



TOLEDO JUNIOR ACADEMY

EDUCATING FOR LIFE AND ETERNITY

SINCE 1919

A ministry of the
Toledo First Seventh-day Adventist Church

School Handbook

4909 W. Sylvania Avenue Toledo, Ohio 43623 Telephone: (419) 841-0082

This handbook is authorized by the School Board of Toledo Junior Academy. It contains policies, regulations, and procedures of operation designed to maintain a close working relationship among parents, teachers, school board members, and students. This handbook will be revised as needed.

Please read this Handbook carefully.



Welcome

Toledo Junior Academy welcomes you and your child to our school. Our team of faculty and staff want to make your child's educational experience as stimulating and fulfilling as possible. It is our desire to help children attain their fullest academic potential and enhance their walk with Jesus Christ. At Toledo Junior Academy students are not numbers; they are seen as individuals that are loved and respected. We consider it a privilege to work with you in meeting your child's academic and spiritual needs.



Our Mission:

To Educate Students for Life and Eternity

Vision

We are a Christ-centered school where dedicated teachers, parents and church members actively provide a nurturing and creative environment that challenges students to achieve their highest potential. Values of love, respect, honesty, integrity, responsibility, service, and excellence are visible everywhere.

Table of Contents

Welcome	2
Mission Statement	2
Vision.....	2
Philosophy.....	4
Admission	4-5
Length of School Year and Day.....	5
Financial Policies	6
Attendance Policies.....	7
Snow Days and Emergency Information	7
Behavior Expectations.....	8
Anti-Bullying Policy.....	9-11
Discipline Policy.....	11
Parent/Family Involvement	12
Fundraising Program	12
Dress Code and Personal Presentation	12-13
Grading.....	14
General Policies and Procedures.....	15-16
School Board.....	16

Philosophy

True education addresses the needs of the whole person and is concerned with the physical, mental, spiritual, social, and emotional aspects of life. This is best accomplished when the family, school, and church work as one.

Ideally, the parent is the child's first teacher. At birth, children start a lifelong, never-ending process of learning. In most cases, the parent is not only the child's first teacher, but also the child's best teacher. For this reason, Toledo Junior Academy supports, encourages, and *desires parental involvement* with their child's education.

Children learn best when they are placed in a loving, caring, and nurturing atmosphere. This helps children to develop a sense of self-worth and confidence. In turn, this motivates children to excel in their learning. Each member of the faculty and staff of Toledo Junior Academy is dedicated to treating every student with love and compassion.

Jesus Christ is the center of Toledo Junior Academy and there are two basic rules:

1. Love God with all your heart: and
2. Love your neighbors, classmates, and teachers as yourselves.

The principal goal of education is to create persons who are capable of doing new things for God and mankind, not simply repeating what other generations have done. Our commitment is to constantly improve each child's educational experience. We encourage all students to use their imagination and to exercise cognitive problem-solving skills. Proper development of each student prepares him or her for the joy of service in the world and for the higher joy of life through eternity with Jesus.

Admission

Non-Discriminatory Policy: Toledo Junior Academy welcomes students of any race, color, national and ethnic origin, or gender who want a quality Christian education, to all the rights, privileges, programs, and activities generally accorded or made available to students. The school makes no discrimination in administration of education policies, application for admissions, scholarship, or loan programs, and athletic or extra-curricular programs.

Application: Those who present themselves for admission to Toledo Junior Academy will complete the following:

1. Submission of the application form.
2. Interview with parents and student.
3. Submission of current medical records with up-to-date immunizations.
4. Submission of past school records from all previous educational institutions, including official home school records.

Entrance Age: Each student entering Kindergarten must be five years of age on or before September 1st of that year. Students entering the first grade must be six years of age on or before September 1st of that year.

Physical Examinations: Health forms and immunization records must be completed for any new student and updated for any returning student as required by the Ohio Department of Health.

Grade placement will ultimately be determined through evaluation, testing, and parent/teacher conferences. Likewise, placement in levels of certain subject areas such as reading and math will be determined through placement testing, regardless of levels completed in previous years. This testing may be required before a student's acceptance into TJA. Admission is granted based on available space, testing results, interviews, and written recommendations.

In considerations of admissions of transfer students, Toledo Junior Academy reserves the right to give preference to students in grades K-2. Siblings of those students may also be considered, contingent on previous grades, personal references, admissions testing, and interviews.

If at any time the school feels that the values of the students and/or parents do not align with those of the school handbook, then students may be asked to withdraw within their first semester of attendance.

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

Length of the School Year

Toledo Junior Academy operates in accordance with the Ohio School Calendar as determined by the Ohio Conference Board of Education. The official school year is 180 days.

Length of the School Day

The number of school days and hours for grades K-8 is in accordance with State Laws and the Ohio Conference Board of Education.

Unless otherwise announced, school hours for grades K-8 are:

8:00am-3:00 am Monday through Thursday and

8:00am-12:30 pm Friday

Toledo Junior Academy Financial Policies

Tuition for private schools can be very expensive. It costs from \$6000 to \$8000 to educate a child at Toledo Junior Academy, even after receiving minimal subsidy from the state of Ohio. We appreciate that the Ohio Conference of Seventh-day Adventists and the Toledo First Seventh-day Adventist Church, as well as private donors, highly subsidize tuition so that our costs can remain relatively low.

Monthly Payments: Ten percent of total tuition (or of your portion, if a scholarship recipient) is due before the first day of school in August and on the 10th of each month thereafter, through May, totaling 10 monthly payments.

Tuition Contract: All parents must sign a tuition contract indicating their compliance with the financial policies. The registration fee and first month's tuition must be agreed upon by the principal and treasurer and indicated on the tuition contract.

Non-Refundable Tuition and Fees: A non-refundable registration fee for all grade levels is due at registration. Any prepaid tuition amounts for students leaving at any point in the school year are not refundable. Monthly tuition amounts for students who withdraw with a balance due will not be pro-rated.

Returned Checks: A \$25 charge will be assessed for all checks returned due to insufficient funds.

Past Due Accounts: If an account is two months past due, the person responsible for the account must make satisfactory arrangements for payment. Report cards and diplomas will be denied for students whose accounts and fees are delinquent. A student who has an unpaid balance from the previous school year may not be permitted to re-enroll until full payment is made.

Transfer Fee: If an account is delinquent and the student no longer attends Toledo Junior Academy, a fee to transfer the record may be added to the unpaid balance.

Financial Assistance: Financial assistance applications are available to families who qualify. Application forms are available from the school office. We must receive the previous year's 1040 Income Tax Form (a W-2 will not suffice) from each family requesting assistance.

SCRIPT PROGRAM: Parents and others can purchase gift cards at face value, and 50% of the profit from those purchases can be credited toward tuition accounts. The purchaser may choose which student's account the amount is applied to. This fundraiser supplements our general budget and can be most successful if all parents are involved.

Incidental Fees: TJA has various activities that may require additional money throughout the school year. These may include field trips (costs will vary), lunches, snacks, class pictures, special projects, yearbook, graduation, 8th-grade class trip, etc.

Attendance Policies

Arrival: The school is bound by state law to maintain regular attendance and punctuality records. Attendance is taken in the classroom at 8:00am and students arriving thereafter will be counted tardy. Doors will be open at 7:45am. Do not leave your children unattended. Children should not be brought to school before official opening times on delayed days unless specific arrangements have been made with the teachers. Children are never to be dropped off at the James Meade Learning Center unless prior arrangements have been made for *paid day-care*.

Dismissal: To facilitate a safe and orderly dismissal, we require that the parents/guardians of the children drive in a single line into the parking lot in front of the school entrance. Students will be called from their respective classrooms and will be escorted to your vehicle. Should you need to speak with your child's teacher, please make arrangements for after the 3:15pm dismissal deadline.

TJA does not provide an after-school care program. It is imperative that you pick up your child promptly at 3:00pm Monday through Thursday and at 12:30pm on Fridays (unless we have early dismissal which you will be notified prior).

Excessive Absences: A student is required to bring in a written note from their parent/guardian to explain any kind of absences. If you know that your child/children will be absent for any reason, it would be helpful for you to notify the teacher ahead of time.

If a child has excessive absences, the principal and classroom teacher will ask to meet with the parent/guardian for reasoning and if there is anything the school can do to help in the situation.

Required School Days

School events other than regular school days may be scheduled. Those events requiring mandatory attendance will be announced well in advance. (For example: Science fairs, music performances, field trips, and alumni weekend.)

Snow Days and Emergency Information

Toledo Junior Academy will follow the weather-related school closing/delay decisions of Toledo Public Schools (TPS) as announced on local television, radio stations, and news websites, unless otherwise announced. Specific TJA closings/delays will be listed on ABC, Channel 13.

Behavior Expectations

“Be imitators of God, therefore, as dearly loved children and live a life of love...” Ephesians 5:1. As in the example of Christ, we must treat each other with love, respect, and acceptance. In keeping with this environment, our policy on conduct is essential. Behavior at Toledo Junior Academy requires individual responsibility for honesty, integrity, and self-discipline.

Expectations for Students:

Honesty: Stealing, cheating, deceiving, fraud, entering locked places, or any act of dishonesty will result in disciplinary action.

Safety: Students need to always observe safety precautions. Possession of use of firearms, knives, other weapons, or any item deemed dangerous by school staff is prohibited and may result in dismissal.

School and Personal Property: Respect for property is basic. Parents will be held responsible for any damages that result from destruction or careless treatment by the students. Students will be charged for textbooks and library books lost or returned in unsatisfactory condition.

Leaving the School Premises: During the time from arrival to dismissal, students are not allowed to leave the classroom, building, or school property for any reason without permission from the teacher or principal.

Personal Items: Inappropriate reading material, pictures, posters, or computer software are not allowed on the school premises. All personal electronic devices should be left at home. If any of these items are found at school, a staff member will take possession of it. At the first offense, a parent may retrieve the item. Subsequent offences may require disciplinary action.

If teachers reasonably suspect that a child has any item on school property that goes against school policy, then they have the right to inspect the child’s desk, locker, backpack, and any other personal property and confiscate the item.

Telephone Usage: Parents who, in an emergency, feel they need to contact their child during the school day should call the school phone. Students are not to have cell phones with them during the school day, including in their desks, backpacks, lockers, etc. If a parent wishes their child to carry a phone with them to and from school, then it is that child’s responsibility to turn that phone in to the classroom teacher upon entering the building and to collect it at the end of the day when their ride arrives. Teachers will not be expected to drive back to the school at the end of a school day to retrieve a forgotten phone for a child.

Respect: Toledo Junior Academy emphasizes respect for God, teachers, and peers. Students are expected to honor the philosophies of the school in their speech and treatment of one another. Examples of disrespect include the following:

1. Undermining the religious ideals of the school.
2. Direct insubordination toward teachers, staff, or adult volunteers.
3. Keeping the teacher from being effective or fellow students from learning.
4. Any kind of demeaning gesture, threat of violence, physical or verbal attack, or bullying of any kind as perceived by school staff.
5. Refusal to participate in assigned activities, and/or complete assigned tasks.

Respect for James Meade Learning Center: Under no circumstances should students or parents enter the James Meade Learning Center as a throughway to the church without specific direction from a classroom teacher. For the safety of the children there, and for their comfort at nap time, traffic through there must be minimal. If you take advantage of the free bread offered at the church on some mornings, please go outside and around the building to get there and back.

Expectations of Parents: Parents are a child's life support system. Consequently, the most important support a child can receive comes from the home. Parents encourage their children's learning by making sure that students arrive at school on time, rested, fed, appropriately dressed, and ready to learn. Parents and Guardians are expected to set high learning and behavior standards for their children and not allow students to make excuses for irresponsibility.

Toledo Junior Academy values our parents and their input. Parents are encouraged to visit the classrooms. This privilege begins one month after school starts, Visitors need to give the classroom teacher 24 hours' notice prior to their visit.

Toledo Junior Academy Anti-Bullying Policy

Providing a safe, loving, positive environment for each one of our students is our paramount goal. Behavior that is counter to the Toledo Junior Academy vision will not be tolerated and will face disciplinary action. Bullying behavior can take many forms. The following definition and types of conduct are not exhaustive but provide the basis for the Toledo Junior Academy Anti-Bullying Policy.

Definition of Terms

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibit toward another student(s) in person or by electronic means and the behavior both:

1. Causes mental or physical harm to the other student.
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Types of Conduct

1. Physical violence and/or attacks.
2. Threats, taunts, and intimidation through words and/or gestures.
3. Extortion, damage or stealing of money and/or possessions.
4. Exclusion from the peer group or spreading rumors; and,
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 1. Posting slurs on Web sites where students congregate or on Web blogs (personal online journals or diaries);
 2. Sending abusive or threatening instant messages.
 3. Using camera phones to take embarrassing photographs of students and posting them online; and,
 4. Using Websites to circulate gossip and rumors to other students.
 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, and on school-provided transportation. Cyber bullying toward fellow Toledo Junior Academy students off school grounds will also face disciplinary action.

Reporting Process

Students, parents or guardians and school personnel may make informal/formal complaints of conduct that they consider to be harassment, intimidation and/or bullying by a verbal or written report to a teacher, school administrator, or other school personnel. Such informal/formal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal/formal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review.

False Reporting

Students that deliberately make false reports of harassment, intimidation, or bullying will face disciplinary action.

Anonymous Complaints

Students who make informal/formal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive

the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

School Personnel Responsibilities and Intervention Strategies

The principal and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying.

Language: Crude and slang expressions, abusive language, and profanity are prohibited. Teasing or making fun of another person will not be tolerated.

Discipline Policy

All members of the school faculty and staff share in the responsibility for supervision of student conduct. Discipline, when necessary, is designed to be redemptive, remedial, and corrective rather than punitive. All possible effort will be made to solve disciplinary problems by student/teacher/ and/or parent/student/teacher conferences. When these methods fail to bring desired results, a student may be asked to quietly withdraw from the school. Depending on the severity of the offense, the student may be isolated or sent home immediately, bypassing the prescribed steps outlined below.

- Step 1: Teacher's Classroom Management (See teacher)
- Step 2: Written Behavioral Modification Plan (Informal)
- Step 3: Teacher/Parent Communication (or Face-to-Face Meeting) and Written Behavioral

Modification Plan (Formal)

- Step 4: Teacher/Parent/Principal Meeting (Face to Face) and Written Behavioral Modification Plan
- Step 5: Teacher/Parent/Principal/School Board Chair Meeting (Face to Face) and Written

Behavioral Modification Plan

- Step 6: School Board Disciplinary Committee.

Teacher's Aide Steps

1. Aide informs Teacher of any behavior issues with students.
2. Meeting with Teacher/Aide/Parent.
3. Meeting with Teacher/Principal/Aide/Parent.

*Teachers, Aides, and Staff will not discuss another student for any reason with persons outside of the school staff.

Parent/Family Involvement

We are partners in developing each of our students to achieve their highest potential. Parents, friends, and church members working together are a vital part of the church school program. Involvement helps to accomplish great things by enriching programs, keeping tuition costs as low as possible, completing projects, and building relationships.

Fundraising Programs: Support of our programs by family and friends is essential. Toledo Junior Academy encourages parents to participate in the Scrip-Trip programs and to help with any other needs that arise throughout the school year.

Scrip Program: The Scrip program was started to help the school and to help each family earn extra money toward tuition. Buy a \$10.00 Scrip card and you will receive \$10.00 in value, there are no fees, but you will earn %50 of the profit the school receives toward your tuition. The cards earn from 1.74% up to 15.74% of your purchase depending on the cards.

you order. It's a prepayment for things you are going to purchase anyway. Payments are due at the time of the incoming order. These credits to your account would be on your January and final May statement.

Dress Code and Personal Presentation

Christian ideals suggest that modesty, neatness, and refinement should characterize the dress and appearance of students attending Toledo Junior Academy. National surveys have shown significant benefits of a dress code policy, including improvement in discipline, increased student safety, decreased peer pressure, increased student achievement, and improved attendance. Given these advantages, Toledo Junior Academy has adopted the following dress code policy.

1. Uniforms are to be always worn, except on specified days.
2. Due to safety and distraction concerns, a student may be asked to remove their jewelry.
3. If make-up is worn it should result in a natural appearance.
4. Chewing gum is not allowed.
5. Hats are not to be worn in the school building.
6. Unnatural hair color is discouraged.

Girls:

- Jumpers, Slacks, Skirts, or modest Walking Shorts: Navy or Khaki. Shorts and skirts must fall well below the fingertips.
- Tops: Shirts, polo or turtleneck, or dresses with sleeves and collars in the following solid colors:
White, Red, Light Blue, or Navy
- Sweaters: White, Red, Light Blue, or Navy.
- Shoes/Socks: Shoes with non-marking soles (closed heel and closed toe).
- Socks: Socks, leggings, or tights are required.

Boys:

- Slacks or modest Walking Shorts: Navy or Khaki.
- Tops: Shirts, polo or turtleneck with sleeves and collars in the following solid colors:
White, Red, Light Blue or Navy.
- Sweaters: White, Red, Light Blue, or Navy.
- Shoes: Shoes with non-marking soles (closed heel and closed toe.)
- Socks: Socks are required. Acceptable sock colors are White, Red, Light Blue, or Navy.
- Shoes with wheels are not appropriate. All wheels must be left at home.

Dress Down Fridays: On Fridays, students may wear jeans if they choose and their TJA T-Shirt of any year. They must meet the same modesty standards as the regular dress code. T-shirt with offensive or suggestive pictures or logos are not allowed to be worn on dress down Fridays or any other school event days. The dress code for shoes remains the same.

Dress Code Infractions: Students who dress out of code will take home a note to notify parents of each infraction. At the 3rd infraction, parents will be called to pick the child up from school to go change clothes. Subsequent infractions may be taken to the school board as a discipline issue.

Field Trip Dress:

For all TJA field trips, participants are expected to wear jeans and the TJA t-shirt given by TJA, unless otherwise instructed by the class teacher.

Grading

The following grade system will be used at TJA:

Kindergarten:

VG	Very Good
S	Satisfactory
N	Needs time, experience, or improvement

First and Second Grades:

E	Excellent
S	Satisfactory
N	Needs Improvement

Third through Eighth Grades: Grade Percentage:

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

Grade Point Average is used to determine that student's academic standing.

A=4.0 B=3.0 C=2.0 D=1.0 F=0

Special Recognition is given for those who achieve the following high academic standards.

Principal's List	GPA of 3.70-4.0, with no D or F
Honor Roll	GPA of 3.50-3.69, with no D or F

Academic Probation: Students must maintain a minimum GPA of 2.7 to remain in regular standing. If GPA is below 2.7 the students will be placed on probation for one quarter to bring their grades up. If the grade is not moving toward or above 2.7 at that time, parents/guardians will be required to meet with the student's teacher and may need to complete additional homework assignments. Students who wish to participate in bell choir must remain in regular standing with no grade below a C-.

Homework: Homework is designed to be a valid learning aid that reinforces and supplements the learning in the classroom and is to be completed outside of school hours. If students are unable to complete class assignments during normal school hours, the work may be sent home, at the teacher's discretion, to be completed in addition to the regular homework assignment.

Parents can help children with work at home by providing a wholesome atmosphere free from undue strain and pressure, and by providing a regular time period and place in which to work. Children are expected to prepare their work neatly and accurately and to submit the assignments on time. Late, substandard, and/or messy/illegible work will receive no credit.

General Policies and Procedures

Student Accident or Sickness: In case of accident or sickness, necessary first aid will be given. *Parent Release Forms for Medical Treatment* must be signed at registration. School staff will only dispense over-the-counter medication if the permission sheet is signed and in the child's student file. Students are never to carry or administer their own medication. School staff will only administer prescription medication if the parent and doctor have signed the release form for medical treatment.

A child who has a fever should be kept home until 24 hours unmedicated and fever-free. Keep your child at home if he/she shows symptoms of any communicable illness. Extended absence from P.E. will require a medical excuse.

Student Accident Insurance: Students are covered by the Ohio Conference insurance policy. The insurance covers the students when on school property or under school jurisdiction such as a field trip.

Field Trips: Teachers will announce field trips in advance so parents may plan. Usually, each trip requires a transportation and/or admission charge to cover costs. Parents/Adults who wish to drive must complete an online course for volunteers (approximately an hour), pass a background check, have proper insurance with copies in the school file, and have a copy of a valid driver's license on file.

Progress: Progress report cards are issued after each nine-week period. Interim grade reports are sent home intermittently with graded work. These reports and the graded work should be examined by the parent(s) and discussed with the student so that any problems that arise can be solved before they become too large to handle.

Parent/Teacher Conference: Parent/Teacher conferences are scheduled twice a year. Notices will be sent home to schedule a convenient time for the conference. If a parent-teacher conference is required, the teacher will hold the report cards until the conference is met. The faculty welcomes conferences whenever you would like to discuss events involving your child. Please call the teacher to set up an after-school appointment.

Teacher Expectations: Teachers are bound by the policies outlined in the Teachers Handbook of the Ohio Conference of SDA Office of Education.

Sexual Harassment: Sexual harassment is improper, immoral, illegal, and *will not* be tolerated.

Alcohol/Drugs/Tobacco: Using, handling, or possessing illegal drugs, tobacco, or alcohol is prohibited and will result in dismissal. Misusing or distributing prescription or over-the-counter medications will result in disciplinary action.

Disagreements

In case of disagreements between parents and teachers, we encourage the use of the principle given to us in Matthew 18. “Moreover, if your brother sins against you, go and tell him his fault between you and him alone...” (Matthew 18:15)

Whenever problems occur, the following steps should be taken:

Step 1: Attempt to resolve the problem with the teacher involved. If not resolved after reasonable effort,

Step 2: Discuss the matter with the principal and teacher, together. If not resolved after reasonable effort,

Step 3: Discuss the matter with the teacher, principal, and school board chair or member of the school board. If not resolved after reasonable effort,

Step 4: Arrangements have to be made with the principal and the school board chair to present to the school board.

School Policy Interpretation: The interpretation and application of the policies set forth in this handbook rest with the School Board and faculty.

Non-Published Regulations: Any regulations voted by the School Board or faculty, when publicly announced, will have the same obligation as those appearing in this handbook.

School Board

Regular school board meetings are scheduled monthly. These are open meetings to all constituent members as observers, with the permission of the principal and the school board chair, except those portions pertaining to discussion of personal matters of finance, discipline, or hiring of teachers.