

# ELIM JUNIOR ACADEMY

A SEVENTH-DAY SCHOOL

**Grades K-8**



4824 Second Avenue, South  
St. Petersburg, FL 33711

Phone: 941-875-1768

Website: [www.elimjr.org](http://www.elimjr.org)

Email: [elimjracademy@gmail.com](mailto:elimjracademy@gmail.com)

## **SUSTAINING ACADEMIC, SPIRITUAL and SOCIAL EXCELLENCE (SASSE)**

"Children are to be trained to understand that every organ of the body and every faculty of the mind is the gift of a good and wise God, and that each is to be used to His glory."

E. G. White, *Counsels to Teachers, Parents, and Students*, pp. 125,126.

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**SCHOOL HOURS**

Monday - Thursday: 8:00 a.m. - 3:00 p.m.  
Friday: 8:00 a.m. - 2:00 p.m.

**SCHOOL PERSONNEL**

Mr. Louis Jones, M.Sc  
Principal/Grades 6-8

Grades 3-5

Mrs. Aliena Browne, B.S  
Grades K-2

Ms. Gwendolyn Sellmon  
Sanitation

Ms. Doris Robinson  
Food Service

Coach Brad  
P. E.

Mr. Roderick Dunson  
Security

**SCHOOL BOARD**

The School Board is the legal authority of Elim Junior Academy and serves as its corporate body, approving both capital and operating budgets. The School Board functions to oversee the operation of the school within the principles of the Seventh-day Adventist Church, the guidelines and policies adopted by the Southern Union and Southeastern Conferences of Seventh-day Adventists, and the School's Constitution and By-laws.

**SCHOOL BOARD MEMBERS**

Charmaine Purchase

Chairperson

Dr. Ricardo Bain

Pastor

Dorothy Christopher

Member

Mr. Louis Jones

Principal, Secretary

LaShawn Bonner  
Doris Robinson  
Bertram Lewis  
Rufus Thomas

Treasurer  
Member  
Member  
Member

## HOME and SCHOOL ASSOCIATION

Parents, guardians, teachers, school board members, and community leaders comprise our Home and School Association. The association is set up to **promote educational programs** for parents and guardians and to **assist with the financial growth** of the school. The objectives are:

- To promote an earnest study of the principles, purposes, and applications of Christian education in the home, the school, and the church.
- To encourage all families with school-age children to regard Seventh-day Adventist education as the most favorable means for the balanced development and spiritual well-being of their children.
- To provide an opportunity for brief parent/guardian and teacher conferences.
- To sponsor social and cultural events, and membership drives.
- To plan and execute fundraising activities.

**Each Parent/Guardian is required to attend at least five planned Home & School Meeting/Events and donate \$5.00 monthly (\$50.00 annually) to its operation. Fees will be collected at Registration.**

"The child's first teacher is the mother. During the period of greatest susceptibility and most rapid development his education is to a great degree in her hands." E. g. White, *Education*, p. 275.

"Never will education accomplish all that it might and should accomplish until the importance of the parents' work is fully recognized, and they receive training for its sacred responsibilities." E. G. White, *Education*, p. 276.

"In the formation of character, no other influences count so much as the influence of the home. The teacher's work should supplement that of the parents but is not to take its place. In all that concerns the well-being of the child, it should be the effort of the parents and teachers to cooperate." Parents who give this (character) training are not the ones likely to be found criticizing the teacher." Ibid, p. 283.

## HISTORY OF ELIM JUNIOR ACADEMY

Founded in 1931 and first located at 2101 9th Avenue South, Elim Junior Academy initially offered Grades 1-10 curriculum. In 1934, a new school building was erected. The school thrived for over 33 years until 1964 when it was demolished by fire. A new property was purchased in 1976 at 801 6th Avenue South. The property then included a spate building that was used for a Day Care Center for children ages 2-5. At that time, the church body saw the need to re-establish a school for grades K-8. Between 1983-1986, the school was

held in the annex of the church while a new facility was under construction. In 1988, Elim Junior Academy opened its doors again and has continued to provide quality Christian education for youth in the church and the St. Petersburg community.

## **ACCREDITATION**

Elim Junior Academy is a member of the General Conference of Seventh-day Adventists, the Southern Union Conference, Southeastern Conference of Seventh-day Adventist Office of Education. It is fully accredited by the National Council for Private Schools Accreditation (NCPSA) and the National Council for Private Schools (NCPS). EJA meets the necessary requirements of the State of Florida Department of Education.

## **PHILOSOPHY**

God is the Creator and Sustainer of the universe and the Source of knowledge and wisdom. He has entrusted to each one, capacities and powers that may be returned to Him enlarged and improved. **At EJA**, students will be challenged to excel in all their God-given abilities. Thus, they will receive the training that will qualify them to become leaders in their communities, in their churches, and in the world at large.

## **VISION STATEMENT**

Elim Junior Academy provides a Christ-centered learning environment educating the Head, Heart and Hands.

## **MISSION STATEMENT**

Elim Junior Academy provides the **G.R.E.A.T.E.S.T. Education**

- G-** God-centered
- R-** Results-oriented
- E-** Environmentally safe and nurturing
- A-** Aligned with Seventh-day Adventist, National and State Standards
- T-** Team effort
- E-** Enrichment
- S-** Scholarships
- T-** Trained, trustworthy Teachers

## **WHO MAY ATTEND**

EJA welcomes applicants from young people of all backgrounds whose principles and interests are in harmony with the standards and ideals of the school. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who seeks admission thereby pledges to observe the stated principles of the school.

It is the policy of the Seventh-day Adventist Church in all its church-operated schools (in the United States) to admit students of any race, color, ethnic background, country of origin, or gender to all the rights, privileges, programs, and activities generally accorded in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs. **EJA is not equipped to cater to the needs of students who have major behavioral and or scholastic problems.**

## **ADMISSION**

Admission is generally based on student's record of citizenship and scholastic ability from their previous school. At any time during the probationary period, a student may be asked to withdraw if satisfactory conduct or achievement is not maintained. If the child fails to make acceptable progress, or does not adjust to the program of the school, the parents will be expected to give additional help at home and in school. The school reserves the right to place the child in a lower grade if it is deemed necessary. Additional probation may be set for not completing homework, failure to meet other set academic requirements of the various subjects, or as a result of disciplinary problems. **Readiness** is a basic factor in acceptance of a student into the EJA School.

Students are accepted in accordance with the compulsory requirements of the State of Florida and the guidelines and policies of the Southeastern Conference of Seventh-day Adventists. **ALL STUDENTS ARE ADMITTED CONDITIONALLY ON A NINE WEEKS TRIAL PERIOD.**

### **Grade Placement**

- **KINDERGARTEN** Students desiring to enter Kindergarten must be five (5) years old by September 1 in the year seeking admission. Any exceptions must be cleared through the principal and the superintendent of education.
- **GRADE 1** Students desiring to enter Grade 1 must be six (6) years old by September 1 in the year seeking admission. Any exceptions must be cleared through the principal and the superintendent of education.
- **GRADES 2-8** students are admitted providing they meet all registration requirements.

## **ACADEMIC PROGRAM**

### **Curriculum:**

The school follows the curriculum guide outlined by the General Conference of Seventh-day Adventists, the Southern Union Conference, and Southeastern Conference of Seventh-day Adventists.

### **We offer the following subjects:**

Art

Music

Bible  
Language Arts  
Mathematics

Physical Education  
Science  
Social Studies

Technology/STEM

**EJA also offers:**

- Music Education - Choir/Band
- Outdoor Education (Grade 6)
- Diverse clubs and activities-CHESS, Reptiles, Cooking, Adventurer, Pathfinder
- Spelling Bee
- 4-8th Grades Class Trip/Field Trips
- Community Service
- Robotics/STEM Club
- Title 1 Remediation in Reading and Mathematics
- Hot Meals (Breakfast and Lunch, which are free to all students)

**Testing**

The school administers the MAP Growth Assessment three times per year. The results of these tests will be discussed with parents, guardians and students during Parent-Teacher conferences. One copy of the results will be placed in the student’s permanent record, and another sent home.

**Grading System**

**Grade K**

*I*– Achieves objectives and performs skills **Independently**  
**P**– **Progressing** toward achieving objectives and skills  
**NT**–**Needs more Time** to develop  
**N/A**– **Not Applicable**

**Grades 1-2**

**E**  
**S**  
**P**

**Grades 3-8**

**A** 90-100      **B** 80-89      **C** 70-79      **D** 60-69      **F** 59 and Below

The four-point-system determines the grade point average (GPA)

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

**Promotion**

Students must maintain a minimum “P” (K-2) or “C” average (Grades 3-8) or its equivalent in all subject areas to be promoted to the next grade. Exceptions will only be made when in counsel with the parent, teacher, and principal and it is proven that repeating a grade would be of **absolutely no benefit to the student.**

**Graduation Requirements**

Students must have satisfactorily passed all required grade levels in order to graduate from EJA at the end of the 8<sup>th</sup> grade school year. In addition to academic requirements, students must exhibit good, moral character and must have financial clearance from the school. Parents will be notified when their child’s academic status is in jeopardy. A passing mid-term grade does not guarantee a passing grade at the end of the quarter. The student with the highest grade point average (minimum 3.5) for three consecutive years at the time of graduation will be the valedictorian for that school year, providing he or she is determined to be of good conduct. The salutatorian will be a student of good conduct in possession of the second highest grade point average (minimum 3.0) for the three consecutive years at the end of that academic year.



A special award will be given to the students who have attended the school the longest at the end of the academic year. Consideration of such candidate will also take into account the student's good conduct and participation in school and church activities.

### **Parent-Teacher Conferences**

The teacher and principal will hold regularly scheduled conferences with parents. These are held at the end of the **first** and **third** grading periods, or when necessary to discuss students scholastic progress or other needs. In addition, parents and guardians may request a meeting at other times during the school year with the teacher or principal. These meetings must be arranged beforehand with the teachers, and should occur at a time convenient to both parties.

### **Exceptional Ability:**

As a rule students with exceptional ability will not skip grades or take two grades in one year. Such students will receive enrichment through wider and more challenging studies and experiences. Exceptional students will be referred to the superintendent for testing and upgrading.

### **Report Card**

The school year consists of a minimum of 180 days beginning August and ending May. Grades are issued four times a year and are based on a nine-week cycle. These reports should be examined carefully by the parents, in both the areas of scholarship and conduct. Parents are required to attend the scheduled conferences with the teachers after the first and third marking periods.

### **Interim Reports**

Parents or guardians will receive interim reports according to the schedule. It is the responsibility of the parents or guardians to seek a conference with the teacher in cases where the student's performance has been determined to be unsatisfactory. Parents or guardians may be called in for a formal conference with the teacher when the quality of the student's work is deteriorating or is below an acceptable level.

### **Awards**

High Honors-	A's (I's) all year; one citation; one absence
Principal's Honor Roll-	A's (I's) & one B (P); one citation; two absences
Honor Roll-	A's (I) & B's (P's); two citations; three absences
Perfect Attendance	Subject
Improvement	Athletic /most valuable player
Citizenship	School Spirit
Spiritual Growth	Lady/Gentleman of the Year

### **Homework**

Students are expected to do and turn in **Homework** on time. Failure to do so will result in the lowering of grades.

### **Academic probation**

A student who is failing in two or more subjects will be placed on academic probation.

### **Retentions**

Decisions concerning promotion or retention are to be made after due consideration by the parent, teacher, principal and school board. The policy of our school system is the total growth of that individual child forms the basis for promotion practices.

### **Withdrawal**

The required procedures for withdrawing students from EJA are as follow:

- Fill out a withdrawal form
- Complete an exit interview with Administrative staff
- Return all school owned books and/or property
- Pay all outstanding accounts prior to the release of any records. (Parents are reminded that the application for admission is a binding contract.)

### **Make-up Work**

When a student is absent it is the responsibility of that student to determine assignments missed and complete within the time stated by the teacher. The student has one school day for every day of excused absence to make up work. The teacher may chose not to give credit for over-due work. Parent/students are expected to make arrangements with the teacher for late work in a timely manner.

### **Music/Choir/Performances**

All choir/musical performances that are on the school calendar will be awarded a grade.

**Students/families are mandated to plan to attend these events.** Make-ups will be considered only if parents make arrangement with the principal before the date of the performance. EVERY student is required to do Choir/Band.

**Failure to attend class and events will result in an “F” Grade.**

### **Extra-Curricular Activities:**

Every student is expected to participate in at least two Clubs/Activities.

## **TEXTBOOKS**

All textbooks are the property of EJA and are on loan to students who are responsible for the textbooks issued to them during the school year. If books loan to students are lost during the course of the year, a compensatory charge will be assessed to the students account (New Book 100%; older books 80% of cost). **All the books must be returned at the end of the school year.** Students are responsible for their personal belongings and school items.

## **FINANCIAL INFORMATION**

Tuition	\$6500.00
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New Application Fee	\$45.00
Registration Fee	\$600.00
Graduation Fees– K & 8th Grades	\$100.00
Uniform	\$150.00
Testing	\$100.00
Books	\$300.00
Activity Fee	\$580.00

Registration fee is charged each applicant at rates set by the School Board to cover the cost of textbook rental, insurance, achievement/standardized tests, library books, computer lab, workbooks, school records, graduation, and other required expenses. If a student withdraws within the first two weeks there will be a 75% refund of registration charges; if the student withdraws within three weeks there will be a 50% refund; after four weeks there will be no refund.

No child will be allowed to register for the school who has a balance owing to the school. Arrangements for any and all exceptions must be made in writing with the School Treasurer or person designated by the Board for this purpose. Monthly statements are sent out.

Tuition is an annual fee that is divided into ten monthly payments. All payments are due on or before the first business day of the month. After the tenth of each month a \$20.00 late fee will be added to the monthly tuition. Tuition is non-refundable if the child has attended school for any portion of the month. If monthly payments are 30 days due, parents will be asked to withdraw the student until payment is made. A check returned for insufficient funds will be charged a \$25.00 fee. If over one year two checks are returned payments will then have to be made in cash, money order, or certified check.

In order for a student to be able to take final exams his/her account must not be delinquent. Transcript or grades will not be issued unless the account is paid in full. Student's records may be placed on hold status because of financial or other obligations to EJA and will not be issued unless the account is paid in full.

Parents and guardians of a student who are unable to meet their financial obligations to the school must arrange a payment plan with the school secretary, treasurer, or principal to be submitted for approval to the School Board. **The plan must be in writing and signed by the school designee and the parents or guardians.**

## RELIGIOUS PROGRAMS

The religious program of the school will serve to set the tone for the entire school. Bible classes and chapel activities will emphasize character building and will be based on examples found in the Bible. The religious program will include, but not be limited to the following:

- Devotional periods will begin and end the day. Each classroom will begin its day with worship.
- Bible is a required academic class for all students. The **Bible** will be our TEXTBOOK and the main book of study.
- Week of Prayer is a week of spiritual emphasis, held at least twice during the school year.
- Students are to show reverence and respect for the Word of God and religious activities.
- Bible Class will be held weekly for those who feel the tug of God on their hearts. We anticipate baptisms with parents' consent.
- **A Bible is required for all students in Grades 1 through 8.**

## CHAPEL SERVICES

EJA schedules combined chapel services twice a week for spiritual emphasis and the promotion of the school spirit. Students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

### Responsible chapel behavior:

- Students will enter the Youth Chapel single file, quietly, and sit in assigned sections.
- Students will not boo, whistle, or yell.
- Students will communicate to the performers with their eyes and ears and applaud appropriately.
- Students will remain seated and wait for direction from their teachers.
- Students will actively participate in worship activities.

### Community Services

Students may be asked to visit nursing homes, participate in supervised distribution of religious literature and food to the needy.

## MEDICAL AND SAFETY INFORMATION

- **Kindergarteners and first time students to the state of Florida schools** are also to present a certificate of immunization, birth certificate, and physical examination form recently completed by a physician.
- **All new students** are required to have a recent medical examination (within three months of enrollment). All new students must also have current immunization records. Exemptions are allowed for medical reasons (must provide a letter from a physician), or based on religious beliefs.
- Students entering Grades 4 and 7 must also have current immunization records.
- The principal must be informed of any medical conditions that may affect the performance of the student, including the use of prescription medication.

- Records pertaining to a student’s mental health may contain entries made under the direction of the student’s physician and will be kept separate from academic records. These records will be released only at the request of the student or the parents or guardians.
- School personnel should **not assist in administering medication to students unless the parents request such assistance in writing and a doctor provides written instructions.** The parents or guardians of the student must sign a form authorizing teachers to dispense prescription medication.
- In the event of an emergency or major injury, the Emergency Medical System (911) will be called. The school principal may send a student home that is ill or needs medical attention, or is considered a health risk to others.
- **Regular fire, tornado, and other emergency drills** are conducted in accordance with local and state laws. Regular safety inspections of all school facilities and properties are conducted.

### **ACCIDENT INSURANCE**

EJA carries liability insurance for all students enrolled and is effective if injuries are sustained on the school premises, on field trips, or other school related sponsored activities. The school's insurance is a secondary insurance and will apply only when a parent does not have insurance.

### **COMMUNICABLE DISEASES**

Communicable disease may be transmitted directly or indirectly from one individual to another. Guidelines published by the Center for Disease Control state Universal Precautions as standard practices and procedures to minimize disease transmission:

- Latex gloves must be worn when handling all blood and body fluids (urine, vomitus, and feces).
- Body-fluid spills need to be decontaminated with freshly made 10 percent bleach solution.
- **Parents must report cases of communicable disease promptly to the school principal.**
- **Affected student should stay home and return to school ONLY after he/she is given a doctor’s note to indicate wellness.**

### **SCHOOL ATTENDANCE**

Classroom experience is of unique value and cannot be duplicated by makeup work. Therefore, school attendance is compulsory for all students. EJA is bound by state law to maintain regular attendance and **punctuality records.** Excused tardy and absences are granted for students’ illness, legal, medical or dental appointments, prolonged family travel (educational or urgent), religious or death in the immediate family.

Following an unexpected or authorized absence, the student must bring a written excuse from his parents or guardians upon return to school. The student will be responsible for making up any required school work.

Students with excessive tardiness (seven days out of a nine weeks grading period), early dismissal, or who accumulate four or more unexcused absences will be referred to the School Board for further action. These cases will also be reported to the Department of Social Services, as required by law. **Excess of three unexcused tardiness or one unexcused absence** may require parents or guardians to attend a conference with the principal.

Students who are absent due to illness for **three or more consecutive days** must present a doctor's certificate upon returning to school. Students who are tardy or absent, must present a written excuse signed by the parents or guardians.

A student who is **absent more than 20% of the school days** (including excused absences) in any given quarter and for whatever reason may forfeit his or her grades for the quarter, unless it is evident to the teacher that his or her work has been satisfactorily made up.

A student accumulating **five or more unexcused absences** in one marking period or more unexcused absences in an annual course could possibly receive "No Credit" for the course (s) at the conclusion of the school year. **STUDENTS RECEIVING NO CREDIT FOR ANY AND ALL COURSES FOR THE SCHOOL YEAR MAY BE SUBJECT TO RETENTION. No more than 18 absences each year.**

### **Early Dismissal**

Students may need early dismissal. When necessary, parents or guardians must go to the office, show proper identification, sign the early dismissal form, and wait for the secretary to contact the teacher and get the respective student(s). No student will leave the school premises at any time during the school day without a request in writing or in person from parents or guardians.

### **Departure from School**

Students will not leave the school with anyone whose name is not on the **pick-up form**. Persons listed on the **pick-up form** must present picture identification and fill out the pick-up form when picking up students. In the case of separated parents, the school will defer to the wishes of the individual with **legal responsibility for the child**.

### **EMERGENCY CONTACT CARDS**

Parents or guardians must complete and return this card at registration or at the start of the school year. If card was not completed parents may do so in the office at any time throughout the year. The information must be accurate and on file in our office and thus available in an emergency situation that requires immediate contact. It will be necessary for us to have full access to all possible telephone numbers. Students cannot be released unless card is on file with designated individuals.

### **LEAVING THE CAMPUS**

Students are not permitted to leave the school grounds during regular school hours, except by special written permission. This includes lunch periods. A student who leaves the school campus

without permission will be considered truant. Under no circumstances shall a student leave the school grounds during the day without special permission from the parents and principal.

## REGULATIONS FOR CONDUCT

"Teach your children from the cradle to practice self-denial and self-control."  
E. G. White, *Counsels to Teachers, Parents, and Students*, p. 127.

Students shall conduct themselves in accordance with the principles and standards of the Seventh-day Adventist Church and the policies, rules, and regulations of EJA. They are **expected** to demonstrate respect and courtesy towards teachers, school personnel, visitors, and other students at all times; obtain permission from parents or guardians and from the teachers or principal prior to leaving the school property for any reason; and participate in all required curricular and extra-curricular activities as determined by the teachers and school principal, listed in the Handbook and those periodically enacted by the school administration.

### Strictly Forbidden Conduct & Consequences:

- Undermining the religious ideals of the school. **Verbal warning. Parent conference. Citation.**
- Possession or use of weapons of any kind, alcoholic beverages, tobacco products, hazardous substances, non-prescription medication, or drugs (illegal or otherwise) on or off campus: **Immediate expulsion.**
- Indecent, disruptive, or disorderly behavior; profane or indecent language; and possession or use of materials that are offensive or of questionable moral value: **Contact parents. Citation. Three days suspension.**
- Misuse of computer, sexual violations, forgery: **Four days Suspension. Possible Expulsion.**
- Possession and unauthorized use of cell phone, radios, tape recorders, iPods or other electronic devices: **Confiscation. Contact parent. Citation. (See details).**
- Students or parents hits, causes harm, or threatens students, staff, or parents. This includes loud and boisterous behavior on site. **Immediate dismissal/expulsion.**
- Eating or snacking outside of regular breakfast or lunch schedules: **Citation. Miss social activity for a day.**
- Pets or other animals brought to the school property, except as authorized by the school principal: **Immediate leave.**
- Defiance of school personnel: **Minimum two day suspension.**
- Angry outbursts and uncontrollable tantrums. **Suspension. Expulsion.**
- Bullying and fighting: **Contact parents. Citation. Minimum two day suspension.**
- Physical destruction/vandalism/stealing of school or personal property: **Contact parents. Repay cost of damage. Three days suspension.**

## STUDENT DISCIPLINE

Discipline at EJA is designed to be redemptive, remedial, and corrective rather than punitive. The school seeks to help students model their behavior after the example of Jesus Christ.

**The following principles govern the administration of discipline in the school:**

- The school principal is responsible for establishing procedures for student actions that violate the policies, rules, and regulations of the school, in compliance with the policies of the Southeastern Conference of Seventh-day Adventists and EJA.
- The School Board provides guidance in disciplinary policy or procedures, approves major disciplinary decisions, and makes recommendations to the school administration whenever a serious breach of conduct has been brought to the attention of the Board by the school principal. Actions recommended by the Board will be carried out by the school principal.
- Acceptable discipline includes verbal warning, citation, suspension, confiscation, and expulsion/dismissal. Corporal punishment in any form is not acceptable.
- Each teacher is responsible for their classroom discipline. Teachers will establish a set of classroom rules and consequences which are approved by the school principal and must be observed by the students. Repeated offensive will be referred to the school principal.
- For repeated misconduct or severe violation of the policies, rules, or regulations by a student that requires suspension, or dismissal, the school principal will notify the parents or guardians as soon as possible of the offenses and the disciplinary action that will be taken.
- Suspension of a student for more than five (5) days or expulsion/dismissal of a student will be approved by the School Board.

**Expulsion**

EJA has the right to ask students who have shown excessive disrespect for the school’s policies and regulations to withdraw.

**Social Probation**

Throughout the school year, every student’s citizenship will be reviewed to determine his/her ability to follow the school’s rules. Students who display poor citizenship will be placed on social probation until their citizenship improves. The Discipline Committee, which is made up of three School Board members, and teachers will decide which students will be placed on or taken off social probation. A student on social probation may be denied the following privileges:

- Representing the school in public engagements.
- Participating in school sponsored trips or social activities.

**COMMUNICATION**

At the beginning of each month, EJA will issue a Monthly Calendar of Events that will be sent home by students. **Parents are responsible to encourage their children to bring this to their prompt attention.** Other communication will be by email and text messaging. Please give your correct addresses to the administration and teachers. **BE PROACTIVE** stay informed.

**Parent – Teacher Communication**

Open, direct and speedy communication between parent and teacher is necessary to assist



students to have a successful academic year. It is important for parents and teachers to communicate as often as possible. Please leave your day phone number where you can be reached. It may take up to 48 hours before a teacher contacts you so please be patient, but also be persistent in efforts to speak with teachers. Parent-teacher meetings may be scheduled each Friday of each week to discuss student's progress.

"If criticism or suggestion in regard to the teacher's work becomes necessary, it should be made to him in private. Nothing should be said or done to weaken the children's respect for the one upon whom their well-being in so great degree depends." E. G. White, *Education*, p. 284.

## **Conflict Resolution**

- Parent and guardians with concerns should first discuss them with the Teacher involved.
- If the parents or guardians are not satisfied, they should consult with the Principal.
- If the matter is not satisfactorily resolved and the parents or guardians need further discussion or action, they should send a letter to the Principal requesting to meet with the School Board.
- If the complaint or grievance remains unresolved after meeting with the Principal and the School Board, the matter would be referred to the Southeastern Conference Office of Education.

## **STUDENT DRESS CODE**

Students at EJA should strive to dress in a fashion that is simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but in the imperishable ornament of a life that reflects the grace and beauty of Jesus Christ, to promote school pride and good citizenry.

- **ALL Students must be in full uniform on the first day of school.**
- **Students are required to wear full uniform during school attendance at all times, Monday to Friday, unless otherwise specified. NO EXCEPTIONS.**
- **If students insist on wearing what they prefer, they will be asked to stay at home until they are willing to comply with the school's dress code.**
- Hair must be neat and clean.
- Uniforms must be neat, clean, and properly fitting for the student.
- Jumper shorts and skirts must be knee length or longer.
- Shoes and socks (above the ankle) must be worn at all times.
- Shoes with high heels and exposed toes and heels are not allowed.

### **The following dress styles are not allowed:**

- Extreme hairstyles/clothes that are disruptive or create a distraction.
- Extreme make-up or cosmetics that alter the natural appearance.
- Jewelry
- Logos or decorations that are offensive or do not reflect and uphold the moral standards of the Seventh-day Adventist Church.

**EJA has adopted a prescribed uniform to be worn Monday to Friday:**

- **Tops:** White and/or Navy Polo with School Logo (NO EXCEPTIONS).
- **Bottoms:** Light Khaki and/or Navy Uniform Pants/Slacks, Shorts, Skirts.
- **Footwear:** Solid Black or White Sneakers/Shoes.
- **Socks:** White or Black above ankle.
- **Belt:** Black/brown leather.
- **Physical Education Uniform** consists of Navy tee-/sweat-shirt, navy shorts/sweat gym pants, white or navy socks, and white/black tennis shoes.
- **Students are required to wear the official Elim P.E. uniform with logo on Tee Shirt during P.E. classes.**
- **Uniform Jacket:** Navy Hoodless (to be worn around the school).

Uniform may be bought at any store of your choice.

Items with the school logo will be available at the school.

**To be Worn on Special Occasions**

- Khaki bottom with Peter Pan/Oxford White shirt and Navy Tie.
- **White button-down Shirts: Long or Short Sleeve must have School Logo.**

**CELL PHONES**

EJA is aware that parents provide cell phones for their children for emergency purposes. However, all cell phones must remain in the book bag of the owner while on the school's property, at school related functions, **before, during and after** school. If a cell phone or other device is heard or seen by a teacher or staff member it will be immediately confiscated and placed in the school's office and the following disciplinary actions will be enacted:

- **First Offense** - written and verbal warning to the parent and student.
- **Second Offense** - parent will come to school to retrieve electronic device.
- **Third Offense** - device will be returned to the student at the end of the school year.

Students will not be called to the office during instructional time unless there is an emergency. Parents and students must make prior arrangements concerning pick-up, after school activities, car-pool or other messages to reduce classroom interruptions. In an emergency or in case of serious discipline, a student will be allowed to telephone home or contact a parent at home. Students **will not** be using their phone during the school day. If they are ill or there is an emergency, the administrator will call parents.

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**ACCEPTABLE INTERNET POLICY**

The school administration recognizes the importance of providing opportunities for the students to access the Internet and use it as a learning tool, However, the risk from exposure to unsuitable material and/or correspondence with indecent individuals mandates that strict rules be enforced

for students who use the Internet. The Southeastern Conference of Seventh-day Adventists has adopted an Internet Acceptance Use Policy to be enforced in schools.

- All students who desire to access the Internet from our school computers must read, sign, and abide by rules outlined in the Internet Acceptance Policy.
- Parents or guardians must also read and sign the document, by which they consent to the use of the Internet by the student.

## **VISITORS**

The School welcomes visitors who wish to observe students and teachers during regular school hours. Visits must be brief and unobtrusive, and visitors must register with the principal before entering a classroom. **Visitors will not be allowed in building during the COVID 19 pandemic. Wear a mask when you arrive at the school.**

- Students must obtain permission from their teacher at least two days before bringing visitors to the school. An adult must accompany any child who visits the school.
- **All visitors must report to the office upon entering the building.** Under no circumstances should a visitor go to the classroom uninvited. Teachers have the right to schedule a visit.
- When possible, the teacher and visitor should arrange a conference **outside** of school hours to discuss the observation.
- A reasonable time for a classroom visit is approximately twenty to thirty minutes.
- Non-school children may **not** visit class without permission of the principal. Every effort must be made to minimize the disruptions during observation.
- EJA is an ALCOHOL, DRUG, WEAPON, BULLY FREE School Zone! No trespassing! Violators will face severe federal, state, and local criminal penalties.

## **CLASS PARTIES**

On special occasions classroom parties are given. Parents who wish to hold their child(ren) birthday parties at the school should make proper arrangements with the school office or classroom teacher within 48 hours of activity to receive guidelines. Parents are encouraged to lessen the sweet snack. No soda drinks are allowed.

## **MEALS**

EJA serves FREE balanced vegetarian breakfast and lunch each day. And each student is eligible and welcomed to eat. While in the cafeteria, students are encouraged to:

- Be polite to everyone
- Sit properly in their seat
- Speak in a six-inch voice
- Use polite language
- Not play with food or serving items
- Clean up personal space (table, floor, seat)
- Not talk with their mouth full

- Not share food brought from home with others. No provision is available to reheat lunches brought to school. Students are encouraged to bring wholesome, healthy lunches to school including fruit, milk, and whole grain. The use of meat in any form in lunches is prohibited. The use of pork, pork products, or soft drinks containing caffeine products is not allowed. Chewing gum and distributing candy are prohibited within classroom or on the school grounds.

## **DISASTER PREPAREDNESS**

EJA has a disaster preparedness plan for the campus. If conditions are of such that the school is locked for security and safety:

- Students will be released only to parents or to individuals who have on file, in the office, permission to take students off campus.
- Pickup will be at the front of the school.
- Two disaster drills are scheduled during the school year.

## **SCHOOL CLOSING**

When weather conditions are too hazardous for safe operation, school will not be opened. Watch your local TV news cast for update on weather conditions. EJA will be closed when public schools in the area are closed. Our reaction to natural disasters will be governed by the National Weather Services and Pinellas County. Specific directions will be given by the given by the classroom teachers or staff.

## **FIRE DRILLS**

Fire drills are held regularly during the school year. Students will be instructed by the administration and their teachers concerning how to conduct themselves during and after a fire a fire drill. They must never run or push as they leave the building. Students must be quiet and stay in line with their classmates at all times. They are expected to obey all other safety rules.

## **MECHANICAL (BOMB) CHEMICAL OR BIOLOGICAL THREAT**

Upon receiving a phone call that a bomb has been planted in school or of a chemical/biological threat:

- Complete the phone report and the caller identification checklist
- Listen closely to caller's voice and speech patterns and to noises in background.
- Call 911
- Notify the School Board Chairperson, Pastor, and Superintendent

## **School Lock Down**

Lockdowns will be practiced at EJA for the purpose of training staff and students to respond appropriately to any possible crisis.

## **Lock Down Procedure**

1. Announcement made by the principal “**We are now in a lockdown**”
2. Direct all students, staff, and visitors to remain in their classrooms
3. Lock classroom doors
4. Move away from windows and doors. Allow no one outside of classrooms until an all-clear signal is given
5. Notify the police by calling 911
6. Notify the School Board Chair, Pastor, and Superintendent
7. At the conclusion of the incident, make a written report of the incident and response to the School Board Chair, Pastor, and Superintendent.

## **BULLYING**

EJA believes that all students should attend school in a safe environment. Any report or inkling of cyber, verbal, written or physical bullying will not be tolerated. All incidents will be promptly investigated and corrective action will be taken based on school’s Code of Conduct.

## **ACTIVE SHOOTING**

### **Response to Suspected or Actual Shooting**

#### **1. Outside Building:**

- Go inside as soon as possible
- If you cannot go inside, make yourself as compact as possible
- Put something between you and the shooter
- Do not gather in groups

#### **2. Inside Building:**

- Turn off lights
- Lock all doors and windows
- Scan the classroom and take a head count
- Instruct students to crouch by safe wall and remain there quietly.
- Wait for all clear message from the principal

#### **3. At the conclusion of the incident, make a written report of the incident and response to the School Board Chairperson, the Pastor, and the Conference Education Superintendent**

### **Response to ADMINISTRATORS CRISIS TEAM**

- Assess the situation as to intruder’s or shooter’s location, any injuries, potential for more violence.
- Call 911 and give as much detail as possible.
- Secure the building if appropriate.
- Assess students and staff in evacuating from the immediate danger to a safe area.
- Care for injured until assistance arrives.
- Complete other appropriate follow-up procedures.
- Announce an all clear. “Thank you for participating in the lock down. We are now all

clear. You may resume normal activities.”

## **EMERGENCY ACTION PLAN**

During an emergency:

- Each teacher will take with him/her the prepared emergency bag containing list of parents phone numbers, key for the holding area (likely the church), snacks, pens, pencils and paper for children’s activity during a crisis.
- Students will not use their cell phones to call parents during a crisis and
- Parents are asked to cooperate with the school and stay outside of the building and follow protocol of administration and law enforcement.

## **EJA CODE OF ETHICS**

Those who are followers of the Lord Jesus Christ should respect, honor, and uplift one another. Thus, a colleague, volunteer, or student should never be placed in a position of embarrassment or disrespect due to any action or statement that has any explicit or implicit sexual, racial, age or ethnic overtones. To do so is in violation of God’s law and also the civil laws governing our school.

School staff and students are prohibited from engaging in unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of sexual, racial, ethnic or age-related nature that could create a hostile, intimidating or offensive school environment. Such harassment is intolerable, against the law and will result in appropriate discipline up to and including dismissal.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is any sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct substantially interferes with a student’s academic performance, or creates an intimidating, hostile, or offensive school environment. All students should immediately report any misconduct to their teacher or to the school principal. The administration will investigate the situation and call a meeting with the student, parent, teacher and possibly the School Board, if applicable.

Disciplinary action:

- Parent/guardian contact
- Parent/guardian conference
- Administrative/teacher/student/parent conference
- Removal from class, if appropriate
- Suspension from school (**3-10 days**)
- Participate in a series of counseling sessions which focuses on ending the student’s harassing behavior.
- Refer criminal act to Pinellas County police
- Record all actions taken.
- Sexual harassment could constitute grounds for immediate dismissal.

If the student is expelled from school there will be no tuition refund.

## **SCHOOL OPENING COVID-19 GUIDING STATEMENT**

Elim Junior Academy will implement practical best practices for opening school in the Covid-19 environment as outlined in this document. Under general principles of liability law, the school is freed from being responsible if we are deemed to be taking reasonable steps to protect students. As the nation continues to struggle to find ways to stem the spread of Covid-19, there is no clear definition of what steps would protect schools from being held legally liable.

Elim Jr. Academy will modify its physical spaces based on guidance from Southeastern Conference and North America Division of Seventh-day Adventist, national, state, and local health officials. These guidelines will be modified and updated as new information becomes available from the CDC and the Southeastern Conference.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- All employees and students will provide their own face mask and face shield.
- Wearing a mask or face shield is required at all times except
  - When eating
  - When socially distant outside

### **WELLNESS & HYGIENE**

- Hands-free sanitizing stations will be provided throughout the campus.
- Frequent handwashing will occur throughout the school day
- When practical, windows and doors will be left open to increase air flow.
- Water fountains will be disabled. All students must bring their own water.

### **PUBLIC SIGNAGE & REINFORCED EXPECTATIONS**

All signage throughout the school facility regarding healthy hygiene, prevention and expected behaviors must be adhered to by everyone entering the campus.

### **ENHANCED FACILITY CLEANING**

- Safe and effective cleaning agents will be used by all employees on high touch surfaces throughout the school day.
- Periodic HVAC air purification
- Regular fogging will be done

### **HEALTH SERVICES**

- All students and employees who are sick must stay home.
- All students and employees who become sick while at school must go home immediately.
- All students and employees who have a temperature exceeding 100.3o or exhibit symptoms of Covid-19 will be sent home.
- All students and employees who test positive for Covid-19 must quarantine for 14 days. A negative test will be required before returning to school.

### **FOOD SERVICE – BREAKFAST/LUNCH**

Breakfast and lunch time schedule will be staggered by class to accommodate social distancing in the cafeteria or designated areas.

**EJA 2022-2023 CALENDAR  
SUSTAINING ACADEMIC, SPIRITUAL and SOCIAL EXCELLENCE (SASSE)**

**PERIOD 1: Aug 8-Oct 8 (45 school days)**

**AUGUST**

2-6 Teachers' work days/**ALL Staff Meeting @ 9:30 sharp**  
7 Teacher Dedication/Adventist Education Focus  
**8 Q & A with School Board/Registration (count as school day)**  
**9 First Day of School**  
23-27 MAP Testing  
  
27 Student Council Election  
31 Open House/Parent Meeting

**SEPTEMBER**

2 Staff Meeting  
**6 NO SCHOOL/Labor Day**  
10 Grandparents' Day  
13-17 Fall Week of Prayer  
21 Field Trip  
27 Science Fair Project Idea due  
30 Parent Meeting

**PERIOD 2: Oct 12-Dec 15 (43 School days)**

**OCTOBER**

6 Principals' Meeting  
7 Staff Meeting/BOE  
6 Picture Day (School Uniform & Graduation)  
**8 First Period ends (45 days)**  
11 **NO SCHOOL/Columbus Day/Teacher In-service**  
12 **Second Period Begins**  
21 PT Conference (Noon Dismissal) Report Card Distribution  
25-29 Drug Free Week  
28 Field Trip (K-8) SPIFFS Folk Fair

**NOVEMBER**

4 Staff Meeting  
8-10 Outdoor Education (6<sup>th</sup> Grade) @ Camp Hawthorne  
9 Field Trip  
**11 NO SCHOOL/Veteran's Day**  
17 Thanksgiving Luncheon/Hispanic Heritage Emphasis  
20 EJA Education Day/SS  
**22-26 NO SCHOOL/Thanksgiving Break**



## DECEMBER

3	Staff Meeting
6-12	MAP Testing/Interim Report
6-8	Writing/Poetry
9	Holiday Musical/EJA Education Day
16	Picnic Day
17	<b>2nd Period Ends (43 Days)/Noon Dismissal/Student Appreciation</b>
<b>20-Jan 3</b>	<b>NO SCHOOL/Christmas Break</b>

### PERIOD 3: Jan 4-Mar 11, 2022 (48 school days)

## JANUARY

<b>3</b>	<b>School Resumes/Third Period Begins</b>
7	Staff Meeting
14	Report Card
<b>TBA</b>	<b>5<sup>th</sup> Grade Class Trip-Holy Land</b>
<b>17</b>	<b>NO SCHOOL/Martin Luther King Jr. Birthday</b>
24-28	National School Choice Week
28	Family Night/First Semester Awards & Parents' Recognition

## FEBRUARY- Black History Month

3	Staff Meeting
7	Field Trip
10	Family Night/Black History Program/Local Spelling Bee/Interim Report
14	Friendship Luncheon/Students' Appreciation
21	<b>NO SCHOOL/President's Day/North Teachers' In-service</b>
23-24	Principals' Meeting/BOE
26	Conference-wide Annual Spelling Bee (Ephesus, WPB)

## MARCH- S.T.E.A.M. month/Robotics Competition

3	Staff Meeting
10	7 <sup>th</sup> Grade Class Trip
<b>11</b>	<b>Third Period ends (48 Days)</b>
14-18	<b>NO SCHOOL/Spring Break</b>
21-25	Spring Week of Prayer
<b>21</b>	<b>Fourth Period Begins</b>
<b>31</b>	<b>Parent-Teacher Conferences/Noon Dismissal</b>

### PERIOD 4 Mar 21-May 20 (44 school days)

## APRIL

5	Math Derby @ BJA
7	Staff Meeting
15	<b>NO SCHOOL/Good Friday</b>

18-22 MAP Testing  
 TBA Church School Rally Day  
 22 SEC Science Fair (count as a school day)

**MAY**

2-8 8<sup>th</sup> Grade Class Trip  
 12 Picnic Day  
 19 **PK & K**  
 21 **8<sup>th</sup> Graduation/Awards 11AM & 6 PM**  
 20 **Last Day for Students/Dismissal @ 12:00 noon**  
 20 **Fourth Period ends (44 days)**  
 23-31 Teachers' Work Days  
 30 Memorial Day (Holiday)  
 31 Last Work Day for 10-month Teachers

**NINE WEEK PERIODS**

FIRST PERIOD:	August 8 - October 8	45
SECOND PERIOD:	October 12 - December 17	43
THIRD PERIOD:	January 4 - March 11	48
FOURTH PERIOD:	March 21- May 20	44
<b>TOTAL SCHOOL DAYS:</b>		<b>180</b>

**HOLIDAYS/NO SCHOOL**

**DAYS ALLOWED**

September 6	Labor Day	1
October 11	Columbus Day	1
November 11	Veterans' Day	1
November 22-26	Thanksgiving Holiday	5
December 20 - Jan.3	Christmas Break	10
January 17	Martin Luther King Jr. Birthday	1
February 21	President's Day	1
March 14-18	Spring Break	5
April 15	Good Friday	1
<b>TOTAL DAYS:</b>		<b>26</b>

**STAFF DEVELOPMENT DAYS/IN-SERVICE (NO SCHOOL FOR STUDENTS)**

August TBA Teachers' Convention/SEC	3
August 2-6 - Teachers' Workdays	3
October 11 - Teachers' In-service	1
February 21 -Teachers' In-service	1
<b>TOTAL DAYS:</b>	<b>8</b>

## NOTES