

APPLEGATE ADVENTIST JUNIOR ACADEMY



"Education for today, Education for eternity"

HANDBOOK

20011-20012

**#4 Applegate Circle
Round Rock, Texas 78665
(512) 388-5016**

PERSONNEL:

Principal: Ingrid Stanley
Teacher: Ingrid Stanley
Teacher: Eileen Nicholas

ORGANIZATION:

Round Rock Adventist Community Elementary School is operated by the School Board of the Round Rock Seventh-day Adventist Church as follows:

School Board Chairperson:	Todd Price
School Board Member:	Eileen Nicholas
School Board Member:	Winston Stanley
School Board Member:	Samuel Frederick

WELCOME:

Dear Parents and students:

The staff, faculty and administration of the Applegate Adventist Academy welcome you.

We are very committed to the biblical principal found in Proverb 22:6, “train up a child in the way he should go and when he is old he will not depart from it”.

We feel it is our ministry to partner with you in discovering how uniquely God has made your child and to assist in training them up to enjoy and glorify God.

This Handbook is prepared so that you might know the policies, procedures and requirements of Applegate Adventist Academy. If God has called you here, we want and expect you to be an integral part of the school through your prayer and participation. Please read and become familiar with the information contained in the Handbook. We suggest that parents review the Handbook with their children, to help them feel more confident about their school and understand the policies and procedures that are necessary to accomplish God’s heart and purposes for Applegate Adventist Academy.

We are looking forward to a great year of learning and growing together spiritually, academically, emotionally, socially and physically.

Yours truly,

The Applegate Adventist Academy School Board

EDUCATIONAL PHILOSOPHY:

Applegate Adventist Academy exists to provide our students with a strong academic program built on a foundation of faith in God. Believing that the chief need of man is to come to know Jesus Christ as his personal Savior, Applegate Adventist Academy will provide a Christ-centered learning environment. We are committed to providing a well-balanced education, which includes an emphasis on outstanding academics, confidence, self-esteem and opportunities for true character development. "True education is the harmonious development of the physical, the mental and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Education, page 13.

ACADEMIC STATUS:

Applegate Adventist Academy is accredited with the Southwestern Union Conference of Seventh-day Adventists, the Board of Regents of the General Conference and the Texas Private School Accreditation Commission. (Texas Education Agency recognizes schools accredited by TPSAC.)

ADMISSION POLICY:

Applegate Adventist Academy (AAA) considers all student applicants for admission. The school admits students of any race, color, national or ethnic origin, or religious affiliation to all rights, privileges and activities available at the school. Although our low student to teacher ratio allows for a great deal of individual attention, our school is not designed to provide special education for students with learning or behavior problems. Testing may be required for certain children in order to determine the special needs of that child.

Parents seeking admission for their children to AAA place themselves on record as being in harmony with the principles of the school, and also pledge themselves to assist in every way possible in upholding the school and its program.

Attendance at AAA is a privilege, not a right. In order to ensure the best scholastic, spiritual and moral atmosphere, the school reserves the right to limit enrollment and to dismiss any student whose presence is deemed detrimental. Specific charges will accompany the action to deny or dismiss.

Students at AAA are required to participate in school-sponsored activities outside of normal school hours.

Children entering first grade must be six (6) years of age by September 1.

ADMISSION REQUIREMENTS:

Application for Admission submitted to AAA staff. Applications will be reviewed by the AAA Board.

Parents will be notified of the admittance decision.

Registration Fees paid in full.

- Record of immunizations, birth certificate, and a current picture of your child are required by the State of Texas and must be submitted at time of registration.
- Completion of necessary forms (i.e. consent for medical treatment, release of school records, physical, etc.) are due at orientation.

TUITION INFORMATION:

August tuition is due August 5 with monthly payments thereafter due on the 1st of each month. Monthly payments are considered past due after the 5th of the month unless financial arrangements have been made with the school board chairperson or treasurer.

- Tuition is due, in full, regardless of days missed due to illness, school holidays and mini-vacations.
- Checks are to be made payable to Round Rock S.D.A Church. Place your tuition payments in the classroom locked drop box. **No Cash** should be left in the drop box.
- An insufficient funds check is considered non-payment of tuition and must be paid immediately in cash plus a **\$20.00** penalty.
- Unless appropriate arrangements have been made with the treasurer, any payment received after the 5th of the month, is considered delinquent and a **late fee of \$20.00** must be added to your tuition payment.
- Upon becoming two months delinquent in payment of tuition, students may not be permitted to attend classes until the balance is brought current.
- The child(ren) of parents who have an outstanding balance from one school year will not be permitted to attend AAA the next school year until the balance is paid in full.

The purposes of these policies are:

- 1) To keep those who pay from having to subsidize those who do not.
- 2) To keep the staff and faculty from having to subsidize (in the form of lower salaries) those families.
- 3) To keep families from working themselves into financial difficulties that would be virtually impossible to solve.

“THE SUCCESS OF OUR SCHOOL DEPENDS ON YOU”. It is imperative that tuition (where applicable) be paid in a timely manner. A firm stand is necessary on these financial issues in order to ensure that our children's Christian Education is successful.

A Discount is given for additional children in the same family.

Screening Fee: Vision, hearing and scoliosis screening is required by law. Vision and hearing screening are required yearly for all students. Scoliosis screening is required for grades 5 & 7. This screening is a service provided for a minimal charge to the students. The parents will be notified of this charge when the school is made aware of the cost. A parent may choose to take the student to a doctor of their choice for testing. Test results must be submitted to MA by the date requested by the teacher.

Transportation Fee: There is a monthly fee for students needing to be bussed. This fee is adjusted accordingly to reflect current fuel costs.

Before and After School Care: Costs are additional. Arrangements are to be made with Ingrid Stanley.

ACADEMIC POLICY:

Progress Reports will be given to the parents 4-5 weeks into each new grading period. Report Cards will be given at the end of each nine-week period.

Parent - teacher conferences are scheduled after the first and third reporting periods and as needed throughout the year. Parents are encouraged to communicate with the teacher at any time regarding their child's progress. These consultations provide an opportunity for an exchange of ideas between parents and teachers and for the discussion of alternative means whereby the child's progress and growth may be aided. Conferences with the teacher should be scheduled during after-school hours.

GRADING SCALE:

NUMERICAL EQUIVALENT GRADES	SCORE LETTER GRADES 1-3
90-100=A	E=Excellent
80-89=B	S=Satisfactory
70-79=C	N=Needs Improvement
60-69=D	
Less than 59=F	

GENERAL INFORMATION AND REGULATIONS:

Absences: Regular attendance is essential to successful class work and promptness is encouraged. Attendance is recorded daily in the register. This record is a legal document, which indicates each tardy, and absences of half day or more. A written note from parent/guardian must accompany the student upon return to school for both tardiness and absences.

Excusable absences are:

- Verified illness
- Bereavements
- Verified medical appointments

Before and After School Arrangements: School hours are from 8:00 a.m. to 3:00 p.m. Students may arrive as early as 7:30a.m. and be picked up no later than 3:15p.m. Tutoring is available from 3:00p.m. to 5:30p.m. by the teacher but must be pre-arranged.

Complaints and Grievances: The success of AAA depends upon the cooperation between parent(s), teacher(s), and student(s). To resolve a school related complaint, concern, or grievance, the following sequence is to be observed:

- 1) Discuss the matter of concern with the teacher/principal. (This step resolves most misunderstandings).
- 2) Review the concern with the teacher/principal and school board chairperson.
- 3) Meet with the school board. A Grievance Form must be completed and submitted to the school board chairperson. This item will be added to the next, regularly scheduled school board agenda.

Discipline: Students are expected to abide by the general school rules and by those of the classroom teacher(s). At times, discipline is necessary for the benefit of the student as well as the school cooperatively.

Discipline actions include:

- 1) Counseling with student
- 2) Withdrawal of privileges
- 3) Conference with parent(s)
- 4) Suspension (one day) - teacher discretion
- 5) Expulsion - responsibility of AAA School Board

AAA is free from alcohol, drugs, guns, tobacco, indecent language and insubordination. Our goal is to remain that way. *Possession or use of these will not be tolerated.*

Dress: We believe that physical appearance, self-image and student effort are very closely related; there is a cause and effect relationship between them. Since our aims include building a positive self-image in each student and helping them develop their full God given potential, we have established the following dress code.

- School uniforms are to be used.
- Blue Pants/Shorts/Skort/Skirt with a red collared shirt
- Khaki Pants/Shorts/Skort/Skirt with a green collared shirt
- Boys will wear belts and keep shirts tucked in
- In the event a student arrives to school out of uniform the parents will be called and the student will be sent home until proper uniform guidelines are met.
- AAA administration will use its best judgment in enforcement of the dress code.
- AAA t-shirts will be used for field trips or special occasions as directed by the principal.

Health: AAA encourages healthful living. Nutrition and rest are two basic health principles that affect a student's school success. Breakfast and lunch are important meals for supplying the body with nutrients needed for daily activities. Parents are encouraged to see that their child eats a balanced breakfast. Nutritious lunches are essential. In keeping with good health principles,

The following items are not to be sent to school:

- Caffeine
- Sweets in excess
- Pork

Elementary students require **9-10** hours of sleep each night in order to work at optimum performance. Parents are encouraged to organize the home schedule to meet this need.

AAA provides an asbestos free environment

Insurance: Student insurance (included in entrance fee) is a secondary coverage Policy. This means that if an accident occurs and the student is covered under another policy, the school insurance becomes a **SECONDARY** coverage. The school insurance becomes a **PRIMARY** coverage only when the student is **NOT** covered by any other policy. School insurance is effective on all school-sponsored outings.

Labels: Please label all personal property (clothing, lunch kits, notebooks, etc.) with your child's name. All unclaimed items at the end of the school year will be given to Community Service or become the property of AAA.

Leaving School: Written permission is required for a student to leave the campus with anyone other than the parent or guardian. The written permission is to be used only for the date(s) listed. Identification will be checked if the person is unknown to the teacher or principal.

Medical Emergency: In case of serious emergency, the school will attempt to contact the student's parent/guardian or other designated adult. If none of the above can be reached and, in the judgment of the teacher, immediate medical attention is needed, the teacher will summon help or take the student to receive medical aid.

Medication: Medication that can be self-administered is permissible. If parent wishes teacher to supervise medication or special medical procedures, the following guidelines should be used:

Prescription Drugs

- 1) Complete Medication Administration Form (provided by the school)
- 2) Prescription medication must be in the original container labeled with the student name, dosage, Physician, pharmacy and name of drug.

Non-Prescription Drugs

- 1) Non-prescription medication (including aspirin, aspirin substitute, cough drops, etc.) must be in a container labeled with the student's name date, and instructions for administering.
- 2) A written statement from the parent/guardian requesting that the teacher assist the student must accompany the medication described in 2a.
- 3) Medication will be kept out of reach of children or in a locked storage area.
- 4) Medication will be returned to the parent(s) when no longer needed.
- 5) Medication will be properly disposed of when a student withdraws from school or when the medication is out of date.

Non-Published Regulations: Any regulation voted by the faculty or school operating board, when publicly announced, will have the same authority as those appearing in this handbook.

School Books: Pupils are required to pay for all lost or damaged textbooks, workbooks, and library books. The replacement cost of the item will be charged.

School Property: When a student intentionally destroys or damages school property, or the property of others, the parents will be notified and charged for such damages in the amount of replacement or repair.

Severe Weather Days: AAA will follow the same closings as the Round Rock School District for the first day. Parents will be notified concerning succeeding days. Area radio and TV stations will carry school closing information during inclement weather or other emergencies.

Telephone: The telephone is provided for school use only and is not to be used except by permission from the staff. The teacher will deliver messages for the students. Cellular telephones, I-pods, CD players, and other electronic devices are not allowed in the classroom.

Toys: "Toys", any item causing off task behavior, may be taken away from a student. They will be stored in a safe place and returned on the last day of school or to a parent upon their request.

Visitors: Parents are invited to visit the school. These visits are to be pre-arranged through the teacher and should not distract from classroom activities. Non-parent visitors will be permitted for visitation only by prior approval from the teacher.

Due to insurance restrictions, children will not be allowed to visit unless accompanied by a parent.