

Springfield Seventh-day Adventist Junior Academy Handbook 2018-2019



Springfield Seventh-day Adventist Junior Academy

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School Board Members:

Chairman

Trent McMillen

Treasurer

Angie Wilkins

Secretary/Principal

Mary McDowell

Pastor

Phillip Sizemore

Home and School Leader

Jessica Green

Joetta Wineland

Grace Carlisle

Tim Hubbard

Brent Pope

Brian Krehbiel

Accreditation

Springfield Seventh-day Adventist Junior Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities through the National Council of Private Schools.

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SPRINGFIELD SDA JUNIOR ACADEMY

Mission Statement

Springfield Seventh-day Adventist Junior Academy (SJA) exists to prepare its students for life by inviting them to academic excellence, physical well-being, spiritual maturity, a saving relationship with Jesus Christ, and ultimately a place in His service.

Philosophy

We believe that the Scriptures should have a central place in our educational system and that spiritual truths and principles should underlie and permeate every area of instruction. We will make every effort to help the students understand, in a practical way, how to make these principles a total part of their individual lives through demonstration and instruction. It is our desire to make the Christian lifestyle appeal to the youth, both by precept and by example.

Spiritual values are to be emphasized as well as the highest mental aptitude. This should prepare the students to successfully meet the spiritual, mental, physical, and social challenges of modern life.

We are committed to providing an educational atmosphere where the students will be motivated to do their best. In order for our school to succeed, we hope and pray that the parent will incorporate this philosophy of Christian education in their home.

“To restore in man the image of his Maker,
to bring him back to the perfection in which he was created,
to promote the development of body, mind, and soul,
that the Divine purpose in His creation might be realized... this was to be the work of redemption.
This is the object of education, the great object of life.”
Ellen G. White, *Education*, p. 15, 16.

Core Values

We believe students should leave Springfield Seventh-day Adventist Junior Academy knowing how to incorporate and integrate these core values into their lives. We follow the Iowa-Missouri Conference Department of Education's leadership in this focus. We CHERISH our students and we want them to CHERISH God, their school, and their families.

C.H.E.R.I.S.H.

Christ-Centered Living

Reflecting God's character in attitudes and actions. “You come to him as living stones, a spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ.” 1 Peter 2:5 – GWT

Honor

Showing value, dignity, and high regard for people and property. “Honor everyone. Love the brotherhood. Fear God.” 1 Peter 2:17 – HCS Bible

Exploration

Discovering new information to gain a deeper understanding of God and His creation. “For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see his invisible qualities – his eternal power and divine nature.” Romans 1:20 – NLT

Responsibility

Following directions, completing tasks, and taking ownership of choices, words, and actions. “In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master.” Colossians 3:23 – ERV

Integrity

Being truthful, fair, and deserving of the trust of others. "Whoever can be trusted with very little can also be trusted with much." Luke 16:10 – NIV

Service

Working for the benefit of others. "Use your freedom to serve one another in love." Galatians 5:13

Heroism

Making decisions that align with convictions and beliefs even if it means standing alone. "Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9 - NIV

CURRICULUM

The Springfield Seventh-day Adventist Junior Academy (SJA) follows the academic curriculum prescribed by the Department of Education of the North American Division of Seventh-day Adventists. This curriculum is consistent with the program for junior academies recommended by the Iowa-Missouri Conference of Seventh-day Adventist and the State of Missouri.

SJA offers a kindergarten through 10th-grade academic program. SJA is committed to excellence and seeks to enrich its program with a variety of fine arts activities. The kindergarten program is an extension of home development, with special emphasis and growth in self-awareness, personal responsibility, self-control, working cooperatively, developing curiosity, and preparation for first grade.

The curriculum for grades one through eight include subjects in:

- Religion
- Language Arts (Handwriting, Reading, Spelling, Literature, Grammar)
- Science
- Mathematics
- Social Studies
- Keyboarding
- Physical Education
- Art
- Music

Emphasis is placed on helping students grow in their spiritual life and to master basic reading, writing, mathematics, and thinking skills. In order to qualify for graduation from grade eight, a student must successfully complete all subjects in this curriculum. The curriculum for grades nine and ten include:

- Bible
- English I/English II (Handwriting, Reading, Spelling, Grammar)
- Physical Science/Biology
- Algebra/Geometry
- American History/World History
- Keyboarding/Technology
- Physical Education
- Art
- Music
- Foreign Language

Junior Academy students are encouraged to develop a strong work ethic and appreciation of the dignity of service, along with an awareness of career options and opportunities as they relate to one's personal involvement in the mission of the church.

Curriculum Goals

The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education and the Seventh-day Adventist school.

Acceptance of God and His Word

I. Surrender one's whole life to God through conversion; use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas of life.

Commitment to the Church

II. Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.

Family and Interpersonal Relationships

III. Develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership, and respond with sensitivity to the needs of others.

Responsible Citizenship

IV. Develop an understanding of multi-cultural diversity and historical heritage, and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility for one's local, national, and global environments.

Healthy Balanced living

V. Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.

Intellectual Development

VI. Adopt a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical, and historical knowledge, within the context of a biblical perspective.

Communication Skills

VII. Acquire optimum competency in verbal and nonverbal communication, in the use of information technology, and in effective communication of one's faith.

Life Skills

VIII. Function responsibly in the everyday world, using Christian principles of stewardship,

ADMISSION POLICY

Springfield Seventh-day Adventist Junior Academy, believes that all students who desire a Christian education should have that opportunity. It is the school's goal to provide a safe and wholesome environment for students to learn and grow in their Christian experience. Our Academy, does not accept students whose school conduct contradicts the standards of the school and the church. Those students who wish to attend must complete the entire application process to be considered.

Non-Discrimination Policy

Springfield Seventh-day Adventist Junior Academy makes no discrimination on the basis of race, color, ethnic background, and country of origin or sex in administration of educational policies, application for admission and extracurricular programs.

Special Needs Students

Seventh-day Adventist schools usually do not have the staff or equipment for students with severe mental,

physical, or social handicaps. Therefore, the acceptance of such students requiring specialized provisions is not possible. The admissions committee will consider the application when all forms have been received. A letter or phone call will notify the parent and student of acceptance.

Grade placement may be re-evaluated resulting from student performance and testing, and adjusted if recommended by the teacher, the Iowa-Missouri Conference Education Department, along with the approval of the parents.

Registration for New Students

- Complete the application form and all attachments
- Have a current immunization record that meets state requirements
- Complete a financial form for approval
- Have a birth certificate
- Complete registration on registration day
- Show emotional, physical, and social development for Kindergarten

Registration for Returning Students

- Complete the application form and all attachments
- Have all previous year's bills paid
- Complete a financial form for approval.

FINANCIAL POLICY

Registration

- A registration fee of \$305.00 per student, and the first month's payment is due at the time of registration.
- The registration fee is NON-REFUNDABLE after the first day of school.

Tuition

Tuition payments are made for ten months, August through May.

- Any changes in the payment plan must be presented in written form to the school board for approval.
- If tuition payment falls two months behind, the student will be asked to withdraw from school until the account is brought up-to-date.
- Accounts from previous years must be paid in full or arrangements made to clear the account before registration can be completed for the current school year.
- A \$30.00 fee will be charged to accounts for insufficient fund checks.
- All student accounts must be paid in full before grade transcripts are released for transferring to other schools.
- To meet financial obligations to the school promptly, with **payment due by the 5th of each month**. This assists us in maintaining the financial integrity of the school and good faith with our creditors.

- 1) Springfield SDA church member
 - \$270.00 per month
 - \$220.00 per month for second student and third student, no additional charge for more than three students
- 2) Non Springfield SDA church member
 - \$320.00 per month
 - \$270.00 per month for second student
- 3) Junior Academy students will be charged \$370 per month for ten months, plus registration fees.

Tuition Assistance

Partnering for Eternity (PFE) is a scholarship grant program for Adventist elementary schools designed to encourage student involvement in service and in forming relationships with older adults while helping finance their Christian education. Students visit with older adults weekly with their parents and perform some light chore activities. Examples of these activities are reading, playing games, going for walks, raking leaves, and helping prepare meals.

It is recommended that all families requiring tuition assistance enroll in this program.

Fundraising

Springfield SDA Junior Academy as a private school, will occasionally have fundraisers. These are held to aid with operating expenses and to keep tuition down. Students of the school are expected to help with and attend in support of the school, the same is true of the parents of students if the need arises. School support by students and their families is of extreme importance for the cohesion and spirit of the school as a whole. The visibility of the students to the church and community that strongly supports them is encouraged.

PARENT, TEACHER AND STUDENT RELATIONS

The success of SJA depends, in a large measure, upon the fullest cooperation between parents and teachers. Parents will be notified of serious irregularities in the conduct of their student(s). The teacher(s) must maintain the authority to use discipline in the classroom. If problems arise, parents will be notified. If a satisfactory solution is not found, the matter will be brought to the school board chairman with the parents. If the problem is of a proportion that it requires further attention, it will be brought before the discipline committee and the school board and, if necessary, taken to the superintendent of schools who is the Education Secretary for the Iowa-Missouri Conference of Seventh-day Adventists.

“If criticism or suggestions in regard to the teacher’s work become necessary, it should be done to him in private. If this proves ineffective, let the matter be referred to those who are responsible for the management of the school.” Ellen G. White, *Education*, p. 284.

“In the formation of character no other influences count so much as the influences of the home. The teacher’s work should supplement that of the 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.” Ellen G. White, *Education*, p. 283.

The Parents’ Responsibility

The parents of students of SJA express their cooperation with the school by assuming the following responsibilities:

1. To uphold the Christian ideals taught in SJA.
2. To be aware of the need of good health habits in your student.
 - Provide sufficient sleep and rest
 - Supervise television viewing
 - Provide adequate, nutritious breakfasts
 - Provide adequate, nutritious lunches
3. To participate actively with the SJA Home and School Association.
4. To confer with teachers in person or by telephone **after** school hours, not during school time.
5. To discuss problems with the teacher. Do not discuss criticisms with your student(s) or friends.
6. To keep students home who show signs or symptoms of a communicable diseases.
7. To show interest and concern in the progress of the student.
8. To agree, along with the student, to pay to replace or repair any damage done to school property by the student.

9. To be aware and in control of the student's style of dress.
10. To authorize medical treatment of the student illness.
11. To see that each of their student has a Bible and sufficient pencils, pen, and paper ready to use the first day of school and throughout the school year.
12. To respect the educational process by making sure students do not miss scheduled days and that they arrive on time. Family vacations and other extra-curricular activities should not be planned during school hours.
13. To support Springfield Seventh-day Adventist Junior Academy in every way possible. Parents teach children the value of school by volunteering their time and talents to supporting and improving our School.
14. To be solution oriented. Enter every concern and conflict with determination to find a solution.
15. To be aware of the disciplinary policy and procedure at Springfield SDA Junior Academy
16. To update throughout the year any changes such as address, telephone number, insurance, drivers, and etc.

The Students' Responsibility

1. Every student who accepts admission to Springfield SDA Junior Academy, pledges to observe willingly and cheerfully all regulations of the school/school function, and to uphold the Christian principles upon which the school operates.
2. Students shall protect and care for property of the school, their own property, and property of each student.
3. Students shall be honest and respectful toward all school personnel.
4. Students shall promote safety. No firearms, explosives, knives, or other unsafe items are allowed.
5. Swearing, words that border on profanity, obscene language or actions, and the possession of suggestive material are not allowed. They shall not discuss things which are not in harmony with biblical standards.
6. Students shall abstain from using, possessing, or supplying others tobacco, drugs, or alcohol in any form.
7. No chewing gum on school/school function premises is allowed.
8. Students are to eat in designated areas only.
9. Students are not permitted to wear, display, or have in their possession anything which indicates connection with atheism, spiritualism, cults, intemperance, or other unfavorable or objectionable associations.
10. Students shall respect the rights of others.
11. Electronic devices are not allowed, including cell phones, iPads, and CD players.
12. Students who ride bicycles must park them upon arriving at school.
13. Students should practice good personal cleanliness, which includes bathing, wearing clean clothes, underwear, and socks.
14. Students shall follow all regulations of Springfield SDA Junior Academy whether written or announced and are expected to give prompt attention to the directions of the school personnel.
15. School regulations apply from the time of arrival until the student leaves the school grounds.
16. Students may not leave the school grounds at any time during the school day without express permission from the principal or teacher from the time they arrive until they are picked up after school.
17. Students will uphold the Springfield SDA Junior Academy dress standards.
18. Reading material such as comic books, popular entertainment magazines, popular novels and fiction, or any other reading matter not directly associated with school assignments or assigned for a specific class will be prohibited.
19. Students who bring personal basketballs, mitts, bats, hockey sticks, etc. to be used during physical education classes and/or recess times must confine their use only to the time and place specified for these activities and at teacher discretion.
20. When using roller or inline skates, protective gear must be used. This includes a helmet and knee, wrist, and elbow guards.
21. Skateboards are not permitted at school.
22. It must be understood that the teacher or principal may take any items until the end of the school year.
23. Demonstrations and expressions of affection is a personal and private matter and must be kept in the

private arena. Springfield SDA Junior Academy maintains a strict “hands-off” policy in interpersonal relationships. Students may not engage in physical contact and/or public demonstrations of affection such as hugging or holding hands, or other intimate acts. Students who do not demonstrate self-restraint or self-respect in this matter will be removed from the classroom, their parents contacted, and sent home immediately. Further discipline will be at the discretion of the principal and staff. Failure to comply with any of these standards will have disciplinary consequences and may result in an **immediate 3-day suspension**.

GENERAL GUIDELINES

Fire Alarm

Any student who trips the **fire alarm** when there is no fire, will be charged a **\$50.00 fee** which must be paid within **ten (10) school days**. The fire department charges the school \$50.00 for these calls and we will simply pass the charges on to the parents. Please talk with your child and explain the importance of not playing with this emergency/protection system. Should the teacher determine that more than one individual pulled the alarm or was put up to pulling the alarm, the **\$50.00 fee** will be divided among all involved in this activity. Should the **\$50.00 not be paid** within the 10 school days, your child will be **dismissed** until the fine is paid

Damages

Any **damage** or **defacing** of the school, its buildings, or any part of the SJA campus by a **willful act** of a student or students, will require a **\$20.00 fine per student** involved. In addition, the child and his/her **parents must repair the damage** caused within 10 school days. This would include, but not be limited to painting or marking on walls, putting holes in walls, or breaking anything, whether it is in anger or prank. The **fine and repair, or arrangements** to meet the requirements in a timely manner, should be met within ten (10) school days, or the student will be **dismissed** until the obligations are met.

Attendance

The academic year consists of 38 weeks with four eight-hour days per week of pupil-teacher contact. School doors will be open at 7:45 a.m. Students arriving before 7:45 a.m. will sit outside while they wait, weather permitting. Students need to be in their seats by 8:00 a.m. Classes will begin at 8:00 a.m. every school day and end at 4:00 p.m. Monday through Thursday.

Each student is expected to attend school punctually and regularly. Absences may be excused if caused by illness, death of a family member, or other legitimate emergency. When a student will be absent, parents should notify the school by 8:30 a.m. Excessive absences may result in failing grades for the student. When a student is absent, a note is required upon their return from a parent/guardian stating the reason.

Students with excused absences will be permitted full make-up privileges as long as work is completed within two (2) days for each day of excused absence. Make-up privileges are not extended for unexcused absences. When parents take students out of school for excused absences, the parents are responsible for helping their children make up their schoolwork.

Transportation

Parents are responsible for making arrangements for their own student's transportation to and from school. Students will not be allowed to ride with anyone other than their designated driver(s). If your student is leaving the school grounds with someone other than the designated driver(s), please call or send a note. Please be sure that students are picked up by 4:15 p.m.

Discipline and Suspension

If the principles of Springfield SDA Junior Academy are violated, the teacher will discipline the student according to their classroom guidelines. This may include, but is not limited to, removal from the classroom, in-house suspension with the principal, parental contact, and forfeited privileges. Flagrant violations of school rules will result in an immediate three (3) day suspension at the discretion of the teacher or principal. Every reasonable effort shall be made with the parent to regain the student's cooperation.

The parents and students will be asked to meet with the discipline committee if a suspension is incurred. Long term dismissal of the student from school rests solely with the school board. When this occurs it is the parent's responsibility to help the student make up their homework. Should a student be suspended more than once during the school year, he/she forfeits class field trips, including extra-curricular activities such as the conference music festival and the 8th grade class trip.

Accident, Sickness, and Medication

The school will notify the parents in case of an accident or illness. Medical help will be called if necessary.

Pupils are expected to participate in all class activities unless an emergency occurs, or unless a statement from home excuses the student for a specific time.

If a student is sick, please notify the school by 8:30 a.m. that the student will be absent. Please keep the student home if the student is:

- running a fever
- vomiting
- contagious
- showing signs or symptoms of a communicable diseases.

A student should be kept home for 24 hours after their fever has broken. Teachers are not allowed to give any internal medications, including aspirin, except as indicated in the following section of this handbook, Administering Medications.

Administering Medications

Teachers are not allowed to give any internal medications, including aspirin, except as indicated in the following statement:

- Prescribed medication must be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and date of such prescription, the name of the person for whom such drug is prescribed, the names of such member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by such member of the medical profession.
- A written statement from the parent or guardian of the student must be provided requesting the desire that the school assist the student in matters set forth in the physician's statement.

Environmental Safety Statement

Springfield Seventh-day Adventist Junior Academy was inspected on June 25, 1999, by American Environmental Technologies Corporation of Swansea, Illinois. American Environmental Corporation is a professional consulting organization accredited to conduct AHERA inspections. Springfield Seventh-day Adventist Junior Academy was inspected as required by the U.S. Environmental Protection Agency's (USDEPA) Asbestos Containing Material in Schools Rule as amended in 40 CFR 763. The laboratory analysis has determined that no asbestos materials were found in the school. Records are on file at the school for inspections and copies are available for a reasonable fee.

Lunches

No meat products, caffeine products, or soda drinks should be sent in students' lunches. Sugar foods should be kept to a minimum.

Insurance

Each child is covered by accident/medical insurance. The premium is included in the registration fee. The policy offers accident coverage for your child while he/she is participating in all supervised school activities, and while in route to and from school. The insurance is provided as a service; neither the school nor anyone connected with the school profits in any way from this insurance.

Telephone

Students may use the school landline phone only in case of emergency and only during a break or after school. Permission for each use must be granted by the teacher.

Cell Phones

Cell phones are not permitted at school. If one is brought to school, it must be turned over to the teacher or principal at the beginning of the school day to be held until after school is dismissed. Any phone not turned in will be confiscated by the teacher or principal. A Parent must come and collect the phone from the principal.

Copy Machine

The copy machine will be used only with permission from the teacher. Each copy made will cost the student 10 cents. There will be no charge if the teacher authorizes a copy for class use.

Inclement Weather

On the first day of inclement weather, if the Springfield Public Schools are closed. SJA, also will be closed. Families should always listen to the television or radio for school closings on a daily basis.

Academic Achievement

Students are expected to maintain at least a "C" average. If the average falls below "C" for any grading period, the student will be on probation for the next quarter. Parents will be notified in writing by mid-term if grades have dropped below a "C" in any subject. A parent/teacher conference must then be scheduled. If the student is on probation, parents and the teacher must meet every two weeks.

The school board will be kept informed and will review the situation. They may extend the probation, remove the probation, or they may recommend dismissal.

GRIEVANCE PROCEDURE

It is understood that the object of both parents and teacher is to resolve the problem on an informal basis first, then a formal basis if such efforts do not succeed. The goal of the conciliation is to help strengthen the teacher's work in the school.

- Step One -** The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis. If the issue is regarding SJA policy, the problem needs to be presented to the principal.
- Step Two** If the problem is not resolved, the parent may request the school principal to help resolve the problem on an informal basis. (This step would be skipped if the teacher is also the

- principal.)
- Step Three** If the problem is not resolved on the school level, the parent may contact the school board chairperson who will attempt to resolve the problem on an informal basis.
- Step Four** If the problem is still not resolved, the school board chairperson will convene a formal meeting of either the school board's executive committee or full school board. When such a meeting takes place, the Iowa-Missouri Conference Superintendent of Education must be informed of the discussion.
- Step Five** If the school board does not resolve the problem, the parent then contacts the superintendent of education and explains the problem in writing. The superintendent will attempt to resolve the problem by meeting with the parent, teacher, principal, and school board chairperson.
- Step Six** If the parent is not satisfied with the results of the preceding steps, the matter shall be referred to the Iowa-Missouri Board of Education administrative body or its duly-appointed committee, which deals with such matters. Their decision shall be considered to be final.

PARENT-TEACHER CONFERENCE GUIDELINES

While in the process of training the students, regular **parent/teacher conference** are important. If, after a time has been agreed on by **all** parties, the parent(s) cannot make the appointment and doesn't notify the teacher of the impending absence, the student will be permitted to come to school the next school day following the scheduled conference.

However, the parent(s) **will** be notified after school that the child cannot attend school until a conference is held with **the teacher, school board chairperson, parent(s) and a third observing party.**

PERSONAL APPEARANCE CODE

The intent of a dress code is to establish guidelines that lend themselves to cleanliness, neatness, and modesty of dress. A person's behavior and attitudes are directly affected by attire and general appearance. When dressed appropriately students respond more readily to learning and working, as well as having a more respectful attitude toward others and themselves. “

No education can be complete that does not teach right principles in regard to dress.”

Ellen G. White, *Education*, p. 248.

Springfield SDA Junior Academy is making a sincere effort to follow the Biblical injunction by developing a personal appearance code for our students. We urge our parents and constituents to support this code and help our school become an example of the grace in Christian attire.

How the dress code is to be applied and what is considered appropriate dress is determined by the school staff.

General Dress Code

- Students must be clean, neat, and dressed modestly at all times
- Approved school uniforms are to be worn at all times
- Shoes and socks are to be worn at all times.
- Navy, white, or maroon cardigans or polar fleeces may be worn in cold weather. Polar fleeces should

have no hood, words or images. Hoodies, sweat shirts, or vests are not to be worn.

- Hair must be neat, clean and of a natural color. Boys' hair must be cut above the eyebrows and collar and no longer than mid-ear.
- No ragged or torn clothing, shorts, flip-flops or sandals, and hats are to be worn at school. No jewelry, make-up, colored nail polish, or unnatural hair color should be worn.

Girls' Uniform

- Navy dress slacks, knee-length skirts, or knee-length skorts are to be worn. Jeans or tight fitting pants are not to be worn.
- White, maroon, red or blue polo shirts, or white oxford shirts or blouses may be worn.
- Burgundy plaid or solid navy knee-length jumpers may be worn.

Boys' Uniform

- White, maroon, red, or blue polo shirts, or white oxford shirts tucked into belted, navy dress slacks are to be worn.
- Jeans, cargo pants, or corduroys are not to be worn.

Junior Academy students may include solid color polo shirts and khaki slacks or knee-length skirts as the approved student uniform.

K-3 gymnastics students must wear navy, nylon-mesh gymnastics shorts and T-shirts with the school logo. These are available at registration for an additional cost of \$20 per set.