

## **ADMISSIONS**

### **Policy**

Our school does not discriminate and accepts students of any sex, race, color, religion, or national or ethnic origin.

Only students who meet the full criteria for admission, are in full agreement with the standards of Christian education, and who will cheerfully endeavor to live in harmony with the principles of the school, should apply.

Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who presents themselves for admission thereby pledges to observe the regulations of the school, and respect our lifestyle standards. Our students are expected to have high standards of morality and integrity.

Attendance is a privilege, not a right. In order to safeguard the school's academic and moral atmosphere, the school reserves the right to request the withdrawal of any student whose presence is deemed detrimental to the school or its individuals.

Every student and parent of the school will be expected to be familiar with school rules and regulations. Violations of them may forfeit one's enrollment. The School Board will consider students who have been suspended or expelled from another school on a case-by-case basis.

All new students are on a one month's probation.

### **Procedure**

1. Request an application packet
2. Application fee
3. Complete the application and include the following
  - a. Health transcripts
  - b. Copies of current report card
  - c. Permission to acquire transcripts from the previous school
  - d. Letters of recommendation and/or provide the names and phone numbers of at least three of the following for the school staff to contact (one must be a teacher; if the student has more than one teacher, a minimum of two teachers must be contacted); teacher, principal, guidance counselor, or pastor.
4. Submit application
5. Office will set up an interview with the parents, the student, principal, and respective teacher and/or board member
6. If necessary, an evaluation of the student will be conducted to determine his/her progress and grade level placement

7. Applications must be made, report cards reviewed, medical forms completed, including physicals for all new students, and for students in grades 1, 4 and 7 before students can be enrolled.
8. Parents will be notified of acceptance status

Applications for admission are reviewed and passed by the School Board. The School Board reserves the right to limit the number of students accepted. We may not be able to accommodate some students with special needs.

### **Special Needs Students**

Special needs students will be considered on a case-by-case basis.

### **First Grade Students**

Students who are 6 years old prior to September 1<sup>st</sup> may apply for enrollment at PJA. Because the first years are the most important ones, PJA will carefully evaluate student readiness for first grade and reserve the right to postpone enrollment. Readiness, not chronological age, is the primary consideration. A successful beginning is vital for long-term success.

### **Grade Placement**

All new students will be given a grade placement test to determine placement. If a student's ability is lower than his/her current grade, PJA reserves the right to place the student into a lower grade or deny admission.

### **Returning Students**

All returning students must fill out an application for each year. The Admissions Committee will notify the student if there are concerns regarding their re-admission status.

## **ATTENDANCE REQUIREMENTS**

### **School Hours**

Monday – Thursday 8:00 A.M. – 3:00 P.M.

Friday 8:00 A.M. – 1:00 P.M.

### **Attendance**

Class attendance is required by the NH Department of Education. Regular, on-time attendance is expected of all students. Students should not be on school grounds unattended before 7:45 A.M. or after 3:15 P.M. Monday – Thursday, or before 7:45 A.M. or after 1:15 P.M. on Friday. School begins at 8:00 A.M. sharp. There is no day care or supervision before or after school hours.

Parents must notify the school if their child is to be absent from all or part of the school day. Please call the school prior to 8:00 A.M. to inform the teacher of a child's absence.

Excused absences are those that are verified by a parent, guardian, a physician, nurse, or other school staff. Absences should not exceed 7 days within a quarter. Examples of such excused absences include:

- Illness
- Medical or dental appointments
- Death or serious illness in the immediate family
- Pre-approved family trips (with one week prior notice)

As far as possible, all out-of-school appointments (e.g. medical/dental visits) should be scheduled for school breaks, school holidays, after school, or during the summer break.

### **Tardiness**

Arriving on time for the start of school is very important. School is to start promptly with worship each day. When students arrive late they are missing or interrupting an important class time activity. Excessive tardiness is to be avoided as the school is required to report tardiness to the NH Department of Education each year.

### **Early Dismissal**

Students leaving school prior to the end of their regularly scheduled day must arrange this through the teacher, preferably in advance. A parent note, text, or phone call is required.

## **CLASSWORK/ASSIGNMENTS**

### **Class Work**

Class work is given each day. Students are expected to finish the assigned class work by the end of the day. Work that is not completed that day is to be finished before the end of the school week.

### **Homework**

PJA will no longer be having students complete regular homework assignments. Children will be given opportunity in school to complete their spelling practice, number facts, and extra reading for enjoyment. Regular school assignments not completed during the school day will be completed by students during their own after school hours.

### **Make-up Work**

Students are expected to make up all work missed due to absences. It is the student's responsibility to get all assignments and to make arrangements with teachers to take make-up tests or quizzes. Unfortunately, many class activities cannot be duplicated, such as class discussions, lectures, presentation speakers, films, trips, or demonstrations. Students are expected, however, to make up all work that is possible and will be held accountable for all work in the class.

All make-up work needs to be completed and turned in promptly.

Homework and make-up work must be up to date for students to attend field trips or other school-sponsored events.

### **Incompletes**

Incompletes will be given only when circumstances such as illness have made it impossible for a student to finish class work in the allotted time. An "I" becomes an automatic "F" if it is not satisfactorily completed within two weeks after grades are issued.

**Grading system**

The following system will be used in determining Grade Point Averages (GPA) for honor points:

|    |     |    |     |
|----|-----|----|-----|
| A  | 4.0 | C  | 2.0 |
| A- | 3.7 | C- | 1.7 |
| B+ | 3.3 | D+ | 1.3 |
| B  | 3.0 | D  | 1.0 |
| B- | 2.7 | D- | 0.7 |
| C+ | 2.3 | f  | 0.0 |

**GRADUATION REQUIREMENTS**

1. A student who fails two or more core subjects will not be promoted to the ninth grade.
2. Each student must be eligible for promotion to ninth grade in order to participate in graduation exercises at the end of the year.
3. A student who is not promoted due to failing a class or classes may remove the failing grade or grades by attending summer school in their local school district.
4. Upon satisfactory completion of the course(s) the student may/will be promoted.
5. The student's final statement of account must be paid in full before he/she will receive his/her diploma. Students must receive financial clearance before being able to participate in graduation exercises.

**MEDICAL INFORMATION****Medical Exams**

A physical examination is required for all students entering school in the Atlantic Union Conference for the first time and when entering grades 1, 4 and 7. Up to date immunization records must be included. This should be completed before the opening date of school.

**Immunizations**

All students shall be immunized prior to school entrance according to the current recommended dates of the AUC Office of Education Codebook and/or the NH Department of Health and Human Services.

Any student may be exempt from immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health. A student may be excused from immunization for religious reasons.

All students must submit health records before entering classes at PJA.

All new students and those entering grades 1, 4 and 7 must have physicals before entering PJA.

## **Medications**

All students who need prescription and non-prescription medication (to include inhalers) during school hours (on a daily basis or as-needed basis) must do the following:

- **Present a written consent signed by a physician for prescription medication**
- **Present a written note from parents for non-prescription medications**

**Bring the medication to the teacher in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.**

## **SCHOOL REGULATIONS**

### **Student Conduct**

PJA was founded on and is committed to being a quality Christian educational ministry. We firmly believe it is our responsibility to offer a safe, nurturing, caring, and respectful environment as well as programs emphasizing academic excellence and Christian character. Students attending PJA are encouraged to exemplify a genuine desire to grow in the Lord and to show forth the qualities of respect, obedience, honesty, integrity and responsibility.

The quality of one's life is determined by the choices one makes. It is the goal of PJA to help students learn to make wise choices in terms of speech, attitudes, and actions that will enable them to become self-disciplined, godly individuals. Attending PJA is a privilege, not a right. Certain standards of conduct are expected from students. These include, but are not limited to:

1. Attending school punctually and regularly
2. Respect the Bible as the inspired Word of God
3. Practice the principles of Christian morals, ethics, fair play, and courtesy
4. Treat others with respect
5. Respect school and personal property
6. Complete on-time all class and homework assignments (unless due to illness or other pre-arranged situation with teacher/principal)
7. Work to personal potential allowing others to work to their potential as well
8. Participate cheerfully in school programs and events
9. Be honest
10. Use appropriate language and gestures
11. Keep our school neat and clean

There are some practices that experience has taught us not to permit in our school. These practices offend PJA standards, state laws, insurance regulations, health practices, or the common ethical code or right living. Offenses will be taken seriously and will result in disciplinary action. The following are behaviors that will not be tolerated.

1. Any pupil who defaces, damages, or destroys school property will be subject to disciplinary measures. Students/Parents will be held responsible for replacement costs
2. The telephone is for school business and may be used by the student only in case of emergency
3. All school books are the property of Pioneer Junior Academy and should be given careful care throughout the school year. If a student damages a school book, then it will be the responsibility of the student/parents to pay for a replacement
4. Parents will be required to supply certain items for the student's use during the school year such as paper, pencils, notebooks, etc. The teacher will furnish the parents with a school supply list
5. Cell phones, radios, I-pods, I-pads music or other electronic devices are not allowed to be used in the school or at school functions (including trips). If a student is seen using them, they will be confiscated. The school will not be responsible if these items are lost or stolen. Messages from parents should come directly to the teacher/school office.
6. Jewelry and noticeable make-up, including noticeable nail polish, are not permitted.
7. Skateboards, roller blades and bikes are not permitted on the school grounds.
8. Throwing snowballs or ice is not permitted
9. Coffee and/or other drinks containing caffeine should not be brought to school or be served during school related functions
10. Participation in, or conspiracy to do, any act that injures, degrades, or disgraces a fellow student or staff will not be tolerated.
11. Gum chewing is not allowed in the school building, church, or on the school grounds. This includes all school-sponsored trips or events
12. Gambling, betting, occult or dominations games (such as Ouija boards) are not permitted
13. Using profane language, indulging in lewd conduct or suggestion, possessing or displaying obscene literature or pictures will not be tolerated
14. Improper sexual conduct, indulging in lewd conduct or suggestion, possessing or displaying obscene literature, pictures, or electronic media will not be tolerated
15. Dishonesty, including theft, lying, or willful deception regarding violation of school regulations, cheating on examinations, class work, or any phase of school work or business will not be tolerated.
16. Tampering with fire alarms, extinguishers, other safety equipment, or school/ personal property is not allowed
17. Tobacco, alcohol, and drugs are strictly forbidden

18. Making, possessing, handling, displaying weapons of any type, including pocket knives, explosives, or incendiary objects of any kind are strictly prohibited
19. Undermining the religious ideals of the Seventh-day Adventist Church will not be tolerated.
20. Uniforms shall be worn for the entire school day.

## **GENERAL INFORMATION**

### **Dress Code**

PJA believes that there is a correlation between how students dress and how they perform in the classroom. The Christian student is not to be controlled by the world's fads, but should be setting an example for the world to follow. Students are expected to dress in a clean, neat, and modest way. Examples of appropriate dress include:

- Plain colored MASKS or medical grade disposable masks or any CDC approved plain colored masks
- Uniforms shall be as follows:
  - Top
    - Navy blue OR Khaki short-sleeved or long-sleeved polo shirt
  - Bottom
    - Navy blue OR Khaki pants (no external pockets and a true waist-line)
    - Navy blue OR Khaki skirt/skort
    - Navy blue OR Khaki Bermuda shorts – August, September, May & June
  - Footwear
    - Any shoes/sneakers
  - Outerwear
    - Navy blue sweater
    - Navy blue sweater vest
- Clothing must be properly sized; not baggy, oversized, or skin-tight
- There must never be any underwear showing
- There must not be any ragged edges, patches, or holes in the clothing
- Footwear must be worn at all times. Shoes/sneakers must be clean and in good repair
- Hats of any kind, including hood, may not be worn inside the building
- Clothing made of spandex is not allowed
- Skirts need to be modest
- Hairstyles must be neat and appropriate at the discretion of the teacher/principal
- Hair color must be natural

### **Visitors**

Visitors are welcome at PJA but appointments must be made in advance with the teacher and/or principal.

### **Fire and Emergency Drills**

All students are expected to cooperate in fire and emergency drills. The teachers take drills seriously and expect students to comply with all requests.

### **Storm Procedures**

School delays or closures will be announced via School Texting Group.

### **School Texting Group**

A school texting group will be established at the beginning of the school year to pass along important information that needs to be announced immediately. The principal/teacher will be in charge of the texting group.

### **Computer Policy**

Chromebook computers will be provided by PJA for use ONLY for school assignments and classwork. No personal emails, texting, internet browsing or gaming will be allowed at any time. The Chromebook is to be used only with adult supervision and kept safe. Each student and a parent will sign a "School Chromebook Computer Loan Agreement" prior to the receiving the Chromebook.

## **ASBESTOS NOTICE**

NOTIFICATION OF PRESENCE OF ASBESTOS AS IN COMPLIANCE WITH "ASBESTOS HAZARDOUSE EMERGENCY RESPONSE ACT" TO INDIVIDUALS ENROLLING THEIR STUDENTS IN PIONEER JUNIOR ACADEMY.

The inspection of the sample dated May 9, 2008 noted trace asbestos in the linoleum in the bathrooms. According to a letter dated 6/5/08 a review of those records by Scott Lawson Group Ltd was done. After collecting samples and an analysis in their laboratory it was found that "No asbestos was detected in those samples."

An Asbestos Inspection and Management Plan is available for review at the administrative office of Pioneer Junior Academy.

## GRIEVANCE POLICY

At PJA we are committed to open, honest, and consistent communication between parent, teacher, and student. The standard for our grievance policy is found in Matthew 18:15-19:

*“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would treat a pagan or a tax collector.”*

As partners with you in building character, achievement, and leadership, PJA welcomes any comments, questions, and suggestions you may have.

In the event that a student, parent, or member of the PJA constituency questions an action or policy of the school, the following procedures should be followed:

1. The student, parent, teacher or constituent member should first privately contact the individual and attempt to resolve the issue directly in a timely fashion
2. If unresolved, the grievant should contact the principal who will join in a meeting with those in conflict
3. If the grievance is with the principal and/or if still unresolved, the grievant should contact the school board chairperson, who will join in a meeting with those in conflict
4. If still unresolved, the grievant should ask the school board chairperson to refer the matter to a trained mediator. The mediator will attempt to mediate a resolution between the two parties, within a reasonable, but limited, time frame
5. If still unresolved, the school board chairperson, the mediator, the teacher, and the parent or grievant will schedule a conference to try to resolve the issue
6. If the above steps prove unsatisfactory and the student, patron, or parent still feels that a further appeal is needed, he/she should contact one of his/her representatives on the school board and ask for a full school board review
7. Lastly, after all previous steps of this policy have been completed, an appeal may be made to the Superintendent of Schools of the Northern New England Conference.

## **SEXUAL HARASSMENT**

### **Policy**

PJA values the right of all students to work and study in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates.

In addition to being in violation of PJA's policy, sexual harassment constitutes illegal educational discrimination under Federal and State statutes and the 14<sup>th</sup> Amendment of the U.S. Constitution and Title IX of the Education Reform Act Amendment of 1972. Since God has created us with sexuality, we have the responsibility to choose and exercise purity of thought and behavior promoted by the Bible and to avoid what civil law forbids.

PJA will not tolerate acts of sexual harassment nor will it tolerate retaliatory behavior in response to a student's complaint of harassment. In like manner, false claims or sexual harassment will not be tolerated. Such actions will result in a timely review and if warranted, disciplinary action.

### **Definition of Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, regardless of where it occurs, constitutes sexual harassment when:

1. Such conduct has the purpose or effect of interfering with an individual's academic performance or social life, or creating an intimidating, hostile, offensive work/study environment
2. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's social, spiritual, or academic program. Submission to, or rejection of, said conduct by an individual is used as a basis for enrollment decisions affecting said individual.

Examples of such behavior include, but are not limited to:

1. Making threats of a sexual nature
2. Touching or grabbing of a sexual nature
3. Basing educational decisions or practices on submission to sexual favors
4. Unwelcome sexual advances, comments, gestures, or contact
5. Jokes of a sexual nature
6. Subjecting others to ridicule, slurs, or other derogatory actions of a sexual nature
7. Displaying sexual pictures, photographs, cartoons, websites, or other electronic media, or graffiti

8. Making improper or suggestive comments about a person's anatomy.

Sexual harassment can take place between members of the same sex as well as members of the opposite sex. Any individual may be a victim or perpetrator of sexual harassment.

### **Reporting of Sexual Harassment**

Persons who believe they are being sexually harassed should:

1. Tell the harasser to stop in clear language
2. Report the incident(s) immediately to the principal, teacher, pastor, parent, or other trusted adult
3. Keep detailed records of the harassment in a safe place. Include dates, times, and places, as well as names of witnesses and other relevant information.
4. Report additional incidents as they occur.

## **DISCIPLINARY POLICY**

Understanding that this is an institute of learning, and a safe place for children, the following policy will be used to help facilitate these goals.

Students will be made aware of the school/class rules on the first day of school or on the student's first day in the school. Students are expected to follow those rules.

If a student acts inappropriately, in a way that interrupts steady learning or puts the safety of other students at risk, on the first offense they will meet with the teacher/principal to discuss the behavior and set a plan to correct the behavior.

If the behavior continues, a meeting with the student, teacher/principal, and parent will be arranged. A written action plan will be developed for the student to follow.

Subsequent parent—teacher conferences may need to be held to discuss and/or modify the action plan.

If the behavior continues, the matter will be brought to the school board for further disciplinary action, which may include suspension or expulsion.

Successive violations are grounds for progressively more severe disciplinary actions. Gross violations will result in immediate dismissal.

Further, students displaying consistent disciplinary problems may be asked to not at-

## **FINANCIAL INFORMATION**

### **Tuition**

PJA offers a unique opportunity to members in the Keene and Mountain View Seventh-day Adventist churches. Student families of constituent churches are not charged tuition by the school; however, contributions made to the Combined Budget are not available for tax deductions up to an amount equal to 80% of non-constituent tuition.

A monthly (10 months) tuition fee is charged for non-constituent students/families.

### **Registration Fee**

A registration fee is charged for all students. It covers costs of purchasing books, testing materials, application fee, and school insurance. The fee is divided into two payments (unless payment is made in full or arranged for with the school treasurer). The first payment is due prior to the first day of school. The second payment is due prior to the start of the third quarter.

Students will not be admitted to classes on the first day or the start of the third quarter unless payment is made.

# **Opening Operation Plans for COVID-19**

For

## **Pioneer Junior Academy**

*Educating for now and for Eternity.*

Revised by Karina Pimentel

Adopted by School Board August 5, 2020

### **Opening Operation Plan Outline**

The upcoming 2020-2021 school year will look like no other school year. With COVID-19 we are facing new and intimidating protocols in order to operate. With the support of our School Board, Northern New England Conference, and the Department of Education for New Hampshire we feel confident for Pioneer Junior Academy to open the doors for this upcoming school year.

Below is the *tentative* list of operating procedures that we all must follow. Please be advised that we are calling these “tentative” because protocols and procedures are constantly changing due to COVID-19. We will be keeping you informed if items on this list change.

The following is taken from the New Hampshire Grade K – 12 Back-To-School Guidance, July 2020.

- ◆ Identify and procure necessary equipment, materials, and supplies for supporting the health and safety guidelines.
- ◆ Thoroughly clean buildings and classrooms.
- ◆ Remove any furniture, toys, rugs, and other items that cannot be easily cleaned each day.
- ◆ Disinfect high-touch areas (doorknobs, desktops, faucets, etc.).
- ◆ Mark 6’ standing spaces on the floor, near doors, bathrooms, sinks, or other places where students may congregate or line up.
- ◆ Post signs to remind students to keep hands to themselves; fun examples of 6’ distance; face coverings; handwashing protocols; etc.
- ◆ Utilize Plexiglass shield(s) when appropriate.
- ◆ Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
  - For PJA we will be opening windows and doors when it is safe to do so. We will use fan(s) to increase ventilation.
- ◆ Develop a communication plan to raise awareness among staff, families, and students regarding any new procedures and expectations.
  - For PJA we will be emailing parents to determine what best form of communication will work, how often they would like to have updates (daily, weekly, bi-weekly, etc.).

Daily Procedures that we will be following

Students’ temperatures will be taken before getting on the school van or entering the school by the teacher or a volunteer. Students with a temperature that is 99.6°F or above will need to return home. Students cannot return until the child has been fever-free (without the aid of medication) for 24 hours.

Students’ temperatures will be taken before entering the classroom by teacher or volunteer with an infrared thermometer. Students with a temperature that is 99.6°F or above will need to exit the building and cannot return until the child has been fever-free (without the aid of medication) for 24 hours.

**ANYONE** entering the building/school van **MUST** wear a mask or face covering.

- ♦ We are asking that students bring a face mask (or two) to keep with them throughout the day. If we are, for whatever reason, in close proximity of each other (i.e. student asking teacher a question, student needs assistance from another student, etc.) we need to wear face masks or coverings. **Please be advised that this protocol will be evaluated on a weekly basis to determine its necessity).**
- ♦ If you are sending your child to school on any given day, you are acknowledging that these questions have been asked and none of the following symptoms and/or risks exist:
  - 1). Do I feel well today?
  - 2). Do I feel more tired than normal?
  - 3). Do I have muscle or body aches?
  - 4). Do I have a cough or sore throat?
  - 5). Do I have a headache?
  - 6). Do I have a stuffy/runny nose that is *not* due to usual allergies?
  - 7). Do I have a fever or do I feel feverish?
  - 8). Do I or have I had shortness of breath?
  - 9). Do I have/had a loss of taste or smell?
  - 10). Do I feel nauseous or have I been vomiting?
  - 11). Did you take Advil, Tylenol, or Motrin this morning? If yes, why?
  - 12). Have I been around anyone exhibiting these symptoms within the past 14 days?
  - 13). Have I been with anyone who is sick or quarantined?
  - 14). Have I been out of the state, or my home state, in the last 14 days for more than 24 hours?
    - \* If the answer is YES to **any** of the above, the child must stay home
    - \* If at any point during the day your child displays these symptoms, you will need to arrange for your child to be picked up immediately upon notification by the teacher.
    - \* Your child will be quarantined until the time of pick-up.
    - \* Daily temperatures will be taken (as stated) and random screening questions will occur at the teacher's discretion.
  - 15). Should a student/teacher exhibit signs or test positive for COVID-19, remote learning will be implemented immediately with school reopening after the quarantine period unless otherwise directed.

Other new policies –

Due to the importance of pre-screening before entering school and the need of masks, hand sanitizers, and cleaning products, it is imperative that we have the proper supplies. This is an expense on the school and we will be asking parents to help bring in personal masks.

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This is a strange time for **everyone**. Please understand that the above protocols are for the safety of our students. Due to our small enrollment, social distancing and reopening will not be nearly as difficult as our larger schools and our local public schools. We will be operating five days a week with normal school hours—Monday through Thursday from 8:00 A.M. to 3:00 P.M.; and Friday from 8:00 A.M. to 1:00 P.M. While we are a private school, we are a state recognized

school, thus we need to follow certain guidelines set this together – teachers, administrators, students, parents, and our community.

If you have any questions please reach out to the principal, Karina Pimentel. Her contact information is 603-399-4803 or [principal@pioneerjunioracademy.com](mailto:principal@pioneerjunioracademy.com).

Again thank you for your patience and understanding with these new protocols.

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