

# School 2020-21 Handbook



5511 O'Malley Rd. Anchorage, AK 99507  
Phone: 907-346-2164 Fax: 907-346-1332  
Email: [www.aja@ajaak.com](mailto:www.aja@ajaak.com)  
[www.ajaak.com](http://www.ajaak.com)



**Adventist Education**



## **Anchorage Junior Academy Handbook**

Each family, upon enrolling their child and signing the application form, pledges to uphold the policies and principles as outlined in the current Anchorage Junior Academy School Handbook.

Updates to this school handbook may be made during the course of the school year. A notice of any updates to this document will be shared in the weekly Glacier Echoes school newsletter. The most current version of this document is hosted on our school's website at [www.ajaak.com](http://www.ajaak.com). Continued enrollment signifies the acceptance of any changes herein.

Last Updated: May 2020

Voted: May 2020

ANCHORAGE JUNIOR ACADEMY HANDBOOK	2
-----------------------------------	---

## **GETTING TO KNOW US 6**

HIGH QUALITY EDUCATION & POSITIVE LEARNING ENVIRONMENT	6
OUR HISTORY	7
PHILOSOPHY OF EDUCATION	8
CORE CURRICULUM GOALS	8
OUR MISSION	8
OUR ACCREDITATION & SCHOOL BOARD	9

## **WHAT ADVENTISTS BELIEVE 10**

STATEMENT OF FAITH	10
--------------------	----

## **ACADEMIC INFORMATION 11**

OUR STAFF	11
TEXTBOOKS AND MATERIALS	11
LIBRARY	12
COMPUTERS AND TECHNOLOGY	12
MUSIC AND THE ARTS	12
OUTDOOR EDUCATION, FIELD TRIPS AND TRANSPORTATION	12
PHYSICAL EDUCATION	13
GRADING, PROMOTION AND RETENTION	13
STUDENT RECORDS AND CUMULATIVE FOLDERS	14
STANDARDIZED TESTING	14
8TH GRADE GRADUATION	14
ACADEMIC INTEGRITY	14

## **COMMUNICATION & TEAMWORK 15**

ATTENDANCE AND HOURS	15
HOMEWORK	16
JUPITERED STUDENT INFORMATION SYSTEM AND PARENT ALERTS	16
“GLACIER ECHOES” SCHOOL NEWSLETTER AND OUR WEBSITE	16
PARENT/TEACHER CONFERENCES	17
HOME AND SCHOOL ORGANIZATION	17
SCHOOL VOLUNTEERS AND GETTING INVOLVED	18
STERLING VOLUNTEERS BACKGROUND CHECKS	18
RESOLVING PARENT CONCERNS	18

## **KEEPING OUR SCHOOL SAFE & PLEASANT 19**

OUR VALUES AND CONTRACT OF EXCELLENCE	19
CODE OF CONDUCT	20
STUDENT PROBLEM SOLVING PROCEDURES	20
DISCIPLINE, PHYSICAL CONTACT AND THE OLWEUS BULLYING PREVENTION PROGRAM	21
MEDICATIONS AND INJURIES	23
EMERGENCY PROCEDURES	23
PERSONAL SURVIVAL KIT	23
COVID-19 PAGE ON AJAAK.COM	24
AJA PANDEMIC/EPIDEMIC RESPONSE PLANS	24
DRESSING FOR LEARNING — COORDINATED DRESS POLICY	24
MEDIA GUIDELINES	26
LOST AND FOUND	26
CAMPUS SECURITY AND VISITORS	26
SUPERVISION BEFORE SCHOOL, AFTER SCHOOL AND PICK-UP PROCEDURE	26
POLICY ADDRESSING STUDENT SEXUAL HARASSMENT	27

INTERNET USAGE AND ELECTRONICS POLICY	27
PRIVACY AND MEDIA/INFORMATION RELEASE POLICY	28
SEARCH POLICY	29
WEAPONS POLICY	30
LAW ENFORCEMENT INVOLVEMENT	30
MANDATED REPORTING OF SUSPECTED CHILD ABUSE	30

## **ADMISSIONS 30**

NON-DISCRIMINATION POLICY & APPLICATIONS	31
ADMISSION PROCEDURES & IMMUNIZATIONS	31
NEW AND TRANSFERRING STUDENTS & ACADEMIC PLACEMENT	32
SCHOOL ENTRANCE AGE	32
STUDENT WITHDRAWAL PROCEDURE	32

## **GENERAL INFORMATION 32**

FUEL FOR LEARNING: LUNCH, SNACK, AND CELEBRATIONS POLICY	32
AFTERSCHOOL CARE	33
CUSTODY DISPUTES	34

## **FINANCIAL INFORMATION 34**

SCHOLARSHIP FUNDS	34
TUITION, FEES AND DISCOUNTS	35
SMART TUITION PAYMENT PROCESSING & BILLING	35
PAYMENT METHODS	35
GENERAL PAYMENT POLICIES	37

## **CALENDAR 38**

# Getting to Know Us

## High Quality Education & Positive Learning Environment

Quality education is something that all parents look for, but is sometimes hard to quantify. Here are some indicators we think might help you in evaluating the education your child will receive at Anchorage Junior Academy.

- ☆ All teachers hold bachelors' or masters' degrees in education and participate in an ongoing in-service program to remain current with educational issues.
- ☆ Our low student/teacher ratio allows teachers to spend more time with each student.
- ☆ We offer a balanced curriculum with all the major subjects, including daily recess, physical education, art and music.
- ☆ Textbooks are selected from well-known, national publishers such as Houghton-Mifflin, Saxon, Scott Foresman, and Macmillan/McGraw-Hill.
- ☆ Current technology, Google Classroom, and iPads are appropriately integrated as study tools students use to navigate the daily curricula.
- ☆ Individualized instruction is provided and students are always under excellent supervision.
- ☆ Our classrooms and central library include many well-stocked titles with an annual budget for expanding our collection.
- ☆ Our students learn experientially through field trips, outdoor education excursions, and community service projects.
- ☆ As an organization, Adventists have a great deal of experience in education — we operate the second-largest private educational system in the world.
- ☆ Our school environment is safe. Students can concentrate on learning without other distractions.
- ☆ Our teachers are not only academically qualified to teach, but also love students and are dedicated to teaching.

- ☆ You, as parents, will be informed and involved in your child's education — through regularly scheduled parent/teacher conferences, a weekly newsletter, notes, and phone calls. In addition, parents are welcome to make appointments to visit the classrooms throughout the school year.
- ☆ We believe that “In the formation of character, no other influence counts as much as the influence of the home. The teacher's work should supplement that of parents, but it is not to take its place. In all that concerns the well being of the child, it should be the effort of parents and teachers to cooperate.” Education, p. 283.
- ☆ Our countryside location and tall trees provide space and shade for large, relaxing playground areas. Many have commented on the pleasing atmosphere surrounding our school.
- ☆ Great people in a great environment make for a great school!

## **Our History**

Anchorage Junior Academy is a Seventh-day Adventist school providing an accredited educational program for students in preschool through eighth grade. The school is one of the many Adventist church schools found within the boundaries of the North Pacific Union of Seventh-day Adventists. These schools serve over 6,000 students ranging in age from preschool through high school. Walla Walla University, located in Washington, is also an Adventist institution. The Adventist church firmly believes in education at all levels and sponsors the largest Protestant educational system in the world.

AJA is sponsored and subsidized by seven Adventist churches which are located in the Anchorage Bowl — Northside SDA, Community SDA, Samoan SDA, Korean SDA, Hillside-O'Malley SDA, 2nd Mile SDA, and Anchorage Spanish SDA. These churches in cooperation with the Alaska Conference, also provide members which comprise the governing School Board.

During the depression years, a young missionary couple, Mac and Eleanor Jackson, arrived in Anchorage to pioneer the Seventh-day Adventist work. Within a few short years a small congregation was worshipping in a remodeled store located on 3rd and E Street. Elder Fred Wagner was the pastor in 1941 when the first teacher, Mrs. Jackie Moody, was hired. She taught seven or eight children in the basement of the building.

Near the close of World War II, a new church was built on 7th and A for the growing congregation. At that time 9th Avenue was the edge of Anchorage, a town of about 3,500 people. Once again the school moved into the basement and there remained for over twenty years.

During the 1960s the church acquired a 5-acre tract of undeveloped forestland off O'Malley Road. They erected a nice two-story structure with largely volunteer labor, which became the school home of more than forty students and their three teachers in March of 1969. Student enrollment climbed during the 1970s and two more teachers were added. An additional 2.5 acres were also acquired.

In 1982, more than 100 students registered for school with a staff of six well-qualified teachers. Congestion was now a tremendous problem in the once-spacious building. Construction began again. This time the addition

would more than double the size of the original structure. During the 1984-85 school year, the lower grades moved into their new classrooms. During the summer of 1996 a gymnasium was added to the north side of the east end of the classroom wing providing room for physical education activities.

Since 1941 AJA has been educating the young people of Anchorage. Although South Anchorage has become a favored residential area, AJA still offers a quiet, country-like atmosphere, away from businesses and the main segment of the Anchorage populace.

## **Philosophy of Education**

The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social-emotional—a process that spans a lifetime. Working together, homes, our school, and the Anchorage area Seventh-day Adventist churches cooperate with the Holy Spirit to prepare learners to be good citizens in this world and for eternity.

Holy Scripture places the primary responsibility of rearing and educating each child with the parents. Anchorage Junior Academy seeks to aid parents in educating their children. Teachers blend the positive reinforcement of Christian values and a Biblically-based view of life across the curriculum. AJA seeks to educate the whole child — mentally, physically, socially, and spiritually.

## **Core Curriculum Goals**

- Learners will choose to accept God as the Creator and the Redeemer.
- Learners will grow in their knowledge and understanding of God's creation.
- Learners will creatively apply their spiritual, physical, intellectual, and social-emotional knowledge.
- Learners will demonstrate their commitment to the Creator through service to others.

## **Our Mission**

Our mission guides us as we seek to continually serve the children and families in our community. It is based on Jesus' example,

“To increase in wisdom and stature, and in favor with God and man.” —Luke 2:52

AJA exists to introduce each student to Jesus Christ. Our desire is to develop this relationship so that each student will love their Creator and choose to spend eternity with Him. Through academic excellence, we will provide the tools needed for each student to achieve all that God has created them to be.

 Growing spiritually

We exist to help students grow in their love for Jesus. While spiritual growth can't be measured and quantified with numbers, we do see it happening every day. It starts with our commitment to making Christ the center of

all we do—not just the subject of a single Bible class. And it continues through our focus on the Bible as the sole guide for our beliefs and behavior as Protestant Christians. We invite you to visit our campus and experience how our teachers and staff model their love for God and nurture it in our students.

### Growing academically

Our goal is to develop Christians with wisdom, not just knowledge. So we've structured our academic program to put God first and we find that, like Adventist schools of all sizes across the country, this results in students who grow academically at a higher rate than their peers in other schools. In a three-year study of 51,000+ students in Adventist schools (kindergarten through high school), researchers documented that they outperformed the national average. At all grade levels. In schools of all sizes. And in all subjects. It really is true that when we "seek first the kingdom of God and His righteousness, all these things will be added to you." (Matthew 6:33) To learn more about the specific results of our school, schedule an Education Success Consult with our principal.

### Growing physically

Making healthy choices is a way of honoring our bodies as the temple of the Holy Spirit (1 Corinthians 6:19). And plenty of research documents the importance of healthy bodies in developing healthy brains. So we include learning about taking care of our bodies with daily exercise, good sleep, healthy eating, and more. To see how we integrate wise lifestyle choices into our curricula, come visit our campus.

### Growing socially

Loving and serving others is part of God's plan for each of us and something we practice daily. As we interact with each other here at school and as we practice service in our community, we are guided by Paul's words, "Be completely humble and gentle; be patient, bearing with one another in love." (Ephesians 4:2) While we are not perfect, we are constantly aiming to be more Christ-like with each other and to serve our community. Come see how this influences our students with a visit to our campus.

## **Our Accreditation & School board**

Our school is accredited by the National Council for Private School Accreditation and the North American Division of Seventh-day Adventist Commission of Education. In addition, our Christian curriculum is accredited by the Northwest Association of Accredited Schools. Our program includes class work in all major subject areas: Reading, Language Arts, Math, Science, Social Studies, Bible, Computer Education, Physical Education, Art and Music.

Our School Board is responsible for using parent, student, and staff input to create coherent and effective policies to establish a long-term direction for our school. Board members are interested parents and constituent church members who volunteer their time and efforts. The constituency of AJA consists of the members of the sponsoring churches. According to our school constitution, a constituency meeting is held annually, and additional meetings may be called as needed.

Come participate. We encourage parents and community members to attend our monthly meetings. If you have input or want information, but are unable to attend the meetings yourself, talk to any board member and share your ideas.

# What Adventists Believe

## **Statement of Faith**

We believe that God is the all-wise, all-knowing, all-powerful, loving Creator of the entire universe. As our Creator, He knows what is best for us and what type of lives will make us happiest. As our Father, He wants each of us to live happy, fulfilled, eternal lives, maximizing our own unique abilities and talents.

God's plan of salvation is a plan of education. Jesus came to reveal God. Jesus tells us that to know God is life eternal, and the prophet Jeremiah tells us that above all things it is important that we understand and know God for who He really is — a caring being who always does what is right.

Humans were created to reflect God. That means we are to understand and know Him, to be free to make choices, and to develop one's own personal uniqueness. Education is the means to teach and train people to be spiritual thinkers, not mere reflectors of others' thoughts.

God's law is an outline of the type of living that will make each one of us happiest and safest. It is not an arbitrary list of rules. His law is a reflection of His character — a character of love, fairness, and mercy.

When God created this world He created the seventh-day Sabbath. It is a reminder of His Fatherhood of us all. It is also a time set aside for getting to know Him better. He asks us to treasure that time.

God is interested in the whole person. Therefore it is important to take care of ourselves physically, mentally, and emotionally, as well as spiritually. We can only love our neighbor as we love (and respect) ourselves.

The Bible is God's record of His love and concern for humanity. Because humans had rebelled against God's plan of life and were suffering the results — separation from God and ultimately death — Jesus came to earth to live and die so that He might restore us to a loving, trusting relationship with God. Jesus finished the work He came to do.

After Jesus rose from the dead, He entered upon His work in Heaven as intercessor to reunite His family on earth with His family throughout the universe. If we learn of Him and live His life-style by His strength, and

“And Jesus grew in wisdom and stature, and in favor with God and man.” Luke 2:52 NIV

# Academic Information

Our curriculum is accredited and goes well beyond the “three R’s” in educating children for today’s world. Bible, music, art, computers and keyboarding, physical education, outdoor education, special interest projects and leadership training all supplement the traditional subject areas. Our courses of study are based on those outlined by the General Conference of Seventh-day Adventist education departments and meet or exceed local state standards. The school board and teachers, with input from parents, focus on continuously reviewing and improving the school’s curriculum and learning environment.

Worship and prayer are integral parts of each morning in every classroom. Bible classes focus on understanding the Bible and general Christian principles. Students from all classrooms attend Friday chapel programs. In addition, during one week each semester students meet for a week of spiritual emphasis and enjoy hearing from special speakers brought in to share special messages just for them. Each of these activities is designed to help students learn to know God as a personal friend, to encourage high standards in integrity, morality, and self-control, and how to promote good conduct in and out of school.

## Our Staff

The staff at Anchorage Junior Academy have been chosen for their professional qualifications, their love of children, and their dedication to teaching.

- ★ Katie Richmond, principal & lower grades teacher
- ★ Darla John, pre-k and kindergarten teacher
- ★ Jeanie de la Torre, upper grades teacher
- ★ Cheryl Wagner, office manager
- ★ Craig Hamilton, van driver & van coordinator
- ★ Volunteer Librarians, music teachers, and other specialists

## Textbooks and Materials

Our textbooks are selected from well-known national publishers such as Houghton-Mifflin, Saxon, Scott Foresman, and Macmillan/McGraw-Hill. In addition, we use materials recommended by the North Pacific Union Conference of Seventh-day Adventists.

### **Library**

Each classroom maintains an in-class selection of literature and non-fiction. Our students also have access to a central library at our school. With books, periodicals, reference materials, and other learning aids, we have excellent resources for sparking the natural curiosity of children.

### **Computers and Technology**

Students use current technology, computers, and iPads as appropriately integrated study tools to navigate the daily curricula. Our students will learn keyboarding, word processing, and other technology applications to demonstrate mastery of core standards in math, language arts, science, and social studies.

### **Music and the Arts**

An education in music provides an opportunity for cognitive development that no other school subject offers. Music uniquely combines right brain and left brain activities resulting in total brain development. Success in music requires the integration of individual skills practiced at home and group skills practiced at school. Musicianship developed in elementary school can lead to life-long participation in church and community ensembles. Adventist education has long held as one of its goals the education of the whole person — and music has been an integral part of that since the very beginning.

AJA offers music education from pre-K through the eighth grade. The approach is based on a strong emphasis on singing and rhythm while exploring the world of music and musical history. Students in grades 1-8 also participate in group recorder lessons. Students also learn about the instrument groups and participate in choir and small group singing.

A typical year at AJA includes about nine performances during the year: several church performances, a themed program, and the Spring Musical. Music grades are not based only on talent or ability, but rather on commitment to the music program as evidenced in behavior and participation during both class, practice and performances. We understand that occasionally a family emergency or an unavoidable conflict may arise on the day of a performance. In these situations, please speak with the music teacher or the principal before the performance so accommodations can be made for the student's absence. Program dates will be given as far in advance as possible.

Art is an integral part of our curriculum and can be seen integrated into a wide variety of lessons throughout the day. Art lessons focus on teaching the elements and principles of design; the use of various media such as oil pastels, watercolor, tempera, etc; and history of art and certain artists. Art is intended to be an exploration in creativity and personal expression.

### **Outdoor Education, Field Trips and Transportation**

AJA incorporates an active outdoor education program into our yearly curriculum. We believe that students benefit from a more intimate knowledge of the natural world, and that such knowledge can best be gained from first-hand experience. The world of nature is “God’s second book,” and the treasures stored within its pages are invaluable. Such experiences will enlarge our understanding of God and help establish an appreciation of the wonders of nature.

Field trips provide experiential learning that is not ordinarily available in the classroom. Teachers will send written notices in advance of field trips. We appreciate and encourage parents who can help us with driving and supervision. The Alaska Conference and North Pacific Union Board of Education has implemented a Volunteer Policy and Driver Policy which includes a background check on all individuals who wish to drive on field trips.

Vehicles that carry school children on these trips must have full comprehensive and liability coverage with minimum limits. Drivers for a field trip must file proof of this insurance coverage with our office each year. Please check with the office for more information. Children must wear a seatbelt and follow state law regarding the use of car seats.

### **Physical Education**

Structured physical education periods are a part of each grade’s daily schedule. PE is more than recess or teacher-directed play — we emphasize this opportunity to develop the physical and social skills of each child. Progress is measured in terms of participation, effort, team spirit, and sportsmanship. Exceptions for PE participation are granted based on written statements from a physician. Students in all grades are expected to wear appropriate shoes and clothing during physical education classes.

### **Grading, Promotion and Retention**

Grade reports are sent to parents at the end of each nine-week period. Grades are awarded based on the following system.

- ★ Pre-kindergarten  
Narrative summary and/or checklist of present levels of performance
- ★ Grades K - 2
  - I Achieves objectives and performs skills independently
  - P Progressing towards achieving objectives and skills
  - NT Needs more time to develop
- ★ Grades 3 - 8
  - A Superior
  - B Above Average
  - C Average
  - D Below Average
  - F Failure

An “I” or “Incomplete” may be used on occasion when a student has not completed the required work during a grading period. A grade of “I” must be changed to another letter grade before the close of the next grading period.

Students are promoted to the next grade level based on their academic achievement, social readiness, and at their teacher's recommendation.

### **Student Records and Cumulative Folders**

AJA maintains a cumulative folder on each child's educational progress in compliance with the requirements for the state of Alaska and the Alaska Conference of Seventh-day Adventists. Parents can review their child's cumulative folder in the principal's office, although no part of the file can be removed from that office. Parents may submit a written request asking to review the file.

When a student transfers to another school, either Seventh-day Adventist or public, the cumulative record, shall be transferred to the school where the student intends to enroll upon written request of the parent or guardian.

### **Standardized Testing**

During the school year, each student's progress is assessed using on-line standardized tests such as the Measures of Academic Progress assessment. Students in grades 3-8 will be assessed three times during the school year to help guide instruction.

The principal and teaching staff study the aggregate scores carefully to identify trends and refine the teaching approach in specific subject area(s). In addition, the principal makes a detailed report to the school board regarding the aggregate results, with all identifying data removed. This report, along with the recommendations of the staff, is a key component in the board's overall guidance of the school.

We are proud of the fact that our students, on average, consistently score above grade level. And more proud of the fact that they typically make more than one full year's progress in one year's time. If you are interested in learning more about the aggregate scores, just ask our principal.

Students also take the Gesell Developmental Assessment (GDO-R) or the Wide Range Achievement Test (WRAT-4) as a skills placement test when applying for admission to AJA. In the spring, students are re-tested with the WRAT-4 to track yearly progress.

### **8th Grade Graduation**

Anchorage Junior Academy, through the Alaska Conference of Seventh-day Adventists, awards diplomas to all students in eighth grade who successfully complete the outlined course of study. Student accounts must be current, or financial arrangements made, before an eighth grade student is cleared to participate in graduation festivities.

### **Academic Integrity**

AJA seeks to install strong Christian values within our students. In all things AJA wants students to make the right choices when interacting socially with peers and performing in the classroom. In the event that a student chooses to show a lapse in academic integrity a loss of trust results. Our classrooms are safe havens where students can question, learn, discuss, practice, and show mastery in the concepts and skills being taught. Teachers adapt lessons and expectations that are in the "just-right" zone of their academic development.

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

- ☆ glancing at or copying from another student's test, quiz, or assignment
- ☆ non-sanctioned "team" work on an assignment
- ☆ excessive "outside assistance" on an assignment
- ☆ habitual absenteeism on test/assignment days
- ☆ failure to cite sources adequately on assignments or submitting another person's work as their own
- ☆ copying a research paper or assignment, changing answers
- ☆ possession or use of cheat notes
- ☆ stealing a paper, test, or answer key; or taking photographs of these items
- ☆ carrying a test out of a room during test time
- ☆ allowing another student to copy from one's test, quiz, or assignment
- ☆ changing academic records outside normal procedures
- ☆ resubmitting returned and corrected academic work under the pretense of grader evaluation error
- ☆ communicating in any way with another student during a test or assignment

The general policy for a student who cheats is to receive a grade of zero 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.

# Communication & Teamwork

Our goal is to create a productive and pleasant team approach between your home, the school, and your child's teacher.

## **Attendance and Hours**

School begins at 8:00 am and students are expected to be in their seats, ready to begin the school day at that time. Students should not arrive earlier than 7:45 am without special permission. Students remain seated on the benches in the hallway until their teacher leaves staff worship and heads to their classroom. School ends at

3:15pm The afternoon pick-up window is 15 minutes after dismissal. The following chart communicates the daily structure of the school day:

<b>Grade Level</b>	<b>Start Time</b>	<b>Dismissal (M-Th)</b>	<b>Friday Dismissal</b>
Half-day pre-K & kindergarten	8:00 am	arranged	12:15 pm
Full day pre-K & kindergarten	8:00 am	3:15 pm	12:15 pm
Grades 1-8	8:00 am	3:15 pm	12:15 pm
<b>Extended Care \$7/hr</b>	3:30 pm, 12:30 on Friday	6:00 pm	4:30 or sundown

Tardy students who arrive after the front door is locked at 8:15 am must check-in with the office before entering the classroom. If your child will be absent from school please call the school office ahead of time and let us know.

School attendance is required by state law. Research shows that students have higher levels of achievement when they attend school regularly. Failure to show good attendance may result in a truancy notice to the local public school district attendance officer. There are circumstances, other than illness, when absences are unavoidable. If your child must miss school, it is necessary that you inform the teacher ahead of time. Advance notice should be equivalent to the number of days being missed. Students will be expected to complete their assignments prior to the absence, when possible, and turn them in to be corrected. This will enable the student to stay current and not be overwhelmed when they return.

### **Homework**

Homework may be given for all grades. The teachers in each classroom have different homework policies based on appropriate expectations for that age and grade level. Your child’s teacher will explain their homework policy during parent orientation at the beginning of each year.

### **JupiterEd Student Information System and Parent Alerts**

JupiterEd is an easy way for parents and students to have access to up-to-date information online. Every AJA family receives a unique user account for personalized security. Families can register and activate their account at Back to School Night. Once the account has been activated, throughout the academic year, Jupiter can be used to check your child’s grades, attendance, behavior reports, receive e-mail alerts, receive e-mails with school or class information, view class pages with homework, assignments, test dates, and updated messages from your child’s teacher, view general school information such as, news and the school calendar, and school handbook.

JupiterEd Parent Alert sends out general reminders, school tips, as well as any emergency information in the form of cell phone texts, voicemail messages, and email messages. Please make sure to keep you phone numbers and contact information updated with the school office.

### **“Glacier Echoes” School Newsletter and Our Website**

Look for our Glacier Echoes newsletter that is sent home and emailed each Monday after school. The newsletter covers important upcoming events, announcements, and items of interest. Parents should look forward to receiving this weekly update in your email inbox, your child's backpack, or posted on the hallway bulletin board as the newsletter is a main source of communication. Check out the school webpage to also find the Glacier Echoes, our calendar, and other important school information at [www.ajaak.com](http://www.ajaak.com). School news may also be posted on our school Facebook page.

### **Parent/Teacher Conferences**

To encourage a team approach we believe that parents should receive frequent updates on their child's progress. In addition to frequent, informal conversations on your child's progress, we offer the following formal evaluations and conferences to keep you up-to-date.

- ☆ Progress reports (grades 5+) are sent home periodically through each nine-week grading period. (There are four grading periods, two per semester.)
- ☆ Written reports (report cards) are issued every nine weeks (four times) during the school year. Report cards indicate citizenship and individual progress, as well as achievement.
- ☆ Two parent/teacher conferences, at the end of the first and third grading periods, are scheduled with parents individually. These talks will be full and frank discussions of how parents, teachers, and students can work together to make learning meaningful.
- ☆ Please feel free to discuss your child's progress with his or her teacher at any time during the school year.

### **Home and School Organization**

The Home and School Association is AJA's parent organization. Its purposes is to unite the home, the school, and the church in their endeavors to provide a Christian education for their children. The Home and School Association is involved in many aspects of school life such as:

- ☆ sharing resources for parenting seminars
- ☆ sponsoring fun ways for parents and families to get to know each other,
- ☆ promoting teamwork and communication within our school family,
- ☆ supporting the school with fund-raising and morale-raising events,
- ☆ encouraging volunteering for the school, and
- ☆ showing teacher support and appreciation

To accomplish these goals many individuals volunteer countless hours to organize great home and school activities which vary from year to year. Some examples include: beginning of the year workbee, fall fair, chili-feed fun, fundraising dinner and auction to name a few. Come learn how you can help — and have fun doing it. Meetings are held in the staff work room each month. Watch the monthly calendar for the next upcoming meeting.

## School Volunteers and Getting Involved

Volunteers play a vital role in our school; there is much we couldn't do without you. Volunteers help in classrooms, drive on field trips, help in the lunchroom, and more. Every parent, grandparent, aunt or uncle has something special to contribute and we have a wide range of opportunities for using your unique talents.

Parent and community volunteers help us by:

- ☆ preparing and serving hot lunch
- ☆ assisting in classrooms and filing papers
- ☆ driving for field trips
- ☆ organizing home and school events or decorating for school programs
- ☆ participating in the school board
- ☆ speaking for chapels or assemblies
- ☆ helping with work bees, facilities, and much more.

We look forward to finding out how you can share your talents and make our school even better! If you wish to assist in a classroom, talk with the teacher in that room. He or she will orient you to the activities of the classroom, discuss with you ways in which you can contribute, and schedule your visits.

Because we are committed to our students' safety, all individuals who will have contact with students are screened with a background check every three years. AJA receives back a cleared or un-cleared status based on the parameters set by the Alaska Conference of Seventh-day Adventists for volunteers. You will be required to go online to Verified Volunteers, complete a short training, and give permission for this check to occur. It is imperative that AJA do everything we can to protect our children and our school. If you have any questions, just check with the office or our principal. Thank you for your willingness to complete this step if you'd like to be involved, we believe this is an important part of ensuring a safe school environment.

## Sterling Volunteers Background Checks

- ☆ <https://www.alaskaconference.org/resources/background-screening>
- ☆ Self-Registration on the website <https://www.ncsrisk.org/adventist/index.cfm?>
- ☆ Online tutorial/class (you can start it and come back to it as your time allows)
- ☆ When tutorial is completed you click permission for a background and DMV check.
- ☆ Results report of pass/fail is sent to our school office.
- ☆ Return to the office the volunteer guidelines form, printed certificate, and vehicle insurance.
- ☆ You can go on field trips, help in classrooms, or help as requested and arranged with staff.

## Resolving Parent Concerns

Parents and students are the school's most important resource when it comes to providing suggestions for doing things better or solving problems. Talk to the teachers. Your concerns and ideas are valued. A problem is

usually resolved quickly and amicably when the people with the problem work together to find a solution. Then, if an authority must be called in before an issue can be resolved, a teacher, principal, or the school board can serve as mediator, depending at which level the issue exists.

School board meetings are open to anyone who wishes to attend and generally take place the third Thursday of the month. Please check with the office for the exact dates. Occasionally the school board goes into an executive session to handle sensitive matters, at this time only board members are permitted to be in attendance. Anyone wishing to suggest items for discussion should contact the principal and/or board chairperson at least one week prior to the board meeting.

# Keeping Our School Safe & Pleasant

Our students are the greatest! This section is included simply to remind them of our guidelines for everyone's health, safety, and social education.

## **Our Values and Contract of Excellence**

Anchorage Junior Academy values the team approach to education. Each year we ask our teachers, students, and parents to sign a contract of excellence affirming their willingness to partner together for the success of our students. When all team members choose to live our core values and fulfill their responsibilities, our students will be blessed with strong growth and achievement academically, socially, physically, and spiritually. These are our values:

- ☆ Growth and Achievement
- ☆ Effort and Commitment
- ☆ Honesty and Respect
- ☆ Responsibility and Choices
- ☆ Teamwork and Accountability

## **School's Commitment to Excellence**

- Plan and teach lessons that prepare students for success in the next grade level.
- Stay current on research about best practices in education.
- Communicate with parents about their child's school experiences.
- Interact professionally with staff, students, and families at all times.
- Maintain a positive school culture and environment.

- Enforce the school dress code and following of school procedures.
- Model the values AJA holds to be important.
- Challenge students to constantly consider their actions, choices, and goals.

### **Student's Commitment to Excellence**

- Work hard by participating in classes and turning in homework.
- Arrive at school on time every day prepared to be successful.
- Maintain the school dress code and follow school procedures.
- Ask teachers and family for help when needed.
- Demonstrate the values aJA holds to be important.
- Encourage classmates to do their very best.

### **Parent's Commitment to Excellence**

- Ensure that my child arrives at school on time every day prepared to be successful.
- Maintain the school dress code and encourage my child to follow school procedures.
- Monitor my child's academic progress by reviewing and returning progress reports.
- Interact professionally with school staff at all times.
- Provide my child with time and materials needed to complete homework.
- Ensure that my child receives the proper sleep and nutrition needed to be successful during the school day.

### **Code of Conduct**

- ☆ Students will demonstrate respect for others and others' property.
- ☆ Students will be honest with each other, faculty, and staff.
- ☆ Knives, matches, firecrackers, weapons of any kind, or any other disruptive items are prohibited.
- ☆ Illegal drugs, tobacco, and alcoholic beverages in any form are not to be used or on campus.
- ☆ Profanity, obscenity, violence, or taking the Lord's name in vain is not acceptable.
- ☆ Students are not to bring inappropriate pictures, written materials, or music on campus.
- ☆ Bicycles, skateboards, in-line skates, and are not to be ridden on campus.
- ☆ Children are not to leave the supervised area: the school buildings or the grounds for any reason without notifying their teacher (and being signed out by their parent in the school office) except at regular dismissal time.

### **Student Problem Solving Procedures**

AJA has high expectations that our students will avoid behavior that should involve them in disciplinary actions.

However, should such occasions arise, problem solving typically follows these basic steps:

- ☆ student and teacher problem solve
- ☆ student, parent, and teacher problem solve
- ☆ student, parent, teacher, and principal problem solve
- ☆ school board meets to problem solve with family and staff

It is school policy that students who willfully break school rules or fail to respond to teacher or staff requests may be given a “cooling off time” under the supervision of a teacher or staff member. They might also be required to “talk to the principal” before they rejoin their classmates in the normal activities of the school day. When this occurs, parents may be informed with a phone call or note. Should additional consequences be needed, the principal and/or teacher will meet with the student and parent(s) to determine what those consequences should be and where they should take place — home or school.

At any level a student behavior contract may be written to outline expectations and consequences. If at anytime there is a serious misbehavior that requires bypassing the regular problem solving hierarchy, there will be immediate intervention by the principal. The principal will update our supervisor at the Alaska Conference education office about the incident.

In the event that a student demonstrates his or her continued inability to take advantage of the educational opportunities provided by our school, or should the family of a child find it impossible to support the school program in matters of discipline, academic requirements, or following the code of conduct; the school will insist that the child be placed in another educational environment.

### **Discipline, Physical Contact and the Olweus Bullying Prevention Program**

AJA holds that all members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn and work without fear. AJA believes that any discipline needed should be redemptive, remedial, and corrective rather than punitive. Corporal punishment is not used as a means of discipline.

AJA has chosen to participate in the Creating Kindness Culture program (formerly known as the Olweus Bullying Prevention Program) because we agree with its messages of peace and appreciate its school-wide approach to creating a positive school culture with consistent expectations for how individuals are treated on our campus. This program also supports our Luke 2:52 school mission and dovetails nicely with our CreationKids health curriculum as we grow our interpersonal skills and strive to treat each other as Jesus did.

The Olweus Bullying Prevention Program (OBPP) is one of the best-known bullying prevention programs. OBPP has been proven to prevent or reduce bullying behaviors. The goals of OBPP are to reduce bullying problems and prevent new bullying problems from happening. The program also works to make relationships better among students. The program is for all students, not just those who are being bullied or who are bullying others.

#### **The working definition of bullying at AJA is:**

“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”

and

Bullying can take many forms such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group, and sending nasty messages on a cell phone or over the Internet.

Students are taught four anti-bullying rules and participate in weekly class meetings in which school and classroom atmosphere and student interactions are discussed. Students use this time to share how they are feeling, what is working, and areas they need support in. Themes from these class meetings are also discussed as a whole school during OBPP chapels.

Rule #1: We will not participate in bullying others.

Rule #2: We will try to help others who are bullied.

Rule #3: We will try to help others who are left out.

Rule #4: If we know a student who is bullied, we will tell an adult at school and at home.

Students learn four key hallmarks that help decide if there was an incident of bullying:

1. was the behavior unwanted by the victim
2. was the behavior repeated over time
3. was there an imbalance of power or threats and intimidation
4. was the behavior rude, mean, or an incidence of bullying

Parents play a key role in this program. Your child will be asked to tell an adult at school and at home if he or she is bullied or sees bullying happening at school. It will be very important that you take any bullying seriously and tell our school staff so it can be addressed individually with the students involved and anonymously in the weekly class meeting when needed. Should a student struggle with these expectations, parents will be required to work with staff and the child to build a plan for improvement.

Bullying should not be seen as “kids being kids” or something that students just need to deal with. Having a safe school experience is something that all students should be able to enjoy. If you have any questions about the program, please speak with your child’s teacher or contact the principal.

In order to provide this safe learning environment students shall not intimidate or harass another student through words or actions. Any unwanted physical contact between students with intent to harm is not acceptable. Such behavior includes, but is not limited to, direct physical contact, such as hitting, shoving, kicking, biting, choking; verbal (or non-verbal digital) assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive and does not stop when asked, it is considered bullying.

- Incidences of bullying behaviors will be recorded and tracked by each classroom teacher. When the tolerance level is met, parents are required to participate in building an improvement plan for student success and sign proof of acknowledgement that the behaviors are being addressed.
- Consequences for offenses will vary depending on the severity and circumstances. These could range from a variety of disciplines to a suspension, or even a professional evaluation being required before the student can return to school. The staff will determine, in consultation with school administration, the consequences based on circumstances and age-appropriateness.

- A continued pattern of offenses will likely result in the student having to withdraw from school.

Early in each school year and during classroom meetings the classroom teacher will lead team-building activities and emphasize the responsibility of each child in protecting the dignity and physical well-being of their fellow classmates per AJA's Contract of Excellence.

### **Medications and Injuries**

If your child requires medicine while at school, our preference is that the parent administer it personally. In the event that the parent is unable to administer or supervise it, the parent will need to complete an authorization form for staff and supply the medication. This applies to both prescription and over-the-counter medications, and whether a staff member or the student will be administering the medication.

- ☆ Parents must complete the authorization form whether the medicine is prescription or over-the-counter. Be aware a physician's signature is also required on the authorization form.
- ☆ Medicines will need to be supplied in their original container with the child's name and dosage instructions on the container.
- ☆ The secretary will store all medications and administer as authorized making note of the date and time. The only exceptions are for older students who need emergency medications (i.e. insulin, inhalers, etc) and who have separate, special authorization to carry those meds on them. Please share these arrangements with both our secretary and the classroom teacher.

Safety is an important concern at AJA. Students who have been injured should report it immediately to their teacher or c. Please report injuries so we can ensure successful completion of injury reports and insurance claims. Parents sign a yearly Consent to Treatment form that allows immediate medical attention to be given as needed in serious situations.

### **Emergency Procedures**

AJA has Emergency Response Procedures posted in each classroom. Teachers and students are familiar with the process. Teachers are trained in CPR and basic first aid. School fire drills are conducted on a monthly basis. If an earthquake or other disaster occurs during the school day, it is possible that students would need to remain at school for up to 72 hours. The school has blankets, water, flashlights, and a battery-operated radio for use in an emergency.

In case of major emergency, the staff will attempt to call the Alaska Conference and the North Pacific Union Offices to report the condition of the students and school facility. Staff will contact parents via our JupiterEd Emergency communication alert system. Watch for text messages and calls. If parents cannot get through to the school, they may try calling the NPUC at 1-360-857-7000 for a report. No student will be allowed to leave without a parent (or an individual designated by a parent).

### **Personal Survival Kit**

Each student is required to have a Personal Survival Kit. Please enclose all items in a one-gallon Ziploc bag with your child's name written on the outside. This kit will be stored at the school with the other emergency supplies. Food items must be packaged for a long shelf life. Attention to your child's specific allergies or needs should be considered. The items listed below are suggested for each kit.

- ☆ One toothbrush and small tube of toothpaste
- ☆ Three 8oz. juice boxes or cans with pop-tops
- ☆ Three 4oz. cans of fruit with pop-tops
- ☆ Three small packages of dried fruit
- ☆ Six peanut butter, cheese and cracker packages
- ☆ Six granola type snack packages
- ☆ Three plastic spoons wrapped in napkins
- ☆ Facemasks

### **Covid-19 Page on [AJAAK.com](http://AJAAK.com)**

Our flexible, tiered Covid-19 reopening and mitigation plan is found on our school website. Please check there for the most current information and school board voted updates. This page also features our cleaning and disinfecting practices, distance learning information, and much more.

### **AJA Pandemic/Epidemic Response Plans**

In case of a pandemic, epidemic, or outbreak in which school-wide response is needed, AJA will work in consultation with the Alaska Conference, the North Pacific Union of Seventh-day Adventists, and the local departments of public health and education to decide what is best for our students and community. AJA will evaluate the situation on a week-by-week basis and communicate our plans. This may be up to and including:

- ☆ Needed adjustments or updates to the illness policy
- ☆ Increased sanitation efforts and procedures
- ☆ Adjusted social protocols
- ☆ Changes to the school activity calendar
- ☆ Participation in a community wide effort to "flatten the curve" and slow-down the rate of spread within the school community or municipality

Should on campus classes be suspended for a time, there may be a move towards our distance learning plans. Distance learning looks different for each grade level. Our classroom teachers will continue to provide learning opportunities, access to appropriate materials, additional resources as needed, and seek to maintain a nurturing relationship with each student and family. During these times, it is the goal to be just a phone call, text message, or email away. We encourage you to stay connected in safe and meaningful ways during these dynamic times.

### **Dressing for Learning — Coordinated Dress Policy**

It is our privilege to honor our Creator, especially in our dress. While our main focus is the development of beautiful Christian characters, we also believe that the external attire is a key component of character development. We know there is a relationship between the way students dress and the way they behave. If they are dressed for learning, they will have an easier time focusing on learning than if they are dressed for free time. Our coordinated dress policy:

- ★ helps children to perceive others as equals. Fewer occasions for rivalry help focus attention on the main reason for school.
- ★ is a constant positive reminder of the distinctive moral values of this school and helps foster an important group consciousness important in a society that emphasizes personal individuality.
- ★ helps students learn to distinguish themselves by performance, achievement and other important ways rather than by non-merit reasons such as wardrobe.
- ★ encourages an atmosphere of professionalism and children can learn to appreciate the identification and privilege coordinated dress represents.
- ★ teaches good stewardship. Each student possessing at least two sets of school clothes helps parents/guardians save money on clothing over a period of time.

For this reason we encourage students to dress appropriately for school by following our coordinated dress policy with modesty, neatness, cleanliness, simplicity, and a natural look. We ask that jewelry be left at home and permanent and/or temporary tattoos not be displayed. Natural looking make-up, hair color, and nail polish are acceptable.

If a student arrives out of compliance with the dress policy the parent will be contacted to bring required apparel. Students cannot attend class until they are in compliance.

**Pants** — navy pants or solid dark blue jeans. All pants must be free of holes, extra pockets and zippers. Embellishments, embroidery, bleached or worn areas are not acceptable. Must not be tight fitting or carpenter/cargo style.

**Polo Shirts** — solid colored polo style shirts. No logo is required; however, school logo may be worn if desired. Shirts must be free from all insignias or brand names. Students may wear a solid blue, white or gray long sleeve t-shirt under their polo if desired.

**Skirts** — knee length solid navy uniform-style skirts or polo dresses. They must have navy, white or gray leggings/tights/shorts underneath.

**Jackets** — Students may choose to order a navy blue fleece jacket with the school's logo, or bring a lightweight jacket to wear inside the building. website: [www.landsend.com](http://www.landsend.com) school id: 900151697

**School T-shirts** — The school t-shirt is to be worn on Fridays and for all off campus trips. Either a green or blue school shirt can be ordered through the office.

**Shoes** — Non-marking gym shoes are required for the gym. They are to be put on when entering the school in the morning and worn while indoors. These are to remain at school and not be worn outdoors. They cannot have embellishments such as characters, skulls, bones, etc.

If you have any questions, please feel free to contact your child's teacher or the office.

### **Media Guidelines**

As a Christ-centered school, we require an environment free of secular influences. We ask that lunchboxes, backpacks, water bottles, classroom supplies, and anything coming to school be appropriate, needed, and reflect the values that AJA holds as important.

### **Lost and Found**

During the year we maintain a lost and found container in the pick-up area. At the end of the year all unclaimed items are donated to the Good Will where they can be distributed to those in need. You and your child may find it easier to identify your belongings if all items brought to school are marked with your child's name. We cannot be responsible for personal play equipment, clothing, or other non-school items on our campus and ask that they remain at home.

### **Campus Security and Visitors**

At AJA we are intentional and concerned about striking an appropriate balance between having a welcoming campus and providing strong security for our students and staff. To that end we have implemented the following policies.

Visitors and prospective parents will be encouraged to make an appointment with our principal for an educational consult before they have access to campus. Our campus is closed (and the doors locked), parents and visitors must come through the front office, provide identification if asked, sign in, and wear a visitor badge. This allows staff to quickly identify visitors and determine their purpose for being on campus.

Ongoing volunteers and parents who have contact with our students are required to participate in a background check. (For details see the section above titled, "School Volunteers and Getting Involved.") AJA also employs security cameras within common areas around our facility.

### **Supervision Before School, After School and Pick-up Procedure**

Students who arrive for school between 7:45 am and 8:00 am are asked to quietly remain seated in the hallway until their teacher leaves staff worship and unlocks their classroom.

A teacher will supervise students after school for pick-up between 3:15 pm and 3:30 pm Monday -Thursday and until 12:30 pm on Friday. At that time any remaining students will be sent to extended care and supervised by the extended care teacher for an hourly fee. (See the section "Attendance and Hours.") Please check the calendar and/or newsletter to see if care is offered on half-days and before vacation breaks.

There are two ways to pick-up your child from school. The first is to park in the designated parking area and wait outside your child's classroom. The second is to pull through our drive thru-lane by the mailbox and the supervising teacher will alert your child that you are here to pick them up. In order to keep the drive-thru lane clear and moving, please pull into a parking spot if it begins to get backed up.

Should you need to pick-up your child during the school day please stop by the office to sign your child out. Our secretary will gladly call the classroom teacher and have your child come to meet you.

### **Policy Addressing Student Sexual Harassment**

AJA is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accord with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

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

In the event that an incident occurs, students should report the incident to school authorities as soon as possible and complete an incident report. If the harassment is between students, the student shall report the incident to the classroom teacher or the principal. Other forms of harassment should be processed in the same manner. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult. Proper conference supervisors may be notified for any incident involving sexual harassment.

### **Internet Usage and Electronics Policy**

We are pleased to offer our students access to the school network and internet as a tool for completing their studies. Access to the internet will enable students to explore thousands of libraries, databases, and sources around the world. While our intent is to make filtered internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. We believe that the benefits of using technology as a learning tool exceed the disadvantages.

Students are responsible for good behavior on school electronics, the network, and the internet. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and complete educational objectives as outlined by the teacher. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student (chat, email, social media, etc.)
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, iPads, or the school network
- Violating copyright laws
- Using another person's password or sharing your password with others
- Browsing in another person's files, folders, or work
- Using profiles or any other technology to bypass the schools filtering, including wireless hotspots
- Intentionally wasting resources
- Using the network for commercial purposes

Non-verbal, oral, or written communication, on and off campus, including video, pictures, and graphics on classroom computers, iPads, smart-phones, or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student may be subject to disciplinary action.

### **Privacy and Media/Information Release Policy**

Your privacy is important to AJA and is understandably an area of concern for every student and parent/guardian. The school 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 AJA.

Personally Identifiable Information — As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information. This will likely include, though not limited to, students' and parents' names, addresses, email addresses, phone numbers, and the student's date of birth. 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 AJA to provide its services to its students and families and will only be utilized by the school or its agents for that purpose.

Our school does not sell, trade, or otherwise transfer to outside parties your information. This does not include trusted third parties who assist the school in conducting its business or providing its services to 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.

AJA 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 or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, websites, videos, media outreach, and other such publications. Unless students/parents/guardians formally opt out, they agree to permit such use by the school. Families are asked to sign a media release at the beginning of each school year.

The media release policy states, "This is to certify that I give permission to photograph and/or videotape my child for use on the school's, and in various school publications and printed media. I understand that all rights, titles and interest in the photography for said media outlets belong to the school and that I will receive no financial compensation for the use of this media. I further understand that the school may edit, copy, alter, or revise the photographs and/or videotape for use in their media outlets and that they will retain control over the use and distribution of the photographs and/or videotape. I have read this policy and I understand its meaning."

Student Records — AJA is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational 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 & Cumulative Folder" section for more information.)

School Property — AJA's school property includes, but is not limited to, desks, lockers, cubbies, school computer 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 school property at any time for any reason pursuant to the school's search and seizure policy. (See the "Search and Seizure" policy for more information.)

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, telephones, and clothing. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies. (See the "Search and Seizure" policy for more information.)

Revisions to School Policies — These policies may be changed from time to time by the school. Changes will be made available either online or in writing and continued enrollment at AJA constitutes your acceptance of any changes to the policy.

## **Search Policy**

AJA'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 and pleasant environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, a student's backpack, clothing, and other 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 a school rule, school policy, or the 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 a school rule, school policy, or the law. AJA 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 is described above.) Students have no privacy rights or expectation of privacy in the utilization of any school property. Parents will be notified after any search. 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.

### **Weapons Policy**

In order to keep our students safe, students and parents are prohibited from bringing weapons onto campus or to school activities. Weapons include, but are not limited to, knives, pocket knives, razor blades, guns, slingshots, bombs and explosives, firecrackers, etc. Bringing a weapon to school is grounds for disciplinary action and may include suspension and/or expulsion.

### **Law Enforcement Involvement**

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply with directions, 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.

### **Mandated Reporting of Suspected Child Abuse**

Our teachers are mandated reporters as defined by the State. Our teachers acknowledge their duty to report cases of suspected child abuse and intent to comply with the provisions of state law. This requires that any employee who is a child care custodian who has knowledge of or observes a child known or reasonably suspected of having been the victim of child abuse is to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report within the time required of receiving the information concerning the incident. Our employees follow procedures as outlined in the North Pacific Union Education Code.

# Admissions

Anchorage Junior Academy looks for potential students who are in good standing at their current school and are willing to uphold the standards and core values of our school. We expect that all students attending AJA

will pledge themselves to observe our standards willingly and perform their school-assigned duties to the best of their abilities.

### **Non-Discrimination Policy & Applications**

Anchorage Junior Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. AJA makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in administration of its educational policies, admissions policies, scholarship programs, and extracurricular programs.

### **Admission Procedures & Immunizations**

Please contact the school for an application and submit the completed forms to the principal or secretary. Applications are reviewed by the principal and subject to final approval by the school board when needed. When reviewing applications, several factors are taken into consideration, including present class make-up and size. It is our goal to provide every student with a quality education.

New students are eligible for admission subject to the following requirements:

- ☆ Evidence of satisfactory citizenship and academic scholarship in school(s) previously attended.
- ☆ Evidence of a desire to receive an education which teaches Christian principles and reflects Seventh-day Adventist objectives and philosophy.
- ☆ Evidence that date of birth meets Alaska Conference of Education Policy for entering kindergarten and first grade.
- ☆ Evidence that a physician has completed a health and physical exam within the last twelve months. AJA will provide a form for your physician's use.
- ☆ Evidence of current immunization records per state law.  
See <https://education.alaska.gov/backtoschool>
- ☆ All application and registration forms are filled out completely and signed by the parents/guardians.
- ☆ A new student interview is completed with our principal and admissions committee.
- ☆ All financial obligations are met and a tuition contract has been signed. If there is an unpaid account in a previous school, satisfactory arrangements should be made to pay that bill prior to enrolling at AJA.

The process for reviewing new applications for the upcoming school year begins in the spring and as applications are received during the summer. If a student applies to transfer to AJA during a school year, the application is considered based on the current classroom environment, ease of adding the prospective student, and timing of entrance. Every effort is made to reach a decision in an expedient manner, but may take longer if any of the above requirements are missing.

## **New and Transferring Students & Academic Placement**

Students entering our school for the first time may be tested for optimal grade placement and the results reviewed by the principal or teacher. Our goal is to place students where they can attain their highest academic achievement. Our two most common assessments given are the Gesell Developmental Assessment (GDO-R) and the Wide Range Achievement Test 4 (WRAT-4). Results from these assessments will be shared and discussed with parents.

## **School Entrance Age**

In accordance with Alaska Conference Policy, all children entering kindergarten must be at least five years old by September 1st of the year they enroll. First grade students must be at least six years old by September 1st of the year they enroll as well. This policy mirrors the public school policy for Alaska. See <https://education.alaska.gov/backtoschool> for more information.

## **Student Withdrawal Procedure**

In the event that a family chooses to withdraw or is asked to withdraw from AJA the following procedure will be used

- - - - ☆ A letter/email/notice of withdrawal should be submitted to the Principal.
- - - - ☆ An exit interview may be completed by the principal or a member of the school board.
- - - - ☆ The date of withdrawal will be entered into our student information systems.
- - - - ☆ The most current academic progress report and/or report card will be printed.
- - - - ☆ A listing of any checked out library materials will be provided.
- - - - ☆ The student's finance account will be reviewed according to the following guidelines:
  - Application, registration, and instructional fees are non-refundable
  - Any outstanding charges that have not been posted will be applied
  - Pre-paid tuition will be refunded based on the average daily rate of instruction

# General Information

## **Fuel for Learning: Lunch, Snack, and Celebrations Policy**

Because it is our mission to provide an excellent school program in which children are able “To increase in wisdom and stature, and in favor with God and man;” we have chosen to implement programs that teach children how to lead a happy, healthy life. We teach our students that we increase in stature by making healthy choices that honor our bodies as God’s temple.

AJA recognizes each family's personal choice on nutrition and lunches. Students will be encouraged to eat healthy growing foods and drink plenty of fresh water during the school day. Healthy meals and snacks support our school's mission to help students "increase in wisdom and stature" especially when it comes to boosting students' concentration, focus and cognitive function. A vast body of research shows that improved nutrition leads to increased focus and attention, improved test scores and better classroom behavior. Foothills has aligned its hot lunch program and treat policies to help support these healthy habits in children.

Morning snacks are to include fresh fruits or vegetables that are already prepped and easy to eat.

When it comes to celebrating birthdays and recognizing special days in which students would like to share food with their classmates, we ask that it be low in fat and sugar. Here are some great ideas:

- Bring popcorn ... instead of chips
- Bring fruit popsicles with no sugar added ... instead of ice cream treats
- Bring healthy muffins ... instead of cupcakes
- Bring fresh fruit ... instead of candy
- Bring a simple party favor (new pencils or new toothbrushes) ... instead of food

Thank you in advance for partnering with us in providing a consistent message about the healthy habit of filling up on nutritious food and drinking plenty of water.

Our students have the option of bringing their own lunch to school each day or may purchase a healthy vegetarian hot lunch when available. Lunches include a main entree with sides of fresh fruits and vegetables. Check the calendar and weekly newsletter to see if a hot lunch is being offered.

### **Afterschool Care**

AJA understands that our school families are busy and occasionally may not be able to pick up their child immediately after school. Our after school care teacher supervises the after-school extended care program. This program provides supervision, free time in the gym/outside or quiet time in the art room, and the opportunity to finish homework or read. Any student enrolled at AJA is eligible and will be directed to check in when the 15 minute pick-up window closes. Students may attend on a regular basis or occasionally.

The afterschool care program begins after school at 3:30pm and runs until 6:00pm on Monday through Thursday. On Friday, the program begins at 12:30pm and closes at 4:30 or sundown when it comes sooner.

Parents or guardians must sign the daily afterschool care check-out roster before taking their children from campus. This procedure ensures that all children are accounted for at the end of the day. Students who leave without checking out will be charged the maximum amount for that day.

All school rules, expectations, and procedures are in affect during afterschool care hours. Behavioral problems may result in disciplinary actions similar to that of the regular school program and could jeopardize continued attendance in the afterschool care program. Accounts must be kept current for a student to continue attendance in the extended care program.

Fees:	Hourly rate per child	\$7.00
	Minimum Fee	\$2.00
	Late Fee	\$1.00/minute late charge after 6:00pm or Friday pick-up time. Please call if an emergency arises and you expect to be late.

### **Custody Disputes**

When there is a court document outlining custody arrangements, a copy should be provided to the school. AJA 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.

# Financial Information

We at Anchorage Junior Academy recognize that private, Christian education is expensive and requires financial sacrifice for many parents. Because of this we do everything possible to keep tuition costs as low as possible. As a private, non-profit school, AJA operates through a cooperative relationship between the local Adventist Churches and the Alaska Conference of Seventh-day Adventists. The school's income not only comes from tuition and church subsidies, but is also supported by the conference, and many generous donors. The following information may help you understand our tuition structure.

Total Operation Cost: \$330,000 (for the 2019-20 school year)

If your tuition payment had to fully fund this expense, it would be about \$8,684 (with an enrollment of 38 students). Because of our cooperative relationship with the Alaska Conference and our local Adventist churches, your tuition costs are much lower and makes Christian education more accessible for each family.

The tuition and fees, listed below, include parents' financial contributions towards the cost of educating each child. There are some incidental charges that will be required during the school year — such as field trips, individual supplies needed for homework, etc.

### **Scholarship Funds**

If you would like to enroll your child at AJA but are concerned about tuition fees, please ask in the office about our scholarship programs. Scholarships are available through a variety of organizations including the AJA Scholarship Fund, our constituent churches, and the North Pacific Union of Seventh-day Adventists.

Applications for many of these programs are coordinated through our Smart Aid process. Ask the office for more information.

### **Tuition, Fees and Discounts**

Tuition charges are for one school year. In most cases, parent prefer to make monthly payments as figured in a 10-month payment plan with the first payment due in September and continuing through the month of June. Parents and/or guardians are ultimately responsible for the full payment of tuition as acknowledged on yearly registration forms. The following chart outlines our tuition and fee schedule.

### **Smart Tuition Payment Processing & Billing**

AJA utilizes Blackbaud's Smart Tuition Service for the billing and collecting of tuition and fees. A tuition plan is arranged at the beginning of each school year with school administration. Smart Tuition then prepares monthly statements that reflect tuition, fees, and payments that may be made on the account by the family or applied via scholarships. You can logon to your Smart Tuition account at any time to make payments, change due dates, and communicate needs.

- ☆ Statements can be mailed or emailed.
- ☆ Tuition is due either on the 1st or 15th of the month September-June.
- ☆ Past due accounts will be monitored by Smart Tuition in partnership with school administration. A \$50 late fee will be charged for managing past due accounts.
- ☆ Families who have not made payment will be contacted by Smart Tuition and will work with each family to come up with a solution.
- ☆ Students may be withdrawn if payment arrangements are not maintained. Any arrangements made with the finance committee are contingent upon families being current by the end of the summer.

### **Payment Methods**

To provide the greatest payment flexibility for parents, there are a variety of ways to make your Smart Tuition payments including:

- ☆ Select a payment method that works best for you
  - In school cash payments, check, ACH payment, debit payment, credit payment
  - Set up recurring automatic payments from your bank account, debit card, or credit card

Should you have any questions about your statement please speak with our school treasurer or contact the office.

# ANCHORAGE JUNIOR ACADEMY

Administration

## Tuition and Fee Schedule 2020-21

We are proud to announce that AJA will be partnering with **Blackbaud Smart Tuition Management** for the processing and collection of tuition, fees, and financial aid for the 2020-21 school year.

**Smart Tuition** makes it easy to:

- Select a payment method that works best for you:
  - monthly invoice,
  - recurring payments,
  - credit card payments.
- Access your account online:
  - review history,
  - transaction details,
  - print invoices
- Receive payment & follow-up reminders:
  - reminder emails for payments,
  - email & call after a missed payment,
  - Speak with a customer service representative at any time

**Smart Aid** makes it easy to:

- Apply for needs-based financial aid by submitting the required documentation through your secure Smart Aid account.



### Yearly Registration Fees – fees due in August

	Non-constituent	Constituent Rate
New Applicant Fee & Testing	\$25/student	\$25/student
Yearly Registration Fee	\$350/student	\$250/student
Instructional Supply Fee	\$50/student	\$50/student
Technology Fee Gr. 5-8	\$100/student	\$100/student

### Gr. K-8 Tuition Payment – Option 1

Tuition payment in full is received on or before the first day of school, is eligible for a 2% discount per student for the school year.

	Non-constituent	Constituent Rate
Total Tuition	\$5,400	\$4,400
-2% discount	-\$108 savings	-\$88 savings
Total Payment Due	\$5,292	\$4,312

### Gr. K-8 Tuition Payment – Option 2

Tuition is split into 10 monthly payments from September-June

	Non-constituent	Constituent Rate
Total Tuition	\$5,400	\$4,400
10 monthly payments	\$540/month	\$440/month

### Pre-Kindergarten Tuition Payment Options 1 & 2

Tuition is split into 10 monthly payments from September-June

	Non-constituent	Constituent Rate
Total Tuition	\$5,400	\$4,900
10 monthly payments	\$540/month	\$490/month

Possible Discounts		Possible Fees	
Full Year in advance	-2% of tuition	AJA late payment fee	\$10
Apply for financial aide: • Access the secure, private, online financial aid application through Blackbaud's Smart Aid.		Smart Tuition Follow up fee	\$40
		Returned check	\$35 each
Please check with the school office for more information on: • SDA church sponsored scholarships, • new convert conference scholarships, • NPUC Hispanic scholarships • Assistance with using Smart Aid		Field trips	Varies
		Extended care	\$7/hour
		Monthly Van Rider	\$30/student
		Credit Card Processing	3% of total

## General Payment Policies

- ☆ All 8th grade accounts must be paid or satisfactory arrangements made before participating in graduation exercises. The graduation diploma will not be released until the account has been cleared.
- ☆ Accounts must be current for applications to be processed at registration. Any exceptions to this policy would only be given after acceptable arrangements have been made. Any students so admitted would remain in school as agreed; as long as payments are received as arranged.
- ☆ Any financial hardships which could affect payment should be presented to Smart Tuition for consideration by the school finance committee.
- ☆ See Student Withdrawal Procedure for refunding of pre-paid tuition.

# Calendar

Anchorage Junior Academy

## 2020-2021 SCHOOL CALENDAR



Some events and activities on the school calendar, may be canceled due to Covid-19. Check the monthly calendar sent out and the weekly school newsletter for updates.

JULY 2020						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Q1 = 42 DAYS	
Aug 3	Teachers Report for Duty
Aug 3-5	Fall Teachers Meetings
Aug 19	First Day of School   1st Quarter Begins
Aug 27	Back to School Night Meeting
Sep 7	NO SCHOOL   Labor Day
Sep 14-25	1ST MAP TESTING PERIOD
Sep 19	Education Sabbath   _____
Oct 16	1st Quarter Ends

Q2 = 42 DAYS	
Oct 19	2nd Quarter Begins
Oct 21	Picture Day
Oct 24	AJA Fall Fair and Carnival
Oct 29	Minimum Day   Parent-Teacher Conferences
Nov 21	Education Sabbath   _____
Nov 25-27	Minimum Day   NO SCHOOL 26-27   Thanksgiving Break
Dec 17	Minimum Day   2nd Quarter Ends
Dec 18-Jan 1	NO SCHOOL   Christmas Break

Q3 = 46 DAYS	
Jan 4	3rd Quarter Begins
Jan 16	Education Sabbath   _____
Jan 18	NO SCHOOL   Martin Luther King Jr. Day
Jan 19-Feb 1	2ND MAP TESTING PERIOD
Feb 11-12	NO SCHOOL   Teachers' Inservice Meetings
Feb 15	NO SCHOOL   President's Day
Feb 20	Education Sabbath   _____
Mar 8-12	NO SCHOOL   Spring Break
Mar 14	Daylight Savings Begins
Mar 19	3rd Quarter Ends

Q4 = 50 DAYS	
Mar 20	Education Sabbath   _____
Mar 22	4th Quarter Begins
Apr 1	Minimum Day   Parent-Teacher Conferences
Apr 17	Education Sabbath   _____
Apr 25	AJA Constituency Meeting
Apr 19-30	3RD MAP TESTING PERIOD
May 15	Education Sabbath   _____
May 20	Minimum Day   Spring Program
May 28	Last Day of School   4th Quarter Ends

- QTR BEGINS
- QTR ENDS
- HOLIDAYS
- IN-SERVICE
- MINIMUM DAY
- ED. SABBATH
- SCHOOL EVENT
- BD. MTG

- REMINDERS**
- School Hours: Monday-Thursday 8 AM-3:15 PM Friday 8 AM-12:15 PM
  - AJA follows the ASD for weather related closures
  - 180 instructional days.
  - Updated as of 03/18/2020

JANUARY 2021						
S	M	T	W	R	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	29	30				