



West Palm Beach Junior Academy
2023-24
Student Handbook

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ORGANIZATION

West Palm Beach Junior Academy is a Seventh-day Adventist Pre-Kindergarten through 8th Grade school owned and operated by Florida Conference of Seventh-day Adventists. The Seventh-day Adventist Church runs the second largest parochial school system in the world, with over 8,800 schools, 1.8 million students in over 100 countries. In the State of Florida, Florida Conference of Seventh-day Adventists runs the largest Christian School system with 30 schools across the state.

ACCREDITATION

West Palm Beach Junior Academy (WPBJA) is accredited by the Florida Conference of the Seventh-day Adventist Church, an approved accrediting association of Florida Association of Academic Non-Public Schools (FAANS), an affiliate member of the Council for American Private Education (CAPE). West Palm Beach Junior Academy is also accredited by Middle States Association of Colleges and Schools Commission on Elementary and Secondary Schools (MSA-CESS), the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, and the National Council for Private School Accreditation (NCPSA). Within our NCPSA accreditation, West Palm Beach Junior Academy achieved proudly the Gold Seal for a Quality Child Care Program in our Pre-Kindergarten class.

PHILOSOPHY

The Seventh-day Adventist Church recognizes that God is the source of knowledge and wisdom. We believe that God is the creator of the universe and that the creation of mankind was an expression of His love. The human race was created without sin, but sin distorted the image of God. Christian education seeks to restore the image of God by introducing young people to a relationship with Jesus Christ. At WPBJA, young people are encouraged to work for God and their fellow human beings.

VISION

To reveal God's love in all areas of the curriculum and school experience, allowing students the opportunity for decision-making through critical and creative thinking. "It is the work of true education...to train the youth to be thinkers and not mere reflectors of other men's thoughts." (Ed. pg. 17). Ellen White

MISSION

Our Mission at West Palm Beach Junior Academy is to **engage** the youth in all aspects of life, **inspiring** them to fulfill their God-given potential, **empowering** them for eternity, and live a selfless life **servicing** others.

OBJECTIVES

- To incorporate Christian values with a strong academic program. The curriculum is prepared and offered with the goal of providing students a balanced program of intellectual, physical, religious and social training.
- To introduce students to a personal knowledge and a relationship with Jesus Christ for the betterment of themselves, family, church and community.
- To provide students with strong foundations of learning and relevant skills needed for lifelong learning and service both in this life and the life to come.
- To train students to think and evaluate resources at their disposal so that they will be able to distinguish between biblical and non-biblical values.
- To teach students the dignity of labor by requiring participation in the management of, and responsibility for, the school and church-owned property.
- To educate in the atmosphere that promotes such Christian graces as self-control, cheerfulness, courtesy, gratitude, respect and reverence.

NON-DISCRIMINATION POLICY

Florida Conference Seventh-day Adventist schools admit students of any race, color, ethnicity, national origin, gender, and sexual orientation. Our schools do not discriminate on the basis of any of the aforementioned categories in decisions for admission, discipline, or application of education policies. We promote a sharp focus on learning and caring while requiring all students to adhere to behavioral expectations set out in a strict code of conduct supported by the Biblical beliefs of the Seventh-day Adventist Church.

SCHOOL BOARD MEMBERS:

Joel Celestin, School Board Chairman

Marliano Smith, Principal, Board Secretary

Shane Vidal, Pastor First West Palm Beach SDA Church

Jennifer Morgan, Treasurer

Debbie Wishart, Recording Secretary

Emmanuel Celestin, Constituent Representative of the First West Palm Beach SDA Church

Margarette Monice, Constituent Representative of the First West Palm Beach SDA Church

Sonia Ferdinand, Constituent Representative of the First West Palm Beach SDA Church

FACULTY AND STAFF:

Marliano Smith, Principal: marliano.smith@flcoe.org

Debbie Wishart-Irving, Office Manager: debbie.wishart@flcoe.org

Jennifer Morgan, School Treasurer: jennifer.morgan@flcoe.org

Lydie Leveille, VPK Director: lydie.leveille@flcoe.org

Anton Kirindongo Pre-K Assistant & P.E. tito.kirindongo@flcoe.org

Lisa Ang, Kindergarten Teacher: lisa.ang@flcoe.org

Carolyn Melville, Grade 1 Teacher: carolyn.melville@flcoe.org

Janet Buckley, Grade 1-2 Teacher: janet.buckley@flcoe.org

Jacqueline Brooks, Grade 3-4 Teacher: jacqueline.brooks@flcoe.org

Jillian Frye, Grade 5-6 Teacher: jillian.frye@flcoe.org

Sarah Lopez, Grade 7-8 Teacher: sarah.lopez@flcoe.org

Delicence Rony, Aftercare: delicence.rony@flcoe.org

APPLICATION AND ADMISSION

The application process for students interested in enrolling at West Palm Beach Junior Academy is as follows:

1. Complete application in FACTS SIS and Application Fee is paid first
2. All documentation is submitted to the school.
 - a. Official school sanctioned report cards with signature of a school official
 - i. Must include any IEPs, 504 Plans, School Psychological, Behavioral and Social Evaluations if existing.
 - ii. Attendance Records.
 - iii. Standardized Test Scores.
 - iv. All school records will be verified with the original school.
 - v. Homeschooled Students (additional documentation needed):
 1. Letter from County District of Schools stating readiness.
 2. Handwritten Essay completed at WPBJA.
 3. Copies of all standardized Test Scores (in absence of scores, additional standardized exams may be assessed before acceptance).
 4. Portfolio of writing and math assignments completed in homeschooling.
 - b. Two Recommendations with one being from a previous teacher
 - c. Copies of:
 - i. Notarized Medical Consent.
 - ii. Notarized Field Trip Permission.
 - iii. Birth Certificate.
 - iv. Health Insurance Card.
 - v. Florida Student Health Examination (DH Form 3040) completed within the last 6 months.
 - vi. Current Immunization Record (DH Form 680) OR Religious Exemption Form.
 - vii. Financial Contract.
 - d. Technology Use and Safety Policy.
 - e. Photo Release Policy.
 - f. Student Handbook Policy Agreement.
 - g. Additional or alternative forms are required for students going in the Pre-Kindergarten Grade Program.
3. MAP Placement Exams
 - a. Mathematics.

- b. Language Arts.
 - c. In School Writing Sample (Grade appropriate).
- 4. Meeting between parents (both), child, and school administration.
- 5. Admissions Committee
 - a. The Enrollment Committee meets on the First and Third Mondays of each month (during the summer the Enrollment Committee may meet less frequently, with dates published on the school calendar).
 - b. All documentation and MAPs Assessment must be submitted before an application will be examined by the Admissions Committee.
- 6. Letter of Acceptance will be issued within one week of a decision by the Admissions Committee.
- 7. Registration Fees are due upon accepting enrollment status (acceptance of a student must take place before registration fees and tuition is paid).
- 8. Probationary Acceptance- All students are accepted on a probationary status for nine weeks. Students may be given a longer probationary term when merited.

ENTRANCE AGE REQUIREMENTS:

Students will be eligible to enroll at West Palm Beach Junior Academy at the following ages:

PRE-KINDERGARTEN - Four (4) Years of Age by September 1 of the current school year.

KINDERGARTEN - Five (5) Years of Age by September 1 of the current school year.

FIRST GRADE - Six (6) Years of Age by September 1 of the current school year.

Exceptions to this policy (for Kindergarten and first grade) may only be granted by Florida Conference Office of Education.

Admissions Committee: The School Board Elects an Admissions Committee. The Admissions Committee will determine and recommend that a student in question should be accepted, accepted with additional academic and/or behavioral probation, or that a student NOT be accepted. The Admissions Committee and the School Administration reserves the right to refuse admission based on the following:

- 1. Failure of parents and/ or students to support WPBJA's Mission Statement and Student Conduct Agreement.
- 2. Behavioral Record.
- 3. Academic Reason.
- 4. Irregular Attendance and/or excessive tardiness.
- 5. Special needs exceeding WPBJA's services.
- 6. Non-compliance with counseling stipulation.

7. Previous debt to WPBJA or other schools (until satisfactory financial arrangements have been made by parents or guardians and by providing arrangements in writing to the Admissions Committee).

PROBATIONARY STATUS:

1. Parents denied acceptance by the admissions committee may appeal to the School Board for a probationary acceptance. All students (K to 8th grade) are initially enrolled into WPBJA on a nine-week trial period to help families and the school ensures that this is the right fit for the needs of each student. Pre-K students will follow the *Behavior Guidance Policy and Procedures* both for the initial enrollment period and subsequent regular standing enrollment thereafter. Students failing to meet WPBJA expectations in but not limited to academics, discipline, attendance, and/or financial commitments will be re-examined by the admissions committee after the end of their first grading period. Students on this initial probationary period who fail to meet these expectations may be referred by the Admissions Committee to the School Board for dismissal.
2. Homeroom teachers may bring students of concern to the attention of the Faculty. All students may be placed on probation by the majority vote of the Faculty for a period of nine-weeks and re-evaluated every nine weeks for failure to fully meet academic, or behavioral, attendance. A student may be restored to regular standing, remain in probationary standing, or referred to the School Board for further action. During probation the student and parent must fully comply with all stipulations set forth in a Modified Assessment Plan for that student.

WITHDRAWAL

Withdrawal of any student must be processed at the school office. A WPBJA withdrawal form that is signed with a final effective date must be submitted to start the withdrawal process. The withdrawal form will include a checklist of tasks to be completed to ensure a student's obligations to the school are met before withdrawal. This includes: books, technology, personal items, lockers, and financial obligations. A student will be considered fully enrolled until this signed form is submitted and completed for all tasks. All outstanding financial commitments must be paid in full and the withdrawal form completed before school records will be released. A minimum of two full weeks when school is in session is required before final report cards and interim grades from teachers will be provided by the administrative offices. All school property including but not limited to textbooks, electronic devices, lockers and locks, and any other school supply must be returned to avoid being billed for these items. Damaged or missing property will be billed to the parents. Property will be logged with both student's teachers and the administrative offices.

YEARLY RE-ENROLLMENT

All current students are encouraged to re-enroll during the months of January through March. Students in regular standing who enroll prior to March 31 are guaranteed placement in the coming school year upon completion of the enrollment application packet, other required forms, payment of registration fees, and fulfillment of any existing acceptance conditions. A discount will be given on the registration fee. Students on probationary status will be brought to the Admissions Committee for review upon completion of an enrollment application and registration fees. The Admissions Committee will determine whether students on probation will be accepted or NOT accepted for the coming year. Registration Fees are non-refundable, with the exception of students on probation who are NOT accepted for the coming year.

Many classes fill quickly. No guarantee will be made of a place in a class for the coming school year for late re-enrollment applications. A Discount will be given off of the registration fee for parents who register before March 31. In addition, families who bring in another student who stays for at least one semester will be given a refund at the end of the semester off of the registration fee as follows:

1. 1-2 new students brought in- Registration fee is waived 50% off of the total family registration bill
2. 3 students or more brought in- Registration fee is waived 100% off of the total family registration bill

ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

Plans to assess students who demonstrate academic or behavior challenges and have no previous testing results include the following:

1. Teacher's observation
2. Teacher's evaluation and gathering of data
3. Teacher conference with parent
4. Title 1 Referral
5. Title 1 evaluation (documentation and teacher checklist)
6. Psychological is sent to the School Psychologist for Florida Conference Office of Education
7. Conference with parents and consultation with Conference School Psychologist, once a psychological is obtained.
8. Resource teacher writes the MAP (Measurable Action Plan)
9. Meeting between parents and teacher to review the MAP and obtain their signature/s.

Students with a medical diagnosis of Attention Deficit/Hyperactivity Disorder (ADD/ADHD):

1. Teachers will encourage the parents to contact the Palm Beach County School District at the following number (561) 434-8287.
2. Inform the Palm Beach County School District that you have a child with the diagnosis above if the student needs assistance academically.
3. Parents will complete the School District forms.
4. The next step would be a meeting at WPBJA.
5. At that meeting the School District will give the parent a form to be completed by his/her child's doctor, so s/he can receive services under disability called Other Health Impaired.

If your child has an IEP please contact the Palm Beach County School District at the following number (561) 434-8287 to request services for your child (It must be a current IEP).

West Palm Beach Junior Academy services students with mild to moderate disabilities in the areas of Learning Disability, Other Health Impaired and Speech/Language Impaired. Based on the evaluation your child will be placed on a probationary status.

PRE-KINDERGARTEN:

Bible
Language/Pre-Writing
Math Skills
Arts & Crafts
Pre-Reading Skills/Phonics
Dramatic Play
Science Discovery
Social Skills
Physical Education
Technology

GRADES 1-2

Bible
Writing
Math
Social Studies
Science
Physical Education
Art
Music
Technology/Keyboarding
Robotics

GRADES 3-8th

Bible
Writing
Reading/Handwriting/Spelling
Social Studies/History
Math
Science
Art
Physical Education
Music
Robotics
Technology/Keyboarding

TEXTBOOKS

Textbooks & technology are supplied by the school. If textbooks or technology are lost or damaged they must be assessed a fee or replaced. Charges will be assessed and billed to the responsible parent or guardian.

SCHOOL HOURS

Doors open at 7:00 a.m. Doors lock at 8 a.m.

Doors reopen: M-Th. at 3:00 p.m., Friday ONLY at 2:00 p.m. Class Time Monday-Thursday: 8:00 a.m.—3:00 p.m.

Class Time Friday ONLY: 8:00 a.m.—2:00 p.m.

VPK hours: 8:00-11:00 a.m. (Part Time) Monday-Friday, Signature is Required.

No supervision is available before 7:00 a.m., therefore, the school cannot be held liable for students that are dropped off before that time.

Arriving Late/leaving Early

Students who arrive after 8:15am will be required to be signed in by an adult and complete a

tardy excuse form. Students leaving early must check out through the office and parent must sign the Sign-in/Sign-out sheet. Students must sign out by 2:30pm Monday – Thursday & Friday by 1:30pm to leave early.

SCHOOL SPONSORED TRIPS

The school administration will seek to coordinate car-pooling arrangements on field-trips:

- All Parents and Sponsors must complete a Conference required background check
- A minimum of two adults per vehicle
- A documented safety check of the vehicle before each trip
- Driving records on file for the last three years of the driver (less than 2 citations, no at-fault accidents within three years)
- Drivers application on file with copy of the driver's license and insurance card as proof of insurance
- Sufficient insurance on the vehicle as established by by Adventist Risk Management of the Florida Conference (100/300)
- Permission slips in the vehicle and in school records

TRANSPORTATION

Daily transportation to and from school is the responsibility of the parent or guardian. Students will only be allowed to leave the school with a parent- approved designated driver. Parents will complete a Transportation Form during registration and students will not be allowed to leave the campus with anyone not listed on the Transportation Form.

Parents wishing to have their children utilize other forms of transportation must indicate so on the Walk-Home Form during the registration process (walking, bikes, etc.). WPBJA DOES NOT assume any responsibility for children utilizing the public transportation system.

SCHOOL UNIFORM

The school dress code is based on the following three principles. School uniform includes standard daily uniform and P.E. uniform. School uniform colors are white,

canary yellow or navy blue. Every student's uniform should be:

1. Clean
2. Neat
3. Modest

Students should keep their shirts tucked in at all times. School uniforms should be kept neat, clean, and in good repair.

All students are **required** to purchase their uniforms only at Harris Uniform. See price list in Enrollment Packet or call 561-881-8689 and ask for West Palm Beach Junior Academy prices and in-stock supplies. Students who arrive at school out of uniform will be sent back home with their parents to change into the appropriate school uniform.

Gray PE uniform shirts are available at Harris Uniforms. Navy blue shorts, modest in length, complete the PE uniform.

Boys' Uniform options: shorts and pants.

Girls' Uniform options: jumpers, skirts, or skorts.

Yellow, navy blue, and white are the colors for the uniform polo shirts.

WINTER WEAR

Winter wear consists only of solid navy blue or white sweaters or sweatshirts.

FOOTWEAR

All students must wear closed shoes as well as socks with their uniforms. Shoes or sneakers should be solid colored (navy, black or brown). No wheelies, boots, backless shoes, or lights.)

MODEST HAIR STYLES AND NATURAL COLOR

Boys' hair should be clean, well- managed, non-distracting and off the collar and ear. The boy's hair should not touch the eyebrow (s) in normal wear position, without braids or ponytails. Girls' hair should not touch the eyebrow(s) in normal wear position and should be clean, well-managed, natural color, non-distracting and not an extreme cut.

NO JEWELRY

Bracelets of all sorts (except medical alert), earrings, rings, necklaces, chains or studs for initial stage of ear piercing, or any body piercing, are not to be worn at school or at any school function.

NO HATS

Head coverings of any kind including hats, caps, bandanas or forehead bands are not to be worn in any classroom building. Any deviation will require administrative approval.

MODEST COSMETICS

Make-up and nail color must be of a natural shade and modestly applied. It should not be a distraction to students or others. No visible tattoos.

ATTENDANCE

TARDY POLICY

Attendance will be taken by teachers and every student is expected to be in class on time. Students who are late must have a parent sign them into school at the front office. Prompt arrival at all school functions is also expected.

ABSENCE POLICY

According to Florida Conference Attendance Policy a student must present to the teacher/office a parent-written and signed note or e-mail indicating the nature of the absence.

Excused absences are as follows per Conference Policy:

1. Bereavement
2. Student illness
3. Student Quarantine
4. Medical Appointment

OTHER ADVISEMENTS

Parents should not send their child to school if he/she has been vomiting, has a temperature above normal (98.6F), is suspected of having a contagious condition (impetigo, ringworm, chicken pox, pinkeye, lice, flu, etc.) or has not sufficiently recovered from an illness. If your child has been sick, do not send them to school until they have been symptom-free for 24 hours without using symptom-reducing agents. Under certain circumstances, students may be asked to quarantine at home for longer periods of time.

If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and wellbeing. The student's parents will be asked to take him/her home. If we are unable to reach a parent, the person(s) listed as the emergency contact on the

Registration Form will be notified. If there is a failure to reach anyone mentioned above, and the emergency warrants it, a staff or representative of WPBJA will ensure that all medically advised treatment will be delivered to the student expeditiously per the signed and Notarized Medical Consent Form. Other staff will continue try to reach the parent/guardian during the emergency.

GRADING SCALES

West Palm Beach Junior Academy uses the following grading scale:

Grades 3-8		Grades 1-2		Kindergarten	
A+	97.5-100	E	Excellent	I	Independently achieves objectives and performance skills
A	93.5-97.4	S	Satisfactory		
A-	89.5-93.4	N	Needs to Improve		
B+	86.5-89.4			PT	Progressing towards objectives and performance skills
B	83.5-86.4				
B-	79.5-83.4				
C+	76.5-79.4			NT	Needs more time to develop skills
C	73.5-76.4				
C-	69.5-73.4				
D+	66.5-69.4				
D	63.5-66.4				
D-	59.5-63.4				
F	0-59.4				

TEACHER/PRINCIPAL CONFERENCES

In order to maintain an orderly environment and effectively teach the students, parents may call the school office and schedule a mutually agreeable afternoon appointment. Parents wishing to speak with teachers should schedule a parent- teacher conference. Teachers will be unavailable for parent-teacher conferences during school hours. Formal parent-teacher conferences will be scheduled at the end of the first and third nine-week grading period. The teachers and principal would like to minimize interruptions in the mornings and during school hours.

HOMEWORK AND STUDY HABITS

Success in academics is enhanced by efficient study habits. Much of the class time is spent acquainting the students with study techniques. This knowledge must work hand in hand with independent thinking and concentration. For this reason, WPBJA requests that a sufficient amount of uninterrupted and quiet time be devoted to academics at home. Parents can help by taking the position that school is of major importance and that outside activities must not be so time-consuming or numerous as to infringe on the time necessary for schoolwork. Homework assigned will meet a particular instructional goal or objective a student needs mastery in. Weekends and vacations will be free from new homework assignments.

REPORT CARD

The school year is divided into four nine-week periods. Report cards are given at the conclusion of the first, second, and third quarters. Fourth quarter grades are mailed when finances are cleared. Interim grades are sent home between grading periods.

STUDENT' S DIET

The student's diet plays an important role and influences his/her learning. Parents need to provide the student with a balanced, as well as nutritional, breakfast and lunch. As a matter of health, the SDA Church encourages its members to adhere to health principles in order to keep the body and mind in the best of health possible.

Studies have shown that certain types of food with high cholesterol content (such as meats and some dairy products) are harmful to the body. Parents are encouraged to provide a wholesome, well-balanced homemade school lunch and avoid the following foods:

- Pork and any pork– based products (Bacon, pepperoni & salami, etc.)
- Shellfish such as lobster, crab, etc. Caffeinated beverages (sodas & teas) High sugar content foods

MEDICATIONS

Students needing to take medication during the day must have the proper forms filled out by their doctors as well as their parents. All medications must be in their original prescription

container and must have the student's name. No medications will be dispensed without the proper forms. Non-prescription medication needs to be given to the teacher with an written explanation, dated and signed.

In the Pre-Kindergarten classroom medication is not administered so parents have to administer due to liability.

TELEPHONE

The school phone is for the purpose of handling school business and emergencies. Students will not be allowed to make calls except in the case of an emergency. Please make all transportation arrangements during non-teaching hours and preferably before coming to school.

Written permission should be on file for student cell phone usage. Cell phones should be concealed in students' backpack/purse for emergency use. Teacher permission needed for all cell phone use.

VISITORS

Parents are encouraged to visit the school and acquaint themselves with the school program. Since the teacher's first responsibility is the supervision, education and care of the students, parents that wish to visit with a teacher or sit in on a class should make prior arrangements with the teacher when classes are not in session.

GENERAL STUDENT RULES

Students are expected to:

1. Respect and obey their teachers
2. Follow directions the first time they are given
3. Be on time for class or activity
4. Come to class with all appropriate materials and in school uniform
5. Come to class with a good attitude
6. Raise their hands and wait to be given permission before speaking out loud.

APPEAL PROCESS

1. If a parent/guardian or student is concerned about the enforcement of a school policy, the following process is available for appeal.
2. The student/parent should first comply with the request and then later ask to meet privately with the teacher.
3. If the situation remains unresolved or if there is perceived unfairness, parents may request a meeting with the Principal and classroom teacher.
4. If a student/parent is a constituent member, the parents may request a meeting with their Pastor, Principal, and classroom teacher.
5. If the problem is still not resolved, the school board chairman will convene a formal meeting of either the school board's executive committee or the school board.
6. If the problem is not resolved by the school board, the parent may contact the Conference Superintendent of Education and explain the problem in writing. The Superintendent of Education will attempt to resolve the problem by meeting with the parent, teacher, principal, and

school.

7. If, for whatever reason, satisfaction cannot be obtained, the last resort is to appeal in writing to the Florida Conference K-12 Board of Education.

TECHNOLOGY RESPONSIBILITY USE AND SAFETY POLICY

WEST PALM BEACH JUNIOR ACADEMY is pleased to offer students expanded access to the internet, computing, and other technologies for educational activities. Students at West Palm Beach Jr. Academy will be granted access to the internet, an e-mail account, and subscriptions to various software and hardware equipment.

The use is therefore a privilege, not a right, and may be revoked if abused. The user is personally responsible for his or her actions. The user is advised to only access, keep, or send anything that they would want their parents or teachers to see.

When using any **WPBJA** or personally owned technology equipment, systems, software, or other technological access, each student agrees to promote and comply with the following:

1. Use all technologies and internet access to only promote good in their own lives and others, while refraining from actions or access that may harm others, such as but not limited to cyber bullying, and viewing or sharing lewd, offensive, obscene, hateful, and/or threatening content or messages.
2. Respectfully take care of all equipment, data, networks, and accounts (school or personal) in a responsible manner. Parents are financially liable for any damages to equipment, data, systems, or other damages that may occur.
3. Only access and use data, systems, or networks where permission has been granted and then in a socially responsible manner. Refrain from accessing, hacking, plagiarizing, altering, or

in any other manner destroying or limiting another's access or content.

4. Respectfully give credit to other's works, words, and ideas, avoiding plagiarism, obeying copyright laws, or accessing software or media illegally.

5. Use devices while on campus in a way that promotes learning, avoiding all distractions from social media, communications, film or music, games, or any other content that is not a part of the immediate learning goals.

6. Only authorized school personnel may install software on school owned devices.

7. Practice and promote safe and responsible access of all entrusted accounts with the storing and sharing of data, passwords, and use thereof.

8. Consciously and conservatively use and avoid wasting available resources of bandwidth, storage, and printing.

9. No eating while using the computer devices, taking care not to drop or damage computer devices or spill liquids onto them, and enforcing the parent's responsibility for damages that are intentional and that violate the terms and conditions within.

10. Notify an adult immediately, if you encounter or witness inappropriate materials.

Introduction

It is the policy of West Palm Beach Jr. Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other

unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of IT Technician or designated representatives.

The IT Technician or designated representatives will provide age- appropriate training for students who use the Internet facilities. The training provided will be designed to promote the commitment to:

- A. The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- B. Student safety with regard to:
 - a. safety on the Internet
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response
- D. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of West Palm Beach Jr. Academy at a public meeting, following normal public notice, on August 7, 2019.

CIPA definitions of terms:

Minor: The term "minor" means any individual who has not attained the age of 17 years.

Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

Obscene: as that term is defined in section 1460 of title 18, United States Code; 2.

Child Pornography: as that term is defined in section 2256 of title 18, United States Code; or

Harmful to Minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Communication Devices

The school telephone is for the purpose of handling school business and emergencies. Students will not be allowed to make calls except in the case of an emergency. Please make all transportation arrangements during non-teaching hours and preferably before coming to school.

Written permission should be on file for student digital device and cell phone usage. Digital devices should be concealed in students' backpack/purse or in their locker and used only for emergency use. Teacher permission is needed for all personal cell phone or other digital device use in learning spaces or learning times and then is limited to specific learning goals.

As a student and as a parent of this student, I have read the **WEST PALM BEACH JUNIOR**

ACADEMY contract. I understand that the internet and the computer are to be used for educational purposes only. I recognize that it is impossible for the WEST PALM BEACH JUNIOR ACADEMY to restrict access to all controversial materials and acknowledge that ultimate responsibility for the internet use rests with the user. I will not hold **WEST PALM BEACH JUNIOR ACADEMY** or its employees responsible for material acquired on the network.

NOTE: BE PREPARED to be held accountable for any actions and loss of privileges if the Technology Responsible Use and Safety Policy Contract is violated according to the Student Handbook.

STUDENT ASSOCIATION

West Palm Beach Junior Academy's Students association helps students in Grades 5-8 gain leadership experience while planning events for the entire student body. All K-8 students will belong to one of four student houses to participate in Student Association Activities.

OFFICER POSITIONS:

- **President:** Will oversee and manage the executive council meetings and provide an overall direction for student association events.
- **Vice President:** Will oversee and manage the Senate made up of House Senators in planning House events and competitions. Will succeed the Presidency in case of a vacancy.
- **Social Vice President:** Will be responsible for working with faculty to plan the end-of-the-year field trip and one smaller event each quarter. (End-of-the-year trip for 2020-2021 and beyond, but the advantage of setting new school traditions this year).
- **Chaplain Vice President:** Will be responsible for helping to organize short worship activities for chapel, working with faculty in charge of chapel.
- **Treasurer:** Will help budget and track fundraising and expenses for student association.
- **Communication Secretary:** Will be responsible for communicating Student Association announcements to students and parents in a variety of different media. Will keep minutes of all Student Association Meetings.
- **House Senator:** The two senators from each House will provide direct leadership to their House in all House events and competitions. They will also be responsible for relaying any concerns from house members to the executive council.

- All positions will work closely with faculty members in creating all SA activities and decisions.

ELECTION PROCEDURE:

Students wishing to run for position should:

1. Complete an application before the deadline to run that states:
 - a. Position you wish to run for
 - b. A three-paragraph essay that answers this question: “How will West Palm Beach Jr. Academy be a better school if I was elected to ___position.” This essay should address core reasons for why you wish to run and what will you do if elected.
2. Submit a parent permission slip
3. Maintain good grades (last two quarters must be a C average or above with no D’s or F’s)
4. Qualify by Grade Level
 - a. Executive Offices: 6- 8th grade
 - b. House Senate: 5-8th grade
5. Receive Faculty Approval: The applicant must be reviewed for merit in conduct, scholarship, reliability, and cooperation to be approved by a majority of faculty at a faculty meeting before the student is allowed to campaign. Written notice will be given to the student of the decision.

CAMPAIGNS

Students approved to run by the faculty will be able to campaign as follows:

1. Campaign poster- 8.5”x11” to be posted in the school hallway
2. Speech to give to the student body (present your three-paragraph essay). Must be written out and screened and approved by Student Association Sponsors at least 48 hours before Election Day
 - a. Executive offices- 2-3 minutes per speech
 - b. House Senators- 1-2 minutes per speech
3. Campaigners may not do the following
 - a. Pass out free goodies: candy, items, etc.
 - b. Make promises that go against Seventh-day Adventist denominational standards; school’s student handbook, mission, and values; established school governance, or are realistically unachievable

Campaign Speeches and Voting will be on the same day:

1. Speeches will be during School Assembly

2. Voting will be by class during lunchtime
3. The student body will be verbally reminded before speeches begin to look at the position requirements and who would be best suited to the position rather than the popularity of students

RESTRICTED ITEMS

The following items are not allowed:

Restricted items:

1. Cellular phones
2. Smart watches
3. Electronic games
4. Any other devices not previously approved by classroom teacher and school administration

Forbidden items:

1. Heelies, In-line skates
2. Skateboards or hover boards
3. Inappropriate media or other materials deemed offensive and/or pornographic, or otherwise not reflective of SDA Christian standards.
4. Weapons such as firearms, knives, or anything that could be used to cause physical harm or property damage.

Parents will be notified of any infractions of this policy and culpable students will face disciplinary action which may include suspension and/or expulsion. Students are expected to report any harmful or damaging object seen in another student's possession.

When there exists reasonable suspicion that students may possess restricted items, teacher(s) and administration may search student's backpacks, bags, lockers, or desks at their discretion. Teachers may choose to request another staff member to be present during the search. Florida State Statute 232.26 (1)(b) 1982.

PERSONAL PROPERTY

The school cannot be held responsible for money or other valuables a student may choose to bring to school.

Students must obtain permission from their classroom teacher and/or school

administration before bringing any pets or items intended for play to school.

PROPERTY DAMAGE/VANDALISM

Any student who deliberately defaces, damages, or destroys school property shall be liable to suspension or expulsion, according to the nature of the offense. Parents shall be responsible for replacement costs for all damages whether deliberate or unintentional.

SUBSTANCES

Use or possession of tobacco in any form, alcoholic beverages, legal or illegal drugs or drug-related paraphernalia, narcotics, or any substance used for narcotic effect will not be tolerated. This policy is in effect while a student is attending or participating in any school-sponsored activity including any activity associated in any way with WPBJA on or off the WPBJA school campus.

When there exists reasonable suspicion that students may possess forbidden or illegal substances, teacher(s) and/or school administration may search student backpacks, bags, lockers, or desks at their discretion. Teachers may choose to request another staff member to be present during the search. Florida State Statute 232.26 (1)(b) 1982.

SEXUAL HARASSMENT

WPBJA seeks to maintain a Christ-centered school environment characterized by human dignity, Christian courtesy and individual respect. To this end, the school will not tolerate sexual harassment of any kind. This includes, but is not limited to, sexual advances, gestures, written, typed, drawn, or verbally expressed comments of any kind, and/or physical conduct of an inappropriate or sexual nature between students, teachers, and any other adult and/or children on the school campus or on a school-sponsored off campus activity. Any violation of this policy will result in immediate suspension and/or expulsion, and notification to authorities as may be required.

STUDENT HYGIENE

Students who come to school without being personally clean or neat in dress may be sent home to be properly prepared for school, or they may be required to prepare

themselves for school before entering the classroom.

HEAD LICE

When a child is found to have lice the following procedure will be implemented: The child will be isolated and picked up as soon as possible by the parent/guardian. The child may return to school the following day provided he/she receives necessary treatment and passes a head check by school authorized personnel.

DISCIPLINARY SYSTEM

Discipline in WPBJA is a proactive component of the foundational philosophy of Christian Education. The goal of the WPBJA Disciplinary System is to assist the Holy Spirit and families in forming a Christian character in students. Discipline is Biblical and an experience that leads in the formation of a Christ-like character. We believe that a formal and fair Discipline System shared with students and parents is the most effective way to ensure FAIR and EQUITABLE treatment for students that violate behavioral standards at WPBJA. Parents are encouraged to meet with teachers and principal to become better informed when the Disciplinary System applies to their child. Parents are encouraged to be open minded when our staff applies the Disciplinary System to their child. Non- supportive attitudes among parents will reinforce rebellious attitudes in students toward authority. The following Disciplinary System will be applied:

THERE ARE FOUR LEVELS OF INFRACTIONS

LEVEL	INFRACTION	CONSEQUENCE	REDEMPTION PLAN
ONE	<ul style="list-style-type: none"> -Loitering -Littering -Having or eating candy without school permission -Persistent disruptive behavior -Use and/or possession of non-school items (toys, trinket, etc.) -Dress code violation -Inappropriate reading material 	<p>4 points</p> <p>Warning Note to parent</p>	No infractions for 8 consecutive days to erase points
TWO	<ul style="list-style-type: none"> -Tussling -Horseplay -Name calling -Throwing objects -Cheating/Plagiarizing -Telling false stories -Improper language -Irreverence -Possession or use of electronic equipment without school permission -Eating or possession of gum -Three level one infractions 	<p>8 points</p> <p>Parent/teacher conference</p>	No infractions for 16 consecutive days to erase points

<p>THREE</p>	<ul style="list-style-type: none"> -Vandalism -Profanity -Fighting or assault -Aiding and abetting -Insubordination -Stealing -Inappropriate adult reading material -Tampering with emergency equipment -Threatening to injure -Leaving campus without permission -Three level two infractions 	<p>Parent/Teacher/Principal Conference</p> <p>1 day suspension—12 points</p> <p>2 days suspension—16 points</p> <p>3 days suspension—20 points</p>	<p>No infractions for 24 consecutive days to erase points</p> <p>No infractions for 32 consecutive days to erase points</p> <p>No infractions for 40 consecutive days to erase points.</p>
<p>FOUR</p>	<ul style="list-style-type: none"> -Drugs -Possession or use of weapons -Sexual harassment -Threatening with weapon -Assault to faculty or staff -Three level three infractions 	<p>Notify legal authorities</p> <p>Teacher/School Board/Parent Conference</p> <p>Expulsion</p>	

EXPLANATION OF DISCIPLINARY CODE TERMS

Tussling - to have a vigorous physical or verbal struggle with somebody.

Horseplay - rough, boisterous, playful behavior.

Aiding and Abetting - to assist somebody to do something, especially something wrong or illegal.

Insubordination - refusing to obey orders or complete an assignment given by an authority figure.

Vandalism - Any intentional act that defaces or destroys property.

SERIOUS INFRACTIONS AND CONSEQUENCES

The following disciplinary action will be taken when an infraction is deemed by the Administration and/or the School Board as “serious” or the classroom disciplinary system has proven unsuccessful:

ON-CAMPUS SUSPENSION

Students given an on-campus suspension will be required to complete all regular schoolwork independently. Lunch will be eaten in isolation under supervision.

OFF-CAMPUS SUSPENSION

Students will be required to complete all regular schoolwork. Parents are encouraged to ensure that off-campus suspension is taken seriously by the student.

EXPULSION

Chronic or serious misbehavior may result in expulsion. When the school feels that there is no significant progress in the behavior or attitude of an individual, the last resort will be expulsion. All expulsions carry a penalty of not being able to return for one year from the date of expulsion unless otherwise specified by the school. Any behavior or activity that is in violation of civil law will be reported to the proper authorities in addition to any school discipline.

ANTI-BULLYING PLEDGE

West Palm Beach Junior Academy is committed to creating an optimal environment for personal growth and development. It is our belief an environment that best produces these outcomes is caring, loving, nurturing, safe, and expectant.

Every student's attitude and treatment towards others is of great importance at WPBJA. Because bullying is an attitude and behavior that directly goes against the example and teachings of Christ, bullying has no place at West Palm Beach Junior Academy. We are therefore requiring each WPBJA student and their parent(s)/guardians to read and sign the following pledge.

As a student of West Palm Beach Junior Academy I agree to do my part to stamp out bullying at our school.

I agree that everyone has a right to enjoy our school equally and to feel safe, secure and accepted regardless of color, race, gender, physical traits, popularity, abilities, religion, nationality, or any other discriminatory factor.

I understand bullying and cyber bullying acts include, but are not limited to, pushing, shoving, hitting, spitting, name calling, picking on, making fun of, laughing at, belittling, purposeful exclusion, and sharing of defaming statements and images.

I recognize bullying causes pain and stress, and is never justified or excusable.

By signing this pledge, I agree to:

1. Be a positive role model for Biblically based acceptance and inclusion of others by valuing student differences and treating others with respect
2. Avoid involvement in acts of bullying
3. Exhibit awareness of WPBJA's policies and support system regarding bullying
4. Acknowledge that failure to report acts or threats of bullying will be viewed as support of bullying.
5. Offer positive support to students who have been or are subjected to bullying.

PRE-KINDERGARTEN BEHAVIOR GUIDANCE POLICY AND PROCEDURES FOR SUSPENSION /
EXPULSION / DISMISSAL

We will make every effort to work with the parents of children having difficulties in VPK. We are here to serve all of our children through caring methods of redirecting inappropriate behavior. Children displaying behavior which has been determined to be upsetting or detrimental to the physical or emotional well-being of another child may require the following actions.

1. Employee will observe and keep record of the child's behavior.
2. Employee will write down and keep note of what interventions have been implemented.
3. Director may require the parent(s) of any child who attends VPK to meet for a conference. The issue will be identified. Goals will be established, and the parent will be involved in creating approaches towards resolving the issue.
4. The child may be referred to the appropriate agency for intervention.
5. If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the issue, outline new approaches to the issue, and discuss the consequences if progress is not apparent.
6. When the previous behavior modification attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely.
7. The Director may immediately suspend the child at any time he/she exhibits a behavior, which is harmful to himself/herself or others.
8. A parent may be called anytime the child exhibits uncontrollable behavior that cannot be modified by the VPK staff. That parent may be asked to take the child home immediately.

Suspensions from the VPK program may vary from a few hours to an indefinite period.

A child may also be dismissed for any of the following Parent/guardian actions:

- Documented habitual disregard for drop off and pick up times
- Documented habitual disregard for sick child policies
- Documented abusive behavior toward staff or other parents
- Documented pattern of chronic absences without documentation of illness or any special circumstances
- Failure to comply with medical and immunization requirements
- Documented consistent non-payment of fees

FINANCIAL INFORMATION

WPBJA accepts all major credit cards for tuition and school fees.

SCHOOL FEES: All fees must be paid at the Principal's Office, within the first ten days of each month along with the monthly tuition.

CHECKS: Checks being applied to a student's account should be made payable to West Palm Beach Junior Academy (WPBJA). The full name of the student (s) should be written on the "memo" portion of the check to insure credit to the proper account.

CHARGE BACK FEE: The school adds a charge of \$30.00 if the bank does not honor a check or if there is a credit card charge back. This is subject to change depending on the bank charges.

OVERDUE ACCOUNTS: Students WILL NOT be accepted back to school if accounts fall into arrears. If you have one child enrolled at WPBJA and your account is 2 months in arrears, or more than one child enrolled and your account is more than two (2) months in arrears, the student(s) will not be allowed to remain in school until the account is brought to current status or an acceptable arrangement has been reached. **Student's accounts must be updated in order to take Quarterly Exams. This school maintains the right to withhold transcripts of scholarship credit until student accounts are paid or satisfactory financial arrangements have been made.** Students whose accounts are in arrears may not be allowed to participate in field trips or other outdoor activities where parents have to pay.

APPLICATION FEE: A yearly established fee is due at the time of submitting an initial application to WPBJA. Application fees are not required for returning students. Application fees pay for the MAPS testing and processing of student applications by the administrative office and are non-refundable.

REGISTRATION FEE: A yearly established fee is due at the time of registration. This fee can only be paid for students who are accepted into our school. These fees pay for student accident and liability insurance, a soft-bound copy of the yearbook, and yearly Student Association fees. Students who re-enroll before the March 31 deadline each year will be discounted from the Registration Fee. Registration Fees are non-refundable.

TEXTBOOK FEE: A yearly established fee is due at the time of registration. This fee will cover yearly rent for student's textbook, electronic device, software subscriptions, and library

subscriptions for the year. This fee is non-refundable. At the time of check-out to students of electronic devices, lockers, and textbooks, students must record the condition of all items in a textbook contract at the time of receipt. Items returned damaged further than the condition received will be billed against students at 50% of the replacement cost. Lost items will be billed at 100% of the replacement cost.

TUITION: This covers all other fees associated with cost of learning, including but not limited to classroom instruction, learning resources, care and maintenance of the learning environment, and school personal.

GRADUATION FEES: A graduation fee is due for all students in 8th grade, Kindergarten, and Pre-Kindergarten. This fee will cover all expenses related to graduation including but not limited to diploma, cap and gown, honor cords, parent and school graduation gifts, and graduation ceremony costs.

INSURANCE

WPBJA carries accident insurance for each enrolled child. This coverage is considered a secondary insurance with limited reimbursement amounts. Should the student have an accident at school or at a school-related activity, the parents are to first use their own health insurance. Parents should pay the deductible or difference to the doctor or hospital. The parents should then submit receipts of payment along with the accident report from the school to Risk Management. Reimbursements will not be made without proper documents.

HOME & SCHOOL ORGANIZATION

Parents of WPBJA students' families are automatically members of the Home and School Association and are encouraged to participate in all of its activities. Home & School meetings will take place in the evenings at the end of every quarter for all parents to participate. The goal of Home & School is to work as a team with school board and staff, to provide assistance as needed with the school program, and to raise funds for school projects.

INFORMATION UPDATES/ CHANGES

It is the parents' responsibility to keep the office informed of all changes concerning the student's address, phone numbers, transportation, financial status, emergency information, and any other pertinent information.

On- going correspondence from the school will keep families informed of events and important dates. **Due to scheduling conflicts, dates/ times are subject to change; you will be notified.**

IMAGE RELEASE

By enrollment at West Palm Beach Junior Academy and by acceptance of the terms of this Student Handbook, you (the parent or legal guardian) consent and authorize West Palm Beach Junior Academy or its assigns to use students names, names of family members, likeness, photos, videos, and other information of these individuals for the purpose of news releases, advertising, publicity, publication, or distribution in any manner whatsoever. You consent to such use in their present form and to any changes, alternations, or additions thereto. You thereby release West Palm Beach Jr. Academy from all liability in connection with all such uses. Parents and guardians who do not consent to this use must state so in writing effective the date of receipt moving forward.

VIDEO SURVELIANCE POLICY

[Being developed by the Conference Office currently and will be added to the Student Handbook once complete administratively]

SCHOOL CLOSURE

If there is a question as to whether the school opening is to be delayed or closed, staff, parents and students should tune in to their local radio/TV station for instructions on delays or closings for Palm Beach County Public Schools. Follow the Palm Beach County Advisory. The administration will make every effort to update the school's voice mail recording.

EMERGENCY PLAN

West Palm Beach Junior Academy seeks to keep all school community members safe by maintaining and practicing an emergency plan to provide administrators, teachers, and staff with resources for protecting students, staff, volunteers, visitors, and school facilities. These plans describe the responsibilities of staff members for emergency and disaster situations that may occur. Regular drills will be conducted throughout the school year to familiarize students with these plans and will include but are not limited to fire, tornado, and lockdown. It is the responsibility of students to follow their teacher's directions during both drills and actual emergencies to ensure their safety. Parents have the responsibility of maintaining and updating emergency contact information with the school. Please note that during emergencies, dismissal procedures will be altered in conjunction with authorities.

DISCLAIMER

Policy modification or the adoption of new policies during the active school year by the School Board and the Administration following the publication of this handbook will be published for students and parents. All modified or new policies will have the same force and penalties as those printed in this Parent/ Student Policy Handbook. Policies contained in this handbook are subject to further review and approval by the West Palm Beach Junior Academy School Board. West Palm Beach Junior Academy reserves the right to make changes and students and parents will be notified immediately.

