

# Handbook

# Baltimore Junior Academy

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Baltimore, Maryland 21215

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## **WELCOME**

The faculty, staff and administration welcome you to Baltimore Junior Academy for the coming year. BJA has a history of fine academic accomplishments. Parents and students seeking admission pledge their support of the Academy's principles, programs, faculty and administration thereby agreeing to act in harmony with its standards, requirements, and philosophies. We are here to make your school year successful, yet educationally challenging. We look forward to assisting you in fulfilling your educational goals. Together, we will meet the goals, which have been set.

## **MISSION STATEMENT**

The mission statement of Baltimore Junior Academy of Seventh-day Adventist is to provide instruction in a Christ-centered educational environment for the enhancement of the spiritual, mental, physical and social development of youth entrusted to its care.

## **PHILOSOPHY**

Seventh-day Adventists recognize that God, the Creator and Sustainer of the universe, is the source of all knowledge and wisdom. We operate a global system of schools to ensure that our youth may receive a balanced spiritual, intellectual vocational, social, and physical education with God as the source of all moral values and truth.

Educational effort is directed toward self-understanding and the full development of all students' abilities. A true knowledge of God, fellowship with Him in study and service, likeness to Him in character development is to be respectively the source, the means, and the aim of Seventh-day Adventist education.

Seventh-day Adventists believe that knowledge of God can never be derived by human reason alone. God has communicated His character and plans through divine revelation in the Bible, the writings of Ellen G. White and nature. Inspired by God, the Holy Scripture reveals His will for us. The Church membership accepts the ministry of Ellen G. White as a special messenger to the Seventh-day Adventist Church. In these respects Adventists accept divine revelation as the foundation of their philosophy of education. We further believe: *“True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come”.* (Education p.13)

The Academy used the guidelines of Biblical and Spirit of Prophecy injunctions in an academically competitive curriculum.

## **PURPOSE AND OBJECTIVE**

The purpose of Baltimore Junior Academy is to provide an education that incorporates Christian values with a strong academic program. The curriculum is prepared and offered with the goal of providing students with a balanced program of intellectual, physical, religious and social training that will facilitate a growing relationship with God and the development of each student to his or her fullest potential as a responsible member of the church, the community, the country and the world.

As a school sponsored by the Seventh-day Adventist church, Baltimore Junior Academy supports the beliefs, standards, and ideals of its church. Each school day begins with devotion for students and teachers. Chapel services and other assemblies are conducted each week by pastors of Seventh-day Adventist churches, teachers, special guest and students.

## DESCRIPTION

Baltimore Junior Academy of the Seventh-day Adventist is a private non-profit Pre-kindergarten through 10th Grade educational institution sponsored and supported by the Columbia Union Conference and the Allegheny East Conference Chapters of the North American Division and the constituent churches of Baltimore. Members of the BJA School Board, elected from the constituent churches, supervise its operations. The Constituent Churches are:

Berea Temple (410) 669-6350	New Beginnings (410) 355-1298	Edmondson Heights (410) 566-0707
Liberty Temple (410) 922-0050	Miracle Temple (410) 368-9294	Sharon Temple (410) 539-6236
	United in Christ (410) 662-9240	

*This handbook outlines policies, programs, regulations and requirements of the Academy. The Board reserves the right to change policies and requirements during the course of the school year.*

## HISTORY

Baltimore Church School was begun in 1915 at Druid Hill Avenue and Robert Street. Previous locations include: Druid Hill Ave. / Robert St., Harlem Ave. / Dolphin St., W. Lafayette Ave., Madison Ave., Oswego Ave., Bellona Ave., The name Baltimore Junior Academy was adopted in 1927 under the pastorate of Elder M. S. Banfield. In 1975, Baltimore Junior Academy officially opened its doors at 3006 W. Coldspring Lane. Baltimore Junior Academy has always been African American owned and operated, however, no student will be denied admission based on race, sex, ethnic background or religion.

This history of this school is a story of how God has provided numerous blessings through the many struggles and endless sacrifices of the teachers and supporters of Baltimore Junior Academy.

## ADMISSION POLICIES

- ❑ All students applying for admission to Pre-Kindergarten-4, Kindergarten, or First Grade must be at least four, five or six years of age respectively by September 1<sup>st</sup>. The parent/ guardian must present an original or certified copy of the child's birth certificate. **Pre-K 3 students may enter whenever they are 3 years old and must be potty trained.**
- ❑ All new students enrolling must, according to the policy of the General Conference of Seventh-day Adventist and Maryland State Law, present proof of immunization records with dates of immunization before class attendance.
- ❑ The pastor designee of the respective constituent church must verify applications of constituents.
- ❑ No student will be re-admitted who has unpaid account with Baltimore Junior Academy.
- ❑ **All students transferring from another school or academy must furnish, at the time of application, an official transcript of test scores, grades, and credits. Parents must sign a form requesting that transcripts be released to Baltimore Junior Academy.**
- ❑ Admission to BJA for new and returning students is contingent on review by the Admission committee and receipt of an acceptance notice.

## APPLICATION PROCEDURE

- ❑ **NEW STUDENTS**  
Obtain an application form from the office. Complete each section. (This form becomes a part of your permanent record.) Mail or bring the completed form with a \$50 non-refundable application fee to the office. Admissions Committee will review Application and all information and contact you upon your acceptance.
- ❑ **RETURNING STUDENTS**

Current BJA students must update all information.

❑ **WITHDRAWAL FROM SCHOOL**

Before a student can officially withdraw from Baltimore Junior Academy, the parents and student must have an interview with the administrator, complete a withdrawal form, and settle all financial matters with the business office. Tuition will be charged until the business office receives official notification of withdrawal. Failure to follow this procedure will result in official transcript being withheld.

**FINANCES**

Financial information will be published separately; however, Baltimore Junior Academy reserves the right to revise the published rates.

**TUITION**

- For all students, 10% of all tuition is due at the time of registration. The remaining nine payments are to be made in equal installments to Baltimore Junior Academy, scheduled to be paid by the 1<sup>st</sup> of each month.
- A family discount of 5% will be credited to the account when two students from the same household enroll. A 10% discount will apply when three students from the same household enroll. **Special discounts for a household of four children.** First and second students pay full tuition. Third child gets a 50% discount. Fourth child gets a 50% discount.
- A prepayment discount of 5% applies if the entire year's tuition is paid in advance and 3% discount if paid one semester (1/2 year) in advance. A prepayment discount of 1% is given for all payments by the 1<sup>st</sup> of the month.
- All payments are late after *the 5<sup>th</sup> of the month* at that time at 1% late fee will be added. If payment is not received there will be a temporary interruption in attendance to school for that student. Payments can be made by cash, money order, cashier's check, debit/credit card or personal check or online through the school website.

*No student will be allowed to register/return with an outstanding balance from the previous year.*

**RATES WILL BE PUBLISHED SEPARATELY. CALL THE SCHOOL FOR MORE INFORMATION.**

**DELINQUENT ACCOUNTS:**

The financial policy of BJA requires that all accounts be kept up-to-date. Unpaid amounts will result in the following:

- ❑ Holds will be placed on the student's account which blocks future enrollment, transcripts and diplomas from being issued.
- ❑ Delinquent accounts may be reported to one or more of the national credit reporting agencies.
- ❑ Severely delinquent accounts may be referred to a collection agency and/or placed in litigation in accordance with state and federal laws.
- ❑ Parents of students with delinquent accounts may be held responsible for collection costs, attorney fees, and court costs.

For students to continue their studies at BJA (receive report cards or request transcripts) regular payments must be made.

The school reserves the right to withhold all student information and transcripts until balance due have been paid. **Eighth graders will be prohibited from taking part in graduation activities, receiving final grades, or diploma until the account is paid in full.**

**RETURNED CHECK**

Please be aware of your bank's policy concerning the release of funds from your checking account. **All returned checks must be replaced along with service fee within two business days after notice has been received.**

If check and fee are not replaced, the student's account will be charged \$35. After the bank has returned a second check, no more personal checks will be accepted and payments must be made by cash, money order, cashier's check, or debit/credit card.

If any student loses or damages textbooks assigned to him/her, the parent/guardian will be required to pay the cost to replace textbook. Failure to adhere to this rule will result in BJA withholding further issuance of other books, supplies, or equipment to the student until restitution is made. Additionally, BJA may withhold issuance of any student records, report card, graduation diploma, certificate of completion. Students are encouraged to take pride in the use of their textbooks and keep them in good condition. ***Rented textbooks must be covered with non-adhesive materials.***

**SUPPLIES**

Students are to have the necessary supplies in their possession as outlined by the class instructor. See supply list.

**EXTENDED CARE**

There are extended hours of care available for the convenience of working parents. Students are admitted as early as 7:00 a.m. and may be picked up as late as 6:00 p.m., Monday through Thursday. **Friday pick-up can be no later than 3:30 p.m.** There will be an extra charge for any late pickups.

**FOR SECURITY REASONS, STUDENTS CANNOT BE PERMITTED TO REMAIN ON SCHOOL GROUNDS UNSUPERVISED AT ANY TIME.**

At dismissal time, students riding public transportation or walking MUST leave the premises immediately. Those waiting to be picked up from school will remain in the cafeteria until they are called. Any student not picked up by 3:45 p.m. will be required to wait inside the extended care area, and their account will be billed depending on the amount of time spent.

If the student is not enrolled in our extended care program, a supervision charge of \$10 will be assessed for each hour (and/or any fraction thereof) the student is in extended care. Students will not be permitted to wait on the sidewalk in front of the school. **Note: Parents, a list of all persons who have permission to pick up your child/ren should be listed in the current school file.**

**MUSIC FEE**

A charge is assessed to all students who enroll in the instrumental music program or the band. The fee schedule and information for rental of instruments can be obtained from the music teacher.

**SCHOOL UNIFORM CODE**

Baltimore Junior Academy is a uniform school. We recognize that school is a place of business and it is our goal to help students develop a business like attitude toward school and learning. Research has shown that student behavior is affected by student dress. Therefore, we have selected a coordinated selection for our students. It is expected that all students clothing should be clean, modest, neat, correctly sized and worn appropriately. BJA uniforms are available at SUPERKIDS. Located at 1330-3R Reisterstown Road, Pikesville, Maryland 21208. (The Alley Shops-opposite Boston Market). Phone: (410) 597-8181. Website: [www.superkidsuniforms.com](http://www.superkidsuniforms.com)

**OUR UNIFORM CODE IS AS FOLLOWS:**

<b>Grades</b>	<b>3 yr. olds</b>	<b>Pre-K4 to Grade 4</b>	<b>5-8</b>	<b>9-10</b>
<b>GIRLS</b>	Pre-K 3 and 4 should own a standard BJA	Official Navy Blue Plaid Jumper (knee length)	Official Navy Blue Plaid Skirts (knee	Gray uniform skirt White dress blouse

	Dress uniform for special occasions.  However, 3 yr. old may wear PE Uniform everyday.	Official Navy Blue Plaid Skorts Navy Blue Dress Uniform Slacks Regular Black or Navy Blue School-type Shoe (tie-up, buckle, or loafer w/ 2" or lower heel) Light Blue Dress Blouse w/ Peter Pan Collar Criss-cross ties may be worn Navy Blue Sweater or Navy Blue Blazer	length) Navy Blue Slacks Regular Black or Navy Blue School Type Shoe (tie-up, buckle, or loafer w/2" or lower heels) Navy Blue Socks or Blue Tights Light Blue Dress Blouse (Must be tucked inside skirt or slacks) Criss-cross ties may be worn Navy Blue Sweater or Navy Blue Blazer	Navy blazer with school emblem Navy tights or socks School Type Shoe (tie-up, buckle, or loafer w/2" or lower heels)
<b>BOYS</b>		Navy Blue Dress Uniform Pants <i>(Must be belted at waist and school dress shirt tucked inside slacks at all times)</i> Black Belt Navy Blue or Black Socks *Black or Navy Blue Tie-up or Loafer Shoe Light Blue Dress Shirt (tucked inside pants) Navy Blue Sweater or Navy Blue Blazer Solid navy ties may be worn		Gray uniform pants White dress shirt Navy blazer with school emblem Navy or black socks Black school type shoe

- Consequence Non-uniform Compliance: parents will be asked to bring proper attire to school. Habitual offenders will be fined \$15 each incident after 2 warnings.**
- No Athletic shoes are permitted as part of the regular school uniform.
- Pants and skirts must be purchased at BJA registered uniform stores to be worn as part of the official school uniform.
- NO Jeans or Cargo Pants are to be worn in place of official BJA Uniform.
- No type of sweatshirt, hoodie, sport jacket, jean jacket, blazer or cardigan can be worn as a substitute for the official navy sweater or blazer.

**P. E. UNIFORM**

<b>BOYS &amp; GIRLS</b>	BJA official Navy Blue Shirt or T-shirt w/ school logo BJA Official Navy Blue Athletic Shorts/Sweat Pants w/ school logo Tennis Shoes or Sneakers <b>White Socks</b>
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**DRESS ATTIRE**

Students are expected to come to school neat, and clean as if they were going to work. No hats, bandanas, caps or sunglasses are to be worn inside the building except with a written medical directive.

**Upon arrival at school, students must place their outer garments in their lockers until the end of the day. Outer garments, other than those specifically accepted as part of the dress code, are not to be worn inside of the school building.**

Sagging pants and exposed midriffs are not allowed. Clothing that exposes undergarments or any other part of the body is not allowed. Articles of clothing determined to be gang-related or clothing depicting obscene words, vulgar graphics, alcohol or controlled substance motifs will result in students being sent home or asked to be picked up by parents.

### **JEWELRY AND DECORATION**

Nonfunctional jewelry of any kind, including: rings, earrings, bracelets, anklets, necklaces or friendship bands, are not permitted at school or any school-sponsored function. Jewelry will be taken from student. The items may be picked up later in the Principal's Office by a parent or guardian.

Cosmetic decorations, of any kind, are prohibited. This includes, but is not limited to: foundation, powder, lipstick, eye shadow, rouge, and colored nail polish.

The wearing of jewelry in the hair, unnatural hair colors-red, blue, etc., untidy and extreme hair styles are not permitted. The braiding and unbraiding of hair during school hours is prohibited.

Tattoos and other body markings are prohibited. Students who choose to mark their body where it can be visible will be asked to withdraw or be expelled from school.

### **OUT OF UNIFORM SCHOOL DAYS**

Throughout the school year, students will be permitted to come out of uniform. The dress attire should be appropriate within the format of a given theme. Dress is still expected to be modest, neat, clean and in conformity with school dress standards. The no jewelry policy remains in effect.

### **ATTENDANCE**

Students are required to attend school regularly and promptly. Attendance will be taken at the beginning of the school day. Parents have the responsibility for making sure that their children attend school every day.

### **SCHOOL HOURS**

Classes begin at 8:30 a.m. Students are not allowed on school premises before 8:00 a.m. unless in extended care. School closes at 3:30 p.m. (**1:00** p.m. on Fridays)

### **LATENESS**

Particular attention should be given to getting to school on time. Students coming late to school are required to obtain a late pass. Teachers will record lateness. Students are required to bring a note from the parent or guardian stating the reason for the lateness.

### **PREARRANGED ABSENCES**

Parents who find it necessary to take their child out of school for longer than one day should submit a note to the homeroom teacher and make arrangements for class and home assignments for the period of the absence.

### **EXCUSED ABSENCES**

When a student is absent a note must be sent with the student when he returns. The note must have the student's name, date(s) of absence, the reason for absence, and the signature of the parent/guardian with a contact number if further inquiries need to be made. The note should be sent to the homeroom teacher.

Excused absences are for illness, medical and dental appointments, death in the immediate family, emergencies or circumstances determined by the principal.

The school will not excuse absences from school, for any reason other than the above, unless it is cleared in advance. If there is any doubt about the absence being excused, call the office. **Note: Absences beyond three days should be accompanied by a doctor's slip.**

**UNEXCUSED ABSENCES**

Any absence, not excused by the school, will be considered an unexcused absence.

This includes leaving for athletic events or music events in which the student is not a participant. Participation by students in school-sanctioned activities will be considered as an excused absence.

Teachers have the discretion to accept schoolwork missed during the unexcused absence. Parents will be notified.

Parents may be reported to the proper governmental agencies for large numbers of absences or lateness's.

**GRADES AND REPORT CARDS**

□ **GRADE POINT AVERAGE**

Grade point average (GPA) is a numerical value that expresses the student's average academic standing. The GPA is calculated by dividing the total number of quality points attained by the total number of credits attempted. All classes and accompanying grades are used when calculating GPA's. However, non-core subjects i.e. music, computer and art do not have the same weight as the core subjects; therefore they will receive half-credit. This figure is used to provide a rank order of student progress as well as various other purposes. The following grading and quality point system is used:

GRADE	GPA	PERCENT	MEANING
A	4.00	95-100	Honors
A-	3.67	90-94	Excellent
B+	3.33	87-89	Very Good
B	3.00	83-86	Good
B-	2.67	80-82	Above Average
C+	2.33	77-79	Average
C	2.00	73-76	Satisfactory
C-	1.67	70-72	Needs Improvement
D+	1.33	67-69	Below Satisfactory
D	1.0	60-66	Minimal Passing
F	0	0-59	Failure
I	0	0	Incomplete

□ **INCOMPLETES**

A student may receive an Incomplete (I) in a subject if an illness or unforeseen emergency prevents completion of sufficient work to merit a grade. An "Incomplete" should be removed by the next quarter, or it will automatically become an F.

□ **MID-TERM PROGRESS REPORTS**

Teachers send home Progress Reports at the midpoint of each quarter to keep parents informed of the student's progress, providing accounts are up to date.

□ **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice and drills that reinforce classroom learning and opportunities for independent study, research and



creative thinking. Parents can help their children by creating a quiet, comfortable place, away from TV and other disruptions, for them to work. Parents should ensure that assignments are completed.

#### ❑ MAKE-UP WORK

Students are required to make up all work missed due to **legitimate absences**. Students will be given a designated time period to complete missing assignments. It is the responsibility of students in Grades 6-8 to contact the teachers for make-up work. A 24-hour notice for requested work packets is required. A final grade will be calculated after the designated time period. **Note: The teacher will not be able to repeat in-class demonstrations and instructions. Tests will be make up at the teacher's convenience.**

#### ❑ CHEATING

Any student caught cheating in any form may receive a “0” for the assignment. Anyone helping another to cheat will be held to the same level of accountability

### 8<sup>TH</sup> GRADE GRADUATION STANDARDS

The general diploma granted by Baltimore Junior Academy meets the requirements as outlined by the Columbia Union Conference Office of Education and Maryland laws. Students who have not satisfactorily completed all academic requirements will be issued a certificate of completion. All financial obligations must be satisfied for students to graduate.

#### REQUIREMENTS TO GRADUATE WITH HONORS

Students meet all general requirements and maintain a GPA of 3.0 until the end of the fourth quarter marking period. Students must not have accumulated any “D’s” or “F’s” on their report card.

### CURRICULUM

Baltimore Junior Academy offers a well-balanced curriculum for grades Pre-K to 8<sup>th</sup>. The curriculum, at all levels, reflects the philosophy and objectives of Seventh-day Adventist education. The North American Division, Columbia Union Conference and the Allegheny East Conference of Seventh-day Adventists outline the course of study. Religious instruction is an integral part of the total curriculum.

*Baltimore Junior Academy offers programs in three areas: early childhoods, lower and upper division.*

#### ❑ EARLY CHILDHOOD DIVISION

The division consists of an all day 3-year old day care, Pre-Kindergarten and Kindergarten Program. These stress 4-year old readiness for reading and math, muscle development and coordination, group play, rest time, and cooperation. Frequent outdoor activities and short field trips are planned as an integral part of the program.

#### ❑ LOWER DIVISION

The lower division features an elementary program for grades 1-5. The curriculum is designed to promote good work and study habits, basic learning skills in all scholastic areas, and positive attitudes toward education.

#### ❑ UPPER DIVISION

The upper division covers grades 6-8 and offers a departmentalized program under specialists in each instructional area. **{Note: Bible, Art, Music, research, reference and study skills, thinking and writing skills, calculator use, computer skills, current events, cultural, political and religious heritage, career preparation and drug awareness are included in all grade levels in appropriate areas.}**

## FIELD TRIPS

Field trips provide an enrichment and valuable learning resource for the instructional program. Trips are planned in correlation to the curriculum throughout the year. A fee may be charged to cover expenses. Parents must grant permission for their child to go on field trips by signing a consent form.

Parents will be expected to volunteer as chaperones for some of the outings. Background clearance is required. *Note: With the exception of the annual school-wide and graduation class trip, no other field trips will be scheduled during the last three (3) weeks of school.*

## PHYSICAL EDUCATION

Emphasis is placed on coordination, skill development, and physical fitness. All students are expected to participate in P. E. Classes. Only a valid medical reason will exempt a student from the requirement.

## GENERAL INFORMATION

### □ SCHOOL LUNCH

The diet of students affects how well they learn. Each child should eat a nourishing breakfast at home. Parents should send a nourishing sack lunch. Parents are requested to uphold the standard of the church in relation to diet and health. **BIBLICALLY UNCLEAN MEAT AND CAFFEINATED BEVERAGES ARE PERMITTED FOR LUNCHES.** Glass containers are not allowed. – Unclean meats include, but not limited to, pork of any kind and shell fish. If you need a more comprehensive list or if you have any questions, contact the school.

### □ TRANSPORTATION

Baltimore Junior Academy does not provide bus transportation. Parents are expected to arrange transportation to and from school for their children. Students using public transportation may use the MTA bus and/or the Metro Line located about one block away from the school. Bus passes that allow for reduced cost are available to students using public transportation.

### □ EMERGENCY CLOSING

Baltimore Junior Academy **DOES FOLLOW** the Baltimore City Public School schedule for closings. Parents are asked to listen by 6:30 a.m. to and follow radio stations when there is inclement weather or other emergency when possible: WBAL Radio (1040AM), WRBS Radio (95.1), on the television stations WBAL (2), WMAR (11), WJZ (13), FOX (45), or phone the school at (410) 542-6758 for school status.

### □ FIRE DRILLS

Fire drills, are required by law, and will be held at regular intervals. Such practice is important and should be approached seriously. Specific instruction for evacuation of the building will be given on the first day of school at the beginning of the school year. Students will leave the room immediately on a signal. Each class has an escape route to an outside area, a safe distance from the building. There must be no conversation unless under the direction of the staff member in charge. Lines should be kept well organized and moving rapidly. Children are directed to these designated areas in a short, quiet, and orderly manner.

### □ TELEPHONE

**The office phone is a business phone for official use. The phone is available for students by expressed permission of a teacher or principal. Students are not called to the telephone during the day; however, the office personnel will take a message. Cell phones are permitted but must be turned off and out of sight during the operation**

**hours of 8:00 a.m. to 3:30 p.m. Students are not allowed to use their cell phones during extra-curricular activities.**

□ **MEDICATION POLICY**

School personnel will administer no medication. Authorization over the telephone is not permitted. Students are not allowed to share prescription or over-the-counter drugs.

□ **HEALTH SERVICES**

**Baltimore Junior Academy does not have a nurse on site.** If a student becomes ill, he or she will be sent to the office and parents will be notified.

□ **EMERGENCIES AND FIRST AID**

When a student is injured at school, it should be reported to the classroom teacher or the office immediately. If the injury/ emergency require medical attention or necessitates going to the hospital, emergency personnel and parents will be notified. **NOTE: EMERGENCY AMBULANCE SERVICES ARE THE FINANCIAL RESPONSIBLILTY OF THE PARENT/ GUARDIAN.**

□ **INSURANCE**

A limited insurance program is available for the students. Coverage is provided in the tuition fee. The plan covers emergency injuries incurred to and from school, and during regular hours or school-sponsored functions. If a student is injured during the school year an accident report must be completed within 48 hours. The insurance company will not pay for any accident without this report. **ANY AMOUNT NOT COVERED BY THE SCHOOL'S INSURANCE IS THE RESPONSIBILITY OF THE PARENT.** Follow-up care is also the responsibility of the parent.

□ **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

Report any change of address or phone number to the office as soon as possible. It is **IMPERATIVE** that the school has current telephone numbers on file where a responsible individual may be reached in case of emergencies.

□ **SCHOOL NEWSLETTER**

A school newsletter "Contact" will be published to keep the BJA community informed on events and happenings at the school bi-monthly.

□ **SCHOOL PICTURES**

School pictures will be taken during the Fall and Spring Semesters. Pictures may be used for yearbook, school records, I.D. Cards and student use. Packets of color prints may be ordered. Photographer servicing the school is Lifetouch, Inc.

□ **VIDEOTAPING AND PHOTOGRAPHY**

Occasionally, students at BJA may have the opportunity of being videotaped and/or photographed at school. Some of these tapings may eventually be utilized at seminars, conferences, or workshops, etc. A media inclusion form will be sent home with each child. If you consent for your child to be videotaped or photographed, please sign and return this form to your child's teacher.

□ **ASSEMBLIES**

Assemblies are special activities held during the school day to educate as well as foster student interest and involvement. They are chosen to enrich units of study or provide positive motivational messages.

Students must behave courteously at school assemblies. Full attention should be given to the performers on stage and appreciation shown through clapping hands. Whistling, shouting and foot stomping is not appropriate.

#### ❑ **VISITORS**

Visitors are welcome but due to safety concerns, parents, guardian and volunteers are required to check in through the office and obtain a visitor's pass. **Teachers will be notified prior to visitors being allowed to proceed to the classroom.** Visitors are asked NOT to engage teachers during instructional time.

#### ❑ **PETS**

Pets are NOT to be on school grounds without expressed permission from the child's teacher or the principal. Students are to keep their pets at home.

#### ❑ **LOST AND FOUND ITEMS**

Please inquire in the office for lost items. Students are to look for items during lunch or after school, not during class time. Unclaimed items will be donated to charity.

#### ❑ **CHILD ABUSE**

School Personnel are legally and morally responsible for reporting suspected child abuse and neglect. All records and reports concerning child abuse and neglect are confidential and unauthorized disclosure is a criminal offense.

In accordance with the Annotated Code of Maryland, Article 27, Paragraph 35A, all staff employed by Baltimore Junior Academy will report any suspicion that a student is a victim of child abuse (physical, emotional or neglect).

#### ❑ **COMPLAINTS AND CONCERNS**

If a student or parent has a concern, regarding school policy or an employee, the following procedure must be followed in order to resolve the problem as quickly as possible.

1. Contact the person with whom you have concern/complaint to discuss both sides of the issue.
2. If the concern/complaint is not resolved, contact the principal.
3. If the principal is unable to resolve the matter, a written request may be made to the principal to refer the issue to the school board.

## **PARENT INVOLVEMENT**

#### ❑ **VOLUNTEERS**

Baltimore Junior Academy considers its volunteers as a very special resource. Parents, guardians, and friends are encouraged to help in the classroom, with programs, and extracurricular activities. All volunteers must have current criminal background checks. Please call the office or any teacher if you have time or skills you can donate to make our school a better place for students to learn and grow.

WE ASK THAT VOLUNTEERS NOT BRING OTHER, NON-BJA, CHILDREN TO SCHOOL WHEN WORKING DIRECTLY IN THE CLASSROOM OR WHEN GOING ON FIELD TRIPS.

**\*All personnel, including volunteers, must submit to a background check.**

❑ **HOME AND SCHOOL ASSOCIATION**

The Home and School Association meetings will be held regularly. Notices will be sent home. The purpose of this organization is to unite the home, the school, and the church as they work together to educate our children.

Parents/ guardians are asked to join the Home and School in planning ways to support school activities, service projects, and raising funds. Various speakers are invited to share enlightening topics that provide valuable information to our parents and guardians.

## **STUDENT BEHAVIOR POLICY**

### **POSITIVE BEHAVIOR PROGRAM**

Baltimore Junior Academy recognizes positive behavior and good citizenship. The following four standards of good behavior for all students will allow them to be successful at school.

**First: respect yourself and others.** Do those things, which will enhance your self-worth and esteem. Remember you are in a Christ-centered environment.

**Second: be on time, prepared to learn, and have all required materials.**

**Third: keep your hands and feet to yourself.** This will help maintain a positive school atmosphere.

**Fourth: respect our school environment.** We are all responsible for keeping Baltimore Junior Academy a safe, clean, and comfortable place to attend school.

## **DISCIPLINE**

The goal of all discipline is to teach appropriate behavior and to move students from applied consequences to self discipline. This means that students learn how to avoid unacceptable behavior. They learn to self monitor and thus self control their own behavior. They learn to accept the responsibility for their own behavior.

While students are on this learning track, outside consequences may need to be applied. These may include but are not limited to the following:

Recess taken away

Other fun activities taken away

Reporting to another location in the building for time out

Having a parent shadow for a day or portion of a day

Reporting to detention

In school suspension

Out of school suspension

Request for withdrawal

Expulsion

The more sever consequences will include parent conferences.

❑ **BULLYING POLICY**

Before consequences for bullying are applied, students will be given several opportunities to know what bullying is. These opportunities will include, but are not limited to the following:

- Classroom discussions on the subject of bullying
- School wide assembly programs on bullying

Definition:

Bullying is the purposeful use of fear, threats, verbal or physical attacks, taunts or teasing by one student on another. This bullying is generally done to force a student to comply with the wishes of the bully, or it may simply be the bully’s way to show power.

Students will learn the long term effects of bullying on others. They will know why it cannot be tolerated. When bullying occurs, parent conferences will be held and an appropriate discipline consequence will be applied. If the bullying continues, suspension then expulsion may be given.

❑ **EXPULSION**

Expulsion for any reason will be under the authority of the school board after a request and the history of the offenses have been presented by the principal.

❑ **INVOLUNTARY WITHDRAWAL/ EXPULSION**

Regrettably, there are times when the departure of a student is in the best interest of the student, the school or both. The request to withdraw carries the same weight as an expulsion, but has the given advantage that the student transcript is not annotated that the student was expelled. A student refusing to withdraw when requested will receive an expulsion.

**Students involved in any of the following behaviors may be asked to withdraw or be expelled from school with possible legal action pursues:**

- Possession of a weapon (mock, play or real), knife, incendiary or any dangerous object used to inflict injury.
- Sexual immorality
- Sexting
- Gang involvement.
- Possession of drugs/ controlled substance.

**STUDENT COUNCIL**

The Student Council has been designated to facilitate communication between the students, teachers, and administrators. Through representatives from classes, organizations, and clubs, each student will have a voice in decisions concerning curriculum, school policy, activities, social events, student welfare, student conduct, and many other factors of school life. The Council will serve as a tool through which students, teachers, and administrators can express concerns over matters affecting the school.

❑ **STUDENT LEADER REQUIREMENTS**

To be eligible to hold office in the Student Council, class, or club, a student must maintain satisfactory citizenship, attendance, and a cumulative GPA of 2.5 or more. A candidate for the chaplain of a class or the Student Council must be a member of the Seventh-day Adventist Church.

**CAFETERIA BEHAVIOR**

Students are expected to help create a calm atmosphere by moving to and from the cafeteria quietly, waiting patiently to be served, and moving quickly to their seat. Students should maintain orderliness during the lunch period by speaking in low voices with the students at their table. Students should show respect for self and others by obeying all adults, and behaving in a respectable manner (unacceptable behavior includes wasting, exchanging, or throwing of foods, fighting, yelling, bursting cartons or littering, etc.) During the first week of school, students will be made aware of the rules and procedures for their behavior in the cafeteria. Parents of chronic offenders will be contacted and students may lose the privilege of eating in cafeteria.

### **CARE OF SCHOOL PROPERTY – RESTITUTION**

Baltimore Junior Academy’s purpose is to educate young people. Part of the educational process is to impart a sense of personal responsibility and to teach respect fore others and their property.

Students can best show their school spirit and appreciation by taking care of the building, equipment, and grounds. Any student found defacing, damaging, stealing, or destroying school property will be required to replace or pay the cost to repair the damaged item at parent’s expense. The student will also face further disciplinary action this policy does not apply to unavoidable accidents.

### **SEARCHES**

The Administration or an Administrative designee reserves the right, with probable cause, to search a student’s locker, bags, purses, backpacks, cell phones and other electronic devices, vehicles and other containers.

### **STUDENT QUESTIONING**

The Administration and Teachers have the right to question a student about behavior without the consent of the Parent/Guardian.

### **WHAT’S SO SPECIAL ABOUT ADVENTIST EDUCATION?**

*The goals for the Adventist curriculum! The goals designed by the North American Division of Education are designed to develop the intellectual, physical, spiritual and social potential of every child for the entire span of life possible to man.*

<b>Acceptance of God:</b>	Students will develop a personal relationship with Jesus Christ and accept Him as their personal savior.
<b>Commitment to the Church:</b>	Students will want to participate and share in the mission of the church.
<b>Interpersonal Relationships:</b>	Students will develop self-worth, the sensitivity and the ability to relate and respond to others effectively.
<b>Responsible Citizenship:</b>	Students will understand cultural and historical heritage and accept responsibility for ones place in the world.
<b>Healthy Balance Living:</b>	Students will accept responsibility for self-control, optimum health, and well-being.
<b>Intellectual Development:</b>	Students will learn how to learn and think critically, using a logical and biblically based

	approach to knowledge, decision-making, and problem solving.
<b>Communication Skills:</b>	Students will be able to read, write and speak effectively.
<b>Personal Management:</b>	Students will use principles of stewardship and economy in the use of time and resources.
<b>Aesthetic Appreciation</b>	Students will develop an appreciation for the beauty of creation and human expression while nurturing individual ability in the fine arts.
<b>Career and Service</b>	Students will develop skills, a Christian work ethic, and an appreciation for the dignity of work and service.

### **ALLEGHENY EAST CONFERENCE STUDENT CREED**

Higher than the highest human thought can reach is God's ideal for His children. Godliness-godlikeness is the goal to be reached. Before me there is opened a path of continual progress. I have an object to achieve, a standard to attain that includes everything good, and pure, and noble. (Education, p.18)

I am created in the image of God and I am endowed with power akin to that of the Creator-individuality, power to think and to do. I will develop my power to think and not be a mere reflector of other men's thoughts. (Education, p. 17)

I must face the practical realities of life, its opportunities, its responsibilities, its defeats and its successes. How I meet these experiences, whether I become master or victim of circumstance depends largely upon my preparation to cope- my education. (Education, Forward)

- I will use my time wisely today!
- I will learn something new today!
- I will be successful today!
- I will have no other gods before Thee!
- I will not make unto Thee any graven images nor bow down myself to serve them!
- I will not take the name of the Lord (thy God) in vain!
- I will remember the Sabbath Day to keep it holy!
- I will honor my father and my mother!
- I will not kill!
- I will not commit adultery!
- I will not steal!
- I will not bear false witness against my neighbor!
- I will not covet anything that is my neighbor's!

The greatest want of the world is the want of men; men and women who do not fear to call sin by its right name, men whose conscience is as true to duty as the needle to the pole, men who will stand for the right though the heavens fall. But such a character is not the result of accident; it is not due to special favors or endowments of Providence. A noble character is the result of self-discipline, of the subjection of the lower to the higher nature, the surrender of self for the service of love to God and Man. (Education, p. 57)



Church school serves as a barrier against widespread corruption, provides for mental and spiritual welfare, and promotes prosperity of the nation by furnishing it with men qualified to act in the fear and admonition of God as leaders. (Education, p.278)

My happiness for this life and for the future immortal life lies with me. I will not be content with dull thoughts, an indolent mind, or loose memory. I will seek higher attainments (Education, p. 278)

Christ will be the center of my life and I will be a servant of God and a friend to man. This is my time, my place and my opportunity. I accept the challenge to be all I can be, with His help.

### **FAMILY SCHOOL PLEDGE OF BALTIMORE JUNIOR ACADEMY**

**This Pledge represents a voluntary agreement between Baltimore Junior Academy's families, students and staff to work in partnership to help each student reach his/her potential. As partners we agree to the following:**

#### **As a Student I will:**

- Believe that I can learn and will learn
- Read for at least 30 minutes, five days a week
- Come to class on time, ready to learn, and with assignments completed
- Set aside time every day to complete my homework
- Know and follow all of Baltimore Junior Academy's rules and dress code
- Regularly talk to my parents and my teachers about my progress in school
- Respect myself, my family, my school, my classmates, and the staff
- Attend church regularly, and be reverent to God as Creator of the Universe during devotional time
- Remember to spend time in prayer with Jesus
- Urge my parent/ guardian to participate in the Home and School Association

#### **As a Parent/Guardian or Family Member I will:**

- Talk to my child regularly about the value of education
- Monitor TV viewing and make sure that my child reads everyday
- Make sure that my child attends school everyday, on time, and with homework completed
- Support the school's discipline and dress code policy
- Monitor my child's progress in school
- Make every effort to attend school events such as Parent/Teacher Conferences, Home & School Meetings, Christmas programs and Open House
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition
- Participate in shared decision making with school staff and other families for the benefit of students
- Respect myself, my family, the school, students and staff
- See that my child attends church on a regular basis
- Share time with my child in prayer and devotion
- Check my child's Baltimore Junior Academy Handbook Planner

#### **As a Teacher I will:**

- Communicate high expectations for every student
- Endeavor to motivate my students learn
- Teach and involve students in classes that are interesting and challenging

- ❑ Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- ❑ Enforce rules equitably and involve students in creating a warm and caring learning environment in the class
- ❑ Communicate regularly with families and the community
- ❑ Provide assistance to families on what they can do to support their child's learning
- ❑ Participate in shared decision making with other school staff and families for the benefit of students
- ❑ Respect myself, the school, staff, and their families
- ❑ Promote the Baltimore Junior Academy Handbook Planner for communication with students and parents

**We make a commitment to work to carry out this Agreement.**



Dear Parent:

Please review and familiarize yourself with the information contained in this Handbook Planner. Knowledge of the information contained in the Handbook will allow us to work cooperatively in improving the educational process for your child(ren) at Baltimore Junior Academy.

All students will receive orientation to this Handbook Planner at school. We are asking you to detach sign and return this sheet To BJA as soon as possible so that we will know you are aware of our policies, guidelines, procedures, and regulations. Your signature also indicated that you have received a copy of this Handbook.

Signature of Parent

Name of Child

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Date \_\_\_\_\_

***PLEASE DETACH AND RETURN TO YOUR CHILD'S  
TEACHER***