

SPRINGFIELD SDA JUNIOR ACADEMY

797 State Street, Springfield, MA 01109



**STUDENT HANDBOOK
2020-2021**

Mrs. Paulette Pottinger, Principal

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WELCOME

Welcome to the Springfield Seventh-day Adventist Junior Academy. May your stay be memorable and fulfilling. We would like you to enjoy all that we offer and when you leave, we hope you will be spiritually strong, academically solid, socially balanced and physically equipped for your future endeavors.

This handbook describes the rules and policies students need to know for participation in school life at the Springfield Seventh-day Adventist Junior Academy. Parents should read this handbook with their child/children and be sure they understand and follow the rules and regulations described.

The policies of this handbook and the services offered by the school have been designed to protect the wellbeing of students and their rights to a quality education within the parameters of Seventh-day Adventist philosophy.

PRINCIPAL'S GREETINGS

Dear Parents /Guardians and students,

It is my pleasure to welcome you to Springfield S.D.A Junior Academy. The faculty and staff join me in saying we're happy to have you as a part of the school family. We hope that this will be a successful and satisfying year for you.

The pages in this handbook are filled with important information regarding the school's policies and procedures. I suggest that parents and students review the content together. If you have questions that remain unanswered after reading the handbooks, please call the school office. We feel that open and close communication between school and home is important to the success of our educational program. In addition, we feel that the handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Springfield S.D.A Junior Academy parents are our partners in the important job of educating the children of this community.

It is the intent of the faculty to lead the students towards being disciplined, productive, informed and fulfilled individuals. To achieve the objective mutual respect and understanding must be present, in the learning process between all concerned individual-faculty students and community.

We welcome your participation and support during the school year and your involvement in the Home and School Association. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievement of our students.

Sincerely,

Mrs. Paulette Pottinger
Principal

GREETINGS FROM SCHOOL BOARD CHAIR

Dear Parents and Students of SSAJA,

It is my privilege to welcome you to our school on behalf of the Springfield Seventh-day Adventist Junior Academy School Board. Our unique approach to leadership and Christian education differentiates us from any other school in the area. Our focus is to develop young leaders with exemplary characters, who are prepared to make a positive contribution to society as they emulate the character of the Master Teacher. Jesus came not just to preach, but also to teach. In fact, He was referred to by His followers as Rabbi, meaning teacher. He held class on the mountains and in fishing boats. Wherever there were ears to hear, He saw opportunities to educate.

At SSAJA, every student is recognized, valued, validated and loved as a child of God. We strive for excellence from the board to the playground and while there remain many challenges, we will never settle for less than the very best. We thank you for entrusting your children to us and fully understand the impact our decisions as a board has on you as parents and the academic future of our students. I invite you to get to know us as a school board and please feel free to visit our school and ask us the hard questions, as we strive to provide your child with opportunities to compete in an ever changing and increasingly global society.

Wilmore Webley, PhD
Chair, SSAJA School Board

BOARD MEMBERS

Wilmore Webley, Chair

Ann Stennett, Vice Chair

Paulette Pottinger, Principal

David Gladden, Treasurer

Jenks Brutus, Pastor

John Johnson Sr

Avril Reid

Diana Edwards, Education director

Rainies Ward, Home and School Coordinator

Harris Davey

*To Communicate with the School Board, please
send mail c/o SSAJA or email the board chair:
wilmore@umass.edu*

MISSION STATEMENT

With the goal of preparing young people for the 21st century and beyond, the Mission of the Springfield Seventh-Day Adventist Junior Academy is to provide quality, Christ-centered education that empowers our students to attain academic excellence and be effective citizens in their communities, while reaching God's ideal for their lives through spiritual and moral integrity, thus preparing them for eternity ...today.

VISION

The vision of SSAJA is that every student will excel in knowledge, understanding, life skills, faith and humble service, rightly blending biblical truth and academic achievement to bless others and honor God.

PHILOSOPHY

Seventh-day Adventists value every individual as a unique person created in the image of God with distinctive gifts, talents and abilities. Therefore, our educational system is based on the development of the whole person. The Springfield Seventh-Day Adventist Junior Academy (SSAJA) adopts as its philosophy the fundamental belief that true education “means more than the pursuit 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 and wider service in the world to come.” *Education p. 13*. We aim to prepare students for life and a career; to inspire a love of learning, respect others and become valuable, contributing members of society; in essence to develop a character in the likeness of our Creator.

GOALS

Students who attend and complete their elementary education at SSAJA will:

- Develop an awareness of God and His personal interest in our day-to-day activities by becoming acquainted with the great themes of the Bible as recorded in sacred history
- Be instilled with the ideals of honesty, personal integrity, purity, dependability, neatness, and punctuality
- Cultivate a sense of belonging in their community through regular community service activities, thus enabling them to develop a desire to meet the needs of others, while refining the communication and interpersonal skills needed to meet their responsibilities in the family unit
- Be exposed to the close relationship between the spirit, mind, and body through the teaching of healthy living in the classroom, the value of labor, as well as through physical education and recreation programs
- Cultivate an understanding of multi-cultural diversity consistent with correct historical perspectives, taking into consideration religious, social, scientific, racial, and economic forces which shape our global environment
- Develop good citizenship skills which will allow him/her to become a responsible, understanding and respectful leader in the community. These skills will enhance the student's ability to respond to the needs of others.

- Learn to develop an appreciation for God’s creation and accept responsibility for his/her environment, the outgrowth of which will arouse an interest in the fine arts, nature and sustainability in each student.
- Adopt principles of Christian stewardship, utilize a dignified work ethic, and become effective managers of their financial and personal resources.

HISTORY and ACCREDITATION

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA) is the denominational accrediting authority for all educational institutions operated in the name of the Seventh-day Adventist Church. It fosters close cooperation among the educational institutions of the Adventist system and effective working relationships with other educational organizations or institutions, accrediting agencies, and government departments of education. The North American Division Commission on Accreditation serves as the agent of the AAA for accreditation of all schools in the North American Division.

SSAJA is fully accredited by:

- The Commission on Accreditation North American Division of Seventh-day Adventists.
- SSAJA is also accredited by the Northeastern Conference of SDA through the Atlantic Union Conference of SDA

CUSTODY DISPUTES

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

ADMISSION POLICIES

Qualification for Admission

The Springfield Seventh-day Adventist Junior Academy (SSAJA) accepts students who agree with the school's purposes and objectives and are willing to live in harmony with its principles. Although the Springfield SDA Junior Academy was established to provide a Christian education for Seventh-day Adventist children in and around its community, the school also accepts students of other faiths and denominations without prejudice to race, ethnicity or sex. Such students however must be of good character and pledge to adhere to the rules, regulations and standards set by the institution.

Students with special needs: Springfield SDA Junior Academy regrets that is not equipped to offer programs that may be necessary for students with special needs. Students with disabilities and special educational and emotional needs are encouraged to

seek admission elsewhere and be enrolled in programs where their needs can be met.

Student Pledge

It is understood that every student who applies for admission to Springfield SDA School pledges to willingly observe all its regulations, to uphold the Christian principles upon which the school operates, and to perform according to ability, all assigned duties in connection with the school.

Admission Procedure

1. Students who desire to attend Springfield SDA Junior Academy must obtain and fill out an application packet and do an entrance test
2. After the application form is filled out and all the required documents are procured, these must be submitted to the school.
3. The Admissions Committee will review the application and the students will be notified whether they have been accepted.
4. Students who receive an acceptance letter will also receive a date for registration.

Requirements for Admission

1. To enroll in the 1st grade students must be six (6) years old on or before December 31 or graduate from a recognized Kindergarten program.

2. Students who wish to enter Kindergarten should be five (5) years old by December 31 of the year of enrollment.
3. To enroll in the Pre-Kindergarten program students must be four (4) years old by December 31 of the year of enrollment and be fully potty trained at the time of registration.
4. Completed application form with the non-refundable application fee.
5. Record of transcript or report card and assessment test results from previous schools.
6. Birth Certificate
7. Physical examination record
8. Immunization record (Certificate of Immunization **MUST** be on file before the student will be allowed to attend classes.)
9. Any previous academic, psychological or behavioral evaluations
10. Two references
11. Proof of church membership (applicable to Seventh-day Adventists only)

FINANCIAL POLICIES

General Financial Information

Springfield SDA Junior Academy is a private school supported mainly by the tuition paid by parents whose children are in attendance. It is the responsibility of parents, guardians, and sponsors to meet their financial obligations to the school. Keeping one's school account current is a condition of continued enrollment in the school.

A limited number of scholarship funds may be available to help provide assistance for those unable to bear the full cost of tuition. However, if scholarship funds are not available or approved, or satisfactory arrangements have not been made with the Springfield Seventh-day Adventist Junior Academy, the school is under no obligation to accept or keep a student in school if the student's account is not kept current.

If financial assistance is desired, arrangements must be made with the Principal and/or treasurer of Springfield Seventh-day Adventist Junior Academy. A financial plan must be entered into between financially responsible parties and the school board. Priority in the distribution of any available assistance shall be given to students who are (or whose parents or guardians are) members of the constituent church. The School Board will determine final eligibility.

If for any reason persons having students enrolled in the school are unable to make their tuition payments at the regular time or in the full amount due as agreed upon with the treasurer and principal, it is the responsibility of those individuals to make arrangements with the school to ensure that the obligation is met in an acceptable, timely manner.

If a student's account is in arrears and satisfactory arrangements have not been made with the school board, the student may be suspended from school. It is the prerogative of the school board to deny students whose accounts are in arrears from taking

of final tests, permission to reregister, or graduate from the school.

The school depends on the prompt payment of tuition and fees to be able to meet its monthly obligations. Adherence to the following policy is therefore crucial to the operation of the school:

1. Tuition is due and payable in advance, not in arrears.
2. Tuition must be paid at the beginning of each period depending on the payment plan selected by the parent(s). There are two tuition payment plans. This information is included in the application packet.
3. A late fee will be added to all outstanding balances as of the 11th of each month.
4. A warning letter will be issued to parents whose account remains outstanding thirty (30) after the due date.
5. Children of parents whose account is still in arrears after they receive a letter of warning, may be asked to withdraw from class until the account is paid in full or an acceptable payment arrangement is worked out with the Principal or Treasurer.
6. Accounts that are more than ninety (90) days past due will be subject to legal collection proceedings, and the parent(s) will be asked to withdraw the student(s) from school.
7. All other fees are to be paid upon receipt of billing or when incurred.
8. Payments are to be by check, money order or online. A fee of \$25 will be charged for all returned checks.

9. School records will not be transferred to another school until the tuition account is paid in full.
10. If there is a debt at the end of the school year, the student's progress report and diploma will be held until the debt is cleared. Registration for the following year will not be possible until all debt is paid.

Discounts

A discount is given to all SDA church members, constituent church members, parents who have more than one child attending the school and those who pay the full year tuition in one or two payments. This information is on the financial sheet (tuition schedule) in the application packet.

Application Fee

A non-refundable application fee is required of all students who apply to the school. This fee covers processing charges and the entrance examination.

Registration Fee

There is a yearly registration fee. The fee covers charges for correspondence, library fee, textbook rental, workbooks, insurance, standardized tests and other miscellaneous items.

Graduation Fee

Each student in the graduating class will be charged a graduation fee. This fee does not include the class trip expenses.

Refunds

The school does not allow refunds on application fee, registration fee or tuition for missed classes and special vacations. Funds are refundable only in cases of extended illness, death or in any unique circumstance that the School Board may approve.

Property Damage

Students will be charged for accidentally or willfully damaging school property.

Withdrawal

A student may withdraw at any time. The registration fee is not refundable in whole or in part under such conditions. Tuition is due until the date of withdrawal and will be calculated on a pro rata basis.

Change of Address

After moving, changing phone numbers, or email addresses, please notify the school office. We must keep current addresses and phone numbers on file in case of emergency.

Tuition

The tuition rates and the registration fee are subject to change each year. Current rates and fees can be found on the school's website at www.ssaja.org.

	1 ST	2 ND	3 RD
ITEM	CHILD	CHILD (15% off Tuition)	CHILD (20% off Tuition)

Application Fee (Annual)	\$25.00	\$25.00	\$25.00
Registration Fee (Annual)	\$235.00	\$235.00	\$235.00
Tuition (Monthly)	\$300.00	\$255.00	\$240.00
Pre-Kindergarten	\$330.00	\$280.00	\$264.00
Total Due at Registration (Grades 1-8)	\$560.00	\$515.00	\$500.00
Total Due at Registration (Pre-K)	\$590.00	\$540.00	\$524.00

Notes:

- The application fee is non-refundable
- Registration fee includes the cost of student text books, library, gym t-shirt, red trip t-shirt, teaching supplies and student insurance. Other school uniforms are not covered by the registration fee. Parents are responsible for the purchase of all other uniforms.
- Tuition and fees may be paid in full or in installments over a ten month period. Annual fees (Application fee & Registration fee) plus the first tuition installment must be paid on or before the first day of class. The remaining balance may be paid over a nine month period (October – June) and is due in advance before the 10th of each month
- A late fee of \$20.00 will be charged if the payment does not reach the school by the 10th of each month

Incentives:

- Parents are awarded a one-month tuition discount if the total yearly package is paid in full at the beginning of the school year
- A one-time credit of \$100 will be given to the parent who brings another to SSAJA. To qualify, the new student must be registered for the current school year

ACADEMIC POLICIES

Curriculum

The Springfield SDA Junior Academy follows the curriculum guides outlined by the North American Division and the Atlantic Union Education Department in conjunction with the Massachusetts State Education Department. It offers the following subjects:

- Fine Arts
- Social Studies
- Religious Education
- Computer & Technology
- Language Arts
- Mathematics
- Reading
- Spanish
- Science & Health
- Physical Education
- Spelling
- Penmanship

Grading System

A progressive report will be made available to the legal parents of each child at the end of each Marking Period. An interim report is also provided

after the fourth or fifth week of the second and third marking periods. Each report card is a record of the students' progress in each subject area. It tells how the child is doing in school. Students are graded based on their performance in the following: (1) class work, (2) homework, (3) tests, (4) quizzes, and (5) projects.

Assessment

The following criteria are for evaluation (Grades 1-8 only):

Homework	10%
Classwork	20%
Quizzes	10%
Tests	50%
Projects	10%

Letter grades A-F will be awarded for individual assignments as follows:

Letter Grade	Percentage	Point Value
A	93-100	4.00
A-	90-92	3.67
B+	88-89	3.33
B	82-87	3.00
B-	80-81	2.67
C+	78-79	2.33
C	72-77	2.00
C-	70-71	1.67
D+	68-69	1.33
D	62-67	1.00
D-	60-61	0.67
F	0-59	0.00

Academic Honors:

SSAJA Award	Graduation Awards	Cumulative GPA
Principal's	Highest Honors	3.90-4.0
Honor Roll	High Honors	3.75-3.89
Honor Roll	Honors	3.50-3.74

Pre-kindergarten & Kindergarten Grading Scale:

Key Description

I	Achieves objectives and performs skills independently
P	Progressing toward achieving objectives and skills
NT	Needs more time to develop
M	Missing
X	Exempt

Awards:

At the end of each quarter, the following awards will be presented to students in Grades K – 8 who meet the criteria of the award:

- Principal's List: defined as incurring all A's throughout the quarter or mastery of subject if it is project-based and the project was completed according to expectation
- Honor Role: defined as a student receiving all B's or higher during that quarter
- Perfect Attendance: defined as being present all day every day with no more than two days tardy in the current marking period
- Citizenship: defined as a student who exhibits good behavior in and out of school

and is responsible for the care of textbooks and personal items including uniforms.

Homework

Homework is an extension of the learning that takes place in school. It

- Provides essential practice in needed skills
- Trains students in good work habits
- Affords opportunities for increasing self-direction
- Helps students learn to budget time
- Promotes growth in responsibility
- Brings students into contact with out-of-school learning resources
- Provides practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

Homework is assigned to all students daily, but due to church related activities, teachers may not assign homework on weekends. In any case, students can use their free time to read for their book reports or for completing previously assigned projects.

Testing

Standardized tests are administered to students as required by Atlantic Union Conference. Each school in the Northeastern Conference administers the IOWA Test of Basic Skills as part of the assessment program. Students are tested in several academic areas including Language Arts/Reading, Writing, Mathematics, Science and Social studies. The pre-test is done in the fall and the post-test is done in the

spring. The purpose of the testing program is to monitor student achievement. The results of these tests are used to identify students' strengths and weaknesses in each academic area. Also, the test results are used to determine the effectiveness of the educational programs and how they can be improved.

The results of these standardized tests are discussed with parents during Parent-Teacher Conference. A copy of these results is kept on each student's file and a copy is provided for the parents.

Promotion and Retention

Students must have a minimum GPA of 2.0 to be promoted to the next grade. A student whose GPA is close to the required 2.0 may be sent to summer school. If at the end of summer school the GPA is still below 2.0 the student will be retained.

Students who have performed poorly during the school year and whose GPA is well below 2.0 will be automatically retained. These students may attend summer school for remedial help

Attendance and Hours

School hours are 8:30 AM to 3:30 PM, Monday through Thursday and 8:30 AM to 1:30 PM on Friday. It is expected that students do not arrive at school before 8:15 AM, and that they should leave promptly after dismissal. Prior arrangements must be made with the principal if your child needs to arrive before or stay after school hours. Students must remain on the school grounds from their arrival in the morning until they leave for home, unless otherwise authorized. Any student who leaves the

school grounds without permission will be suspended.

If your child needs to leave the school grounds during the school day, please notify the teacher ahead of time. When parents or guardians arrive to pick up students during school hours, they need to see the teacher to sign them out of school.

According to policy, the front doors of the school will be locked during school hours. If someone is planning on visiting, please notify the teacher in advance. On arrival ring the bell to the left of the door.

Emergencies, sickness, and death in the family are considered the only legitimate excuses for absences.

Students are tardy if they do not arrive at or before 8:35 A.M. written excuses are required for all absences and tardiness. In the event of excessive tardiness (more than three (3) times per month), the student receives a detention. A pupil, who is absent as many as seven (7) days out of a marking period, whatever the cause, may forfeit his or her quarter grades unless it is evident to the teacher that the work has been satisfactorily made up.

Regular daily attendance is required by the state as well as by the school. The maximum allowable days of absence per year is ten (10). Students exceeding that number may be retained in the same grade for the following year. Any appeals will be deliberated by the school board.

Three tardies may be considered as one day's unexcused absence. Parents of students who continually arrive late may be required to appear before the school board.

When students have an absence, it is their responsibility to learn what work was missed. For an excused absence, a student will be given a reasonable amount of time to do the work for full credit if completed within the given time limit.

Dental and medical appointments should be arranged outside of school hours when at all possible.

Parents who wish their children to remain indoors during recess and gym must send a signed note to the teacher indicating the reason and period the request is in effect.

Field Trips

The School Board and the Northeastern Conference Board of Education must approve any trip or program planned away from the school. Written permission with parent or guardian signature will be required for all students.

Early Dismissal

Students should not leave school early except when there is an especially important reason. If they need to leave early, their parent should send a note to the teacher telling why they need to leave early and what time they need to leave. When a parent arrives at school to pick up the child, he or she must go to

the school office to sign the child out. The student will then be called to the office to leave. Parents are not allowed to go directly to the classroom but should wait in the visitor waiting lounge for students to be delivered to them.

Parent-Teacher-Student Conference

A date is set aside after the end of each Marking Period for parents, teachers and students to meet and discuss the child's performance. Additional conferences may be arranged by either the teacher or the parent as needed. These conferences must be scheduled before or after school hours or during a teacher's prep time. Teachers are not permitted to conference with parents during instructional time.

Length of the School Year

The Northeastern Conference schools operate in accordance with the school calendar as compiled by the Northeastern Conference Board of Education. It is in harmony with the 180 days of instruction policy for the State of Massachusetts.

Snow Days and Inclement Weather

During inclement weather, the school will **NOT** necessarily be closed when the Springfield Public Schools are closed. Listen to school closing news NBC Channel 22, Springfield or the school's Alert call system.

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves as young Christians. Christian comportment includes respect for God, respect for teachers and other adults, and respect for each other. It is understood that the students' school environment includes riding the bus to and from school, field trips, and other school-related activities. To that end, the following behaviors are expected of students attending the Springfield SDA Junior Academy:

Respect and reverence for God--Expected behaviors

- Respectful, reverent use of the Holy Bible
- Respectful, reverent use of hymnals and other church-related items
- Respectful, reverent use of God's name

Examples of violations:

- Slamming Bibles and hymnals closed
- Throwing Bibles and hymnals on the floor
- Cursing, oaths, and slang expressions of God's name
- Mocking of hymns and scripture use
- Slouching and irreverent behavior in worship

Respect for teachers and other adults--Expected behaviors

- Courteous, respectful address (Mr., Mrs., Miss, etc.)
- Courteous, respectful conversation
- Courteous, respectful demeanor
- Obedience to instructions and requests

Examples of violations:

- Backtalking
- Interrupting teacher-led instruction
- Disobedience
- Temper tantrums or other disruptive behavior

Respect for other students--Expected behaviors:

- Courteous, respectful conversation
- Courteous, respectful demeanor
- Respect for rights of others
- Respect for property of others
- Respect for personal space of others

Examples of violations:

- Teasing or name-calling
- Intimidation or bullying
- Kicking or pulling a student's chair to cause harm
- Fighting
- Disruptive behavior of any kind
- Indecent touching of others
- Obscene language

Visitors

Parents are welcome to visit the school. However, when conferences are desired, previous arrangements with the teacher should be made. Students are not to bring visitors without the express permission of the teacher. Those who wish to visit our school should call to schedule an appointment.

School Computers

Students are not allowed to load any personal software onto the school computers. Non-

educational games are not allowed. All students and parents will be required to read and sign the Acceptable Use Policy and the Internet Access Agreement at Registration. These forms outline the rules and regulations that govern the use of the computers. Parental permission must be granted and signed before students may use the Internet.

Telephones

The school telephone is to be used only with the express permission of the teacher. Parents should refrain from telephoning the school during school hours except in cases of emergency. Since the school phones are for school business, no other use should be made of them. Students are not allowed to keep mobile phones during school hours. If brought to school, phones will be kept in the Principal's office until the end of the school day.

Electronics

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

Responsibility of Students

Students are expected to have read, understand, and agree to the Student Code of Conduct. Students are

always expected to be courteous and respectful . Quietness, orderliness, cooperation, polite conversation, and proper response to correction exhibit this. The Springfield SDA Junior Academy will not tolerate a student who is defiant and rebellious.

It is understood that every student who applies for admission to the school pledges to observe all of its regulations, to uphold the principles upon which the school operates, and to perform all assigned school duties to the best of his or her ability. It is also understood that to break this pledge forfeits the privilege to attend. Continued attendance is at the discretion of the Springfield SDA Junior Academy Board.

The formation of special boy-girl friendships at this age is not permitted. All students are expected to use language befitting a Christian, which excludes abusive or obscene language, gestures, or profanity.

Stealing, willful deception, falsehood, fraud, or any act of dishonesty will not be tolerated. The use or possession of tobacco, alcohol, narcotics, illegal drugs, weapons of any kind, playing cards, or any gambling device is grounds for suspension or possible expulsion. A student who must take prescription drugs during the school day must have a written request on file at the school signed by the student's doctor. Non-prescription pain relievers must be given to the teacher. If their use is necessary during the school day, the parent or guardian must provide written permission before it will be distributed for use by the student.

The school will not be responsible for personal items lost at school. Entertainment items and toys are to be left at home. Students are not to bring unusual, distracting, or dangerous articles to school. The teacher may confiscate such items.

Questionable entertainment including television shows, movies, videos, dancing, and rock concerts should be avoided, and the discussion of it is not approved.

Responsibility of Parents

In general, it is the duty of parents and students to uphold the teachings and to adhere to the academic and spiritual principles and standards of the Springfield Seventh-day Adventist Junior Academy. Parents can contribute to a successful school program by following these guidelines:

- Upholding in your homes the ideals taught in the school by being a positive, Christian role model
- Insisting on the development of good health and work habits and sharing responsibilities inside and outside the home
- Seeing that the child is in the best physical condition possible, and that he or she receives adequate sleep each night
- Actively participating in school-sponsored activities and functions
- Cultivating an acquaintance with the teacher and conferring with her or him
- Discussing any concern or criticism of the school program directly with the teacher rather than with the children

- Resolving any concerns you have with the school program by using the escalation procedure outlined in the section below
- Promptly meeting financial obligations to the school
- Providing adequate, scheduled time and a suitable environment and study area for homework.
- The school board and faculty strongly urge that television viewing be very selective and chosen in such a manner that does not interfere with schoolwork or the student’s general well-being.

Issue Escalation Procedure

On occasion legitimate concerns or issues need to be answered or addressed. In order to resolve these concerns appropriately in a timely fashion, the Springfield Seventh-day Adventist Junior Academy follows the procedure outlined by Jesus in Matthew 18:15, “If your brother offends you, go and show him his fault, just between the two of you ...”. To that end the following process will be followed. Escalation to the next step assumes all prior steps have been followed without satisfactorily resolving the issue.

- Speak directly with the individual in question (e.g., teacher, staff member, board member, etc.)
- Speak a second time with the individual
- Conference with the Principal and individual
- Conference with the School Board chairperson and the individual
- Request to address the School Board

- Conference with the Associate Superintendent of Schools.

DISCIPLINARY POLICIES

At Springfield SDA Junior Academy, we expect the best from our students and behavioral expectations are no exception. Every effort will be made to stimulate students to worthy scholastic endeavors and consistent Christian living. A student whose progress or conduct is unsatisfactory, or whose spirit is out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, may be asked to withdraw or be recommended to the School Board for dismissal.

Discipline in the school environment is necessary for optimal learning to take place. Each teacher will distribute a list of classroom rules that will further detail student expectations. Students should promptly and respectfully follow the directions of their teacher. If a student fails to abide by any of the rules, he/she will be subject to consequences. If the behavior becomes a pattern of non-compliance, the student will be referred to the office for additional disciplinary action.

Teachers are cooperatively responsible for the discipline of students at any place on the school grounds. Students are subject to the direction of any and all members of the faculty and will be governed accordingly for the good of all concerned. Situations

occurring that are not specifically dealt with in this handbook will be handled on an individual basis.

Dismissal from school will be handled by the Disciplinary Committee and the School Board.

In addition to the rules and regulations described in this handbook, every student is expected to comply with the Standards of Discipline adopted by the Northeastern conference Office of Education.

Consequences for misbehavior or violation of rules include but are not limited to the following:

- Admonition by school staff
- Student conference
- Parent conference
- Reprimand by appropriate supervisor
- Exclusion from extracurricular activities and recess
- Removal from classroom by the teacher
- In-school suspension
- Loss of privileges
- Writing assignment
- Cleaning assignment
- Referral to Guidance Counselor/Principal
- Out-of-school suspension
- Expulsion

Suspension & Expulsion

Causes for suspension and or expulsion include the following:

- Causing, attempting, or threatening physical injury or purposefully using force or violence upon another –the same fighting.

- Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object without written permission of a certificated school employee and concurrence by the principal or principal's designee.
- Possessing, using, selling, or being under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- Offering, arranging, or regulating the sale of any controlled substance, alcoholic beverage, or intoxicant of any kind and then selling or delivering the substance representing it as a controlled substance, alcoholic beverage, or intoxicant of any kind.
- Committing robbery, attempted robbery, or extortion
- Causing or attempting to cause damage to school property or private property.
- Stealing or attempting to steal school property or private property.
- Possession or use of non-prescribed tobacco or products that contain tobacco or nicotine.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Possessing, offering, arranging or negotiating to sale any drug paraphernalia.
- Disrupting school activities or purposefully defying the valid authority of school authorities engaged in the performance of their duties.
- Knowingly accept stolen school or private property.
- Possessing an imitation firearm.

- Committing or attempting to commit sexual assault or sexual battery of staff or a student.
- Harassing, threatening, or intimidating a student who is a witness in a school disciplinary proceeding in order to prevent the student from being a witness or to retaliate against the student for being a witness.
- Committing sexual harassment, which is sufficiently severe or pervasive to have a negative, impact upon the individual's academic performance or creates an intimidating, hostile, or offensive educational environment.
- Causing, attempting to cause, or threatening to cause an act of hate violence.
- Intentionally engaging in severe and pervasive on-going harassment, threats, and/or intimidation directed at a student or group of students which has the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invalidating the rights of the student or group of students by creating an intimidating or hostile educational environment.
- Making terrorist threats against school authorities or school property.

Law Enforcement Involvement

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further

investigation. Parents will be notified when it has been necessary to involve law enforcement.

School Decorum

1. Students should walk quietly in the hallways or when moving from one class to another. They should also walk on the right side in the hallways.
2. Students should use the restrooms, water fountains, etc. without running or making loud noises.
3. Students should not write on the walls, desks, or in textbooks, unless otherwise authorized.
4. Students should always be orderly and conduct themselves in a dignified way

Sexual Harassment

Sexual harassment is defined as unwelcome advancement, request for favors and any other verbal, written or physical conduct of a sexual nature. Sexual harassment is a serious offence. Anyone who is found guilty, after thorough investigation, will be sent to the Disciplinary Committee for disciplinary action.

Sexual harassment may include a wide range of behaviors such as:

- Jokes or remarks that are derogatory to members of the opposite sex.
- Intentionally touching a person on the breast, legs or any other part of the body that is private.

- Displaying material that is sexually degrading in public settings where seeing it is unavoidable.
- obscene gestures
- being brushed up against in a sexual way
- mooning and flashing
- Pressuring someone to have sex in return for a favor.

Bullying

Bullying is when someone keeps doing or saying things to have power over another person or a form of habitual aggressive behavior that is hurtful and deliberate. Bullying like sexual harassment is wrong and anyone who is found guilty will be appropriately disciplined. Bullying includes:

- Hitting, kicking or pushing someone or even just threatening to do it.
- Stealing, hiding or ruining someone's things
- Making someone do something that he/she doesn't want to.
- Name calling or teasing
- Saying or writing nasty things about someone.
- Refusing to talk to someone.
- Spreading lies or rumors about someone.

Disciplinary Protocol

A teacher is authorized to handle misconduct by a student and may refer the offense to the School Board depending on the seriousness or frequency of the offense. The following will be used by teachers and staff as a guideline for determining how to proceed if discipline is deemed needed. Violations of

the Student Code of Conduct are taken seriously and cannot be tolerated. Parents of students involved will be notified immediately via telephone, letter, or email. Actions that will be taken are as follows:

- 1st violation: Student will be warned and reminded of appropriate behavior
- 2nd violation: Student will be suspended for 1 day.
- 3rd violation: Student will be suspended for 2 days.
- 4th violation: Student will be suspended for 3 days.

Serious violations or 3 suspensions in a 60-day period will be reported to the School Board and may result in expulsion.

Possession of Firearms or Weapons

The possession of firearms, weapons, pocketknives, fireworks, or matches is prohibited. Toys of these descriptions are also prohibited. Special permission by the teacher and/or principal must be given for any exceptions.

Student Restraint

A member of staff of SSAJA may take any reasonable action that is immediately required to restrain a student of the school from acts or behavior that is dangerous to the member of staff, the student, or any other person. Restraint and/or seclusion in a room must not be included in a behavior modification or support plan or be used as a routine behavior management technique, to punish or

discipline a student. However, in the event that there is a need prevent the student from commencing or continuing a dangerous behavior or risk of harm to his/herself or another student, a staff member may use temporary restraint (physical or seclusion). A student must only be restrained for the minimum duration required and the staff member must stop restraining the student once the danger has passed.

HEALTH POLICIES

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, rubella (measles), rubella, mumps, tetanus, Homophiles influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of Health.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the

parent, stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Illness

If a child shows symptoms or complains of illness at home, parents should not send them to school. While at school, if students become too ill to remain in class, their parents will be contacted to pick them up so they can be cared for at home. Parents will be required to sign students out when they pick them up. Parents should notify the principal and the students' teachers in writing if they have a chronic illness or disability that could require special or emergency treatment.

Contagious Diseases

The classroom teacher will refer students who exhibit symptoms of contagious illness to the

office. School office personnel will determine whether the student should remain in school. Parents will be advised if there is a need (1) to remove the student from the school environment; (2) for a medical evaluation; (3) for a written medical clearance prior to the student's return to school.

Medications

As a rule, the school does not dispense medicines. If students must take medicine at school, the parent/guardian should bring the medicine and administer it himself or herself. Students should not bring medicine to school. However, students with an asthmatic condition are permitted to keep an inhaler in their possession if there is written permission from the parent/guardian to do so.

Accidents

If an accident involving a student occurs, every effort will be made to contact the parent of the child and to take action at the parent's direction. If a parent cannot be contacted, school officials will take whatever means necessary to preserve the health of the child.

Parents of any child with health problems that might cause a health emergency should notify the school of the problems and the procedures that would need to be followed should the child become ill at school.

Insurance

Students are covered with insurance on the way to and from school. Under this policy, parents will pay for medical care if they have full medical coverage. The school will assume responsibility, either partially or fully, depending on the coverage parents possess.

Lunches and Other Foods

The body and mind are linked. Anything that harms the health of the body harms the mind also. As diet most directly affects health, a student's diet has a direct effect on her or his ability to perform well in school. Parents should ensure that their children's diet is low in fats, salt, and simple carbohydrates (sugar and products made from refined flours, highly processed foods, etc.) particularly on school days. Foods containing dyes and other food additives should be avoided. Choose foods with high nutritive value, complex carbohydrates, and fiber, and that are as close to their natural state as possible. Drinking six to eight 8-ounce glasses of water daily is important to maintain all body systems.

Seventh-day Adventists have historically held that a vegetarian diet is the original diet instituted by God and as such provides the safest, most nutritious foods for healthful living. As an Adventist institution, the Springfield Seventh-day Adventist Junior Academy follows that recommendation and requires that meat will not be brought into the school. Please contact the school if you would like some ideas for healthful, nutritious, vegetarian lunches. Additionally, the school does not allow

carbonated or caffeinated beverages on school grounds.

Microwave ovens are a service that the school provides.

UNIFORM POLICY

There are four uniforms at SSAJA:

- **A Class:** includes regular B Class without vest or cardigan with blazer

- **B Class:**

Boys

Navy Blue Pant

white Shirt

School plaid tie

Black Belt

Navy Blue or black socks

Black shoes

Navy Cardigan (K-5)

Vest (6-8)

Girls

Navy Blue/Red/yellow plaid skirt (6-8)

Vest (6-8)

White peter pan shirt

School plaid tie (Criss cross)

Navy blue tights

Black shoes

Navy cardigan (K-5)

Navy Blue/Red/yellow

Plaid jumpers

- **Gym:** Navy blue sweatshirt, sweat pant and yellow gym t-shirt, white socks, all black sneakers
- **Trip:** Red trip t-shirt, jeans and all black sneakers
- **Hair accessories:** black, Navy blue, red, light yellow

DRESS AND APPEARANCE POLICIES

Dress and appearance are highly subjective matters; therefore, the school leaves this matter to the discretion of the teachers. It is expected that students will uphold the school standards for dress and appearance at all times. Parents and others doing volunteer work at the school, chaperoning field trips, or participating in school functions are requested to comply with the school guidelines for dress and appearance. The physical appearance of a student and peers has a major impact on their readiness for learning and character development. Because this is a Christian school, clothing is expected to be modest, and simple in nature. For that reason, the following principles will help to guide the selection of appropriate clothing for students.

Jewelry

Functional jewelry, such as watches, and tie tacks may be worn. Articles such as earrings, medallions, rings, necklaces, beads, chains and bracelets are not to be worn and will be confiscated.

Health and Safety

- Clothing should be adequate for the weather
- Students should wear boots outdoors when the weather requires it, but they will be expected to bring shoes or sneakers to wear while indoors
- Students should wear coats, mittens or gloves, and warm headgear while outdoors

Modesty

- Clothing should allow free movement and should not be so tight as to restrict circulation to any part of the body
- Clothing should be in harmony with Christian standards
- Clothing should be age, size, and gender appropriate
- Tight-fitting slacks, jeans, and tops are not appropriate for boys or girls
- All shirts and blouses must have sleeves. For example, spaghetti straps, cap sleeves, and tank tops are not allowed, even if worn in layers
- Shirts and blouses must also completely cover the waist when arms are fully raised over the head
- Pants, jeans, and slacks must reach the ankles. Knee-length pants are allowed during hot weather. Shorts and cut-offs are not permitted
- Both boys and girls must wear pants, slacks, and jeans at their waist. For example, no hip huggers or sagging pants should be worn
- All pants, slacks, and jeans with belt loops should be worn with a belt that fits the wearer
- Girls may wear dresses, skirts, or jumpers. These must be below the knees or longer
- Girls must also wear shorts under their dresses, skirts, or jumpers
- Shoes must be enclosed, and students must have appropriate footwear for PE classes or gym wear. Shoes with laces must be tied. Shoes with heels are prohibited.

Dignity

- Sloppy or overly casual clothing is not appropriate
- Modest, loose-fitting jeans are permissible
- Hats and hoods may not be worn in the classroom
- Unnecessarily expensive attire demonstrates vanity, and it should not be worn
- Clothing must not have holes, tears, slits, frayed edges, or other cuts in the material
- Jewelry of any type is not permitted. (Medic-Alert tags are allowed if needed.)
- Make-up should be avoided.
- Nail polish should not be worn.

Cleanliness

- Clean, unstained clothing should be worn to school each day.
- Hair should be clean, neatly groomed, and of a natural color. “Cut-outs” or other extreme styles should be avoided.
- Students should take regular baths or showers, and if necessary, use deodorant to avoid offensive body odor.

BUILDING AND GROUNDS

Parents will be responsible for school property if such is maliciously or deliberately damaged by their child. Students can help keep the school clean, pleasant, safe, and attractive by remembering the following common sense rules:

- Place all trash in wastebaskets and proper receptacles
- Keep classrooms, halls, restrooms, gym, chapel, and grounds neat and free of litter and other miscellaneous items
- Hang coats, sweaters, and other outerwear on hangers. Put empty book-bags/backpacks on shelves
- Flush toilets after use, wash hands thoroughly, dry hands, and place paper towels in the trashcan. Do not waste restroom supplies

Avoid:

- Running or rough play in the building
- Loud voices
- Chewing gum
- Defacing or marking walls or any equipment
- Leaving possessions, food, or clothing around carelessly
- Misusing any school or personal items

HOME & SCHOOL ASSOCIATION

The Springfield Seventh-day Adventist Junior Academy Home & School Association serves the purpose of promoting a firmer bond among the home, the school, and the church. Effective Christian education requires the participation of parents and others as partners in the educational process. Some of the objectives of the association are as follows:

- To coordinate activities in cooperation with the administration, faculty, and staff that will bring the school family together

- To encourage family participation in the life of the school in an appropriate manner
- To select and organize volunteers to assist in the programs and special activities provided by the school
- To give leadership to fundraising activities to provide much-needed funds for special projects, equipment, and other capital improvements
- To provide a forum for parent information relative to good parenting and quality home life.

A Home & School Committee plans and helps facilitate the above-listed activities of the school. The committee is made up of the Home and School Leader, selected by the constituent church; the school principal; and interested volunteers. They meet approximately once a month.

Home & School Association meetings or planned activities are also held once a month

The Springfield Seventh-day Adventist Junior Academy Home & School Association includes every member of the school family—the school board, administration, faculty, staff, parents of Springfield Seventh-day Adventist Junior Academy students, and others interested in the welfare of the school.

APPENDICE

School Uniforms

