



**Student Handbook
2019-2020**

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School Mission, Goals, and Objectives

Laguna Niguel Jr. Academy was established in 1984 to provide a Christ-centered education for the elementary school-aged members of the Laguna Niguel Seventh-day Adventist Church as well as the surrounding Christian Community. Laguna Niguel Jr. Academy is a non-profit K-10th grade school located in Laguna Niguel, California.

LNJA's philosophy is to lead its students to ascertain and accept, in practice and sentiment, the mind and will of God as revealed in His Word. Our unique educational approach is based on the belief of a harmonious development of the physical, mental, social, and spiritual elements within each student. The school seeks to provide a Christ-centered curriculum and program of activities. The school seeks to develop an attitude of service cooperation within each student toward his fellow man. This concept of community is emphasized to develop a well-rounded member of society.

These objectives may be summarized within the framework of the philosophy of the Seventh-day Adventist education as follows:

- To lead students to a closer relationship with Christ.
- To develop good physical and mental health through the teaching of health in the classroom and a quality physical education program.
- To share in the joint responsibility of parents and teachers in the educational process of children.
- To assist in the formation of a Christian character.
- To develop a spirit of personal service.
- To live in obedience to God's Word.
- To develop a student's intellect that they may master such skills that will prepare them to function competently as a responsible member of their community.
- To prepare students for Jesus's soon return.

LNJA operates under the supervision of the Southeastern California Conference of Seventh-day Adventists and the greater Seventh-day Adventist educational system. A board of church and school members, committed to providing a quality school program, governs the school. This body provides overall guidance to the school administration in the areas of operations and staffing. The board is also responsible for providing adequate financing for operations.

The combined energies provide a high quality education, a professional, caring atmosphere for the school program, and strong leadership, which strengthens the cohesiveness of the school.

Admissions

The school is open to all students who desire a Christian education and agree to live by the principles set forth in this handbook.

Non-Discrimination Policy

LNJA admits students of any race, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Student Placement

Each new student and their family applying for admission shall:

- Meet with the Principal for an interview.
- Take a placement test.
- Read the handbook to become acquainted with the school rules.
- Sign the statement on the online application indicating a willingness to cooperate and remain in harmony with the objectives of the school.

Appropriate placement of a new or transfer student takes into consideration the child's social, physical, and emotional readiness. Academic achievement, basic skills and abilities, and actual performance are also factors that are considered. All new and transfer students will be accepted on probationary status for the first nine week grading period. At the end of the nine-week period, each student's status will be reviewed. Final decision will then be made regarding admission. Before accepting a new or transfer student the following may be taken into consideration:

- Prior school performance as evidenced by cumulative records, report cards, standardized test scores, and conversations with personnel of previously attended school(s).
- Age and physical development.
- Social development.
- Student and/or parent attitude toward the Seventh-day Adventist Church and its educational system.
- Willingness to cooperate with school policies and administration.

A conference involving parent and/or child will be held to determine the extent to which the applicant meets the above stated criteria.

Kindergarten/First Grade Entrance Age and Admissions

Before accepting a student into Kindergarten or first grade, a copy of one of the following must be provided for verification of age:

- Birth certificate
- Letter from physical who delivered the child
- Baptismal/Christening Certificate

In addition, documentation of a complete physical examination and full immunization records are required before a student may attend classes. (See HEALTH REQUIREMENTS and IMMUNIZATIONS for further information.)

Kindergarten

A child must be five (5) years of age by September 1st of the school year to be admitted to Kindergarten. No Kindergarten student will be accepted in January unless transferred from another Kindergarten.

Grade 1

A child must be six (6) years of age by September 1st of the school year to be admitted to Grade 1.

Part-Time Enrollment

Students may apply for part-time enrollment if they are also enrolled in another California state approved educational program. Contact the school office for details.

Financial Policy

As part of the enrollment process, parents or legal guardians will be required to sign a document stating their responsibility for the tuition and fees.

Tuition:

Grades K-8	Yearly	10 months (August-May)
SDA Member	\$5,950	\$595
Non-SDA Member	\$6,600	\$660
Grades 9-10		
SDA Member	\$8,250	\$825
Non-SDA Member	\$9,650	\$965

Fees:

Enrollment Fee:	\$450/student
Yearbook:	\$40/student
Student Association:	\$10/student
Graduation (K, 8th):	\$60/student

Fees Due at Registration

Registration Fees are non-refundable and are due at the time of student registers for school. Fees help cover the cost of student accident insurance, textbooks and workbooks, instructional materials, processing student records, fine arts, student association, school yearbook, and graduation.

Installment Plan

If requested, the yearly tuition can be divided into ten (10) equal installments, with payments made August - May.

Discounts

A 5% discount is given to those who prepay the entire year's tuition in advance. If two or more students attend from the same family, a 5% discount on the total tuition is given.

If both of the above situations apply, a maximum of 10% discount will be given.

Terms of Payment

Tuition is due on the 1st of each month. A delinquent fee of \$15.00 will be charged for payments received after the 5th of the month.

Delinquent Accounts

If tuition remains unpaid for 30 days a letter will be sent to the responsible party regarding actions to be taken. This letter will request prompt payment and that the student(s) be kept home until the bill has been paid or financial arrangements have been scheduled.

Check Charge

If a check is returned for any reason, a new check must be written to include a \$15 service charge. After a second returned check, all future payments must be paid by money order, cash, or cashier's check.

Health Requirements for School Entrance

Health examinations are required of all students in the Pacific Union Conference:

- Physical and dental upon entering school for the first time.
- At grade seven (7) (to include a scoliosis exam) and grade ten (10).
- At other times when required by the Conference Board of Education.

Physical and dental exams shall be considered current, except a scoliosis examination, if taken not more than twelve (12) months prior to the above stated times and provided the report is submitted to the school. Full immunization records must be provided before class attendance can be allowed, including evidence of a TB test within the past year.

Immunizations

Immunization requirements of the State of California apply to LNJA students. Proof of immunization is required to complete registration.

The following immunizations are required in full with evidence of month and year given before class attendance will be allowed:

- Polio vaccine
- Measles (Rubella Measles Vaccine), Mumps, Rubella (German Measles Vaccine) (MMR)
- Diphtheria, Tetanus and Pertussis (DPT) and 7th grade booster
Hepatitis B (for Kindergarten and 7th grade entry only)
- Varicella Vaccine (Chickenpox)

Health Records

All health records for each student will be kept in a separate health folder in the school office. School personnel will keep health records up-to-date. When a student transfers to another school the health record will be given only to whomever has signed as parent or guardian.

Contagious Diseases

No child with an infectious or contagious disease is to be allowed to attend school.

Emergency Information Card

An emergency information card must be completed for each student. If any changes occur with health status or emergency information, it must be reported immediately in writing to the school.

Children Who Are Well

Please notify the school at once if your child has a communicable disease so we can all be aware of the symptoms and notify the other parents. In the case of chicken pox, all scabs must be gone before the child may return to school.

Please keep your child home if s/he:

- Has a fever or has had one during the previous 24-hour period.
- Has a cold that is less than four (4) days old.
- Has a heavy and colored nasal discharge.
- Has a constant cough.
- Has an unexplained rash or skin eruption.

- Has symptoms of a possible communicable disease, i.e. sniffles, reddened eyes, sore throat, abdominal pain, or fever.

Medication at School

School personnel may administer necessary medications if the procedure specified in the ***Education Code*** is followed. The ***California State Education Code*** states:

Section 49423: Notwithstanding the provision of Section 49422, any pupil who is required to take, during the regular school day, medicine prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives: 1.) a written statement from such physician detailing method, amount, and time schedules by which such medication is to be taken; and 2.) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

Such medication must be delivered to the school **in the original container as delivered by the pharmacy to the parent or pupil bearing the original pharmacy label**. Under Section 26067 of the ***Health and Safety Code***, this label must contain the name and place of business of the seller, the serial number and date of such prescription, the name of the person for whom such drug is prescribed, the name of such members of the medical profession who prescribed the drug, and must bear directions for use as prescribed by such member of the medical profession.

Physical Education

Each student is required to participate in the physical education program, unless participation will be detrimental to the student's health. Parents/Guardians must notify the teacher by letter if their child cannot participate in physical education. If the child cannot participate for more than three consecutive days, a written statement from a physician should be brought to school.

Sexual Education

The science curriculum adopted by the Southeastern California Conference is consistent with Seventh-day Adventist beliefs and Christian morals and values. The curriculum introduces Sex Education in fifth (5th) and sixth (6th) grades and is taught through high school. The material is deemed age-appropriate.

As a parent, you are encouraged to speak with the science teacher if you have questions or concerns regarding the curriculum. You have the option of excluding your child from the section on Sex Education but you must do so by contacting the science teacher.

School Hours of Operation

	Monday - Thursday	Friday
Kindergarten - 8th Grade	8:00 am - 3:00 pm	8:00 am - 12:00 pm
9th - 10th Grade	8:00 am - 3:00 pm	8:00 am - 12:05 pm

The school classrooms will be open at 7:50 am each morning. Parents are asked to help with supervision by not bringing their children to school before 7:40 am.

After Care

Teacher supervision ends 15 minutes after school is dismissed. LNJA provides child care after school hours until 6:15 pm for \$4/hour. Students must sign in with the after care director upon entering and parents must sign their child(ren) out when they are picked up. After Care is billed monthly to your account.

Absences

According to California State Law, the only valid reasons for absence from school are:

- Illness of the student.
- Death in the immediate family.
- Dental or doctor appointments.
- Quarantine by the Health Department.

The school requires parents/guardians to notify the school promptly in the morning if your child is going to be absent.

It is the student's responsibility to pick up and return missed assignments due to absence. The school strongly discourages extended periods of absence (except for health reasons) while school is in session as it affects the student's academic standing.

Tardiness

Students who are not in class when school begins will be considered tardy. The school strongly discourages excessive tardiness as it may adversely affect the student's academic standing.

Academic Reports

Grade reports are issued to students quarterly (every nine weeks). Parent Teacher Conferences are held at the end of first and third quarters (November and April).

Grading System

Grades K-2	E	Doing exceptionally well
	S	Making acceptable progress
	N	More progress needed
Grades 3-10	A	Superior
	B	Above average
	C	Average
	D	Below average
	F	Failing
	I	Incomplete

Graduation Requirements

For a student to graduate from the eighth (8th) grade, a student must satisfactorily complete all required courses. There is a \$60 fee due for all Kindergarten and 8th grade students to cover the cost of cap and gown and other incidentals for each graduate.

Uniform Policy

Boys, Grades K-10

Red or White polo shirt with school logo*

Navy blue uniform pants and/or shorts*

Navy blue sweater or fleece jacket with school logo*

Navy blue outerwear heavy coat

Socks and closed-toe shoes

All items with asterisks () MUST be purchased at Land's End (www.landsend.com). Items without asterisks (*) may be purchased at other stores that carry uniform quality clothing.

Girls, Grades K-10

Red or White polo shirt with school logo*

Plaid jumper*, plaid skirt*, or navy blue skirt*

Navy blue uniform pants and/or shorts*

Navy blue sweater or fleece jacket with school logo*

Navy blue outerwear heavy coat

Socks and closed-toe shoes

Shorts required under jumpers and skirts

All items with asterisks () MUST be purchased at Land's End (www.landsend.com). Items without asterisks (*) may be purchased at other stores that carry uniform quality clothing.

Items Not Allowed

Items not allowed include, but are not limited to:

- Jewelry of any kind (except medical bracelets)
- Clothing of any other color than what is listed above
- Leggings (unless under a uniform jumper or skirt)
- Any clothing that is not uniform quality
- Athletic pants, cargo pants, capri pants, overalls, pants with any extra pockets or zippers
- Clothing with any symbols or writing other than school emblem
- Jackets, sweaters, or sweatshirts that do not have the school logo
- Outerwear heavy coat that is any color other than navy blue
- Open-toed shoes

Personal Property

Make sure all property is marked with the student's name. This would include things like school uniforms, sweaters, coats, lunch boxes, and backpacks. Unmarked, unclaimed clothing is fre-

quently donated to charitable organizations. The school does not assume liability for any lost, stolen, or damaged items.

Failure to Comply

Students who fail to comply with the uniform policy will be sent to the office and given a school uniform to wear. A note will go home to the parents and the student must clean the borrowed uniform and return it the following school day.

Students who fail to comply with the jewelry policy will be asked to take their jewelry off, place it in a plastic bag, and a note attached to the bag will go home to the parents.

Standards of Behavior

Classroom Standards

Individual classroom teachers will be sending home their own classroom rules. Students shall follow the established classroom rules that include following directions, keeping hands and feet to oneself, raising one's hand to speak, staying in one's seat, using no foul language or hurtful teasing.

Consequences of Violating Standards of Behavior

When a student violates a standard of behavior, it will be dealt with in the classroom. A student may be referred to the office for administrative action depending on severity and frequency of the offense. Parents may be notified in writing or by phone when a violation occurs. Participation in extracurricular activities may be jeopardized as a consequence of a student's behavior.

Hallways/Walkways/Courtyard Standards

We share our campus with Kensington Montessori where children ages 6 months - 5 years old frequent our shared spaces. LNJA students must walk quietly through the hallways, walkways, and courtyard. All athletic equipment should be held while going to and from the designated play area.

Lunch Area Standards

We expect our students to keep the lunch area clean. Students must fulfill their assigned jobs of cleaning tables and taking out trash.

Restroom Standards

We expect our students to keep the lavatories clean by being thrifty with towels and soap and leaving play equipment and friends outside.

Bicycle Standards

Walk bicycles on and off school grounds. Bicycles are for transportation only, not for recreational use at school unless designated by a teacher. There is no skateboard use allowed on campus.

Playground Standards

- Keep within the boundaries designated.
- Do not initiate or participate in any game that endangers the safety of others.
- Follow equipment and playground safety rules.
- Never throw rocks, sticks, dirt clods, sand, or any such object.
- Do not have any type of food or drink on the playground at any time.
- Do not use foul language.
- Be respectful to adults and fellow students.
- Refrain from fighting.
- Stay off backstops, fences, goal posts, and basketball rims.

Arrival and Dismissal Standards

When students arrive on campus, they must be let out of the car only in safe drop-off areas. Students will be dismissed to the area on the side of the school building, in the enclosed park-

ing lot. Students must be picked up within 15 minutes of dismissal time. After 15 minutes, students must report to After Care.

Conduct and Discipline

The ultimate objective of education is the development of character. It should be the student's purpose to observe the regulations of Laguna Niguel Jr. Academy as a matter of honor, realizing that these regulations are considered necessary to successful guidance and education of young people.

The following practices that are not permitted at LNJA include:

1. Use of profane language; indulging in suggestive or lewd conduct; possessing and displaying contraceptive devices and obscene literature or pictures, or anything relating to the occult.
2. Gambling.
3. Acts of dishonesty, deception, or stealing; protecting violators of school rules.
4. Improper sexual conduct.
5. Any activity that may be injurious to life or property.
6. Being insubordinate by continual, willful disrespect or disobedience to any member of the school staff, or by persistent violation of any school regulation.
7. Possession or use of alcohol or tobacco.
8. Unlawful possession or use of narcotics or controlled substances in any form.
9. Possession of weapons, including but not limited to knives or guns.

Because enrollment in this school is a matter of mutual satisfaction, not an inherent right, cooperation and adherence to the school standards are required. A student whose conduct or progress is unsatisfactory, or whose spirit is manifestly out of harmony with the standards of the school, or whose influence is found to be detrimental, may be dismissed at any time, although there may have been no violation of any specific regulation.

Discipline Protocol

For items 1-4 and 6 under Conduct and Discipline heading the following policy applies:

- 1st Offense: A Discipline Referral is issued. The principal may counsel the student.
- 2nd Offense: A second referral is issued requesting teacher/principal/parent follow-up, i.e. phone call or conference.
- 3rd Offense: A third referral is issued. Student is sent to principal. A letter or call from the principal is sent to the family requesting a conference. The student may be suspended for a minimum of one day.

For item 7:

- 1st Offense: A Discipline Referral is issued. The student will be suspended for a minimum of two days.
- 2nd Offense: A Discipline Referral is issued. The student will be suspended for a minimum of two days. The student must show proof of attendance at a minimum of one AA meeting or some other recognized rehabilitation program.
- 3rd Offense: A Discipline Referral is issued. The student will be suspended for a minimum of two days. A letter from administration is

issued to request the student to withdraw from school. An Executive Committee is requested to review the facts of the situation.

For item 8 the involvement of the police may be required and may result in expulsion.

For item 9 the involvement of the police is required and may result in expulsion.

It is realized that the discipline of students is a complex, challenging proposition with many variables. Therefore we reserve the right to suspend these guidelines if it is determined that the student's behavior is flagrant and the influence of the student is detrimental or destructive to the continual operation of the program. Under such circumstance the student will be suspended immediately, a request for withdrawal made, and the Executive Committee notified and apprised of the situation. The parents have the option to appeal to the Executive Committee for redress.

Computer and Internet Acceptable Use Policy

TERMS AND CONDITIONS FOR USE OF COMPUTERS AND INTERNET

This is a legally binding document. Please read the terms carefully. Students and parents or guardians must read and accept the following rules for acceptable computer usage behavior. Acceptance is confirmed when the Application for Admission to Laguna Niguel Jr. Academy is signed.

Internet access is available to students at LNJA. Our goal in providing this service to students is to promote educational excellence at LNJA. However, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet and World Wide Web is available as a privilege to students who accept the requirements of this policy and agree to act in a considerate and responsible manner, fulfilling both the spirit and letter of these statements:

1. Students are responsible for following Christian standards of behavior on the Internet just as they are in the school building. General school rules for good behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain the system responsibly. Users should not expect that files would always be private.
3. The following are not permitted:
 - A. Damaging computers, computer systems, or computer networks
 - B. Tampering with, adding to, deleting, or reconfiguring or in any other way adjusting the desktop screen, programming or networking of school computers
 - C. Sending or displaying offensive messages or pictures
 - D. Using obscene language
 - E. Harassing, insulting, or attacking others
 - F. Violating copyright laws
 - G. Using another's password or trespassing in another's folders, work, or files
 - H. Employing the network for commercial purposes
 - I. Revealing the personal address or phone number of yourself or any other person without permission from your teacher.
4. The school reserves the right to limit computer access through supervision and certain software.
5. Violations may result in a loss of access as well as other disciplinary or legal action.
6. Teachers, school administrators or their designees may immediately delete or modify files or programs on student computers that they deem inappropriate.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students have access to:

1. Electronic mail communication with people all over the world
2. Information and news
3. Public domain and shareware of all types
4. Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics

5. Access to many university catalogs

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. LNJA has taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information.

If an LNJA user violates any of these provisions, their access may be terminated and future access could possibly be denied. The parent and student signatures regarding this policy are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Internet - Terms and Conditions

1. Privileges - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
2. Netiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - A. Be polite. Your messages should not be abusive to others.
 - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - C. Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues.
 - D. Illegal activities are strictly forbidden.
 - E. Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - F. Do not use the network in such a way that would disrupt the use of the network by other users.
 - G. All communications and information accessible via the network should be assumed to be private property.

Sexual Harassment Prevention and Reporting

Laguna Niguel Jr. Academy is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported to school staff. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

The definition of sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, and jokes.

Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher or administrator. IF the harassment comes from an adult, the student should report directly to the principal.

Field Trip Policy

All field trips that cost over \$100 are considered “major field trips” and the following must be met in order for a student to participate:

1. Tuition must be current (no more than thirty days overdue).
2. If tuition is more than thirty days overdue, the family must meet with the Finance Committee to make payment arrangements. Payment arrangements must be consistently met in order for the student to be eligible for the trip.
3. If tuition becomes more than thirty days overdue after payments to the field trip have been made, the money received (minus any non-refundable field trip costs) will be credited to tuition and student will not be allowed to attend.
4. In order for a student to participate in the field trip, all published payment deadlines for field trip expenses must be met. (Payment agreement to be filled out at Registration.)

Parent Participation Policy

Research shows that students benefit greatly from seeing parents take an active role in their classroom and their school. Our school functions best when parents are involved.

There are many ways that parents can be involved:

- Driving for field trips
- Assisting a teacher
- Volunteering in the garden
- Preparing materials from home
- Helping with school events and fundraisers
- Being a School Board or Home and School member
- Set up and clean up for events
- Maintenance or playground repairs
- Cleaning school facilities
- Being a Room Parent
- Organizing closets

Requirements of Volunteers

With the safety of our children in mind, every parent/adult that volunteers on campus must submit to the school office a completed Volunteer Background Check form. Additionally, those that might drive on a field trip must also complete a DMV form requesting their “Driver License Record.”

Home & School Association

The Home & School Association organizes annual events and fundraisers. Parent participation is encouraged and appreciated as the school is dependent upon family involvement. Contact the current Home & School Leader(s) and take an active role in your child’s school.

Toys

We are fortunate to be well supplied with toys and equipment for all the children at school. We encourage children to leave personal toys at home since we cannot guarantee their safety at school. War toys, toy guns, toy weapons, and toys of destruction are not allowed and will be sent home with the parents if they are brought to school.

Video Games and Cell Phones

In general, video games and computer software should not be brought to school. If they are, they must have prior approval from the teacher or administrator prior to their arrival on campus.

No use of cell phones during the school hours of 8:00 am - 3:00 pm. Should a student arrive on campus before the start of school, the student is not permitted to use his/her cell phone. Students who fail to comply to the cell phone use policy will have their phone taken away until the end of the school day.