

South Bend Junior Academy

School Handbook 2016-2017



Adventist Education
Christ-centered Education



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A Seventh-day Adventist Coeducational Junior Academy

**Student Handbook
2016-2017**

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**Accredited with
North American Division of Seventh-day Adventists. And certified by the Lake Union and the
Education Department of the Indiana Conference of Seventh-day Adventists.**

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MISSION STATEMENT

In pursuit of academic excellence, we blend hands-on learning with traditional Christian curriculum to nurture the unique God-given gifts of each child. We are committed to developing the whole child for positive leadership in our community, service to the world, and eternal life with God.

VISION

We welcome as a sacred trust the students we serve. For this reason,

We strive to reach SBJA's full potential through the highest consistent and sustainable enrollment and high quality staffing.

We employ Christ-centered leaders to foster a positive, spiritual environment that inspires students to academic achievement as well as a genuine relationship with God.

We offer a diverse curriculum and active after-school program to encourage curiosity, leadership and collaboration.

We identify our strengths as a school and our unique contribution to the community, developing robust partnerships with local churches and our neighborhood.

We establish a substantial endowment fund to allow families to participate in Christian Education through scholarships.

We revere parental commitment to and involvement in their child's academic, social and spiritual development, partnering to cultivate students ready to reflect the heart of God and be His hands and feet in service to the world.

STATEMENT OF ACCREDITATION

Our school provides a state-approved curriculum and is supervised and accredited through the National Council for Private School Accreditation in consort with NCPSA Member Association, Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. It is certified by the Lake Union and the Education Department of the Indiana Conference of Seventh-day Adventists.

NONDISCRIMINATION POLICY

This school admits students of any race, color, national, or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

CURRICULUM

South Bend Junior Academy provides each student with all the standard subjects expected in any school. However, what sets our school apart is that we teach the Bible, not only in one class daily but in everything that we do. All of our subjects are approached based on a biblical worldview. We teach that God created the world in six days and that God has been involved in human history. We select literature that reflects Christian values. Moreover, we incorporate biblical lessons and Christ's teachings into every course of study.

Basic Curriculum

The basic curriculum courses for grade K-8th are as follows:

- Art
- Bible
- Computer Skills- Keyboarding/Word Processing
- English/Language Arts
- Handwriting
- Mathematics
- Music
- Physical Education/Health
- Reading/Literature
- Science
- Social Studies/History
- Spelling

Textbooks

SBJA utilizes a variety of textbook publishers. All textbooks are approved and aligned with our accreditation. All (non-consumable) textbooks are the property of South Bend Junior Academy. These books are rented to students. A charge will be assessed for any book(s) lost, stolen, or mutilated. It is the responsibility of each student to take proper care of his/her books. All hardcover textbooks must be covered with book covers within 1 week after receiving them.

ADMISSIONS PROCEDURES

All applicants will be interviewed with his/her parents before acceptance at SBJA. Applicants will participate in placement testing before school begins so that the appropriate academic level is ascertained. Upon acceptance, students are subject to a one month probationary period to be reviewed by the school board and faculty. SBJA is not for every child; it is a privilege and not a right to attend here. We believe it is the best place for a child from a Christian home, and whose parents want their child to excel and develop a friendship with Jesus.

Qualifications

Enrollment is open to those who are in harmony with the philosophy and objectives of Seventh-day Adventist Christian education. Students who are willing to develop attitudes and spiritual values in keeping with the school's philosophy are encouraged to apply. Priority admission will be given to current SBJA students, then those who attend First SDA Church and constituent churches.

Students possessing physical, mental, behavioral or emotional disabilities may be admitted contingent on the available resources. Consultation among parents, teachers, and the principal must occur prior to admittance. Within its ability to serve, the school will cooperate with parents and other agencies in providing for specific needs of your child.

Acceptance criteria include the following:

- Sufficient room in the class; enrollment may be limited in order to maximize the benefits of a multi-grade classroom.
- A commitment to Christian education in keeping with our school's philosophy and objective.
- Ability to meet the student's educational needs.
- Ability to meet the financial obligations individually or with a sponsor.
- Satisfactory character references.
- Copies of last report card.
- Copies of standardized tests

Chronological Age

A child entering kindergarten must be five on or before August 1st. The chronological ages of 1st grade students at SBJA usually extend from six to eight years of age. During the first three weeks of school, the primary teacher will evaluate each child's school readiness through observation and testing. South Bend Junior Academy requires a birth certificate of each student at registration.

Application and Transfer

When a child transfers to SBJA, the school requires the following documentation:

- Student's most recent report card & standardized test results
- Address of the school previously attended
- A parent's or guardian's signature authorizing the release of the student's records from his/her previous school.

The transfer procedure is as follows:

- Submit a completed application, corresponding application fee, and other necessary documents
- Schedule date for interview and testing
- Make financial arrangements
- Receive acceptance notice
- Arrange transfer of records from prior school
- Recommendation from a current teacher, guidance counselor, or vice principle

Home-School Student Procedure

South Bend Junior Academy welcomes students who have been taught at home. We will gladly assist in the assessment of your child to determine the proper grade placement. At the discretion of the school's administration, we may also serve the needs of children who are currently being home-schooled by providing enrichment activities through art classes, musical activities, field trips, etc.

REGISTRATION

New Student Application Fee

An application fee of \$50 per family is due with an application. This charge covers the cost of testing and processing the child(ren). This fee is non-refundable but can go towards the registration fee if the student is accepted and decides to attend.

Registration Fee

An application for admissions must be completed each year by all students (new and returning). A \$150 registration fee must be submitted with the student's application. If a child's application is not accepted, 50% of the registration fee will be refunded. Please note that the registration fee will not be prorated based on the child's date of enrollment.

Early registration forms for the next school year must be received by May 1st. All registrations completed by or before May 1st will receive a \$50 discount on the registration fee. (All outstanding accounts must be paid in full to receive the discount.) Regular registration is held in August before the current school year begins.

The only exception to the above registration fee structure is for students that remained on the school's waiting list at the end of the school year due to class size limits. The registration fee for waiting list students that are applying for the next school year is \$10.

Financial Information

We will work with each family on an individual basis and help create a custom package to be able to pay for relevant tuition and fees in a timely manner without interrupting their child's studies. We believe that Christian education is an important investment for children, and we understand that parents may have to sacrifice in order to make this investment a success, but with God's help and hard work, this is well within reach for every family.

Tuition

Please see Appendix A for current school year tuition.

Financial Assistance (Appendix B)

We believe it is important to teach children financial responsibility and debt free living. While SBJA has no financial aid available, the school offers programs where any family can earn a full scholarship during the summer. The primary sources of financial assistance are the local supporting churches. Application for financial aid should primarily be made through one's own church.

First SDA Church members should apply for aid by completing the application. All requests need to be submitted with the proper supporting documentation on or before the August registration date.

Families with three or more students enrolled at SBJA may apply for additional aid. These applications should be made directly to SBJA through the school treasurer at the time of registration.

Indiana State Voucher Program - Indiana School Choice Scholarship (Appendix B)

SBJA meets the state requirements to accept students on the choice scholarship (voucher) program. Additional forms need to be filled out in order to apply for an Indiana School Choice Scholarship. If a student meets SBJA's acceptance criteria, then the student may apply for the Indiana Choice Scholarship. SBJA will follow the guidelines outlined by Indiana Department of Education and Indiana Choice Scholarship Policy in regards to voucher applications. In the event that applicants exceed available scholarships, a lottery may be conducted to determine voucher recipients.

Payment Options

SBJA uses the tuition management company FACTS. FACTS offer a variety of payment options including automatic payment from a checking or savings account and credit card payments. The following options are available to you:

- *Option 1:* Payment of full tuition at date of registration. A 5% discount is offered to those who pay for the entire year prior to the first day of school or at the time of registration, if later.
- *Option 2:*** Payment of tuition in 2 installments through FACTS: 1st payment due at time of registration. 2nd payment is due January 15.
- *Option 3: *** Payment of tuition in monthly installments through FACTS: 10 equal monthly installments due on the 5th or 20th of each month. The 1st payment is due on August 5th or 20th.

Billing and Collections Procedure

Payments are due on the 5th or 20th of each month depending on each family's individual agreement with FACTS. If funds are not available by 3:00 p.m. on the payment due date, the account holder will be contacted. If any special circumstances arise, contact the school treasurer at least three days prior to your scheduled payment so that arrangements may be made before payment is due. If a request for special arrangements is not made at least three days before scheduled payment is due, the request will not be processed until the following month and NSF or other late fees will be assessed. The school also may

exercise the right to deny services as early as the first missed payment. Please note that there is a \$25 fee for each returned check.

Carrying Charge

Any late payment will result in a fee of \$25.00. In addition, a carrying charge of 1% per month is added to all unpaid balances while the student is enrolled. The carrying charge is based on the previous month's balance minus all credits applied to the account during the current month. A carrying charge of 2% per month is added to all unpaid balances beginning thirty days after the student discontinues school.

Transcripts

Student transcripts are issued and records are released only when accounts are paid in full.

Non-Current Student Accounts

Non-Current Student Accounts, on which no payments are being made are subject to an additional 2% carrying fee. These accounts may be turned over to a third party collection. Parents or guardians of students whose accounts are non-current must pay the account in full, or present an approved and signed schedule of payments which include timely bank drafts, including collection costs, before they may register their student for any additional attendance.

Statements of Financial Responsibility

The parent or guardian agrees to pay all tuition fees in full when due, plus charges for supplies, and all other costs incurred while the student is enrolled at South Bend Junior Academy. If a check or automatic account withdrawal is returned because of insufficient funds, the family will be subject to the NSF fee of \$25 to SBJA as well as an additional NSF charges as prescribed by FACTS. **(Please sign and submit Appendix C)**

MEDICAL

Immunizations

South Bend Junior Academy requires that all students be up to date on all immunizations as mandated by the St. Joseph County Health Department standards. Please consult the St. Joseph County Health Department or your health provider to see current requirements. Please be advised that the requirements have changed as of June 2010.

Physical Examinations

Physical examinations are required for all new students entering SBJA. Signed documentation from a physician must be turned into the office. Students in any grade may be asked to have a physical examination.

Oral Medication Policy

South Bend Junior Academy is authorized to administer oral medication to students during school hours, only after parents and/or physician have signed a permission form. It is our policy that such medication will only be administered when the failure to receive the medication may result in the student's being unable to attend school and/or to be well enough to participate in learning activities. The term "medication" includes both prescriptions and over-the-counter medicines.

Medical Emergency (Appendix D)

In case of a serious emergency, such as accident or sickness, the school will attempt to contact the parent/guardian or any emergency contact listed for the child. If at any point we are unable to reach any of the listed contacts and in the judgment of the teacher or principal that immediate medical attention is required, then the teacher or principal will take responsibility to get medical aid for the student. Please make sure Emergency Contact and Medical information form is current.

ACADEMIC PROGRAM

Grades and Grading

Grades K-2

E - Excellent

S - Satisfactory

N - Needs improvement

or as specified on the report card

Grades 3-8

A+	97%-100%
A	93%-96%
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
C-	70%-72%
D+	67%-69%
D	63%-66%
D-	60%-62%
F	59% or below

Standardized Assessment

Our students are assessed annually with a nationally standardized assessment, the Iowa Test of Basic Skills. Students are also assessed using the state standardized tests. The information gained from this assessment primarily assists the teachers and administration to better tailor their teaching to your child's specific learning needs.

SCHOOL ACTIVITIES

Chapel

At the very heart of Christian education, is the constant focus on Christ and the purpose to foster spiritual growth and character development. At SBJA, the goal of every staff member is to maintain a vibrant, Christ-centered atmosphere in our school. In addition to daily worship and Bible instruction, weekly Chapel programs are planned to challenge students to commit or rededicate their lives to Christ, to encourage them to lead a Christian life, and to provide opportunities to praise God and share with others His great gift of Salvation. Parents are invited to attend.

Community Service Hours (Appendix E)

Students are required to participate in community service. Upper grade students must complete 2 hours of community service per quarter. Lower grade students must complete 1 hour per quarter. A community service form must be filled out by the student, signed by the organization (cannot be a relative), and turned in to the teacher in order to receive credit. Grades may be affected if this requirement is not met by the student.

Field Trips

Field trips are a fun and stimulating part of our school curriculum, which are designed to enrich the teaching and learning experience. Trips are planned in relation to the classroom learning activities. Parents must sign the appropriate permission slip to indicate approval for the child to participate. Students are required to follow all the school's guidelines pertaining to dress code and conduct.

Multi-Media Center

Our multi-media center/library is for the use of all students and staff members. It is expected that the materials, equipment, and books will be valued. All library books are to be returned on the specified due date. If books are not returned, a fee will be charged to the student's account. Students must complete the Authorized Use Policy form prior to being able to use any type of technology at SBJA.

Music Performances

Music is an important part of your child's educational development. The school provides students in all grades exposure to music. *All students will participate in several programs (at school, church, and in the wider community) throughout the school year.* As these performances are an integral part of the music curriculum, attendance will be required. The times, dates, and places of these events will be announced in advance to enable parents and students to plan accordingly.

ATTENDANCE

Regular and prompt attendance at all school appointments is expected of every student. Absences for medical reasons or family-oriented emergencies are the only valid excuses. Attendance at school functions is expected, including those which may take place on weekends.

When a student is unable to attend class, please call the main office as soon as possible with the reason for the absence. Upon returning to school, the student must bring a signed note from the parent or guardian giving the reason for the absence. Parents should not expect teachers to assist pupils in making up work due to unexcused absences. Missing too much school may cause scholastic harm to the pupil; every effort should be made to avoid absences.

School Hours

School hours are Monday through Thursday: 8:00 a.m. to 3:00 p.m. & Friday: 8:00 a.m. to 2:00p.m. Please look at the school calendar to plan for holidays and vacations.

Arrival Time

Students should arrive at school between 7:45 a.m. and 8:00 a.m. Students who are not in their classrooms by 8:00 a.m. are considered tardy. Students should leave the building and grounds as soon as they are dismissed at the close of the day. Parents should pick up their children within 15 minutes of dismissal.

Pick-up Policy

Children are to be picked up when school is finished. Parents are expected to pick up their child(ren) within 15 minutes of dismissal. In the event of an emergency, it is necessary to place a call to the school as soon as possible so that arrangements can be made for an adult to stay with the child. If a child is not picked up or a telephone call placed to the school at the end of the school day, Child Protective Services may be called and the child(ren) will be taken to the local police department.

Child Abuse Reporting Policy

Teachers are mandated by law to report any incidence of suspected child abuse to social service or law enforcement agencies. This includes endangerment by physical, mental, or emotional means, and includes neglect or abandonment. Note that leaving your child at school beyond pick-up time is considered abandonment, and we are required to report this as abuse.

Truancy

Students who miss more than 10 unexcused school days are considered habitual truant. These students may be referred to the Casie Center for Prevention of Educational Neglect for further assistance and/or legal action could be taken. Students who are excessively tardy may also be referred to the Casie Center. When a student is absent from class for 15 consecutive days without an approved excuse, they will be considered withdrawn. If no request for records is received during that time, the local school district will be notified of the student's withdrawal.

Students Leaving School Grounds

Students are not permitted to leave the school premises at any point while school is in session without a written request from the parent or guardian and permission granted by the teacher. Students are also not allowed to leave the school premises with anyone other than those known to the staff to be the guardian, parent, or those authorized by them to pick up the child.

Inclement Weather

In the event of inclement weather, school closings or delays will be announced as public service announcements on television stations WSBT (Channel 22) or online at WSBT.com. You may wish to sign-up for text alerts. This can be done online at the WSBT website under the weather section.

It is important to note that delays and cancelation will be listed as South Bend Junior Academy, as we do *not* always follow the actions of area public school corporations. Parents may elect to keep their child at home if the weather situation proves unsafe for travel in your area. Please call the school and let us know if you decide this to be the case.

DRESS CODE

As in all areas, it is our privilege to honor our Creator, especially in our dress. While we are concerned with the development of beautiful characters, we must also be concerned with external attire, and desire neat, clean, and appropriate sized clothing that is becoming. Therefore, SBJA employs a standard of dress through a uniform policy.

School Uniform Policy

All students are required to wear their respective traditional uniforms daily. Contact the office for the stores where our school uniform can be purchased.

- **School Uniforms** are to be worn during school hours Monday through Friday, with the exception of P.E. day(s).
- **Physical Education Uniform** is required to be worn on assigned P.E. day.
- **Presentation Uniform** is to be worn for special school days when your child presents their projects, school performance in the local community, and all field trips.
 - The three types of uniforms listed below may not be mixed together (i.e. cannot wear traditional shirt with P.E. shorts).
 - Hats, scarves, jackets, coats, hoodies, zip- ups, etc. are not part of the uniform. Items should be placed in locker upon arrival.
 - No hats, scarves, bandanas, jewelry, or other accessories are to be worn with the school uniform.

Uniform Requirements

Grades K- 4 Uniform

Girl's School Uniform	Boy's School Uniform
Navy crew neck cardigan sweater w/ school name & logo	Navy V-neck cardigan sweater w/ school name & logo
Light blue polo shirt with logo	Light blue polo shirt with logo
Navy jumper or skort	Navy slacks
Navy slacks (Nov. - Mar.)- optional	Navy shorts (Apr - Oct.)- optional
Solid white or navy knee socks/tights	Navy or black socks
Non-scuffing black shoes	Non-scuffing black shoes

Grades 5- 8 Uniform

Girl's School Uniform	Boy's School Uniform
Navy crew neck cardigan sweater w/ school name & logo	Navy V-neck cardigan sweater w/ school name & logo
White polo shirt with logo	White polo shirt with logo
Navy skirt or skort (must be below the knee)	Navy slacks w/ black belt
Navy slacks (Nov. - Mar.)- optional	Navy shorts (Apr - Oct.)- optional
Solid white knee socks or tights	Navy or black socks
Non-scuffing Black dress shoes (No sneakers)	Non-scuffing Black dress shoes (No sneakers)

K-8 Physical Education
Navy sweatshirt or fleece with school name/logo (optional)
Gray T-shirt with logo
Navy sweatpants or gym shorts
White socks
White or black sneakers

All Grades: Presentation Uniform

Girl's Presentation	Boy's Presentation
Navy cardigan sweater w/ school name & logo	Navy cardigan sweater w/ school name & logo
<u>White oxford shirt with collar</u>	<u>White oxford shirt with collar</u>
Navy jumper, skirt, skort (No slacks)	Navy slacks with black belt (No shorts)
Solid white knee socks or tights	Navy or black socks
Black dress shoes (No sneakers)	Black dress shoes (No sneakers)

Uniform Styles

The following descriptions are acceptable options for uniforms:

Cardigan Sweater: Navy sweater with appropriate cut according to gender with school name & logo should be brought to school daily; even in the spring/summer a sweater should be brought to school as the classroom may be cool with the air conditioning running.

Shirts: Shirts can be long or short-sleeved polo, SBJA embroidered uniform shirt. Shirts are to be tucked in at all times during school hours.

Slacks: Dockers-style navy uniform pants. Slacks are to be worn at the waistline. They may have an elastic band, but must also have a zipper and front snap or button. At fourth grade and up, slacks are to be belted. Belts should be black. Slacks are to fit at the student's waist and inseam. Tight pants, baggy pants or pants with zipper pockets (cargo) are not acceptable.

Shorts: Dockers-style navy uniform shorts are optional. Shorts are to be worn at the waistline. They may have an elastic band, but must also have a zipper and front snap or button. At fourth grade and up, shorts are to be belted. Belts should be black. Shorts are to fit at the student's waist and must reach to his knee.

Skirts, Jumpers, Skorts: Navy uniform skirts, skorts, or jumpers may be worn. Skirts must be below the student's knee. Spandex shorts should be worn under skirts/jumpers, especially lower grade students. These shorts should not be seen.

Shoes: Shoes should be in good repair, worn with complementary solid color socks or hosiery. Athletic shoes should be non-scuff, not to leave black marks on the floor. Sneakers (tennis shoes) may only be worn during P.E. class and at recess time. Students must change to traditional shoes, if they choose to bring sneakers for recess. Sneakers must be solid white or solid black.

Outdoor Clothing: Heavy coats are for outdoor wear during adverse weather and are not to be worn indoors. Other protective clothing such as boots, gloves, scarves, hats, etc. is appropriate outdoor wear only. These should be kept in the child's locker during class time.

Where to Purchase the Uniform

Most of the clothing items required at SBJA can be found at your local Wal-mart, Khol's, or Target stores. J.C. Penny also has uniform attire. Uniform companies such as French Toast, Honors, or Bugleboy all carry good quality children's clothing. Any item that needs the school name & logo (shirts and sweaters) may be brought to EmbroideMe and they will put the logo on it. Or you can purchase directly from EmbroideMe- South Bend. Please see the school office for more details.

Non-Uniform Dress Code

There will be times when students will be out of uniform; for example, school functions and dress down days. Your child may dress down *only* if they receive a dress down ticket stating they may dress down the next day. In this case, and any other dress down opportunities a student may have, the students are still required to be modest in dress. By modest we mean, clothing that is neither too short, too tight, too large, too revealing, nor advertising inappropriate pictures or words (i.e., skulls, weapons, vulgar images and/ or wording). Shirts may not expose the midriff area, and shorts and skirts must reach knee length. The parents' cooperation and understanding is essential to maintain our high dress standards. It is their responsibility to see that child(ren) wear clean, appropriate and modest clothing at school and at all school functions.

Dress Code Violations

Dress code violations will result in corrective action. The particular corrective action will depend on the number of violations in any given grading period. The corrective actions are listed here next to the corresponding violation number:

- 1st violation: A written warning will be issued, which must be signed by parent.
- 2nd violation: A parent will be called for a change of clothing. The child will be kept out of class until appropriately dressed.
- 3rd violation: The child will be required to serve an out-of-school suspension.

If a student's dress is in question, he/she will be sent to the principal. The principal will have the final ruling on the appropriateness of a student's dress. Parents are responsible for understanding and complying with the school uniform policy and should be certain that their child is properly dressed before leaving home.

Personal Appearance

It is important for students to maintain healthy, safe, and focused environment. Therefore modesty, simplicity, appropriateness, neatness, and cleanliness, are expected of all students.

- Jewelry, such as rings, bracelets, earrings, chains, etc. are not permitted to be worn on school premises. It is part of SBJA education experience to allow our children to face restrictions in dress and adornment, as they may frequently face employer stated restrictions when they enter the work force.
- Shoes must be worn at all times while at school
- Cosmetics that go beyond the natural appearance are not to be used.
- For all school-sponsored swimming activities, modest one-piece swimsuits must be worn.

CONDUCT

General Discipline Standards

At South Bend Jr. Academy our goal is to provide an environment in which God is honored in our relationships. We demonstrate a mutual respect for each other (parents, students, and faculty), positive attitudes toward learning, and our enjoyment of learning. The only avenue in which the school can have such an environment is to increase positive behaviors while lessening the causes of inappropriate misbehaviors and working to prevent their occurrences. It is in this spirit that we expect students to exercise a willingness to follow and support all of the rules of our school.

We believe that parents are central to the philosophy and implementation of discipline at SBJA. Parents and teachers must support one another in the training of our students. Inappropriate activity, behavior and language on campus by students, staff, parents, or visitors should be brought to the attention of the administration. On campus parents are not to take it upon themselves to confront other parents or discipline students (other than their child).

Standards of Behavior

Classroom standards of behavior include, but are not limited to the following:

- Obeying and respecting those in authority, including all administrators, faculty, aides, volunteers, and adults.
- Adhering to all school policies, rules, and procedures.
- Walking (not running) in the halls and classrooms.
- Caring for school property and equipment.
- Refraining from shouting and making other noises inside the building, especially those behaviors reserved for outdoors or at times when deemed appropriate, as during P.E. and sporting events.
- Respecting fellow students in words and actions.

Bullying

Bullying is inappropriate behavior at SBJA and will not be tolerated. Bullying is defined as repeated and demeaning aggressive behavior toward an individual because of his/her size, race, or other personal trait. This may take the form of putting someone down verbally, physically, or emotionally.

Conduct Regulations & Discipline

The objective of the staff of South Bend Junior Academy is to teach students to become self-disciplined and understand that there are logical consequences for their actions. Our rules are usually related to problems that deal with the health, safety, and the general welfare of everyone. The faculty expects students and parents to know beforehand what unacceptable behavior is and what the consequences will be for chosen misbehavior.

The regulations are divided into three levels of behavior. Parental notification will be made with regard to any offense. A Level 1 offense is a written warning. A Level 2 offense may result in suspension. A Level 3 offense carries with it a suspension and a probable expulsion. A Level 4 offense is an automatic expulsion.

- **Level One:** Behavioral issue handled by the classroom teacher. Parents are required to sign and return the written notification. This documentation serves as a behavioral warning.
- **Level Two:** Handled by the principal and the teacher. Parent may be called in for a conference. The teacher and principal will determine if the offense warrants an in-school-suspension and the length of the suspension, i.e. one to three days.
- **Level Three:** Handled immediately by the principal and the teacher. May result in a maximum of a three day suspension.
- **Level Four:** Handled by the principal and the teacher. A follow-up meeting of the administration committee will determine if an expulsion is warranted.

- **Level One Offenses**
 - Unwanted bodily contact with another person.
 - Tardy arrival at any assigned place after reasonable length of time has transpired.
 - Loitering in the halls or rest room.
 - Littering.
 - Yelling in the halls.
 - Running in the school building.
 - Chewing or providing gum for others.
 - Eating at inappropriate times.
 - Selling or fundraising without school authorization.
 - Use of unauthorized personal items, e.g. radios, CD/MP3 players, skateboards, electronics, cell phones.
 - Inappropriate use of computers.
 - Misuse of school equipment.

- **Level Two Offenses**
 - Deliberate hitting.
 - Minor vandalism, e.g. depositing gum inappropriately, writing on desks.
 - Swearing, use of inappropriate language and engaging in inappropriate conversations.
 - Disrupting a class with words, actions, or noncompliance.
 - Skipping classes.
 - Physical or verbal harassment, mishandling another student’s property, or threatening a student.
 - Irresponsible use of school or private property.
 - Unauthorized printed materials.
 - Leading or inciting other students in level one offense.
 - Disrespect to adults or other students, e.g. mumbling or ignoring a teacher’s requests.
 - Lying
 - Multiple level one offences

- **Level Three Offenses (3-day suspension, probable expulsion)**
 - Theft.
 - Fighting or assault.
 - Vandalism.
 - Possession of materials that are dangerous to the health and safety of students and faculty of the school, e.g. matches, fireworks, chemicals, firearms, weapons, etc.
 - Cheating - using unapproved sources of information for school work, copying homework, looking at other students’ tests.
 - Insubordination or abusive language or gestures.
 - Unsafe behavior that endangers the health, safety or welfare of students, faculty or guests of the school.
 - Leading or inciting other students in level two offenses.
 - Unauthorized/inappropriate touching, physical contact, e.g. kissing.
 - Urging another student to disobey a school regulation or covering up for a student who has violated school rules.
 - Forging signatures.
 - Using cell phones, texting answers to tests, etc.
 - Repeated level two offenses

- **Level Four Offenses**
 - Bringing a gun or other weapon to school
 - Repeated insubordination or abusive language or gestures
 - Possession, use, transfer or sale of drugs, alcohol, cigarettes or drug-related substances.
 - Repeated level three offenses

Conflict Resolution Policy

Issues that cause conflict between students, teachers, and parents should be resolved at the earliest time and at the lowest level (see discipline procedure section below). Most concerns can be resolved with good communication. The Biblical principle in Matthew 18:15-16 should be followed in all cases. Matthew 18: 15-16 says, “If another believer sins against you, go privately and point out the offense. If

the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses.” A parent should never attempt to resolve a conflict with a student, other than his/her own child, without the explicit permission of the teacher and/or principal.

Intent

This policy is designed to assist parents, teacher, and students in discussing problems and concerns at an early state in order to avoid the potential negative consequences of poor communication. Ultimately the child will benefit most from his or her education if these guidelines can be utilized:

- Attempt to focus on resolving the issue successfully and quickly.
- Remain calm during the conference.
- Listen to the other’s point of view without interrupting. Each party should be given a chance to speak his or her opinions.
- Remember that compromise is essential, and most likely no party will get 100% of what he or she believes is best.
- Keep your sense of humor.
- Support the decision you agree to, particularly to the student, following the conference.

The school board reserves the right to expel any student whose behavior or attitude is not in harmony with the philosophy and objectives of South Bend Junior Academy. A student that receives extended suspensions may be expelled.

Recess

Recess is an important part of the school day in that it allows students time to relax and play. Physical activity is important to a balanced educational program. Recess will be held outside when the weather is above freezing and it is not raining. On occasion, recess will be held outside even during the winter. Students typically enjoy playing in the snow. Be sure to appropriately dress your child for the weather. This may include a hat, gloves, boots, snow pants, and a jacket.

Lunch

We believe a well-balanced, health-supporting diet plays an important role in both physical and mental development. An intricate relationship exists between mind and body. We are strong advocates of a vegetarian diet. Towards that goal, we discourage soda or caffeinated beverages, as well as pork and seafood products as part of a student’s lunch. We also discourage the addition of empty calories such as candy to a student’s lunch.

Toys & Electronic Devices

Toys are not allowed to be brought to school except upon the request of a teacher. Students are not permitted to bring iPods, MP3 players, or other audio equipment on campus. Bringing them will result in confiscation. The use of such equipment will only be permitted as required by teachers for class work, projects, etc. Students may bring cell phones to school, but they may only be used before or after school hours. **Students must turn their cell phones off as soon as they arrive at the door of the school,**

secure them in their lockers, and not turn them on again until they leave the school building at the end of the day. Cell phones may not be brought into the classrooms during the instructional day nor used in the bathroom, gym, or other location. As long as the school is open, student should use the telephone in the school office for emergency phone calls. If the rule is violated, the cell phone can be confiscated and this privilege revoked. All confiscated cellular phones/electronic devices may be picked up by a parent/guardian.

South Bend Junior Academy will not be responsible for lost, damaged, or stolen personal items.

SAFETY

Bicycles, Skateboards & Rollerblades

Bicycle riding, skateboarding and rollerblading is prohibited on school property.

Playground & Gymnasium

Safety laws prohibit playing on the playground equipment or in the gymnasium without adult supervision.

Accidents & Insurance Coverage

If a student happens to be involved in an accident or experience any type of injury within the school premises, they must report it immediately to either their teacher or the principal's office. Please see the school office for procedures in filing a claim and an incident report.

Weapon-free Zone

South Bend Junior Academy's campus (including buildings, parking lot, and property) should remain free of any type of weapon.

HOME & SCHOOL ASSOCIATION

Home & School Association meetings provide a forum for communications between parents, the school staff, and the school board. Attending scheduled Home & School meetings will give parents the opportunity to actively participate in school functions and have a voice in how the school operates. Parents are also encouraged to participate in all fundraising activities organized by the Home & School.

VISITORS

All visits should be scheduled prior to arrival. Any visitor's presence should not be disruptive to normal school functions and should abide by all school rules. No student should bring relatives or friends to school without the permission of the teacher and written permission from the student's parent or guardian. Permission must be received the day prior to the visit. Student guests must observe school regulations and dress policies.

VOLUNTEERING

Volunteering provides a means to help families become a part of the larger school family. Children often are more dedicated to school if they see their parents being active participants at their school. It also helps keep the cost of tuition reasonable while improving the quality of the children's educational experience. Families are encouraged to volunteer at two school events, either for set-up/clean-up, or organization. Please select 2 events or volunteer to be a classroom parent, chaperone during a field trip, or help organize a fundraising event. Please see **Appendix F**. All volunteers who work directly with the students will need to undergo a background check called Shield the Vulnerable. Please see the office for further information.

ASBESTOS NOTIFICATION

The federal law requires a public announcement to be given to school patrons regarding any asbestos material in our school. Our school facility has been checked by a certified asbestos person. The report is in the school file. This document is available for those wishing to see it. The asbestos in the school is in a non-friable condition and presents no hazard to anyone at the present time. It will be checked at stated periodic intervals as required to ascertain any change in the material.

HANDBOOK UPDATES

Changing circumstances sometimes necessitate amending policies and/or procedures during the school year. Actions voted at any time by the Education Department of the Indiana Conference, South Bend Jr. Academy Board, and faculty shall have equal weight to, or at times, supersede statements previously published in this handbook. These changes will be communicated with students and parents in the form of verbal announcements, weekly notes, or monthly newsletters.

APPENDIX A: 2016-2017 SCHOOL YEAR TUITION

Tuition	
Kindergarten- 8 th grade	\$5,000*
Constituent Church Member	\$4,500
½ day of Kindergarten	\$2,500
Tuition will be prorated for students who enter or leave the school after the first week based on the following differentiated tuition:	

Differentiated Tuition
For 1-10 days enrolled in a month, 1/2 of existing or entering month's tuition will be charged. (Above amount/10*.50)
For 11 or more days enrolled in a month, the full existing/entering month's tuition will be charged.
Students who enter late or are absent for a time, but who make up the back work so as to receive full credit, will be charged full tuition.

Additional Fees	
Application Fee	\$50 per family
Registration Fee	\$150 per child

*Scholarships may be available through your local church, Indiana Choice Scholarship (voucher), etc.

APPENDIX B: Financial Aid

Available Scholarships

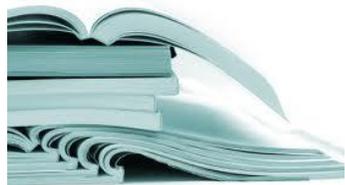
South Bend First Seventh-day Adventist Worthy Student Scholarship - South Bend First Seventh-day Adventist Church is pleased to administer this scholarship. The amount available to an individual student is dependent on the individual student's need and the total needs of other students applying for these funds (funded by the First Seventh-day Adventist Worthy Student donations). An application for Financial Aid must be filled out and photocopies of previous year's Income Tax Forms with W2's or equivalent papers must be submitted.

Large Family Hardship Aid (LFHA)

Financial aid or up to ½ annual tuition for each child in excess of 2. When the same parent(s) have 3 or more children in SBJA, they may apply for LFHA. Depending on financial need, they may be eligible for aid. The maximum amount is given by the following formula; # of children enrolled - 2 X ½ tuition for the year (funded by general operating funds).

Indiana State Choice Scholarship (Voucher)

Indiana passed its school voucher law in 2011. It's considered one of the most expansive in the country because students don't have to attend a failing school to be eligible for the statewide program. Legislation proposed during the 2013 session would make siblings of current participants also eligible for vouchers, tweaking a rule that required students to first attend a public school to receive state money for private school.



School vouchers allow a student to take state money — normally distributed only to public schools on a per-pupil basis — to a private school of his or her choice. (Additional funds allocated for students enrolled in free and reduced lunch programs are non-transferrable.)

During the 2011-12 school year, 3,919 students received vouchers to attend a private school of their choice. There were 7,500 vouchers available in the program's first year. That amount doubled for the 2012-13 school year, and that cap disappears in 2013-14.

School choice advocates have praised Indiana's program for reaching into the middle income levels: A family of four making up to \$62,000 per year could get a partial tuition scholarship from the state to attend a private school. Supporters of Indiana's voucher program say parents and students benefit when they have a choice of schooling options.

For more information please visit [www. http://stateimpact.npr.org/indiana/tag/school-vouchers/](http://stateimpact.npr.org/indiana/tag/school-vouchers/)

Application must be filled out and returned to SBJA with supporting documents to apply.

Appendix C: Statement of Financial Responsibility

Please choose one tuition option below; your family must meet all requirements for chosen option.

- Option 1:*
Payment of full tuition at date of registration. A 5% discount is offered to those who pay for the entire year prior to the first day of school or at the time of registration, if later.
- Option 2:*** Payment of tuition in 2 installments through FACTS: 1st payment due at time of registration. 2nd payment is due January 15.
- Option 3:*** Payment of tuition in monthly installments through FACTS: 10 equal monthly installments due on the 5th or 20th of each month. The 1st payment is due on August 5th or 20th.

Please choose the following option below for your family

- We are applying for financial aid.
- We are not applying for financial aid.

Tuition Agreement Statement

I (we) promise to pay South Bend Junior Academy the amount indicated at the scheduled due dates according to the payment option I (we) choose.

I (we) understand that Payments are due on the 5th or 20th of each month. If funds are not available by 3:00 p.m. on the payment due date, I (we) will be contacted. If any special circumstances arise, contact the school treasurer at least three days prior to your scheduled payment so that arrangements may be made before payment is due. If a request for special arrangements is not made at least three days before scheduled payment is due, the request will not be processed until the following month and NSF or other late fees will be assessed. The school also may exercise the right to deny services as early as the first missed payment.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Appendix D: Medical Emergency

South Bend Junior Academy Student Emergency Contact and Medical Information

				M	F
Child's Name			Date of Birth		Sex
Parent's/Guardian's Name			Parent's/Guardian's Name		
Home Phone		Work Phone	Home Phone		Work Phone
Address			Address		
City, ST ZIP Code			City, ST ZIP Code		
Alternative Emergency Contacts					
Primary Emergency Contact			Secondary Emergency Contact		
Home Phone		Work Phone	Home Phone		Work Phone
Address			Address		
City, ST ZIP Code			City, ST ZIP Code		
Medical Information					
Hospital/Clinic Preference					
Physician's Name				Phone Number	
Insurance Company				Policy Number	
Allergies/Special Health Considerations					
<p>I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.</p>					
Parent/Guardians Signature _____				Date _____	

Appendix E: Community Service Form

South Bend Junior Academy Community Service Hours Log

First & Last Name: _____ Grade: _____

Directions: All events must be signed by the supervising adult to receive credit. All spaces must be completed and verified for **ALL** service hours completed you

Date	Activity Description (Describe what you did & where)	Organization (Name)	Supervisor (Name & Phone #)	Start (Time)	End (Time)	Total (Time)	Supervisor's (Signature)

do. Any community service that cannot be verified (checked) will not be considered or counted.

Community Service Total: _____ (Hours & Minutes)

Appendix F: Parental Volunteer Form

Parent & Guardian Volunteer Form

Why Volunteer?

Volunteering provides a means to help families become a part of the larger school family. Children often are more dedicated to school if they see their parents being active participants at their school. It also helps keep the cost of tuition reasonable while improving the quality of the children's educational experience. Families are encouraged to volunteer at two school events, either for set-up/clean-up or organization. Please select two events or volunteer to be a classroom parent, chaperone during a field trip, or help organize a fundraising event.

Availability

During which hours are you available for volunteer assignments?	
<input type="checkbox"/> Weekday mornings	<input type="checkbox"/> Weekend mornings
<input type="checkbox"/> Weekday afternoons	<input type="checkbox"/> Weekend afternoons
<input type="checkbox"/> Weekday evenings	<input type="checkbox"/> Weekend evenings

Interests

Tell us in which areas you are interested in volunteering.	
<input type="checkbox"/> Campus Maintenance	<input type="checkbox"/> Teacher's aid
<input type="checkbox"/> Website Maintenance	<input type="checkbox"/> Secretarial Duties
<input type="checkbox"/> Lunch/Recess Monitoring	<input type="checkbox"/> Coaching basketball, soccer or other after school sports
<input type="checkbox"/> Teaching art, music or foreign language class	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Fieldtrip Chaperone or driver	Other: _____

Events

Tell us in which areas you are interested in volunteering.	
<input type="checkbox"/> International Food Fair	<input type="checkbox"/> Field Day
<input type="checkbox"/> Oratorical Contest	<input type="checkbox"/> Education Fair
<input type="checkbox"/> Thanksgiving Celebration	<input type="checkbox"/> Work Bee
<input type="checkbox"/> Picnic Day	Other: _____

Thank you for completing this application form and for your interest in volunteering with us.

Appendix G: Handbook Agreement

(Please print name of parent/guardian)

I, _____, have read the South Bend Junior Academy Handbook. By signing below, I agree to accept the responsibility of adhering to the guidelines outlined in the handbook and will ensure my child(ren) also follow these guidelines.

Please initial below indicating you have read and understand your commitment:

_____ Appendix A: Tuition & Fees

_____ I/we will fill out Appendix C, D, & F completely and turn them in prior to the first day of school.

_____ I/we understand that our child's birth certificate and immunization record need to be on file/updated prior to my child's first day of school.

_____ I/we consent to having my/our child's picture published on the school's website & Facebook, newsletter, conference newsletter, and marketing materials.

_____ I/we consent to allowing our child(ren) to use the internet for educational research and other academic purposes.

If my child is returning to SBJA, I have double checked to be sure my contact information is correct and made any necessary changes. _____

(Full Signature of Guardian)

(Date)