursday and at 12:15 p.m. on Friday.

Student Drop-Off in the Morning:

Before school care is from 7:30-7:50 with open gym time for students to play. Teachers will pick up students from the gym at 7:50 and take them to their classrooms. Students will be dropped off in the lower parking lot at the base of the stairs. The upper parking lot is not to be used by parents for drop-off or pick-up unless students or parents are physically unable to use the stairs. The upper parking lot is reserved for faculty and visitor parking.

Please make sure you drive slowly and carefully in our parking lots. Children may run out from between cars at any time. Please observe a 5 mph speed limit at all times while on campus.

Lunchtime Procedures:

At lunchtime, students are to proceed as quickly as possible to the lunch eating area once they are dismissed. Classrooms are not supervised areas and students are not to go into their classroom during lunchtime.

All students, Kindergarten through grade 10, are expected to spend the entire lunch period on the upper campus. No student is to leave the supervised upper campus area for any reason during lunch. The locker rooms are closed during lunch and students may only use bathrooms located on the upper campus.

Microwaves are provided in a supervised area for students to warm up their lunches.

After School Care:

Ukiah Junior Academy offers a regular extended care program as a service to our working parents. After school care is available from 3:15 p.m. to 5:45 p.m. Monday through Thursday and on Friday from 12:30 p.m. to 4:00 p.m. Late fees will be charged if a parent is late.

The cost for After School Care is \$10.00 per hour or a flat rate of \$120.00 per month.

Leaving Campus:

Students are not to leave class without the teacher's or supervisor's permission. If a student finds it is necessary to leave school during school hours, he/she must have proper authorization from his/her parent(s) or guardian and school administration. Students must sign out at the school office before they leave campus.

Walking or Riding Home After School:

Students should be picked up after school by a parent, legal guardian, or an adult that has written parental permission, unless other arrangements have been made with the office. If your child needs to walk, ride a bike, or use any other means of transportation to get to school and back, please provide the office with written permission.

Student Vehicles:

Student-driven vehicles should be driven directly to school and are to be parked only in the designated parking areas and are to remain parked there throughout the school hours. Permission for such vehicles to be moved or parked elsewhere during school hours must be obtained from the office. Students are not to sit in, ride in, or drive cars during the lunch period or at any other time. The school reserves the right to inspect on-campus vehicles.

In the event a student misuses his/her vehicle privilege, he/she may be asked to discontinue bringing a vehicle to school. Willful violation of any of the following regulations will result in disciplinary action.

1. Vehicles are not to be used in any manner until the student leaves the school grounds.
2. The school does not assume the responsibility for any damage to the vehicle.

3. Students are not to borrow another student's vehicle.
4. Students may not drive other students to and from school unless they are from their own immediate family.

Bicycles:

Bicycles and scooters are not to be ridden on the campus sidewalks, in the corridors, or on the playground areas.

Skateboards and Roller Blades:

Skateboarding and rollerblading is not allowed on campus.

School Sponsored Activities:

When students elect to attend school-sponsored activities, whether on or off campus, students must stay with the group until the activity is dismissed. Students will meet school conduct and dress policy regulations at all school sponsored activities, whether on campus or off campus.

Prior approval must be obtained from the administration to bring non-student guests to any school activities.

Library Policy:

Ukiah Junior Academy's library and its policies are designed to give students access to a variety of reading material that will help our students explore the world in which they live and also enhance their education. Ukiah Junior Academy expects all students to utilize the school library throughout the school year and has created time for each class to visit the library on a weekly basis.

Students and parents are able to check out books from the library. Checked out books must be returned in a timely manner as established by the due date. Any book not returned for two months will be considered lost and the student who signed out the book will be charged a \$35.00 lost or damaged book fee, regardless of the cost of the original book. If a student has an overdue book or an unpaid lost book fee, the student's borrowing privilege will be suspended until the book is returned and/or all fees are paid.

All parents of Ukiah Junior Academy students may also borrow books from the library. They should first request a library patron account in the school administration office.

Our library catalog is searchable from any computer connected to the Internet. At this time about three quarters of our books are in our online database but more are being added frequently. We expect to have all our books online soon. The website where you may search our library is: <http://uja.booksys.net/opac/uja/index.html>.

Ukiah Junior Academy Dress Code

Purpose for the Dress Code:

Ukiah Junior Academy's Dress Code is implemented for the following reasons:

1. Privilege: Because it is a privilege to attend Ukiah Junior Academy we wear our school uniform with honor.
2. Behavior: Appropriate attire encourages appropriate behavior.
3. Modesty: Our students exhibit the principles of Biblical modesty through how they dress at school.
4. Focus: To reduce focus on outward appearance
5. Equality: To minimize social distinctions.

Dress Code Enforcement:

The assistance of parents is needed to guide students in applying the principles of the dress code.

Students are expected to dress in good taste as Christian young people for school-sponsored activities both on and off campus.

The school staff and adults who assist with school activities, are role models for the students. The staff will follow a professional dress code.

Parents or other adults who assist teachers, help with Home and School, hot lunches, field trips, or other school activities are also expected to set a positive example in their dress.

Dress code infraction may result in the following actions:

- Phone call home with request for change of clothes. Students may not be allowed back into the classroom until they are in proper uniform. Teachers have the right to make students change into a school uniform if extras are available at school.
- A letter home documenting the dress code violation will be sent home by the Registrar for the parents to sign and return.
- Repeat infractions may result in student being sent home for the day or a suspension.

Acceptable Attire:

School Colors: Forest Green, Navy Blue, Black, Khaki, and White.

Tops:

1. Polo shirts, or buttoned Henleys or T-shirts: short or long-sleeved, no sleeveless in solid school colors (Forest Green, Navy Blue or White).
2. Long sleeved turtlenecks in solid school colors (Forest Green, Navy Blue or White).
3. Shirt length must cover the midriff, even with arms up.
4. All undergarments must be tucked in and not visible.
5. For school fieldtrips the UJA Logo Forest Green polo shirts are required.
6. Polo shirts must be solid color without labels or logos.

Pants/Shorts:

1. Cotton Twill, uniform-style pants and corduroy (long pants, Capri pants, cargo pants, or shorts) are to be worn. No yoga pants, blue jeans or stretch pants, or sweats of any kind.
2. Short length must be below mid-thigh at the inseam.
3. Colors for pants: Black, Navy or khaki (tan). Pants must be solid color without labels or logos.
4. Pants should fit at the natural waistline.
5. Belts should be plain, solid colors and are not to dangle.

Jumpers:

1. Girls in lower grades may wear school uniform jumpers in the school colors. These are available from companies that do school uniforms.
2. Girls must wear tights when wearing these jumpers.

Outerwear:

Sweatshirts and sweaters may be worn indoors or outdoors in addition to a dress code top but must not have logos that contradict the principles of Christian Education and the values promoted at Ukiah Junior Academy.

Footwear:

- Appropriate footwear is tennis/athletic style shoes worn with socks.
- Dress shoes that are comfortable, provide toe covering, and do not have heels are also appropriate.

Attire That is Not Allowed:

The following are not allowed:

- Heels, open toed shoes
- Overly baggy clothing
- Tight-fitting clothing
- Frayed, torn, or ragged clothing

- Jewelry, with the exception of earlobe studs
- Tattoos
- Gang-related attire, including chains of any kind
- Hats worn indoors
- Hairstyles that are distracting

Student Conduct

In accordance with our mission, Ukiah Junior Academy has established high standards in academics and student conduct. Attendance at Ukiah Junior Academy is a privilege. Compliance with the rules and guidelines in this handbook and communicated through school staff and administration is expected.

Should a student's conduct no longer be in compliance with the standards of conduct for Ukiah Junior Academy, and in the judgment of the school administration the student's connection with the school is no longer profitable to himself/herself, or his/her influence is detrimental to other students, or when previous attempts to help the student have not brought about the necessary results, parents will be asked to withdraw the student from school.

Anti-Bullying Policy:

The Ukiah Junior Academy staff and administration are committed to making our school a safe and caring place for all students. Staff, administration, students, and parents agree to treat each other with respect, and refuse to tolerate bullying at our school.

Our school defines bullying as follows:

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."¹⁴

Ukiah Junior Academy's Anti-bullying rules are:

¹⁴ Dan Olweus, *Violence Prevention Works* website:
http://www.violencepreventionworks.org/public/recognizing_bullying.page, April 12, 2015

1. We will not bully others
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Examples of bullying include:

1. Hurting someone physically by hitting, kicking, and pushing.
2. Stealing or damaging another person's things.
3. Ganging up on someone.
4. Teasing anyone in a hurtful way.
5. Using put-downs, such as insulting someone's race or gender.
6. Touching someone or showing private body parts.
7. Spreading rumors about someone at school or away from school.
8. Rolling eyes or making other such gestures.
9. Leaving someone out on purpose or trying to get other kids not to play with someone.
10. Hurting someone emotionally with insults and name-calling.

Staff at our school will do the following things to prevent bullying and help students to feel safe at school:

1. Closely supervise students in all areas of the school and playground.
2. Watch for signs of bullying and stop it when it happens.
3. Teach ways to prevent bullying to grades K-10.
4. Respond quickly and sensitively to bullying reports.

5. Take seriously parents' concerns about bullying.
6. Investigate reported bullying incidents.
7. Assign consequences for bullying based on the school discipline policy.
8. Provide immediate consequences for retaliation against students who report bullying.

Students at school will do the following things to prevent bullying:

1. Treat each other with respect.
2. Refuse to bully others.
3. Refuse to let others be bullied.
4. Refuse to watch, laugh, or join in when someone is being bullied.
5. Try to include everyone in play, especially those who are often left out.
6. Report bullying to an adult.

Discipline Policy:

Ukiah Junior Academy takes seriously God's instructions to "train up a child in the way he should go . . ." (Proverbs 22:6). Students are expected to be respectful of God and authority, and to follow the Golden Rule, "Do unto others as you would have them do unto you . . ." (Matthew 7:12), by treating others as they would like to be treated. It is our aim that corrective measures are redemptive in nature, encouraging those involved to ask the Lord for help in making the necessary changes needed to allow for successful participation in our educational program.

Every teacher is encouraged to handle minor discipline problems within their own classroom. Some discipline problems may be referred to the principal. Most situations can be resolved with only brief intervention by the principal. Parents will be kept informed if any major consequences are needed to correct the student's behavior.

Severe non-cooperation or severe intentional injury will result in immediate suspension by the school administrator. When a suspension is issued, the School Board Chair will be advised of the situation. While on suspension, the student will be required to complete assignments as designated by his/her teacher(s). Any student suspended will remain on behavioral probation until the following School Board meeting, when the student may be asked to appear before the Board to request continuance at school. While on behavioral probation, the re-occurrence of the

problem behavior may result in additional suspension until the School Board is able to address the situation.

Sexual Harassment Policy:

Ukiah Junior Academy intends to provide an environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities can take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal from school. Employees who engage in sexual harassment are subject to discipline, up to and including termination.

Sexual harassment is defined as unwelcomed sexual advances or requests and other conduct of sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures. Sexual harassment occurs when the offensive behavior or material creates a hostile school environment. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher in grades 1-6 or to any teacher in grades 7-10. The student may also report directly to the Principal.

If the harassment comes from an adult, the student shall report directly to the Principal.

Substance Abuse Policy:

State and Federal law prohibit the use of alcohol, tobacco, marijuana, and on-prescribed drugs for minors. Beyond it being illegal, Ukiah Junior Academy believes that the use of these drugs is not in the best interest of its students for health, social, and religious reasons. This problem will be addressed by:

1. Providing age appropriate drug education for all students.
2. Promoting a drug free environment.
3. Using appropriate redemptive discipline up to and including the possibility of expulsion, if the circumstances warrant.

Weapons:

Students are not allowed the possession or use of firearms, compressed air guns, weapons of any type, fireworks or explosives on campus or at school related functions. This is in accordance with state and local regulations. Violators of these laws may be referred to the appropriate law enforcement officers.

Lockers:

Students have access to lockers where they may keep books, jackets, lunches, etc. Most lockers at Ukiah Junior Academy are not secured so students are strongly encouraged to not leave valuables in their locker overnight or on weekends. Please do not leave food in lockers over-night. This will attract ants. Students are not to open lockers other than the ones assigned to them. Ukiah Junior Academy reserves the right to inspect lockers. Students may place their own locks on their assigned locker. Ukiah Junior Academy reserves the right to inspect lockers.

Student Music:

It is the desire of Ukiah Junior Academy to maintain a high standard of music and to create an appreciation for music that is ennobling and uplifting. All music for public performance used at school functions must be approved by the faculty.

Electronic Devices:

Ukiah Junior Academy believes that the proper use of technology is a great benefit to enhancing the education provided at our school. Because of this, Ukiah Junior Academy has made technology available to all students, either through the use of iPad or computers in each classroom. Because of the access to technology provided for students, there is little need for students to bring their own computer, tablet, or smart phone to school for use in class, although there may be exceptions for certain classes in the upper grades at the discretion of the teacher.

The policy at Ukiah Junior Academy regarding the use of smart phones, personal tablets or personal computers is that these are off limits unless a teacher specifically tells students to bring them and use them in class. If students bring computers or iPads to school these devices must be kept in the students' desk or locker. Phones are to be kept in the place designated by the teacher in each classroom.

No headphones are allowed unless the teacher says it is necessary for a class. Content viewed on phones, iPads, computers, or any other electronic device before, during or after school must be in accordance with UJA principles and standards.

On field trips students may bring their own electronic devices for use when traveling in vehicles. Must be appropriate and meet the Christian school standards. Violation of this policy may cost the student the privilege of bringing their device to campus or on field trips. These devices may also be confiscated if they are abused while on a field trip. Electronic devices should be used only while traveling for a field trip and at no other time during the trip.

Smart phone functions such as texting and calling are not to be used at Ukiah Junior Academy during school hours, including lunch. Parents should not call or text students expecting to be able to reach them during the regular school day. Students that respond to these calls and texts during class time may have their phones taken from them for the rest of the day. The best way for parents to contact students during the school day is to call the school office and leave a message.

Students who abuse the school's electronic device policy may have their devices taken away and/or not be allowed to bring them back to school during the remainder of the school year. If students violate the electronic device ban, the device will be taken away and kept in the school office until a parent or guardian comes to pick up the device.

Any students that bring their own electronic devices on campus may be asked by any staff or faculty member to let them see the content on their device, if they believe a student is sharing inappropriate content with other students. Students give up the right to privacy with their electronic devices if they bring them to Ukiah Junior Academy. Any content found to be offensive or illegal will be reported to the proper authorities and the device may be confiscated for the remainder of the time the student attends Ukiah Junior Academy. Serious breaches of this Electronic Devices policy will lead to serious consequences, including the possibility that the student may be dismissed from Ukiah Junior Academy.

Any device found to contain nude images including the owner of the electronic device (nude selfies), will be confiscated and turned over to law enforcement for prosecution in the criminal system. Ukiah Junior Academy reserves the right to immediately terminate a student's enrollment at Ukiah Junior Academy in cases of this nature.

The use of any electronic devices in the bathrooms or locker rooms for the purpose of filming, photographing, or in any other way recording other students is also prohibited and will result in suspension, and may result in expulsion.

Computer and Internet Policy:

Ukiah Junior Academy has provided high-speed internet access to each classroom as an educational resource available to all students. Student internet use is determined by parental consent and permission by the classroom teacher. Internet use is a privilege that is extended to students who comply with the policies described herein and with such additional conditions as may be imposed by the classroom teachers.

Hardware designed to filter internet content to prevent access to inappropriate material and images has been installed on the school's network. While this filtering system should effectively block access to many inappropriate internet sites, students are expected to demonstrate good judgment in their internet use and to avoid accessing, or attempting to access, material that is offensive or in conflict with the mission, philosophy, objectives, or policies of Ukiah Junior Academy.

Any posting on social media that shows a Ukiah Junior Academy student in a manner contrary to acceptable Ukiah Junior Academy behavior standards may be subject to school discipline regardless of when or where the activity took place.

Campus Visitors and Volunteers

Visitors:

Visitors are required to register at the office when they come on campus during the school day. Students who are no longer attending Ukiah Junior Academy are to make advance arrangements with the faculty to visit on campus.

Parental Involvement In Education (P.I.E.):

Each school family is required to be involved in or arrange for a minimum of 30 hours of voluntary participation in the UJA educational program during each school year.

There is a form in the office to log your PIE hours. Those who have not completed the full 30 hours of service credit by the end of the third quarter will be billed \$15.00 for every hour they are short. If a family makes up some of their missing hours during the fourth quarter, please make sure you inform the office so the Business Manager can correctly credit your account for this time.

It is hoped that this service program will both encourage involvement and help maintain the support needed to effectively carry out the wide variety of valuable elements in the Ukiah Junior Academy educational program.

Background Checks for Volunteers and Drivers:

For the safety of all students, parents volunteering on campus and driving student for school related activities and fieldtrips must complete the *Verified Volunteers* background check. For details about how to complete the *Verified Volunteers* background check, please contact the school office.

Safety Procedures:

Illness or Injury During School Hours

If a student becomes ill or injured during school hours, he/she must report to the school office immediately. Students leaving class or school because of illness or injury must sign out at the office.

Students who are sick with influenza-like illness must remain at home until at least 24 hours after they are free of fever, or signs of fever without the use of fever-reducing medications. In general, a doctor's note is not necessary to return to school unless the student has had a highly contagious disease that may put other students at risk. Parents are asked to be very careful that they do not send a student back to school while there is still the potential of spreading their illness to other students.

Administering Medication at School:

Whenever possible, parents should be encouraged to arrange for medication to be administered at home. Teachers and school personnel are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement. Any student who is required to take prescribed medication during the regular school day, as prescribed by a physician, may be assisted by the school nurse or other designated school personnel, if the school has on file the following:

1. A written statement from the physician detailing the medication, time schedules, amount, and method by which such medication is to be taken.
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in the matter set forth in the physician's statement.
3. Such medication must be delivered to the school by the student's parent or guardian in the original container bearing the pharmacy label.
4. Over the counter medication must include a written request from the parents.

All medication must be stored in a safe and secure, out of the reach of students, preferably in a locked location. A strict system of logging administered medications must be maintained. Logging sheets may be kept at the place of medication administration with a notice of "Additional Information . . ." placed in the student's health folder. Upon completion of the logging sheet and/or at the end of the school year, the medication log and authorization forms should be placed in the student's health folder.

Authorized students may need to carry emergency medication, such as asthma inhaler, insulin, severe allergic reaction kits, or anti-convulsants. Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician and parent. The school office shall maintain a written consent for all students who self-administer medication.

Any changes in type or dosage must have a new authorization and new labeled container.

If prescription changes during the school year or at the end of the school year, remaining medication should be returned to the parent or guardian. New medication documentation is required for each school year.

The student's medical privacy will be appropriately maintained.

Student Accident Insurance:

Accident insurance for all students is arranged for on a blanket coverage basis and the policy has prescribed limitations. It does not always cover all medical expenses incurred. The school does not assume responsibility for any amount due over insurance limitations.

Child Abuse Reporting:¹⁵

It is the purpose of Ukiah Junior Academy to eliminate sexual misconduct through prevention, appropriate investigation of complaints, civil reporting and corrective action where appropriate. Sexual misconduct for the purpose of this policy refers to sexually oriented behavior by an adult, volunteer or employee toward a student. It includes, but is not limited to, sexual advances, requests for sexual activity, inappropriate touching of a sexual, offensive, or abusive nature, sexual comments, suggestions or threats, or conduct which has the purpose of sexually stimulating the adult or the student.

In an attempt to prevent sexual misconduct, Ukiah Junior Academy follows the policy set by the Pacific Union Conference of Education:

1. Careful screening of adults before employment begins.
2. Period training for all adults who have contact with students regarding sexual misconduct and child abuse reporting requirements.
3. Periodic training for students which emphasizes identification of and protection from sexual misconduct and reporting procedures of suspected incidents to an adult.

All instances of suspected sexual misconduct or child abuse must be reported to the appropriate school administrator and child protection agency as specified by state laws. Persons who are mandated by law to report suspected child abuse are protected from retaliation and civil or criminal liability under applicable state laws.

Procedure for Reporting Suspected Instances of Sexual Misconduct Towards Students:

1. An employee who has knowledge of or observes a child who is known or reasonably suspected of being the victim of sexual misconduct or child abuse, shall report the known suspected incident to a child protective agency as soon as practically possible by telephone. Child abuse includes sexual abuse, physical abuse and neglect. A written report should be sent within the specified time required by state law. The employee should consult with the administrator at the time of reporting.

¹⁵ *Education Code, E10-144, Pacific Union Conference (July 2014)*

2. If volunteers or other adults have reasonable suspicion of sexual misconduct or child abuse it should be promptly reported to child protective services and a school administrator.
3. The superintendent of schools or designee should be notified of the suspected incident as soon as practically possible if the suspected abuser is an employee or volunteer.
4. If the suspected incident involves an employee or volunteer that person may be placed on administrative leave from duty during the investigation by the child protection agency at the discretion of the superintendent of schools in consultation with the principal.
5. All suspected incidents of sexual misconduct or child abuse should be maintained in confidence apart from required notification to child protective services and school administrators. The information should be shared with others on a need to know basis.

Custody Disputes:¹⁶

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

Law Enforcement Involvement:

In the case of suspicion of or possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

Disaster Plans:¹⁷

Ukiah Junior Academy's Disaster Plan is implemented to meet the requirements of the State of California.

¹⁶ *Model Student Handbook*, Northern California Conference of Seventh-day Adventists (March 2015), p. 3.

¹⁷ *Education Code A27-108*, Pacific Union Office of Education (July 1, 2014).

Ukiah Junior Academy conducts fire drills each month, earthquake drills each quarter and lock down drills each semester. The school safety program is led by the School Safety Officer.

Ukiah Junior Academy has a Disaster/School Crisis Plan that is updated each year. The Disaster/School Crisis Plan addresses additional crises and emergencies, such as natural disasters, fire, school shootings, and accidents, as well as biological, radiological, and other terrorist activities.

Each classroom is equipped with a first aid kit that contains supplies regularly used in the classroom throughout the year.

All teachers should maintain current certification in First Aid and CPR.

Asbestos in Campus Buildings:

Ukiah Junior Academy has been checked by a certified asbestos inspector. The report is in the school file. This document is available to those wishing to see it. Allow five working days for your request. The asbestos in the school is in a non-friable condition and presents no hazard at the present time. It will be checked at the stated periodic intervals to ascertain any change in the material.

Student Rights and Privacy

Privacy Statement:

Your privacy is important to the school and is understandably an area of concern for every student and parent/guardian. Ukiah Junior Academy values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not unlimited. This policy seeks to explain how your information is collected and used and also to define your privacy rights as a student or parent/guardian at this school.

Personally Identifiable Information

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parents/guardians. This will likely include, though not be limited to, the students' and parents/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents/guardians and will only be utilized by the school or its agents for that purpose. For more information, see the policies on student records.

Ukiah Junior Academy does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties

who assist the school in conducting its business and providing its services for you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

Ukiah Junior Academy may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice performance recordings of a student or parent for educational, promotional, and/or athletic purposes in Ukiah Junior Academy's promotional materials, newsletters, press releases, website, video, media outreach, and other such publications. Unless students/parents/guardians formally opt out, they agree to permit such use by Ukiah Junior Academy. See Media Release Policy for more information.

Student Records

This school is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Education Rights and Privacy Act (FERPA). However, your records will only be readily available and accessible to authorized personnel, the student, or the parent/guardian. See the Student Records Policy for further information about what your records contain and who may access them.

Student Property

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student owned backpacks, bags, purses, computers, or electronic devices, cellular phones, clothes, and student or parent/guardian owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies.

School Property

School property includes, but is not limited to, desks, lockers, school computers, or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search the school property at any time for any reason pursuant to the school's search and seizure policy.

Revisions to this Policy

This policy may be changed from time to time by the school. Changes will be made available either online or in writing and continued enrollment in Ukiah Junior Academy constitutes your acceptance of any changes to the policy.

Search Policy:

Ukiah Junior Academy's search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. Ukiah Junior Academy's administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student's property, including the student, a student's automobile, clothes, and/or backpack, or similar personal items when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of school rule, school policy, or law. Ukiah Junior Academy will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property.

Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities.

Media Release:

Each student's parent or guardian will be required to fill out a Media Release form at registration that states, "This is to certify that I give permission to photograph and/or digitally record my student for use on the school's website and in various school publications and printed media. I understand that all rights, title and interest in the program for said media outlets belong to the school and that I will receive no financial compensation for the use of these pictures and/or digital recordings. I further understand that the school may edit, copy, alter, or revise the photographs and/or digital recording for use in their media outlets and that they will retain control over the use and distribution of the photographs and/or digital recordings. I have read this form and understand its meaning."

Regulations Not Yet in Print:

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

Grievance Policy:

Ukiah Junior Academy follows the wisdom taught in Matthew chapter 18 when it comes to conflict resolution. Any conflicts with students, parents, or staff must first be addressed privately with just the individuals directly involved. The administration will be glad to help in conflict resolution if direct talking does not resolve the conflict. If the conflict still cannot be resolved, the school board chair

may be asked to help. The whole school board will hear and address the issue if the administration and school board chair have not been able to get a satisfactory resolution. Finally, the Northern California Conference of Seventh-day Adventists Office of Education will help if all the other steps have not been able to bring a satisfactory resolution to the problem.

Financial Information

Application and Re-Enrollment Fees

For new students applying to Ukiah Junior Academy, please go to the school website at www.myuja.org and download the school application documents posted under the tab “2019-2020 Registration and Enrollment Documents.” These documents will be available on March 5, 2019. Starting March 5, 2019 these documents are also available at the school office.

For returning students please go to the school website at www.myuja.org and download the Re-enrollment form posted under the tab “2019-2020 Registration and Enrollment Documents.” It will be posted March 5, 2019 The Re-enrollment document along with all the other necessary forms will be distributed to each student on March 5, 2019. Hard copies can also be obtained through the school office.

Registration Fees:

There is a registration fee for each student enrolled at Ukiah Junior Academy. Registration fee is due on or before August 11, 2019.

<u>Kindergarten:</u>	\$350.00
<u>Grades 1-6:</u>	\$400.00
<u>Grades 7-10:</u>	\$400.00

Registration Fee Discounts:

Ukiah Junior Academy is offering registration fee discounts if the Registration Fee¹⁸ and Student Application (new students) and Re-enrollment Form (returning students) are submitted to the school office by these dates:

May 1: 50% off registration fee

June 1: 25% off registration fee

July 1: 10% off registration fee

Supply Fees, Book Fees, Lab Fees:

Supply Fee: Grades K-4:

A supply fee of \$25 is charged for each student enrolled in Kindergarten through fourth grade. Instead of the parents purchasing supplies for their student, this fee covers the basic needs of the students in the classroom such as paper, pencils, rulers, glue, etc. for the school year.

Book Rental and Lab Fees: Grades 5-10:

Book rental and lab supply fees: \$150

Tuition:

Ukiah Junior Academy charges tuition for ten months, September-June for each school year. The monthly tuition rates for Ukiah Junior Academy is:

Kindergarten- Grade 6:	\$520.70/month	(\$5,207/year)
Grades 7-10:	\$569.60/month	(\$5,696/year)

Temple Fund Tuition Discounts:

Ukiah Junior Academy's goal is to make Christian education affordable for all interested students and families. With this goal in mind, Ukiah Junior Academy offers these tuition discounts:

- Member of any Seventh-day Adventist Church congregation: 10%
- Member of the Ukiah Seventh-day Adventist Church: 10%
- Multiple Children Enrolled:
 - o Student 1: Full tuition
 - o Student 2: 10% discount
 - o Student 3+: 20% discount

After School Care:

¹⁸ The registration fee is non-refundable except for relocation out of the Ukiah area. Under such circumstances, UJA offers a 75% refund of the Enrollment Fee paid. If other personal circumstances arise prior to the first day of school, where a family seeks a refund of the Registration fee, a request may be submitted to the school finance committee for consideration.

Ukiah Junior Academy offers two options for paying for the after school program for students who are not picked up within 15 minutes of dismissal each day.

Option #1: Hourly

The hourly rate for *After School Care* is \$10 per hour per student. Hourly charges begin at 3:15 Monday to Thursday and 12:30 on Fridays and a minimum of 15 minutes will be charged to the parents' account. Hourly charges accrue in 15 minute increments while the child is in *After School Care* unless the flat rate plan is in effect. Note: This is the default plan unless the flat rate plan is selected. There is an additional charge for students who are not picked up by the end of *After School Care* each day.

Option #2: Flat Rate

The flat rate for using *After School Care* is \$120 per student per month, September through June. This plan gives unlimited access to *After School Care* for the year without additional charges during the *After School Care* hours. There is an additional charge for students who are not picked up by the end of *After School Care* each day.

Late Charges:

Students who are not picked up from *After School Care* by 5:45 pm Monday through Thursday, and 4:00 pm on Friday will be charged a \$5.00 late fee. Starting at 6:00 pm Monday through Thursday and 4:15 pm on Friday late charges will accrue at \$1 per minute for both hourly and flat rate accounts.

Early Withdrawal:

Anytime a student is withdrawn before the end of the school year, tuition will be charged at the monthly rate for the number of months the student has been enrolled. None of the initial application and registration fees will be refunded. If any of the initial fees are being paid with a payment plan, the balance of these fees will be due in full at the time of withdrawal.

Overdue Accounts:

Students will not be allowed to register for a new school year or participate in any music/history/mission trips if their statement shows a balance due. Any exception to this policy is solely at the discretion of the finance committee and/or the school board.

If an account is not kept current each month, the following policy will apply. When an account falls one month past due, a letter will be mailed with the statement reminding the persons responsible for the account that their student is at risk of having to withdraw from school. When an account falls two months past due, a second letter will be mailed with the statement telling the responsible party the last day their student(s) may attend classes unless the account is brought back current. The date students must withdraw from school will be just 10 days after the close of the billing period where the account falls two months past due. Once an account falls 60 days or more past due, no accommodations can be made until the past due amount is brought current.

Accounts that fall three months past due may be turned over to a collection agency. Families in danger of having their account sent to collections may delay this process if they personally meet with school Finance Committee and make satisfactory financial arrangements before the account falls three months past due. Once an account is sent to collections Ukiah Junior Academy can no longer make any accommodations with the family. The family must deal directly with the collection agency.