
LUBBOCK JUNIOR ACADEMY

Parent & Student Handbook



**A Faith-Based,
Grades K – 8
Multi-grade School**

**Sponsored by the
Lubbock Seventh-day Adventist Church**

“Building a Better World, One Child at a Time”

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TABLE OF CONTENTS

Academics – Academic Contract	1
Admissions – Kindergarten & Elementary <i>(Age Standards /Academic Standards/Behavioral Standards)</i>	1
Application/Registration Procedure.....	2
Arrival To and Departure from School – School hours/After School Programs	2
Asbestos Hazard Emergency Response (AHERA).....	4
Attendance Policy..... Excused Absences/Excessive Absences/Early Dismissal Release/ Parent Notes Regarding Absences-Tardies & Cancellation of School	3
Birthdays and Holidays.....	10
Book/printed materials use.....	4
Bullying and Harassment	12
Cancellation of School	3
Cheating.....	7
Child Abuse – Statement of Disclosure.....	4
Computer/Internet and related equipment use.....	5
Curriculum.....	5
Disciplinary Action	5
Discipline Philosophy and School Rules.....	6
Dress Code - Attire.....	8
Drug Education & Policy (Backpacks and Bags).....	9
Emergency Drills.....	10
Equipment: School and Personal (Posted: Building).....	9
Field Trips (Procedure and Protocol)	10
Financial (Tuition, etc.).....	10-11

Grading and Student Records.....	18
Grievance Procedure.....	12
Health (Head lice & Immunization Requirements/Student Physicals).....	13-14
Homework.....	19
Insurance for Students.....	15
Lunch and Snacks.....	15
Multicultural Equality.....	4
Parent-Teacher Conferences.....	19
Phone Use.....	15
Property Damage.....	17
Recess.....	15
Release of Records.....	17
Registration (see Application).....	1
Report Cards & Progress Reports – Grading System	18
Rights of Divorced Parents (Notification of Rights).....	16
Rules	7
Safety.....	8
School Hours (After School Special Programs).....	2
Sexual Harassment Policy – (Definition/Examples Include/Reporting Procedures).....	15-16
Students Records and Grading (Honor Students/Educational Testing).....	18-19
Suspension and expulsion.....	17
Terrorist Threats/acts.....	17
Tuition - Financial Plan	10-11
Visitation.....	20
Volunteers.....	20
Weapons Ban Policy.....	20

ACADEMICS

Evaluation guidelines are determined in accordance with the Southwestern Union of Seventh-day Adventists Education Code.

Acceleration of course work is also governed in accordance with the Southwestern Union of Seventh-day Adventists Education Code. The student applying for such must have IOWA composite scores in at least the 90th percentile.

ACADEMIC CONTRACT

Any student who has a low grade (D or below) in two classes will be put on an Academic Contract for a week. The guardian will be notified to come in for a meeting and to sign the contract. For the full week, the student will need to receive signatures on his/her assignments from the teacher and his/her guardian(s). If the student is on Academic Contract three times in a quarter, he/she may be recommended to the school board for possible dismissal.

ADMISSIONS

(Age Standards /Academic Standards/Behavioral Standards)

Kindergarten

Lubbock Junior Academy accepts kindergarteners no younger than five years old on or before September 1 of the current school year. There will be an in person interview with students to determine whether or not they will be accepted into Lubbock Junior Academy.

Elementary

Lubbock Junior Academy is a Christian school operating grades K through eight. The school welcomes students of any race, color, sex, religion, national or ethnic origin. It does not discriminate in the administration of its educational policies or in any of its school-administered programs.

Lubbock Junior Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Lubbock Junior Academy and the Seventh-day Adventist Church.

APPLICATION-REGISTRATION PROCEDURE

Students will be accepted only after completing and submitting the following:

- 1. Application, including signatures of the student and parent or guardian stating that they have read the Handbook and agree to abide by the rules of the school.**
- 2. Birth Certificate**
- 3. Social Security Card**
- 4. Student/Parent Commitment form**
- 5. A Diploma or Transcript showing what grade level the student has completed (except for kinder and first-graders).**
- 6. Financial Plan/Contract completed and signed.**
- 7. Proof of Immunization as required by Texas.**
- 8. Consent to Treat and Health Insurance Information/Emergency Card, completed and signed.**
- 9. Character Reference forms (x2) for students entering Grades 3-8.**
- 10. Consent for all off-campus Trips**

ARRIVAL TO AND DEPARTURE FROM SCHOOL

School Hours

M-Thu 8:30 a.m. – 3:00 pm

Friday 8:30 a.m. – 2:00 pm

Students may arrive on school grounds 10 minutes before school begins. The child is not to leave the school grounds without parent or teacher supervision from the time of arrival until the time of departure. Students should be picked up promptly at the end of the school day (there may be a charge for childcare when students remain on school grounds after school hours).

If anyone other than the custodial parent is picking up your child, the school must be:

- **Informed in writing (with parent signature and date).**
- **Presented with official picture ID (required from person picking up your child).**
- **Provided with a list of people approved to pick up your child at registration.**

AFTER SCHOOL SPONSORED PROGRAMS

In the event of school-sanctioned after school activities, at least one parent or guardian needs to be present for each event. Please note that Lubbock Junior Academy and personnel are not responsible for any injuries or misbehavior during after school events; hence, parents are responsible for each student.

ATTENDANCE POLICY

Students must abide by Texas Compulsory Attendance Law. Regular and punctual attendance is required. Truancy issues will be reported to local authorities.

Excused Absences

- **Severe weather conditions when area schools are shut down or in case of hazardous, life-threatening commutes due to inclement weather or other severe problems (parent's note with date and signature required)**
- **Illness or medical emergencies (parent's, or for longer absences, doctor's note with date(s) and signature required)**
- **Family bereavement or emergency (notify the school promptly, followed by a parent's note with date(s) and signatures upon the student's return to school)**

An approved excuse for an absence does not relieve the student of the duty of meeting the teachers' requirements for the schoolwork missed

Excessive absences

A student's absences may not exceed 10% of the total school days in any given quarter. Any student with over 10% absences will be referred to the school board and/or the Texico Conference Education Superintendent.

Early Dismissal Release

In order for students to be released from school at times other than the regular dismissal hours, parents must come into the school to pick up child(ren).

- Parents must notify principal or teacher a day prior of absence.

Please attempt to make regular doctor, dentist, and other appointments outside of regular school hours so as not to disrupt the school procedures and the child's learning process.

Parents Note regarding absences/tardies

If a child is not coming to school on a given day, the school requires:

- **A phone call or note before the start of the school day**
- **If no phone call or note is received, an attempt may be made by the teacher or other school personnel to locate the student.**
- **Upon returning to school, a parent must send a note with the child explaining absences and/or tardiness—always include a date and signature on all correspondence.**

CANCELLATION OF SCHOOL

School personnel will notify parents or local media whenever there is a school cancellation or early dismissal. Make up days may be added to the school year as required by law.

ASBESTOS HAZARD EMERGENCY RESPONSE (AHERA)

The inspection and management plan for Asbestos-Containing-Building-Materials (AHERA) has been performed for this school. The management plan has been submitted to the state for review and approval. A copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

Once during the current school year an Asbestos Notification Form will be distributed to all parent/guardians.

BOOK/PRINTED MATERIALS USE

Textbooks, library books, and any other books or magazines belonging to the school are to be treated with the utmost care and respect. Keep books clean, tear- and fold-free, and dry; do not write in the books or harm the spine (return them in about the same condition in which you received them, with reasonable expectations for wear and tear). Library books need to be checked out according to set guidelines and returned in the specified amount of time—do not loan books to others, as they will remain the responsibility of the person who checked them out. Damage or loss of any book will require monetary compensation on the part of the custodial parent/guardian for the cost of replacement or repair.

CHILD ABUSE- STATEMENT OF DISCLOSURE

School personnel will operate within the legal parameters in regard to disclosed, suspected, or witnessed abuse or neglect of a child. Complete confidentiality of the student and the person reporting any incident(s) will be maintained. The school personnel will not confront any alleged offender but will instead report the information to "Child Protective Services" within 48 hours, as the law requires. If questioned, school personnel and school board may only respond with: "I am not allowed to discuss any matters concerning CPS." All school personnel involved with the students will cooperate with CPS investigations.

MULTICULTURAL EQUALITY

Lubbock Junior Academy promotes a curriculum and classroom environment which:

- Affirms the culture, history and contributions that shall include, but not be limited to, African Americans, Asian Americans, Hispanic Americans, and Native Americans.
- Challenges and eliminates racism, prejudice, bigotry, discrimination and stereotyping based on race.
- Values multiple cultural perspectives.
- Provides all students with opportunities to "see themselves" in the educational environment in a positive way on a continuing basis.

COMPUTER/INTERNET AND RELATED EQUIPMENT USE

Student usage of computers and related equipment is a privilege.

- **The use of the Internet is prohibited unless required by a teacher, and then only with direct permission**
- **Only teacher-assigned work may be done (usage must be related to school work), unless otherwise specified by the teacher as a special privilege**
- **Observe Federal and State copyright laws**
- **Respect other people's passwords, folders, and work files**
- **Use hardware and software only as intended**
- **Immediately inform school personnel if you encounter problems of any sort, including accessing something unintended by accident**

CURRICULUM

Lubbock Junior Academy offers a well-rounded curriculum that includes Art, Bible, Primary level Phonics, Mathematics, Music, Physical Education, Science, English, and Social Studies. Electives will vary depending on grade level.

DISCIPLINARY ACTION

Disciplinary action may be taken when the following happens:

- **Usage is not consistent with goals and objectives of the school**
- **Students give out personal information (for example, phone number and/or address)**
- **A student is disruptive, annoying, abusive, or uses inappropriate language or symbols**
- **A student misuses or abuses the equipment or its component. Monetary compensation for damaging or breaking electronic equipment or any of its components will be required from the custodial parent/guardian whenever replacement or repair costs are a direct and/or deliberate result of student misuse.**
- **A warning for any other infraction is ignored or disregarded**

DISCIPLINARY ACTION MAY BE AS FOLLOWS:

1st Offense: Loss of equipment privileges for a day.

2nd Offense: Loss of equipment privileges for a period of 3 school days.

**3rd Offense: Loss of equipment privileges for a duration of up to
1 week (5 school days).**

DISCIPLINE PHILOSOPHY AND SCHOOL RULES

DISCIPLINE IS TO ENSURE:

- SAFETY
- A PLEASING ENVIRONMENT
- POSITIVE LEARNING
- PRODUCTIVITY
- ORDERLINESS
- HELPFULNESS
- OPTIMAL HEALTH
- MINIMAL BEHAVIOR PROBLEMS

Students will be held accountable for their actions, behavior, and conduct at school, as well as at school-sponsored activities and events. Fair, firm, and consistent consequences will follow unacceptable behavior.

Student conduct, which may seriously affect the health, safety, or welfare of students and faculty or interfere with the educational process, constitutes grounds for suspension or expulsion. These offenses are listed but not limited to:

1. Willfully disobeying any reasonable request from the teacher or other school personnel, or voicing disrespect to those in authority.
2. Use of violence, threat, intimidation, bullying, harassment or similar conduct.
3. Willfully causing or attempting to cause damage to school property.
4. Theft
5. Causing or attempting to cause personal injury to any living creature.
6. Handling or possessing any object or material that is considered a weapon, fireworks, or hazardous.
7. Engaging in the selling, using, possessing, or dispensing of any controlled or prohibited substance.
8. Truancy or failure to attend school or to complete assigned schoolwork.
9. The use of language, written or oral, or conduct, including gestures, which are inappropriate, profane or abusive to others.
10. Repeated violation of any school rules.
11. Sexually assaulting or attempting to sexually assault any person (this conduct may result in an expulsion regardless of the time or location of the offense).
12. Academic misconduct or cheating

Whenever deemed necessary, the use of preventive discipline may be requested by the teacher and/or school board, including, but not limited to, counseling, parent conferences, student's remaining after regular school hours to do additional work, or in-school suspensions.

CHEATING

Lubbock Junior Academy requires academic integrity from all of our students. Students found cheating on any assignment will receive a zero for that assignment and be subject to possible further disciplinary action. Recurring cheating events will require a conference with the student and their parents. Should the cheating practice continue disciplinary action of suspension or expulsion may be enforced.

Cheating includes:

1. Copying without citing the source properly
2. Copying from or doing an assignment together that was not specified as a group project by the teacher
3. Having someone else do the assignment for you
4. Using an assignment or idea that is not original
5. Using electronic help unless otherwise specified

SCHOOL RULES

1. Always listen to authority figures' written and verbal instructions.
2. Always use appropriate behavior and conversation.
3. Always be kind, respectful, polite, inclusive, honest, cooperative, and safe.
4. Take responsibility.
5. Apologize and make amends for mistakes.
6. Keep your hands and feet to yourself.
7. Refrain from using inappropriate language or gestures
8. Do not cause injury to any living creature
9. Bathroom: one at a time; wash hands
10. Learning Environment: use inside voices, no gum chewing, hats off, raise your hand and wait to be called upon whenever wishing to speak, work consistently and quietly--do not disturb others, participate in discussions and activities, complete and hand in all assigned work

SAFETY

DOORS LOCKED: Outside doors of the school will be locked at all times during the day

FIRE DRILLS: absolute silence, stand and push in chair, exit through assigned door immediately and orderly (first person out holds exit open for everyone else), teacher exits last, meet at assigned location, wait in silence for additional instructions.

HURT/INJURED: tell school personnel immediately, wash and dry wound, apply bandage or, whenever necessary, seek help from medical personnel.

STORAGE: put coats and other personal effects in the designated areas, whatever is taken out, put back where it belongs when finished with its use.

OUTDOORS: obey game rules, watch where running, throw/kick balls so they hit participants only below the waist, stay off the streets and within the set boundaries, leave rocks and sticks on the ground, use equipment only as intended, be positive and enjoy yourself.

HEALTH: wash hands often, especially after restroom use, before and after eating, after sneezing or coming into contact with any bodily fluids;

DO NOT BRING: any weapons, fireworks, or hazardous materials onto the school grounds.

DRESS CODE - ATTIRE

Modest, simple, and appropriate.

- **Clothing needs to fit properly, not too baggy nor too tight. Ripped or faded clothing may not be worn.**
- **Uniform – Navy polo shirts and khaki bottoms are required except for days designated as “no uniform”. Field Trip Uniform-Navy polo shirt or LJA T-shirt and jeans or khaki bottoms.**
- **PANTS, ETC. modest and neat jeans, skirts or shorts. Skirts and shorts must be no more than three finger’s width above the knee. Leggings can only be worn if under a skirt. Waistlines must be high enough so that no skin or underwear shows at any time.**
- **GRAPHIC LOGOS - Outer clothing that features art work, slogans or advertising of products not in keeping with Seventh-day Adventist Christian standards and Philippians 4:8 are not acceptable.**
- **OUTERWEAR- If hoodies are worn, the hood is not to be worn, during class. If the student’s sweater or sweatshirt is not being used during class, they will be required to put it away in their designated area.**
- **SCHOOL OUTINGS- When on school outings, students will be required to follow school dress codes.**
- **Jewelry and related items should be left at home, etc. Medical ID's will be allowed.**
- **Make up is supposed to enhance your beauty not change it. Keep make up natural looking.**
- **No flip flops, sandals without heel straps, or high heels—wear comfortable and practical shoes, allowing for freedom to walk, run, and participate in all the activities of the day.**
- **Label loose clothing (for example, jackets and sweaters) with some form of identification.**

EQUIPMENT – SCHOOL AND PERSONAL

- **Recess Equipment:** handle carefully—use appropriately, return to proper storage
- **Cleanliness:** do tasks thoroughly, neatly, and quickly; write only on appropriate surfaces (not in books, on walls, tables or chairs, etc.); keep work area, desks or tables, bins and containers neat and well organized; keep school property presentable and usable at all times.
- **Electronic equipment** and personal items: please leave all electronic devices and money at home—the school will not assume responsibility for loss, damage, or theft of any personal items. Cell phones may be brought to school, but must be turned off and placed in an appropriate location until school is not in session. Students may use the school phone for acceptable and reasonable contact with parents or guardians as deemed necessary by the school personnel during the school day.
- **No skates, scooters, or boards** should be brought to school. Bicycles, and accompanying safety gear such as helmets, are to be used only to ride to and from school at appropriate times. Restricted items may be confiscated.

POSTED on CHURCH & SCHOOL BUILDING

“USE OF SKATEBOARDS, ROLLER BLADES, IN-LINE SKATES, SCOOTERS OR ANY TYPE OF SELF-PROPELLED WHEELS PROHIBITED ON CHURCH PROPERTY”

Posted at the request of (ARM) Adventist Risk Management.

DRUG EDUCATION AND POLICY

The unlawful possession, use, or distribution of illicit drugs, tobacco products, vape products and alcohol on or near school premises is strictly prohibited. Violators will be reported to authorities, and prosecuted for criminal activity. If students are found in violation, their behavior and actions may also result in immediate suspension and/or expulsion.

It is our intent to teach students responsibility regarding over-the-counter and prescription drug use; we teach total abstinence in regard to alcohol use, smoking, and the use of illegal substances.

BACKPACKS AND BAGS

It is the responsibility of school personnel at Lubbock Junior Academy to maintain a safe and drug-free environment for our students. In a serious situation where the staff and administration have a reasonable belief that a student's backpack or bag needs to be searched in order to maintain a safe and disciplined environment at the school, the student will be asked to deposit his/her backpack into a secure enclosure. The parent/guardian will be notified of the need to search the student's backpack or bag. The parent/guardian can either provide written permission for school personnel to search the backpack/bag, or the parent/guardian may come to the school to search through the backpack/bag in the presence of a school official.

BIRTHDAYS AND HOLIDAYS

Please obtain pre-approval from the teacher if you wish to:

- Share a birthday treat on behalf of your child during the school day (a time and day will be agreed upon to avoid excessive disruptions, and there should be a treat for each child).
- Distribute party invitations, cards, or small gifts at school or at school functions (there should be such items in equal amounts and of equal value for every student in the class).

EMERGENCY DRILLS

Regular fire, tornado, evacuation, and lock-down drills will be conducted to familiarize students with routines in case of an actual emergency.

FIELD TRIPS

The school board must approve field trips, transportation vehicles, and drivers (who must fill out the required paperwork); parents will be informed of all information prior to the trip.

Procedures and Protocol

If students go off-campus for any reason during school hours, emergency medical information and a first-aid kit will be taken along with them.

FINANCIAL

Parents/Guardians are responsible for the tuition, fees, and any other expenses (such as loss or damage to school equipment or property) related to their child(ren) attending school at Lubbock Junior Academy.

- **Previous school accounts, including past amounts due to LJA, must be paid in full before student is admitted for the current year**
- **Registration fee holds a place in school and is non-refundable**
- **Yearly tuition due in advance or in ten monthly installments beginning August 1 and ending May 1. A 10% Discount will be applied if account is paid in full at Registration.**
- **Notify school treasurer immediately when extenuating circumstances arise which prevent agreed upon financial obligations from being carried out**
- **Tuition paid after the 10th of the month is late and may be subject to a 5% late fee**
- **Tuition not paid by 30 days after due date may require immediate suspension of the student from school until financial arrangements are made**
- **Withdrawal may be required when the account has become delinquent with no acceptable financial arrangements made**
- **Notify the school of official withdrawal two weeks prior to the event or charges will continue to accrue until proper notification is given**
- **Student may not be able to participate in graduation ceremonies until and unless account is paid-in-full**

TUITION – FINANCIAL PLAN

Lubbock Junior Academy * **Sample Financial Plan** *

Responsible Party: _____ SS# _____
 Mailing Address : _____ Home # _____
 _____ Work # _____
 _____ Constituent Church _____

Student Name : _____ Grade _____
 _____ Grade _____

Account Balance _____

Registration Fee \$400 _____
 Early Registration by July 31, \$350 _____
 Other _____
 Less Texico Conf. Subsidy \$ _____ Total Registration \$ _____

Tuition (1st child) \$4,000 \$ _____
 Less 10% - (2nd Child) \$3,600 \$ _____
 Third Child \$3,200 \$ _____
 Fourth Child & up \$2,800 \$ _____
 Less 10% if paid in full at Registration: \$ _____
 Less Texico Conf. Subsidy \$ _____
 Total Tuition/Year \$ _____
 \$ _____
 10 Monthly Tuition Payments \$ _____

Tuition \$ _____
 TOTAL DUE \$ _____

Tuition is \$4,000 or \$400/month for 10 months.

*The monthly payment is due the first of each month with the final payment due May 1.

We the undersigned responsible party, accept the Financial Agreement and policies as stated above.
 By signing this agreement, we accept full responsibility for payment of our account with Lubbock Junior Academy and understand that a transcript will be released only upon full payment of the account.

 Signature of Responsible Party

 Date

GRIEVANCE PROCEDURE

Occasionally disagreements and/or misunderstandings may arise in any relationship. If you have any questions or concerns regarding your child, go to the classroom teacher or other school personnel involved and discuss your questions or concerns with the individual personally as found in Matthew 18.

If a parent or teacher feels dissatisfied with the outcome of this visit, both parties should then follow these steps:

- In a spirit of love, talk with the person directly involved in the company of another school official.
- Make an appointment to visit with the school Chairperson or Superintendent of Education of the Texico Conference.
- Follow the steps recommended by the Chairperson or Superintendent.
- If the problem continues, return to the Chairperson or Superintendent with your concerns.
- Dealing only with the facts as you personally know them to be, you may write a letter to the Chairperson or Superintendent which details the names, dates, and statements. This letter may be forwarded to the school board.
- The school board, after reviewing the information available to it, will address the situation and respond to your concerns.

BULLYING AND HARASSMENT

REPORT INCIDENTS AND STUDENT NAME(S) TO SCHOOL PERSONNEL IMMEDIATELY.

Bullying is, but is not limited to (as defined by stopbullying.gov):

- **Teasing**
- **Name calling**
- **Inappropriate sexual comments**
- **Taunting**
- **Threatening to cause harm**
- **Exclusion**
- **Spreading rumors**
- **Embarrassing someone in public**
- **Physical violence (Pinching, tripping, punching, horse play, etc.)**
- **Spitting**
- **Taking or breaking someone else's belongings**
- **Making mean or rude gestures**

These actions by students or parents will not be tolerated. Consequences will be treated by the teacher's policy.

HEALTH

IMMUNIZATION REQUIREMENTS

Students must show proof of immunization upon enrollment in Lubbock Junior Academy. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must contact the Texas State Health Department and request an exemption form. This form is available from the Academy upon request. You may also contact the Texas Health Department by calling 512-776-3711.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

The following is a summary of Texas School Immunization Rules and Regulations incorporated in Title 25 Health Services, 97.61-97.72 of the Texas Administrative Code (TAC)

This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Education Code, Chapter 38, Health & Safety, Subchapter A, General Provisions.

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Vaccines	Kindergarten – 6th	7 th Grade	8 th – 12 th
Diphtheria, Tetanus, and Pertussis (Dtap/DTP/DT/TD/Tdap)	5 doses or 4 doses	3 doses	3 doses
Tetanus/Diphtheria/Pertusis (Tdap)	XXXXXXXXXX	1 Tdap/Td booster within the last 5 years	1 Tdap/Td booster within the last 10 years
Polio	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses	2 doses
Hepatitis B	3 doses	3 doses	3 doses
Varicella	2 doses	2 doses	2 dose
Meningococcal	XXXXXXXX	1 dose	1 dose
Hepatitis A	2 doses	2 doses	XXXXXXXX

STUDENT HEALTH

If a student becomes ill during school hours, the parent/guardian will be notified and asked to come and pick up the student. If the parent/guardian is unable to pick the student up from school, the student will be isolated from the other students until arrangements have been made by the parent to pick up the student.

In consideration for the health of all students and school personnel, and to meet state regulations, the school must be informed of any contagious diseases your child might have contracted. These diseases include, but are not limited to, **strep, chickenpox, and pinkeye**. If your child has a fever, we ask that you wait a complete 24 hours after the fever is gone before returning the child to school.

If your child is injured at school, first aid will be administered and an attempt, depending on the severity of the injury, will be made to contact at least one parent/guardian or, if a guardian cannot be reached, the designated emergency will be contacted for further instructions. If an authorized individual cannot be contacted by phone, the Lubbock EMS will be called or the child will be transported to the nearest hospital emergency room. It is imperative for parents to keep the school updated on any changes to emergency contact information including change of address, phone number, or responsible adult. No medication, (prescription or over-the-counter) may be administered by any teacher, student, or school personnel without prior written authorization from the parent/guardian.

HEAD LICE

A child must be sent home from school if live lice are found in his/her hair. He/She will be allowed to return to school after one medicated treatment has been given or the parent brings a note from a physician or nurse saying the child has been cleared to return to school. **ALL Parents will be informed** of a suspected case of head lice so they can check their child(ren) for nits(eggs). Please remind your child(ren) not to share hats, combs, brushes, scarves, or any other clothing or grooming item(s) with others.

STUDENT PHYSICALS - DOCTOR EXAMINATIONS

Students must be examined no more than six months before the first year of school attendance in either kindergarten or first grade. Physicals are also required before the seventh grade, or in case of transfer from out-of-state to any grade. Texas law requires printed or typewritten form, signed by a licensed physician, physician's assistant or nurse practitioner stating that a physical examination was given. The form must also specifically name the person who received the exam and the date when the exam was given.

Parents or guardians may submit a written statement (waiver) if objecting to a physical exam. The waiver must be signed and dated by the student's parent or guardian, and given to the Lubbock Junior Academy principal.

INSURANCE

Each student enrolled has secondary accident insurance, which is applicable whenever the student has an accident worthy of a claim at school. School personnel will complete and submit a claim form to the Texico Conference of Seventh-day Adventists for secondary supplemental payment. Please contact the school if you have any questions.

LUNCH AND SNACKS

Students must bring their own lunches and are expected to eat in the classroom unless their parent/guardian come to the classroom and takes them somewhere for lunch. No sharing of food; abide by allergy restrictions. Please do not include caffeine drinks or unclean meats/seafood in school lunches. Students must wash hands before and after eating.

PHONE USE

A phone is available for student use at the teacher's discretion but for a very limited duration. Incoming calls for students are prohibited, except in case of an urgent matter (again determined by school personnel). We welcome your questions, comments, compliments, and concerns, but may need to return your call at the end of the day or as soon as time allows.

RECESS

Because recess may help to meet the requirements for physical education, we ask that all students actively participate. Please send a note for irregular exceptions to the program, and then only when health issues or valid safety concerns arise.

SEXUAL HARASSMENT POLICY

Lubbock Junior Academy is committed to providing, for all students, a school environment free from sexual harassment. Incidents of harassment should be reported in accordance with the procedures indicated below, which allow the school authorities to take appropriate action. Students who sexually harass others are subject to discipline up to and including expulsion. Sexual harassment will not be tolerated on our school campus.

Definition: *Sexual harassment is unwelcome sexual advances or requests or other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures. The target of the harassment and the perpetrator do not have to agree about what is happening; sexual harassment is subjective. Harassment can be a one-time event or multiple occurrences.*

Examples include: *Touching or manipulating body parts; being forced to kiss someone or coerced to do something sexual; making suggestive or sexual gestures, looks, comments or sounds; spreading sexual rumors or making sexual propositions, pulling another's clothes or your own clothes partially or totally off; drawing pictures or writing notes about someone in a sexual context, etc.*

Reporting Procedures: A student who has experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the students should report the incident to the principal or supervising adult.

RIGHTS OF DIVORCED PARENTS

Divorced and/or separated parents maintain all parental rights with their children unless altered by court order. The non-custodial parent may request a duplicate mailing which assures that they will receive a copy of whatever is sent home to the custodial parent.

If parental rights have been changed, Lubbock Junior Academy must have access to a copy of the court order stipulating those changes. The faculty will follow the directives stated in it and other such directives regarding access to the child provided by the parent with legal custody and that are consistent with a court order.

Regarding visits to children at school: attempts will be made to accommodate parents. However, in cases of concern and dispute between parents, the custodial parent's directive will be followed. Parents will be asked to resolve issues of child visitation at school outside of the school setting.

NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) governs the establishment, maintenance, and processing procedures for student records. This act obliges schools to develop procedures regarding notification of rights, release of records and student directory information.

- Right to inspect and review the student's education records within 45 days after the day the school receives a request for access
- Right to request an amendment of the student's education records that the parent, guardian, or eligible student believes are inaccurate or misleading
- Right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure to school officials with a legitimate educational interest without consent
- Right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S.
Department of Education
400 Maryland Avenue SE
Washington, D.C. 20202-4605

RELEASE OF RECORDS

No information will be released to any individual or outside agency without the written consent of a parent or guardian.

SCHOOL PROPERTY DAMAGE

Any school property damage will be expected to be replaced. The charge may be placed on the student's tuition invoice for the price of the replaced item.

SUSPENSION AND EXPULSION

A teacher may temporarily suspend a student from class, but suspension from school is to be done only by the principal, the head teacher, or, in a one-teacher school, by the teacher in consultation with the board chairperson.

A student may be suspended for repeated offenses when other procedures have not been effective. Evidence of prior corrective measures and parental notification should be on file in the student's folder.

In the case of a serious overt act or violation of school regulations, the person in charge may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks.

The Admissions Committee is the ultimate authority in the dismissal or expulsion of a student upon the recommendation of the principal, head teacher, or disciplinary committee. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct or the parents will not voluntarily withdraw the student.

Following the withdrawal of any student who is required by state law to be enrolled in school, the school personnel is to ascertain that the student has entered another school as stipulated by state law. If the student fails to do this within the required time period, it is the responsibility of the school personnel to notify the attendance officer of the local public school district.

TERRORIST THREATS/ACTS

Lubbock Junior Academy prohibits anyone from communicating terrorist threats or committing terrorist acts directed at any student, teacher, or community member. Action will be taken by calling local authorities and banning such individuals from campus.

GRADING AND STUDENT RECORDS

As required by the Amended Family Educational Rights and Privacy Act of 1974, Lubbock Junior Academy hereby gives public notice to all parents of students in attendance that it is its policy that:

A cumulative folder is kept in the school office for every student. This is required by the Southwestern Union Conference of Seventh-day Adventists Department of Education. This folder will contain photographs, achievement forms, documents, and any other pertinent and relevant information such as, but not limited to:

- **Academic records**
- **Personal information records**
- **Disciplinary records**
- **Attendance records**
- **Health records**
- **Progress records**
- **Standardized testing records**

This folder will be transferred directly to another school with the permission of the parents/guardians and at the direct request of another school's assigned registrar when the student's account with Lubbock Junior Academy is paid in full.

GRADE REPORTS

A report card will be issued at the end of each grading period. Progress reports will be more frequent to keep parents informed. The teacher will provide additional information in a letter sent out at the beginning of the school year.

GRADING SYSTEM

Report cards are designed to address skills that have been met, and to identify skills that need additional attention.

Grades K – 2

I	Achieves objectives and performs skills independently
N	Progressing toward achieving objectives and skills
NT	Needs more time to develop

Grades 3 – 8

A – Excellent	Academic Percentile Grading Scale
B – Above Average	A+ (100% - 97%) A (93%-96%) A- (90% - 92%)
C – Average	B+ (89% - 87%) B (86% - 83%) B- (80%-82%)
D – Below Average	C+ (79% - 77%) C (76% - 73%) C- (72% - 70%)
F – Failure to Meet	D+ (69% - 67%) D (66% - 63%) D- (62% - 60%)
	F – (59% - below)

Social Skills Training students to become responsible citizens in this world and in the next is part of the training at Lubbock Junior Academy. This grade is reflective of their school behavior and helpful attitudes.

HOMEWORK

Homework will be assigned to student if teacher deems it necessary.

Recommended Nightly Reading

Kinder	10 minutes
1 st Grade	15 minutes
2 nd - 8 th Grade	20 minutes

HONOR STUDENTS

Honor Roll – I's & N's (K-2nd); A's & B's (3rd-8th)

High Honor Roll – All I's (K-2nd); All A's (3rd-8th)

EDUCATIONAL TESTING

In harmony with denominational policy, LJA administers to all third through eighth grade students the Iowa Test of Basic Skills. This test is given during the fall session. A readiness test will be administered to prospective kindergarten and first graders. In consultation with the principal, parents and teacher, a determination is made to the readiness of any child who is applying to the first grade.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held at the end of the first and third grading periods. Any other conferences throughout the year may be set up if there is a perceived need by the parent or teacher. These conferences will allow parents and teachers the opportunity to discuss the progress of the student and to be able to address the needs and expectations of all involved. Conferences between parents and teachers may take place at any time a question or need arises. Parents need only to set up an appointment with the teacher of their child.

VOLUNTEERS

For the safety of our students, anyone wishing to volunteer or work/be on campus while students are present must apply and seek clearance from the Texico Conference of Seventh-day Adventists (who will perform adequate and, in necessary circumstances, exhaustive screening procedures). If someone enters the property while students are present, school personnel will either contact local authorities or ask the violator(s) to leave the premises immediately.

VISITATION

Visitors of any age should seek permission from school personnel ahead of time, and arrangements for such may be made.

WEAPONS BAN

Lubbock Junior Academy prohibits any weapons such as firearms; knives (regardless of blade size); metal knuckles; chains; razors; razor blades; explosives; cutting tools; pistols; shotguns; rifles; nun chucks; noxious, irritating, or poisonous gases; or any tool or instrument capable of inflicting bodily injury as determined by school personnel.