

El Paso Adventist Junior Academy

Educating mind, body, and spirit for eternity



Student Handbook 2009 - 2010

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ACCREDITATION

El Paso Adventist Junior Academy is accredited by the Accrediting Association of Seventh-day Adventists Schools, Colleges and Universities and recognized by the Texas Education Agency by recommendation of the Texas Private Schools Accreditation Commission (TEPSAC) and affiliated with the Texico Conference of Seventh-day Adventists. Credits earned at El Paso Adventist Junior Academy are transferable to both public and private schools.

MISSION STATEMENT

The mission of EPAJA is to prepare its students academically; to provide an environment conducive to enhancing thinking abilities; and to help develop a personal relationship with Christ and fellow human beings.

PHILOSOPHY AND OBJECTIVES

El Paso Adventist Junior Academy is owned and operated by the Texico Conference of Seventh-day Adventists. The primary reason for its existence is to serve the children of the Seventh-day Adventist Church community. The school is subsidized, in addition to the tuition charged by its constituent churches. However, students of all faiths are also admitted provided they demonstrate a willingness to follow the objectives and philosophy of Adventist education. These objectives may be summarized as follows:

- **To** lead our students to know God as Creator and Redeemer and enjoy a personal relationship with Him through Bible study and prayer.
- **To** assist in the formation of a noble character by placing emphasis on self-discipline, honesty, reverence, purity, courage, patience, kindness, humility, and stamina.
- **To** offer a friendly, orderly and safe atmosphere for learning and interaction with teachers and students.
- **To** develop habits of accuracy, critical thinking, punctuality, and sound judgment.
- **To** train minds to view, with understanding and historical perspective, the religious, social, racial, and economic forces which shape our contemporary life.
- **To** develop social graces to recognize that every person is a child of God.
- **To** cultivate a sense of civic responsibility.
- **To** develop the educational foundation of the pursuit of lifelong vocational and professional objectives.
- **To** develop physical and mental health, and an awareness of the close relationship between the spirit, mind, and body through the teaching of health in the classroom, through a physical education program and through recreation.
- **To** develop an understanding that respect for God, others, and oneself is foundational to true education.
- **To** present the truth at all times in discussions regarding mythical, historical and Biblical customs and characters.

STUDENT PLEDGE

It is distinctly understood that every student desiring admission to the school thereby pledges to willingly observe all its regulations and to uphold the Christian principles upon which the school is operated. It is also a part of the student's contract that they will, to the best of their ability, perform all duties assigned to them in connection with the school.

PARENT PLEDGE

EPAJA expects willingness on the part of the parents to participate with the school in the education of their child and to uphold the Christian principles upon which the school is operated.

NON-DISCRIMINATORY POLICY

Recognizing that all are children of God, EPAJA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. The school does not discriminate on the basis of race, color, nationality or ethnic origin.

ADMISSION REQUIREMENTS

Students are eligible for admission subject to three prerequisites: (1) satisfactory citizenship, (2) satisfactory scholarship, and (3) a genuine desire and interest in the development of a positive Christian faith. All new students are admitted on a nine-week probationary period. Students transferring to EPAJA from other schools may be subject to a review of any disciplinary actions open at the previous school. This would include any pending court actions.

Registration forms are available at the school office or on line. Registration is complete when tuition and fees have been paid, past-due accounts have been brought current, all physical examinations, immunization records, birth certificates and relevant forms are on file.

- Application Form (official school record)
- Health and Immunization Record
- Birth Certificate
- Social Security Number

IMMUNIZATION REQUIREMENTS

The State of Texas requires that all student health and immunization records are current and on file. This information must be complete and submitted to the school office when the student starts attending EPAJA. Within two weeks of enrollment, submission of official evidence of a physical examination by a physical is required for Kindergarten, 1st, 4th 7th and all new students. The Texas State law requires the following immunizations:

DPT

- Four doses plus a booster given on or after the 4th birthday, and a booster every ten years

POLIO

- Four doses plus a booster given on or after the 4th birthday

MEASLES, MUMPS, RUBELLA

- One dose given on or after the 1st birthday; second dose required upon entry into kindergarten

Hepatitis B

- Three doses

Varicella

- One dose on or after 1st birthday (two doses if vaccine given at 13 years of age or older)

Hepatitis A

- Two doses on or after 2nd birthday for grades K-3

HEALTH SCREENING

All schools in the State of Texas are required by law to perform the following health screenings:

- Hearing - Grades K. 1. 3. 5. 7. 9 (and all new students)
- Vision - Grades K 1. 3. 5. 7. 9 (and all new students)
- Scoliosis - Grade 6
- Acanthosis Nigricans

CURRICULUM

ART

BIBLE

LANGUAGE ARTS

- ENGLISH
- HANDWRITING
- PHONICS
- SPELLING

MATHEMATICS

MUSIC

PHYSICAL EDUCATION

READING

SCIENCE

SOCIAL STUDIES

GRADING SYSTEM

GRADES 1-2	MEANING	GRADES 1-8	MEANING	HONOR PTS	%
	EXCELLENT	A+	EXCELLENT	4.0	100
E		A		4.0	97
		A-		3.75	94
	ABOVE AVERAGE	B+	ABOVE AVERAGE	3.5	
S		B		3.0	
		B-		2.75	
	NEEDS IMPROVEMENT	C+	AVERAGE	2.5	
N		C		2.0	
		C-		1.75	
		D+	BELOW AVERAGE	1.5	
		D		1.0	
		F	FAIL		
		I	INCOMPLETE		
		NC	NO CREDIT		

HONOR STUDENTS

Honor 3.0 – 3.74

Principal's List – 3.75 – 4.0

EDUCATIONAL TESTING

In harmony with denominational policy, EPAJA administers to all third through tenth grade students the *Iowa Test of Basic Skills*. This test is given during the fall season. 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.

ATTENDANCE POLICY

Parents should cooperate with the school in seeing that each student's attendance is regular and punctual. Texas Education Code (excerpted) that minimum attendance for class credit states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. In the event of illness or any other legitimate excuse the parent should contact the school immediately and send a written and signed excuse with the students upon his/her return to school. Long term absence of 5 or

INCLEMENT WEATHER POLICY

EPAJA will observe the closure policy of Socorro Independent School District. Students of EPAJA will be notified of school closure should such weather warnings and/or events occur. Make-up days will be scheduled as appropriate.

HOURS OF OPERATION

School Hours: Monday – Thursday 8:00 a.m. – 3:00 p.m.

Friday 8:00 a.m. – 2:00 p.m.

CAMPUS SUPERVISION

EPAJA teachers are not required to provide supervision for children on the campus any earlier than 7:30 a.m., or any later than fifteen minutes after school is dismissed. There is no after school care. Parents **MUST** make prior arrangements to have children picked up by a person designated by the parent. If an emergency situation arises in which the parent cannot pick up their child by cutoff time, please provide name of designated person to staff.

TELEPHONE/ CELL PHONE USE

Only in a case of parental emergency will the student be called out of class for a phone call. Any other message will be delivered to the teacher to relay to the student. Student may make their call during breaks or during lunch. Cell phones MAY only be used with the permission of the teacher per occurrence. Cell phones will be taken away and given back after school for the first offense. Thereafter, the cell phone will be kept at the office and given back by the discretion of the principal.

LIBRARY

EPAJA maintains a school library for the use of its students and staff. The library is small but growing. Anyone wishing to donate to the library should contact the principal or librarian. Overdue fines are 10 cents per day, excluding weekends and holidays. When a book is lost or damaged there will be a minimum charge of \$20 to replace the same book.

DRESS STANDARDS

Simplicity, modesty, neatness, cleanliness and appropriateness are the underlining standards of good dress. The standards of dress at EPAJA are based on Biblical standards of modesty, and upon the accepted social conventions of good taste.

To help our students in the application of the above principles of dress, the school has adopted a uniform that is to be worn daily, except when otherwise indicated. Each student is expected to be in uniform throughout the entire school day.

- No shoes with wheels
- Torn or frayed clothing should not be worn. Shorts must fit at waist with the hem at least touching the knee. Shirt must be worn properly.
- Fingernail polish and make-up that may appear conspicuous is not to be worn.
- Jewelry of any kind – rings, necklaces, bracelets, earrings, chains, friendship bracelets, or other decorative ornaments are not to be worn on campus. Jewelry will be confiscated and returned at the school's discretion.
- Hair may not be of any un-natural color or styled in an extreme manner.
- No head covering or sunglasses in building.
- Any sweater or coat may be worn to and from school, and outside in cold weather.
- Tennis shoes or sneakers with good tread will be worn at all times for PE or gym activities.
- No tattoos – temporary or permanent are permitted. This includes writing on the skin.

Free Dress Days will be at the discretion of the school and will be announced. On such days students are required to dress modestly, appropriately and to interpret the following guidelines:

- Tank tops, bare midriffs, tight or suggestive clothing or clothing that conforms to the extreme styles of the day will be discouraged and should not be worn. Clothing with negative influences is not allowed.
- Shorts worn on these days must meet the same length standards as school uniform shorts. Spandex shorts are considered inappropriate at all times.

SCHOOL UNIFORMS

EPAJA has uniform guidelines during regular school hours and school related activities which must be adhered to. Detailed information concerning uniforms provided in the registration packet.

PARENTAL VISITATION

Parents are encouraged to visit the school and acquaint themselves with the program. Parents desiring to visit with a teacher should schedule an appointment for after school hours. If parents desire to visit a classroom, prior arrangements should be made through the principal. Preschool or other children not enrolled in the school are not permitted to visit except by special arrangement with the principal and the teacher whose classroom is to be visited.

SCHOOL DETENTION, SUSPENSION OR DISMISSAL

The following student behavior will be disciplined.

- **Insubordination:** Disrespect to, resistance to, or defiance of the authority of teachers or staff, on or off the campus. Such behavior may be subject to a suspension or expulsion. Students are to render prompt obedience to the directions of the teacher.
- **Dishonesty:** Untruthfulness, cheating or falsification of any kind.
- **Vandalism:** Damaging, defacing, destruction or theft of any school property, or personal property; students, parents/Guardians will be held liable for the repair or replacement of any and all damage. Additional penalties may apply.
- **Fighting:** Fighting, provoking or encouraging a fight, threatening harm to the belongings or person of others, intimidating or bullying, or throwing items with the intention of causing harm. Such behavior will result in suspension of up to 3 days.
- **Inappropriate Language or Conduct:** Profane, obscene or abusive language, obscene gestures, or the possession of obscene literature. Demeaning or inflammatory comments or conduct, ethnic comments, degrading jokes, words or pictures used to describe an individual.
- **Harmful Substances:** The use, possession or distribution of alcoholic beverages, tobacco, legal or illegal drugs. Students who violate this may be subject to dismissal.
- **Dangerous Items:** The possession or use of any dangerous instrument such as a firearm, knife or lethal weapon. Students who violate this will be subject to dismissal from school.
- **Improper Use of School Computers:** Computer use will be limited to assignments made by the teachers. Any other use of the computers is not allowed and violators will be subject to disciplinary action, which may include suspension or expulsion from EPAJA.
- **Improper Student Relationships:** Any inappropriate physical contact and/or romantic display of affection is inappropriate.
- **Audio/Visual Articles:** Includes the use or possession of CD players, Walkmans, electronic games, tape players, i-pods and televisions either at school or school functions, unless authorized by the teacher.
- **Toys:** Children are not to bring toys, stuffed animals, games, etc., unless previously authorized by the teacher. If no approval has been given, such items will be confiscated and will be returned at the discretion of the teacher.
- **Cell Phones:** May be left in the backpack and NOT accessed during school hours (including field trips and other school activities). Violations will result in confiscation of the phone. The phone will be returned at the discretion of the teaching staff and a School Board member.

A student whose progress or conduct is unsatisfactory or whose spirit is manifestly out of harmony with the standards and principles of EPAJA or whose influence is found to be detrimental may be dismissed at any time.

GRIEVANCE PROCEDURE

The resolution criterion for EPAJA is to follow Matthew 18:15-17. Therefore the following steps are encouraged:

- ❖ If a parent is concerned about a teacher's action, please make an appointment with the teacher to resolve the issue.
- ❖ If the issue has not been resolved, please make an appointment with the principal.
- ❖ If there is further need to resolve the issue, then make an appointment with the School Board Chairman.
- ❖ In order to maintain objectivity and prevent further misunderstandings the EPAJA will make every effort to provide a third party to mediate, witness, and record meetings that deal with conflicts deemed significant by a teacher or a parent. The third party may be another teacher, principal, School Board Member, or a Central Church representative.

SEXUAL/RACIAL/RELIGIOUS HARASSMENT POLICY

It is the policy of the EPAJA to strive for a learning environment for students that is free from sexual, racial and religious harassment. This policy will be enforced before during and after school hours on all school property, including school functions, and events held at other locations. Any action toward or by a student of this school to harass through conduct or communication of a sexual, racial and religious nature shall be a violation of this policy. The staff of the EPAJA will be guaranteed the same environment free of sexual, racial or religious harassment as due the student body.

In carrying out this policy, the EPAJA School Board recognizes that sexual, racial, and religious harassment are subject to the General Conference of Seventh-day Adventists policies and applicable state and federal laws.

The EPAJA School Board will act to investigate all complaints, formal or informal, verbal or written of sexual, racial or religious harassment and take appropriate action against any person who is found to have violated this policy.

Definitions:

- ❖ Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - ◇ Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's obtaining or retaining employment or of obtaining an education.
 - ◇ Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
 - ◇ That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.
- ❖ Racial or religious harassment consists of physical or verbal conduct relating to an individual's race or religion when the conduct:
 - ◇ Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
 - ◇ Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
 - ◇ Otherwise adversely affects an individual's employment or academic opportunities.
 - ◇ Racial or religious harassment includes but is not limited to the following: subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race or ethnicity.

Procedures:

Any student who believes he or she has experienced any sexual, racial or religious harassment by a student or an employee of EPAJA or any unpaid instructor or volunteer, or any third person with knowledge or belief of conduct which may constitute harassment should report the alleged acts immediately to the principal, a teacher, school board member or pastor.

A verbal report in the presence of two authority figures will be required of a student reporting harassment.

The privacy and data privacy rights of all persons involved will be respected in accordance with the appropriate statutes. Upon completion of the investigation, a representative of the Education Boards of the Texico Conference of Seventh-day Adventists will meet with the complainant and discuss the outcome. The outcome will include disciplinary action when discipline is appropriate. Students who engage in any activity of a sexual nature are subject to expulsion.

There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will be considered a violation of the Student Responsibility Policy.

FINANCIAL POLICIES

A registration fee is to be paid at the time the child is registered each school year. Tuition is paid each month for a 10 month period (August-May). Monthly tuition is to be paid directly to the school by the fifth day of each month.

REGISTRATION FEE

There are no discounts for the registration fee. This fee covers class setup costs, books, materials, etc. The fee will not be prorated. The fee is non-refundable unless the child(ren) are not accepted for enrollment.

TUITION

	Pre-K	K-8	9-10
1st Child	\$3,500.00	\$3,300.00	\$4,500.00
2nd Child	\$3,150.00	\$3,000.00	\$4,050.00
3rd Child	\$2,800.00	\$2,700.00	\$3,600.00
4th Child	\$2450.00	\$2,400.00	\$3,150.00

TUITION DISCOUNTS

All discounts will be applied in the order below. Children are counted from younger to older.

- 1) SDA Discount \$200.00
- 2) El Paso Central Member \$300.00
- 3) Account Payoff 10%*
- 4) Military Discount 10%
- 5) Promotional Discount \$ 50.00

*If total account is paid off before 1st day of school.

RETURNED CHECK HANDLING FEE

The following handling charges will occur on any returned checks:

- 1st instance - \$35.00
- 2nd Instance - \$35.00

After the second time, cash/cashier's check or money order will be required until regular payments are established again.

REFUNDS

If a student withdraws during the month and tuition was paid by the first in advance, a refund will be pro-rated.

PAST DUE ACCOUNTS

- No student shall receive their diploma, report card or transcripts unless all their financial obligations have been met.
- No student will be admitted at registration time until all outstanding balances from the previous year are paid in full.

WITHDRAWING STUDENTS

In the event a student is withdrawn during the school year, it is the responsibility of the parent or guardian to officially withdraw their child by written notification to the school office on or before the date of withdrawal. Otherwise, all charges will continue until proper notification has been made. All accounts must be paid in full, library books and textbooks returned and any book charges paid before school records will be transferred.

STUDENT INSURANCE

School student insurance is secondary coverage and included in the registration fee. Full coverage is provided for any accident that occurs during school hours on campus or off campus during a school sponsored activity such as a field trip. It is the responsibility of the parent or guardian to see that all documentation is turned in to the school office with 20 days of the accident. The insurance will not accept late forms.

MISCELLANEOUS INFORMATION

Emergency protection: All changes in address, phone numbers, medical and other pertinent information should be reported immediately to ensure adequate protection in the event of an emergency.

Conferences: Parent-teacher conferences will be scheduled at the first and third reporting periods and as needed throughout the year. The regular school session between 8:00 a.m. and 3:00 p.m.

Lost Articles: The school is not held responsible for students' personal articles lost on the school premises or during school activities.