

**Student
Handbook**



**KILLEEN
ADVENTIST
JUNIOR
ACADEMY**

2023-2024

KILLEEN ADVENTIST JUNIOR ACADEMY



STUDENT HANDBOOK 2023-2024

Accredited by the Accrediting Association of Seventh-day Adventist Schools,
Colleges, and Universities which is a recognized member of the
National Council for Private School Accreditation
And the Texas Private School Accreditation Commission,
And is recognized as accredited by the Texas Education Agency

**And affiliated with the
Texas Conference of Seventh-day Adventists**

CONSTITUENT SEVENTH-DAY ADVENTIST CHURCH

Killeen Seventh-day Adventist Church

MISSION STATEMENT

The mission of Killeen Adventist Junior Academy is to provide a high quality, Christ-centered education, in a safe, caring, learning environment.

“And all thy children shall be taught of the Lord...” Isaiah 54:13

Killeen Adventist Junior Academy

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ABOUT OUR SCHOOL

Killeen Adventist Junior Academy (KAJA) opened its doors as a Christian education institution in the fall of 1971. It began with community volunteers building two classrooms. In 1982, two additional classrooms were added and curriculum was offered for grades 1–8. One year later, in 1983, a gymnasium with indoor sports equipment, a stage for school productions, shower facilities, a cafeteria, and additional classrooms completed our current complex.

Today, Killeen Adventist Junior Academy continues to serve as a private co-educational school owned and operated by the Texas Conference of Seventh-day Adventists. It is accredited by the Southwestern Union Conference of Seventh-day Adventists and the Texas Education Agency and offers an education from Pre-Kindergarten through grade ten.

The policies, regulations, and general management of our school are determined by the guidelines set by the Texas Conference of Seventh-day Adventists and the Southwestern Union and implemented by the school board chosen from the Killeen Seventh-day Adventist Church.

Students from the Killeen Seventh-day Adventist Church make up the majority of the school's population. However, a growing number of our community students and parents are finding our curriculum stimulating, both academically and spiritually. KAJA remains dedicated to the task of providing each child with a valuable educational experience by fostering growth and development in every aspect of a child's life.

Our school is just one of over 4,000 schools, colleges, and universities operated by the Seventh-day Adventist Church, which has the largest worldwide Protestant school system. Integrated within this school's teaching are the fundamental teachings of the Seventh-day Adventist Church as follows:

1. Belief in the Holy Scripture, both Old and New Testaments, as the written Word of God
2. The Trinity of God the Father, God the Son, and God the Holy Spirit as three co-eternal Persons united as one, that God the Son came to Earth in human form as our Savior
3. Humanity is involved in a great controversy between Christ and Satan.
4. Belief in the life, death and resurrection of Christ
5. Salvation is a gift of God given freely to all who believe in Jesus Christ.
6. Baptism by immersion is an outward expression of a spiritual death to sin and resurrection to a new life of God.

7. The observance of all God's commandments including the Sabbath day from sundown Friday to sundown Saturday
8. God bestows spiritual gifts to every member of His church. One of these gifts is the Spirit of Prophecy as exemplified by the writings of Ellen G. White.
9. The Church is the organized body of believers whom Christ commissioned to carry the gospel to every nation, kindred, tongue, and people.
10. We are stewards in all God has entrusted to our care. We acknowledge this by our service and returning of our tithes and offerings.
11. We are called to a lifestyle that will reflect the principles of Heaven with respect to our health, appearance, and conduct.
12. Death is an unconscious state for everyone until the righteous are resurrected by our Lord at His coming and the wicked are resurrected at the end of the Millennium to receive final judgment.
13. Jesus is coming a second time to take all the righteous to Heaven.
14. This earth will be recreated as an eternal home for the redeemed.

Each faculty member at KAJA is dedicated to teaching and upholding these basic beliefs as a part of the education of the whole person so that every student may be "thoroughly equipped for every good work" (2 Tim 3:17).

The Killeen Seventh-day Adventist Church believes that Christian education is of utmost importance and therefore has made the commitment of financial support via a subsidized budget. Donations to Killeen Adventist Junior Academy help keep tuition expense to a minimum.

PHILOSOPHY AND OBJECTIVES

To Seventh-day Adventists, true education goes far beyond the confines of the classroom. It involves a cooperative effort between the home, the church, and the school. It means much more than a preparation to meet the challenges of life on the earth. It integrates a balanced development of four primary aspects of a child's life: mental, physical, spiritual, and social.

It is our purpose at KAJA to provide a sound Christ-centered Seventh-day Adventist education. Each student is taught to cherish the practical teachings of the Bible and the Spirit of Prophecy, while maintaining a high degree of academic excellence.

We believe that every member of the Seventh-day Adventist Church should be involved in the education of our youth, who are the future of the church, and that they should support it not only with their prayers, but also with their financial means.

Based on this philosophy, it is our conviction that Killeen Adventist Junior Academy has been ordained by God and commissioned to fulfill the following objectives:

1. Lead every student to accept Jesus Christ as his/her personal Savior.
2. Guide each student to develop a daily devotional life.
3. Develop a love and respect for God's Word and the Spirit of Prophecy.
4. Teach the essential doctrines of the scripture and how to share them in a Christ-centered way.
5. Teach students the science of salvation and how they can overcome sin through Jesus.
6. Encourage useful work experience.
7. Promote open communication between teachers, students and parents, giving all a voice in the planning and problem-solving process.
8. Guide in one's selection of appropriate attire and one's personal appearance.
9. Help students to understand and appreciate the Biblical principles of nutrition and to choose a lifestyle in harmony with them.
10. Provide recreation as much as possible in an outdoor environment.
11. Provide a program of positive discipline to encourage self-government.
12. Develop an appreciation for music that honors God.

13. Promote a learning environment in the classroom that is conducive to the highest levels of academic achievement.
14. Provide habits of exercise and hygiene in caring for the body as the temple of the Holy Spirit.
15. Provide opportunities for students to socialize in a manner that will draw them closer to each other as brothers and sisters in Christ and closer to His church family.

Suggestions to Help Your Child Succeed in School

Good discipline originates in the home. The parent is the first teacher in a child's life and should develop in him/her good behavior habits and proper attitudes toward school. Parents should observe the guidelines below:

1. Recognize that the teacher represents the parent while your student is in school.
2. Teach your child respect for law, authority, and the rights of others, private and public property.
3. Encourage reverence towards God.
4. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
5. Work with the school in carrying out recommendations made in the best interest of your child, including discipline.
6. Talk with your child about school activities; show an active interest in his/her progress.

The Home and School Connection

Here are some helpful guidelines to consider in making home life positive and constructive for success in school.

1. Encourage students to have respect for teachers, staff, school policies and rules.
2. Be sure your student schedules sufficient time for home study.
3. Have family agreements that are enforced regarding the use of the telephone or television.
4. Be sure your child is in bed each night at a proper hour to ensure adequate rest.
5. Provide your child with a well-balanced breakfast and lunch.
6. Have prayer with your children every morning and send them with a healthy positive attitude.

Nurturing Good Study Habits

These directives for effective study habits should be shared with your student:

1. Teach him/her to concentrate, to keep his/her mind on what he/she is doing.
2. Provide your student with a suitable place to study at home and help him/her to establish a regular study pattern or schedule.
3. Read the entire assignment rapidly for basic content and then re-read for detail.
4. Do not let study chores go until the last moment — keep him/her prompt and on schedule.

Honor Code

I will maintain my self-respect and respect for others. I will not lie, cheat, plagiarize, steal, bully, or fight, nor condone anyone who does.

ADMISSIONS POLICY

Enrollment at Killeen Adventist Junior Academy is open to all who are in harmony with the philosophy and objectives of Christian education. Students who are willing to develop attitudes and spiritual values in keeping with the school philosophy are encouraged to apply.

Statement of Non-Discrimination

Killeen Adventist Junior Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities available. Furthermore, KAJA does not discriminate on the basis of race, color, nationality, and ethnic origin in the execution of its educational or admissions policy, athletics, or extracurricular programs.

Pre-Kindergarten through First Grade Eligibility

Killeen Adventist Junior Academy embraces the philosophy of developmental readiness for school entrance and follows the regulations set by the state of Texas. Students may not enroll in the following grades unless they have attained the corresponding age **on or before September 1** of the school year in which the student applies for entrance:

- Pre-Kindergarten 3 - age 3
- Pre-Kindergarten 4 - age 4
- Kindergarten - age 5
- 1st grade - age 6

For prospective students entering Pre-Kindergarten 3 through Kindergarten:

- All students are accepted on a 30-day probationary basis.
- The child must be potty-trained and be able to take care of their daily needs.
- The child must be emotionally, socially, and behaviorally ready for a full day of learning.

Admission Procedure for New Students

Our program has been uniquely designed to meet the needs of every student. However, there are students with specific needs or accommodations who will need to set up an appointment with the administrative committee before admission.¹ “All your children will be taught by the Lord” (Isa. 54:13). Our main purpose is to help each child develop a Christian character and support the philosophy and policies established by this school.

¹ We reserve the right to deny admission to any applicant.

1. Complete a standard application form and submit two references, one non-family and one educator
2. Interview with principal and/or teacher
3. Registration fee and first month's tuition are due when the application is submitted; application will only be processed when registration fee and first month's tuition are paid in full. (Fee refunded only if not accepted.)

Upon acceptance, all new students are placed on a thirty-day probation period. At the time of the probation period the following requirement must be met to continue at KAJA:

1. Student must have displayed positive behavior.
2. Student must have shown positive academic effort.
3. Copies of student's birth certificate, immunizations, and physical exam must be in student's file as well as parent/guardian's identification.
4. All previous academic records, including achievement test scores, disciplinary records, and attendance must be requested from the previous school.
5. Tuition and registration fees must be current.

Special Needs Children

Killeen Adventist Junior Academy strives to meet the needs of all students; however, the school is not equipped to accommodate students with extreme needs. Parents with children having special needs, IEPs, or learning disabilities must disclose such information prior to the student being considered for acceptance to the school. While the school will make every effort to accommodate, we reserve the right to reject students for admissions that are 1+ grade levels behind. Expectations may be made by executive staff exception agreement only.

Special Considerations

Board approval is required for "special consideration" applicants:

1. a. Students from special education programs (or that will need special education on pre-admission testing)
b. Students from a juvenile delinquent program/school/facility
c. Students from an alternative school
2. Appeals regarding these guidelines will be heard by the School Board. The School Board will give special attention to the guidelines above.

Returning Students

1. Complete standard application form and make financial arrangements.
2. A physical exam form is required for students entering grades one, three, five, seven and nine.
3. A physical exam form is required for all students participating in athletics (basketball or volleyball).
4. Students who have had disciplinary action from the previous year **may be** placed on a 30-day probation as would a new student.

ATTENDANCE POLICY

General Information

Habits of promptness and regularity are a part of education as are books and study. Cooperation between home and school is important in the continuing development of habits that include appreciation and respect for the time of others.

Absences

KAJA is bound by the laws of Texas to maintain regular class attendance records. Attendance is essential for student success. When students miss school, they miss educational opportunities. It is imperative that students attend school every day they are healthy. The law is very specific on how to respond to excessive absences or tardiness, also known as truancy. According to the Texas Education Code Section 65.003, the parent could be subject to prosecution and the student could be referred to truancy court if the student is absent 10 or more days within a six-month period.

Under the Texas Education Code section 25.085-86 compulsory attendance applies to students who are at least six years old as of September 1 of the applicable school year. It also applies to students below that age during any period that the student is voluntarily enrolled in prekindergarten or kindergarten.

The attendance record will become a part of the student's permanent record and will be recorded on the student's report card. Attendance records are legal documents and can be subpoenaed by a court of law.

In accordance with the State of Texas Education Code Section 25.092, the following policy has been adopted:

1. MINIMUM ATTENDANCE FOR CLASS CREDIT OR FINAL GRADE. Except as provided by this section, a student in any grade level from kindergarten through grade 10 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent (**158 days**) of the days the class is offered.
2. The school board will review written petitions for class credit by students who are in attendance fewer than **79 days** during a semester. Each case will be reviewed individually; extenuating circumstances will be considered.
3. Students receiving financial assistance are subject to lose their scholarship if they do not comply with this regulation.
4. KAJA reserves the right to revoke the enrollment of any student with repeated history of excessive absences (more than **18 days** per school year).
5. The KAJA staff will notify parents concerning the accumulation of absences.

Students who miss school are required, upon their return to school, to turn in a note from their parent or guardian explaining the absence. When a student's absence for personal illness exceeds three (3) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. We may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. It is up to the discretion of the administrator to declare the absences as "extenuating circumstances." After a student has accumulated ten (10) absences at the elementary or middle school level which have been excused by parent note(s), documentation from a healthcare professional will be required for any additional absences.

It is expected that all notes be turned in to the secretary or another appropriate person at the child's school within three (3) days of the student's return to school. Absences will remain unexcused until appropriate documentation is provided.

Tardy Policy

We request all parents' cooperation in getting your children to school at 8:00 a.m. Please allow yourself ample time to get your children to school each morning, especially when road conditions are wet and during rush-hour traffic.

1. A signed note of explanation is expected when a student arrives late at school from the parent to the homeroom teacher.
2. Students who are tardy due to medical appointments should submit a note from the appropriate medical or dental office.
3. A parental note is not a guarantee of a tardy being excused but will help the principal and school board to determine the consequences of a chronic problem in this area.

A TARDY or ABSENCE from school **may be excused** for the following reasons: *(These days do count towards the 18 days)*

- Illness of the student or family
- Medical and dental appointments or treatment (efforts should be made to schedule all medical and dental appointments outside of school class hours)
- Death in the immediate family
- Weather or road conditions
- Required court appointments
- Official note for observance of religious holy days
- Medical note - In order to return to school, a doctor's excuse note is required after three (3) consecutive absences due to illness.

An ALLOWED ABSENCE may consist of the following pre-approved events:
Adventurer/Pathfinder outings, school field trips, or church related events.

Note: Students with excessive unexcused tardiness and/or absences (four or more days per quarter) may be restricted from participating in any extracurricular activities, including sports, field trips, or special events.

Arrival Procedures

A student should arrive at the gym between 7:30 a.m. and 7:55 a.m. Students are not allowed on Campus before 7:30 a.m. Class begins at 8:00 a.m. Gym doors will be shut at 8 a.m. when school begins. Any students arriving after 8 a.m. will need to check-in at the office before going to class. Please **do not** leave your child unattended at the entrance at any time. If coming late to school, make sure to ring the buzzer at the gate and wait for someone to open it.

Dismissal Procedures

School will dismiss at 3:00 p.m. on Monday – Thursday and 2:00 p.m. on Friday. Pick up will be at the north gym doors. Please get in the car-pool line for quick pick up.

Aftercare Program

Hours

Monday – Thursday: 3:30 p.m. – 6:00 p.m.

Friday: 2:30 p.m. – 4:00 p.m.

Check-In/Out

Students who are still on campus after 3:30 p.m. (12:30 p.m. on Fridays) will be sent into the Aftercare Program. All children will be accounted for at the start of the Aftercare Program by the Aftercare Director. Every child must be signed out by a designated parent or guardian at the end of each day. Please notify the Aftercare Director if someone other than a parent or guardian will be picking up your child.

Late Pick-Up

If your child remains in the care of the KAJA Aftercare Program past 6:00 p.m. (4:00 p.m. on Fridays) there will be one warning, after the first warning there will be a \$5 charge for every additional 10 minutes, he/she remains after 6:00 p.m. (4:00 p.m. on Fridays). This will be charged to your child's tuition account. If a child is still in the care of KAJA for over one hour after the close of the Aftercare Program, we are required to call Social Services. Therefore, please let us know if you are going to be late. Remember that your child, as well as our staff, worries about you when you are late.

Parent/Teacher Communication

The parent and teacher relationship is extremely important. The Aftercare Director will contact a parent if there are concerns about your child. Parents, please be sure that all phone numbers on file are correct and up to date.

School Visitors Procedures

1. The main gate of the school shall be used for all exits and entries to the school during the school day, except in cases of fire or emergency.
2. All visitors must immediately report to the main office located in the main building.
3. All visitors must sign the school's visitor's log. The log shall have appropriate columns so that visitors can provide their name, purpose of visit or person they are visiting, and time of entry and departure.
4. All visitors that will be on campus for any events outside of parent-teacher conferences **MUST** complete the background screening through Sterling Volunteers.
5. All visitors must sign out in the office before leaving the campus.

FINANCIAL POLICY

The Killeen Seventh-day Adventist church feels Christian education is of utmost importance and therefore has made the commitment of financial support via a subsidized budget.

KAJA TUITION 2023–2024

Due at Registration	PreK–10
Registration Fee (Includes \$50 Technology Fee):	\$450 (non-refundable)

Monthly Charges	Grade	Tuition
Tuition per month:	Pre-K/K	\$525
	1–8	\$475
	9&10	\$625

Online Application Fee	PreK–10
Returning Students	\$10
New Students	\$20

Other Fees	
Athletics Fee (does not include Bobcat Classic Tournament)	\$50
Late Fee (more than 30 days past due)	10% of monthly Tuition
Returned Check	\$39
FACTS fee for Financial Assistance	\$35
FACTS fee for Payment Account	\$10 (semester) \$45 (monthly)
Credit Card Payment	3.5% of payment

- Payments are due by the 1st of each month.
- A past due balance of more than 60 days will result in suspension of the student.
- Limited financial assistance is available for grades 1-8 only. Apply early.
- FACTS is a requirement for all students that do not pay for at least an entire semester up front.

Available Discounts

- Families who are members of Killeen SDA Church are eligible for a subsidized rate of \$475 (Pre-K/K), \$425 (Grades 1-8) or \$575 (Grades 9 & 10) due to the subsidy received by Killeen SDA Church.
- 10% registration fee discount on 3rd child +
- 10% tuition discount on 3rd child +
- 10% tuition discount if entire year paid up front
- 5% tuition discount if semester is paid up front
- One month's tuition will be credited at the end of the year for referral of a full paying student that stays the entire year.
 - Discounts are only available to non-KAJA Financial Assistance (Worthy Student Fund) Students.
 - A student can only receive a maximum of a 10% discount.

TUITION POLICY

Introduction

We believe that tuition payments are an investment in your child's education and religious formation. Therefore, the Killeen Adventist Junior Academy School Board and Financial Committee have the responsibility for adopting certain policies concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the School Board to ensure that adequate financial resources are available for the school, and that enrollment is available and affordable as much as possible to all families.

I. Tuition Payment

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Payment will be submitted using the online FACTS tuition Management Plan. Options for payment shall include:

- **Full Payment:** Under this plan the entire amount of tuition is paid directly to the school on or before September 1st. Payment can be submitted through FACTS, by check, PayPal or cash. A 10% tuition discount will be given if the entire year is paid in full the first day of the school year.
- **Semester Payment:** Under this plan, the entire amount of tuition is paid in two installments due in August and January. Through the FACTS plan, there is an option that allows the family to authorize the bank to transfer the tuition payment from a checking or savings account on the 1st of the month. A 5% discount will be given for tuition paid for each semester in advance. There will be a one-time \$10 fee applied by FACTS.
- **Monthly:** Under this plan the entire amount of tuition is paid monthly over a ten-month or twelve-month period beginning August through the FACTS plan. Through the plan there is an option that allows the family to authorize the bank to transfer the tuition payment from a checking or savings account on 1st of the month. There will be a one-time \$45 fee applied by FACTS.

II. Registration Payment

Registration fees are due at registration or prior to enrollment. A registration fee for each student is due regardless of church affiliation or grade level. Registration fees are used to cover the cost of textbooks, workbooks, instructional supplies, and technology fee.

III. Multiple Child Discount

- 10% tuition discount will be given to the third and subsequent children if the first and second child's tuition is paid in full or current.

IV. Late Registrations

- Tuition for students registering after the first month of school shall be prorated over the number of school days they will be in attendance, plus the registration fee.

V. Late Payments

- It shall be the responsibility of each school family to keep the school office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.
- Full Payment: When full payment has not been made by September 1st, the family will be contacted by the Assistant Treasurer within five (5) working days concerning the missed payment. At this time, if payment is not made, the family will be required to pay through the Monthly Payment Plan.
- Semester Payments: When a semester payment has not been made by September 1st or January 1st, the Assistant Treasurer will contact the family within five (5) working days concerning the missed payment. At this time, if payment is not made, the family will be required to pay through the monthly payment plan.
- Monthly Payments: School families who choose the ten-month payment plan must pay on the 1st of every month. There will be a late charge of \$25 if payment is not made prior to the 15th. If the family misses a monthly payment, they will receive a letter from the Assistant Treasurer along with a late fee charge. In addition, school families who are 60 days delinquent will be informed that their child/children will be suspended according to the "Suspension" specifications of this policy.
- Checks returned due to insufficient funds will incur a \$39.00 fee to students account and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date (either the 15th or 1st of the month). If an emergency occurred, suitable arrangements must be made with the school office.

IV. FACTS Contracted Changes

Changes can be made to the FACTS contract through the school office. A service fee of \$50.00 per change of status will be added to the FACTS contract after four (4) changes requested by parent/guardian. Excluded from this fee are changes of address and change of bank information.

Tuition Assistance

Killeen Adventist Junior Academy desires to give all qualified students the opportunity to attend the academy and not be turned away because of economic factors. The school has established a tuition assistance program called Student Financial Assistance to help families in need. Tuition assistance is awarded strictly on the basis of need in a completely confidential process. FACTS processes the applications and information received. It is the responsibility of the applicant to submit all requested information to FACTS. Based on multiple factors, FACTS determines financial assistance eligibility. The KAJA Financial Committee will make final financial aid determinations. Financial aid assistance is made based on funds available.

Tuition assistance determination is available through FACTS Grant & Aid Assessment. Families are to apply online at <https://online.factsmgt.com/signin/3G9T2> by June 1st. Limited tuition assistance may be available for qualified students in grades 1 to 8 through the KAJA student financial assistance program. **PRIORITY IS GIVEN TO MEMBERS OF THE KILLEEN SDA CHURCH.**

Monies in this fund are from individual or corporate sponsorship. Monies in this fund CANNOT be donated with an individual student's name. Funds will be disbursed based on the availability of monies. The KAJA financial assistance committee will meet to review each application prior to acceptance. Objective financial data should be made available upon request including tax returns (1040 Forms), pay stubs, monthly income/expenditure statements, etc.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

Suspension of Students Due to Tuition Delinquency

School families failing to pay tuition according to the agreement that they have made with the school or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child/children will be suspended from our school. All families must be current in their payment of tuition.

- A. Registration and first month's tuition payment must be made by the first day of school. If not, students will not be admitted on the first day of school.
- B. Student accounts cannot be more than 60 days delinquent. If account is not made current, parents will be informed that their child/children will be suspended.
- C. Students with delinquent accounts will not be given report cards and transcripts. In addition, eighth grade students will not be given their diplomas.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by registration day if a student is to be re-admitted on the first day of class for a new school year. Payments are made directly to the school. After the registration day, the student's enrollment position will be made available to any student on the waiting list. If payment is not possible, suitable arrangements must be made with the finance committee.

Tuition Refunds/Withdrawal

Students who withdraw and have turned in notification in writing to the principal on or before the 15th of the month, will have their tuition charges prorated through the last school day of the month. No refund will be given for late registration, extended absences, or vacation periods. Registration fee is non-refundable.

**TUITION MUST BE CURRENT BEFORE STUDENT GRADES AND RECORDS WILL BE RELEASED.
ALL WITHDRAWALS MUST BE MADE IN WRITING.**

Statement of Financial Responsibility

Each student is accepted at KAJA with the understanding that his or her parents or guardians are responsible for the legal aspects of his or her attendance, regardless of age. These include but are not limited to:

1. Payment of the account
2. Damage to property
3. Liability through alteration

Financial Contributions

If you are able to contribute financially to the Financial Aid Fund or any other project at KAJA, please contact the school principal. We appreciate your support!

DISCIPLINE POLICY

Killeen Adventist Junior Academy supports a discipline policy that reflects Biblical principles. Emphasis is placed upon training students to make wise choices and be responsible for the consequences of their actions. We are preparing our young people to face spiritual, social and academic situations in the future while using Christian dignity and integrity. In this endeavor, the school can succeed only with the help and support of parents and a nurturing, caring community.

Respect for God, Property and Others

Respect for God, self, teachers and other students, and for property is the expectation for students at KAJA. Any behavior that reveals a lack of respect is defined as disruptive behavior since such behavior seriously impairs or severs relationships and produces a negative learning atmosphere. There is zero tolerance for fighting and bullying.

Student Expectations

At the beginning of each school year, classroom procedures will be distributed to parents and students. Students are expected to be at the appropriate place and time to receive instruction. A consistent breach of these expectations is defined as distractive behavior.

Classroom Discipline

Classroom expectations or misbehaviors are dealt within the classroom with the teacher involved. All misbehaviors and consequences will be documented. If this is ineffective and a student does not respond, the student will be sent to the office for discussion with the principal.

Recommended Actions

Inappropriate behavior can result in the following recommended actions, but always include counseling and prayer with students involved.

Disciplinary Referral Form: This form is designed to identify and deal with inappropriate behavior during school or school events. Students are given an opportunity to describe the event, then the teacher will describe event, in some instances the principal or designee will also provide a statement and recommend consequences for student behavior.

Suspension: This process removes the student from the classroom to allow him/her time to consider his/her behavior and how it may be corrected. This may be in-school or at-home suspension.

Detention: This disciplinary action is instituted to remind students of their responsibilities as developing citizens and to prompt them to remember the importance of proper behavior and decorum. Students may be placed in after-school detention based on the teacher's, principal's or designee's discretion. During detention, a student is kept after school hours to complete assignments not finished during the day or to perform work-related activities on campus.

In-School Suspension: A student is present at school but does classwork away from other students. Other privileges for social contact will be withdrawn at that time also.

Probation: Probation is considered major discipline. Each individual is treated separately, and probation may vary considerably. If it is necessary for a student to be placed on probation, the details will be explained.

Expulsion: If a student's behavior makes it necessary, he/she will not be allowed to remain as a student at KAJA.

Corporal Punishment: The use of corporal punishment is not an approved method of discipline at Killeen Adventist Junior Academy.

Unauthorized Items on Campus

All weapons, drugs, drug paraphernalia, alcohol, and cigarettes are strictly forbidden at all times. Students will be sent to the disciplinary committee if any of these items are found in their possession which could lead to expulsion.

Discipline Due Process

Student violations of the standards of behavior will result in disciplinary measures. Self-control, self-government, and acceptance of responsibility for one's behavior will be emphasized in each situation. Every effort is made to help the student take ownership for the problems they have created and to help come up with solutions. The discipline approach will vary depending on the circumstances of the misconduct, the individual student, and the school community. The first desire of the school is for discipline to be an opportunity for growth. Some offenses may be so grievous that some of the steps may be by-passed.

The following steps may be taken when corrective discipline is needed:

1. Conference between student and teacher.
2. Conference between student, teacher, and parent.
3. Conference with student, teacher, parent, and principal.
4. Discipline Committee session called by the school principal or acting administrator. After all information has been gathered the Discipline Committee will make a decision. The parent(s) or guardian will be informed of that decision. Suspension, expulsion, probation, or other disciplinary measures may be voted at such a meeting.
5. School Board action. When expulsion is recommended it must be acted upon by the KAJA Board.

Discipline Committee

This committee will consist of the principal, board chairperson, pastor, and the classroom teacher.

ANTI-BULLYING/HARASSMENT POLICY

The School Board of Killeen Adventist Junior Academy is committed to protecting its students and employees from bullying and harassment for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action.

Definitions

Bullying means systematically and intentionally inflicting physical hurt or psychological distress on one or more students or school employees. It can be further defined as an unwanted, purposeful, written, or dehumanizing gesture by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long-term damage, cause discomfort or humiliation or unreasonably interfere with school performance or participation. Bullying is often characterized by an imbalance of power. For the purposes of this policy, bullying shall include Cyberbullying, Cyberstalking or Harassment.

Bullying may involve, but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyberstalking
6. Physical violence
7. Cyberbullying
8. Theft
9. Public humiliation
10. Destruction of school or personal property
11. Social exclusion, including incitement or coercion
12. Spreading of false rumors

Harassment means any threatening, insulting or dehumanizing gesture, use of technology, computer software or written, verbal or physical conduct directed against a student or school employee that places a student or school employee in a reasonable fear of harm to his person or damage to his property; has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities or benefits; has the effect of disrupting the orderly operation of the school.

It is the policy of Killeen Adventist Junior Academy that no member of the school community—students, faculty, administrators, staff, or volunteers—may sexually harass any other member of the community.

Sexual harassment is defined as:

- Unwelcome or inappropriate sexual advances or requests and other conduct of a sexual nature which is offensive in spoken, written, or physical form
- Inappropriate touching, inappropriate referencing to body parts, offensive pictures or graffiti, sexual innuendo or humor, sexual slurs
- Put-downs or belittling remarks about a person's gender or sexual orientation, obscene gestures
- Internet and communication use that violates this policy.

Incidents of harassment should be reported to school authorities as soon as possible so they may take appropriate action. The administration will fully investigate issues of sexual harassment while maintaining as much confidentiality as possible. The parents will be contacted and informed of any such misconduct. Students who harass others are subject to discipline up to and including expulsion.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated words, images, or language through the use of electronic mail or electronic communication, directed at or about a specific person, causing emotional distress to that person and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including but not limited to email, blogs, and texting by, social media, instant messaging or video voyeurism. NOTE: Voyeurism which may be utilized in cyberbullying, in and of itself, is a criminal offense.

Bullying, Cyberbullying and/or Harassment also encompass:

1. Retaliation against a student or school employee by another student or school employee for an act of bullying or harassment.
2. Retaliation also includes reporting a baseless act of bullying or harassment that is not made in good faith.
3. Perpetuation of conduct listed above with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by incitement or coercion.

Bullying shall be prohibited on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program whether on or off-campus, and at a location, activity, function or program that is not school related, or through the use of technology or any electronic device that is not owned, leased or used by the school. Any activity that creates a hostile environment at school for the student or school employee, infringes on the rights of the student or school employee will not be permitted. No behavior that disrupts the education process or the orderly operation of the school will be tolerated.

Nothing contained herein shall require the school to staff any non-school related activities, functions, or programs.

If a person is believed to be harassing, bullying, or cyberbullying by the administration under the aforementioned guidelines, they will be automatically subject to review for suspension or expulsion on a case-to-case basis.

CONFLICT RESOLUTION

The following outlines how to resolve issues in the most productive manner.

1. If a problem arises, we ask all parties involved to meet and try to resolve the issue, whether it is a teacher to parent, or parent to parent. This is the admonition which Christ followed when He was on this earth.
2. If the problem cannot be resolved between those involved initially, either party may then go to the principal for resolution.
3. If it is not possible to resolve the issue after meeting in prayerful discussion with the initiating parties and the principal, either party may request a meeting with the school board chairperson.
4. Should a resolution still not be forthcoming, a meeting with the school board chairperson, a representative of the Texas Conference, and all others involved is in order. The initiating party must make a written request, including an outline of the problem.
5. If the issue still has not been resolved, it is at this point that item may be sent to the School Board Executive Session for action. At this point, a representative from the Texas Conference will also need to be present.

It is our desire that all problems be resolved through the methods employed by Christ. By coming together as Christians to calmly and rationally work out solutions, we follow Christ's example.

PERSONAL APPEARANCE

Killeen Adventist Junior Academy approaches a student’s appearance from a Biblical perspective. The application of these principles in the choice of clothing and appearance is intended to de-emphasize the love of self-display and preoccupation with conformity to changing fads. While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into considerations. Below are seven principles, outlined in the Bible, that are applicable to students who attend KAJA:

1. Attractiveness
2. Modesty
3. Cleanliness
4. A clear distinction between the sexes
5. Simplicity
6. Neatness
7. Healthfulness

Uniform Policy

Style & Color

<i>Tops</i>	Style: Polo shirts with KAJA logo Colors: Purple, gray, black, or white (solid school colors)
<i>Bottoms</i>	Styles: Pants, shorts, skirts, or jumpers Colors: Black, navy, or khaki No denim or knit fabrics
<i>Dresses</i>	Styles: Polo dresses or pleated/flared dresses with KAJA logo Colors: purple, gray, black, or white
<i>Shoes</i>	Closed-toed shoes
<i>Fridays</i>	Regular uniform or “free-dress” option (\$1.00 fundraiser) (No pajamas, joggers, sweatpants, or ripped jeans)
<i>Field Trips</i>	Purple KAJA T-shirts with jeans (no ripped jeans)
<i>In-Classroom Outerwear</i>	Solid school color sweaters or jackets (front opening) - purple, gray, black or white The KAJA logo on classroom outerwear is optional. KAJA hooded sweatshirt may also be worn. (No hoods up on campus)
<i>PE Uniform for 5th grade & up</i>	Athletic footwear must be worn at all times. Solid school color T-shirts are required. Black gym shorts/pants or joggers are required.

Dress Code

“In dress, as in all things else, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming.” Education, p. 248

1. Closed-toed shoes must be worn at all times for all students.
2. No wearing of jewelry is allowed. (Rings, earrings, bracelets, necklaces, etc.)
3. Make-up is only allowed if it is not excessive and blends with natural flesh tones.
4. Hair appearance must reflect neatness. Extreme or bizarre styles and hair color are not allowed.
5. On Fridays for free dress T-shirts or sweatshirts with slogans not appropriate to school standards are not allowed.
6. All slacks, pants, and shorts are to be modest fitting. Visible underwear is not permissible. All shirts must have sleeves and students must follow the dress code for free choice on Fridays.
7. Hats, headgear (including hoods), or unnatural colored wigs may not be worn on campus or field trips.
8. Cleavage should not be visible at any time.
9. When standing shorts/skirt/jumper/dress should be no more than 2 inches above the knee.
10. A student arriving at school out of uniform must bring a note from home or will be subject to a fine of \$5.00 per incident.

KAJA Uniform Resources

Link to purchase uniforms on Lands' End:

<https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900128364>

If buying your own uniforms, you may have them embroidered at:

Monarch Uniforms

1200 Lowe's Blvd, Ste. 113

Killeen, TX 76542

(254) 554-8989

CURRICULUM AND PROGRAMS

The curriculum for grades Kindergarten through eight consists of instruction in Bible study, reading, mathematics, language arts, science, social studies, art, music, and physical education. This curriculum is also supplemented by a variety of activities and learning experiences that promote Christian values in worship, service to mankind, and leadership skills. These activities include the following:

1. Weekly Chapel & Week of Prayer
2. Spanish and Technology Education (Grades 5 & up)
3. Smart Lab (STEAM) for all grades
4. After School Clubs (Grades 7 & up)
5. Freshman/Sophomore Bible Conference
6. Junior High Music Festival
7. Outdoor School (Grades 6 & 7)
8. Community Service Projects
9. Special Assembly Programs
10. Academic Awards Program
11. Involvement in Fundraising
12. Volunteer Service Programs
13. Sports (Volleyball, Basketball, Soccer)
14. School Parties/Social Events/Field Trips

Spiritual Guidance

Besides the daily study of the Bible and morning worship in our classrooms, the school also offers the following programs in the interest of guiding your child's spiritual growth:

1. Week of Prayer — Week of prayer is a week where our school puts a special emphasis on spiritual growth. These weeks are in keeping with our primary objective as a school to lead every student to accept Jesus Christ as personal savior.
2. KAJA Spotlight – Once a quarter, our students participate in a worship service at the Killeen Church to spotlight our school.

3. Community Service Projects — Participation in local service projects such as food baskets for needy families and other community opportunities such as the community food bank give our students the ability to become involved in active service for Christ.
4. Spiritual Counseling — In an effort to guide every student to understand and resolve difficult issues in life, KAJA has available for counseling its staff, ministers of the church and Christian chaplains. Bible study classes, including preparation for baptism, are available.
5. Weekly Chapel – Regular chapel programs allow our students from multiple classrooms to worship together and develop leadership skills.

Field Trips

Field trips are planned outings taken by classes as a learning enrichment activity. However, students must maintain good attendance and be in good academic and citizenship standing to attend field trips with their class. In planning the field trips, efforts are made to maintain costs to a minimum. However, some expenses may need to be covered by the parent. Parental permission for participation in these outings is required. Students must wear school T-shirts on all field trips. All field trips are subject to School Board approval.

The transportation for all such trips will be in the KAJA bus or personally owned vehicles.

School Yearbook

A school yearbook serves as an enduring reminder of each year at KAJA.

Extracurricular Activities/Events

Dancing is not permitted at any school event. Request for traditional dancing must be submitted to and approved by the board.

EMERGENCY PROCEDURES

ADVERSE WEATHER CONDITIONS

Stormy Days

If the Killeen Independent School District (KISD) closes or delays due to inclement weather conditions, KAJA will also close or delay in-person learning. However, KAJA reserves the option of virtual learning if no additional bad weather days are available. For information on school closures, listen to local radio and television for KISD's closure announcements. A message will be placed on ParentSquare to inform parents about KAJA's decision. Please check your contact information to be certain it is current.

In the event that KAJA decides to use virtual learning during inclement weather, the Emergency Schedule for Virtual Learning will go into effect. This schedule will be available to parents on ParentSquare and will be posted on the teacher's page on the KAJA Website. Classroom teachers will post the Zoom link on ParentSquare and will be in contact with parents for any other information they may need to disseminate. The schedule and the Zoom link will also be available on Google Classroom for students in grades 3 and up.

Below are some guidelines and expectations for emergency virtual learning days: All grade levels are to follow the Emergency Schedule for Virtual Learning posted on ParentSquare. The morning will begin with a virtual meeting via Zoom with their homeroom teacher. Attendance will be taken and learning expectations for the day will be shared at that time.

Virtual learning will be a combination of Zoom sessions with the teacher and independent work time, as needed, to complete assigned coursework. The classroom teacher will contact parents via ParentSquare with specific details.

For students in grades 3 and up, Google Classroom will be used for posting assignments and communicating with students.

If there is no access to Internet due to power outages or any other reason, students will be given time to complete their work after returning to school for in-person learning. Due dates for student assignments may vary by individual courses and assignment deadlines will be at the teacher's discretion.

When participating in a Zoom session, students are expected to:

1. Be on time to Zoom sessions.
2. Dress appropriately for Zoom sessions.
3. Look into the camera when talking.

4. Interact with the teacher and classmates appropriately.
5. Remain on mute while the teacher or other classmates are speaking.
6. Be attentive to the teacher and classmates who are speaking.
7. Use the Response Icon to raise a hand to be called upon as time permits for the participation.
8. Participate in discussions that are on topic.
9. Utilize a quiet area with good lighting available to participate in a Zoom session.
10. Refrain from recording a Zoom meeting session in any manner or sharing screen shots taken for any other purpose other than viewing by the students and teacher in the class.
11. Use appropriate electronic backgrounds on your Zoom platform and avoid having any inappropriate items behind you in the room while on a Zoom meeting.
12. Use the chat area for questions to the teacher.

Fire and Tornado Drills

Fire and tornado drills will be conducted. Teachers will review procedures of these emergency drills with student of their class. The bell system used in these drills is not to be tampered with by any students.

Intruder Lockdown

Intruder lockdown drills will be conducted. Teachers will review procedures of these emergency drills with student of their class. The bell system used in these drills is not to be tampered with by any students.

GRADING AND EVALUATION

The school year is divided into four quarters: Two quarters make up one semester, and therefore, there are two semesters in the school year. Report Cards will be issued at the end of each quarter:

Grades will be reported in one of four ways:

Pre-K
I – Introduced
P – Practicing
M – Mastered

Kindergarten
I – Independently
P – Progressing
NT – Needs Time

Grades 1 & 2
E – Excellent (90–100)
S – Satisfactory (75–89)
N – Needs improvement (74–below)

Grades 3 and up	GPA
A – (93-100) Superior	4.0
A- – (90-92)	3.6
B+ – (87–89) Above Average	3.3
B – (83-86)	3.0
B- – (80–82)	2.6
C+ – (77-79) Average	2.3
C – (73-76)	2.0
C- – (70–72)	1.6
D+ – (67-69) Below Average	1.3
D – (63-66)	1.0
D- – (60-62)	0.6
F – (59–below) Failing	0.0

It is the responsibility of each teacher to provide parents with an ongoing report of the student's progress. Parents are welcome to discuss a child's progress with a teacher at any time. However, formal Parent-Teacher Conferences are held at the first and third quarters.

The school, in cooperation with the Texas Conference Department of Education, provides parents with achievement test results from a computerized adaptive test (MAP). These tests are administered to the students three times per year starting at the kindergarten level. The results of these tests are monitored by the staff, school board, and Texas Conference Office of Education to ensure academic quality in each class.

ACADEMIC ACHIEVEMENT HONORS

Recognition for academic achievement will be based on the following criteria:

A/B Honor Roll: Average of 83%-92% with no C's in any subject

Principal's List: Average of 93%-100% with no B's in any subject

To be recognized at graduation, based on the 6th through 8th grade year:

Silver Cords: Average of 83%-92% with no C's in any subject

Gold Cords: Average of 93%-100% with no B's in any subject

Students must be enrolled and attend KAJA during their entire 8th grade year to earn graduation cords.

ACADEMIC RETENTION

Grades Kindergarten–8

The teacher in consultation with the principal and parents will determine the passing or retention of a student. Factors that will be considered are attitude, maturity, achievement level, degree of improvement, testing scores, and attendance.

Grades 7–8

Students who fail one or two academic subjects will be required to complete a prescribed summer school program successfully prior to promotion to the next grade. Students who fail three or more academic subjects will be required to repeat the entire grade. (Academic subjects include: Bible, Mathematics, Reading, Science, Social Studies, English, and Spelling).

PARENT TEACHER CONFERENCES

Parent teacher conferences are scheduled after the first and third reporting period and as needed throughout the year. Parents are encouraged to communicate with the teacher at any time regarding their child's progress.

HEALTH AND NUTRITION

Physical Examinations

A doctor's medical examination must be on file for all students. Results of these examinations must be submitted to the school by the end of August.

Immunizations

A state form giving proof of compliance with immunization requirements must be submitted by the first day of school. All transferring students will be required to provide appropriate immunizations records.

Insurance

KAJA, in cooperation with the Texas Conference of Seventh-day Adventist, offers all its students a **secondary** insurance coverage. If a parent does not have a primary insurance carrier, the school insurance company will make payments according to its benefit limits. A copy of this policy will be made available at the request of the parents.

First Aid

When a student is ill or has been injured, the school staff will determine if minor treatment needs to be administered or if a parent should be contacted. The school maintains a fully stocked first aid cabinet.

If a child requires medical transportation, he/she will be taken to the nearest medical facility.

If any child comes to school with bruises or tells us he/she has suffered abuse, we are obligated by law to report the situation to Child Protective Services or proper authorities.

Illness

When a student becomes ill at school, the parent will be requested to take the student home. Until the child is taken from school, he/she will be in a quiet place to rest. Upon notification of child's illness, parent must pick up within 1 hour.

A child who is ill should remain at home for the good of the child and his/her classmates. Please keep your student home if he/she has: a high fever, enlarged or swollen glands, sore throat, inflamed or infected eyes, nausea, persistent or deep cough, or diarrhea. The student should not be sent back to school until he or she has been fever-free **for 24 hours without medication.**

Medication Policy

Whenever possible, medications should be scheduled to be given at home. When necessary, designated school employees may administer medications with strict adherence to the following:

1. Medication must be brought to school by parent/guardian.
2. Medication must be in original container with correct pharmacy labels and student's name.
3. Documentation for the administration of medication by school personnel must be signed by both the physician and the parent. It must include name of medication, dosage amount, time and route of administration, any possible side effects, condition for which prescribed, and doctor's phone number.

Students are prohibited from giving prescription medication or over-the-counter medication to other students. Prescription medicines (excluding inhalers) and over-the-counter medicines are to be administered by the staff only. Students should not be in possession of any medications while at school.

Food/Lunches

1. Students **MUST** eat breakfast before coming to school.
2. Student's names should be on their lunch boxes and sacks. All lunches are to be self-contained. Teachers do not prepare lunches for students. All food is to be eaten in the cafeteria unless authorized by a KAJA staff member. Parents are to include all plates, forks and spoons for their child's lunch.
3. KAJA advocates the healthful benefits of a vegetarian diet, but only prohibits students from using any form of "unclean" meat as listed in Leviticus 11. **This includes all pork products and shellfish.**
4. Students are not to bring caffeinated beverages.

HOME AND SCHOOL ASSOCIATION

The Home and School Association promotes and maintains parental interest and involvement in the school and provides a vehicle for communication and community building between parents and the administration, faculty, and staff. Home and School facilitates cooperative activities that are beneficial to the school. All parents, faculty and church members are members of the Home and School Association, and are invited to support and participate in our programs. Membership is voluntary and there are no dues.

The goals of this Home & School Association are to enhance unity among the school family, sponsor various student fundraisers, help organize events, and provide educational programs for students and parents.

Volunteers are vital and always needed. Please know that any amount of time you are volunteering, whether great or small, is truly appreciated. If each of us can contribute even a short amount of time, the workload would be tremendously lighter, and we can make great things happen for our children!

Some tasks are big and some are small. There are a number of activities that fit almost any schedule and each responsibility is briefly described. Dates for events are subject to change and will be published in the KAJA newsletter and/or other KAJA communications.

School Site/Improvement

1. Goal Setting: The committee will be active participants in helping to develop, establish, and set a priority list of needs and goals for the Home and School funds.
2. Playground: The committee is working to see that equipment meets safety goals and challenges each student to use different muscle groups. The playground allows for imaginative play as well as physical playtime.

School Services/Classroom Support

1. Hot Lunch: It is our commitment to serve hot lunch to the students three times per week. Menu planning, meal preparation and clean-up are areas for volunteer assistance.
2. Staff Appreciation: Volunteers are to plan and organize appreciation activities for the school staff throughout the year. Our goal is to have one special activity per month with the biggest efforts during staff appreciation week in May.

School Climate

1. School picnic: The physical fitness day is held in the spring to promote teamwork and physical health in conjunction with the yearly school picnic. Volunteers are needed to help plan, organize, set up and clean up.

2. Graduations (8th grade and K): This is our last event of the school year. Volunteers consist of 8th grade and Kindergarten parents as well as other willing volunteers.

Fundraising

1. Box Tops for Education: Families are encouraged to participate or enroll in *Box Tops for Education*. You can go to **WWW.BOXTOPS4EDUCATION.COM** or download the Box Tops app. Simply look for the Box Tops logo, buy the products, scan your store receipt, and start earning cash for KAJA.
2. Fall Festival: This yearly fundraising event features games, food, raffles, and food/dessert auction items, all providing an entertaining day for KAJA students and their families. A planning committee of volunteers is needed to plan for publicity, food, decorations, donations, games, prizes, raffle, and auction. Also, volunteers are needed to work shifts during the festival.
3. Target Credit Card Program: All the families need to do is sign up for a target credit card; designate our school as your donor school, and then shop. A percentage (1%) of the total purchase amount charged to your Target credit card is donated back to the school by target. A volunteer is needed to be a Target contact, promote and advertise this program to our KAJA parent and the church family and pass on promotions and information. Target School ID: 16505
4. Vegetarian Food: This is a year-round fundraiser. Volunteers are needed to help advertise, update and distribute price list, sort and distribute orders once the products arrive.

ASBESTOS-CONTAINING MATERIALS

In 1987 KAJA along with all other Seventh-day Adventist schools in the Texas Conference of Seventh-day Adventists complied with Federal and State regulations in preparation of an Asbestos Management plan. A licensed engineering company prepared this plan. According to that report, our school has asbestos-containing material in the following location:

1. The supply closet
2. The sprayed ceiling material
3. All tiled floor space in gymnasium

Exposure to loose asbestos fibers had been determined by the E.P.A. to be hazardous to the health of individuals. Non-friable asbestos (asbestos contained in materials that cannot be crumbled by hand pressure) may be maintained safely. On the other hand, friable asbestos (crumb type) must either be removed immediately or repaired according to specific regulations. The report indicates that the asbestos-containing material is currently intact and is approved and is being maintained. There is virtually no health risk at this time to anyone in the building.

TECHNOLOGY POLICY

(Internet, Network, and Bring Your Own Device)

All students and teachers are encouraged to use Killeen Adventist Junior Academy's computers and electronic tablets to improve learning and teaching through research, collaboration, and dissemination for successful education practices, methods, and materials available through computer use.

In addition, Killeen Adventist Junior Academy offers a "Bring Your Own Device" policy for grades five through eleven, with plans to expand that program. In an attempt to safely maintain our school infrastructure and social atmosphere while enhancing the learning environment, the following guidelines and policies must be adhered to.

Campus-Wide "Bring Your Own Device" Usage Guidelines and Policies

1. Students may only use **approved** devices on campus. Devices which may be approved include iPads, cell phones, computers, etc. Approval for use must be granted by the school and parent/guardian for each device, and guidelines and policies must be strictly followed when permission is granted.
2. Students are not permitted to use a cell phone at school at any time without express permission by a staff member for each occasion. This will include phones used for phone calls, texting, internet usage, or any other application. However, they are not allowed to connect at all to the internet via Wi-Fi, 3G, 4G, 5G, or other cellular connection while on campus.
3. Students may only use devices in approved areas while under direct supervision by a KAJA staff member (during class and breaks, in designated areas before and after school).
4. Students must keep devices in their backpacks or properly stowed (in their lockers or in a locked classroom with teacher permission) until in an approved area with teacher supervision at all times while on campus.
5. Students are not allowed to use any 3G, 4G, 5G, or other cellular connectivity to connect their iPads to the internet while on campus at KAJA. All network and internet connectivity must be through the controlled-access Wi-Fi provided free of charge to students.
6. The usage of technology at KAJA is a privilege. As such, if students abuse that privilege, their devices may be detained for an adequate period of time (as determined by

administration) and will only be returned to a parent or guardian. (See below for specific “Failure to Comply” policy.)

7. Students must comply with any additional classroom policies established by individual teachers.
8. As KAJA maintains a culture of social accountability, students are required to report the knowledge or exposure to violations of this policy.
9. In the event of broken, lost, or stolen devices (due to student negligence), the student and family who own the device are responsible to replace it. Where possible and prudent, KAJA will make every attempt to determine when other students may bear partial or full responsibility for damage or destruction of personal devices and assist in helping recover cost of replacement or repair. However, it is ultimately the responsibility of the student and family who own the device to cover repair and replacement costs when KAJA is unable to assist in recovering costs. For this reason, AppleCare+ is strongly recommended for iPads.
10. All students’ iPads will be managed by the school. Management software will be installed on these iPads to allow teachers to better monitor what students are able to do on the iPads. This software will remain active even when students are at home, but the teacher’s ability to view iPad activities is limited to the KAJA network.
11. Personal laptop computers are to remain at home. Students who have a specific need for a laptop must first obtain permission and guidelines for using a laptop from the principal before using the device on the KAJA network.
12. Music players, earbuds, and headphones are prohibited for student use during the school day without teacher permission.
13. Fitness trackers are allowed ONLY if they do not have notification features. All fitness trackers with notification features and smartwatches that pair with a phone to send and/or receive messages, calls, and email alerts are subject to the same policy as cell phones.

Network and Internet Policies (Also applicable to personal devices)

Killeen Adventist Junior Academy’s network is protected to restrict access to potential problem situations. Students are expected to abide by all the rules established for use of computers and electronic devices.

1. Students may not allow anyone else to use their personal passwords or attempt to obtain and use others’ passwords.

2. Students are not allowed to change school-assigned usernames and passwords without express consent from the teacher and without notifying the teacher of the change.
3. Students must respect the rights of other individuals and not use language that is abusive, profane, offensive, or threatening.
4. No one may access text or visual depictions that are obscene and/or harmful to minors.
5. Students may access only those educational games or apps which are on the school's "Approved Game List."
6. Students must respect the privacy of others and not intentionally obtain copies of or modify files, passwords, or data that belong to someone else. No one should represent himself or herself as someone else by using another's account. No one should forward personal material without prior consent of the originator.
7. Students at KAJA may receive access to school established accounts to educational websites. These accounts will be jointly monitored by school and family.
8. Electronic mail transmissions and other use of the electronic communication system are not considered to be private and may be monitored at any time by the designated school staff to ensure appropriate use. Transmitting obscene messages or pictures is prohibited. Messages dealing with illegal activities may be reported to the principal and/or police.
9. Students must show respect for the integrity of computing systems by abiding by all federal and state laws regarding electronic communication. This includes accessing unauthorized or secure content or any other malicious or harmful activity.
10. Students must observe all copyright laws applying to computer programs, articles, graphics, and data. Students are reminded to always give credit to sources used and to rewrite content in their own words.
11. Posting to or participation in social media in any way is prohibited while on campus at KAJA unless expressly allowed and supervised by a staff member, and only when it benefits and enhances the educational experience. Additionally, when posting to social media whether off-campus or as directed by a KAJA staff member, students will always be truthful, helpful, inspiring, and kind as you represent God, your family, school, community, and yourself. Social media postings, even while off-campus, should reflect Christian principles, as they are never anonymous.
12. Students must observe the fullness of the "Anti-Bullying Policy" while online as well.

13. While network and internet access are offered for free as a privilege, any additional expense incurred as a result of Internet use is the responsibility of the student/parents.
14. Users should not waste or monopolize network or internet resources.
15. Vandalism will result in cancellation of privileges. For this policy, vandalism is defined as any malicious attempt to harm, disrupt or destroy data, the computers, or the network. This includes, but is not limited to, unloading or creation of computer viruses. Fines for vandalism will be determined according to the destruction of property.
16. Killeen Adventist Junior Academy makes no warranties of any kind, whether expressed or implied for the services it is providing. KAJA will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, errors or omissions. Use of any information obtained via Killeen Adventist Junior Academy is at your own risk. Killeen Adventist Junior Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
17. Students and parents are required to read and sign the KAJA Technology Use Agreement stating that they will comply with all the technology policies and regulations of the school. This must be done before students are allowed to use any devices.

Failure to Comply with Technology Policy

If students fail to comply with the above stated policies and guidelines, they will be issued a warning. Additional consequences include limitations on device use and internet access and a meeting of student and parents with the KAJA administration.

Range of Consequences

The consequences for violating any portion of this use agreement will range from an interview with the classroom teacher, to a formal interview with the principal. The student's privilege to access the KAJA Network will be suspended. Should a student purposely access inappropriate material, they will not only lose access privileges, but may be subject to other disciplinary actions. The parents will be contacted and informed of any such misconduct.

Limitations of Liability

Killeen Adventist Junior Academy has installed special filters that block the majority of unacceptable sites and takes other precautions through classroom management to promote the proper and safe use of the Internet; therefore, if a student should access inappropriate material, the school will not be liable. KAJA does not guarantee that the services provided through the KAJA network will be free from errors or without defects. Students are not allowed to use any technological device without adult supervision.

SAFETY POLICY

To insure the safety of our students and teachers, the following guidelines will be effective immediately:

1. During the school day, teachers will be accountable for their children at all times. Teachers will keep their children within visual sight unless they are in the restroom or have an authorized absence.
2. Children should not be left unsupervised in the restrooms for more than a short period of time. The teachers should keep tabs on the child to insure a timely return to the classroom.
3. If a teacher needs to leave the classroom temporarily, one of the neighboring teachers should be alerted to supervise the class that is unattended OR a parent/aide/secretary can be requested to temporarily supervise the class.
4. Children should not hide behind buildings during recess time.
5. Children should not enter empty rooms. Once a room is left, it should be locked. All unused rooms/spaces/closets will be kept locked until they are utilized.
6. Children should be encouraged not to bring valuables to school. If they do, they need to be aware that they are responsible for the safekeeping of the items that they bring.
7. Strict adherence to physical safety is a must. If a child is abused or threatened (verbally or physically), the teacher will take these situations seriously and deal with them accordingly to the discipline policy of the handbook. All severe discipline matters should be documented and reported to the principal and the parents of the child involved. This document should include a summary of the incident and any relevant action taken.
8. Children should not be authorized to go home with individuals other than their parents/guardians unless prior arrangements have been made with the teacher. Parents should fill out a list of authorized individuals during registration. Any changes to this list should be submitted in writing and given to the child's teacher. Teachers should have access to copies of any orders prohibiting unauthorized individuals from coming on the school campus.
9. Children will not be authorized to walk home unless prior written arrangements have been made with the teacher.
10. Children will not be authorized to leave class during school hours unless arrangements have been made with the teacher. The parent should sign the student out at the office.
11. All parties involved should adhere to these guidelines. If violations consistently occur, appropriate counseling should take place.

EXTRACURRICULAR CODE OF CONDUCT

KAJA students in extracurricular activities such as athletics and clubs should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. Participation in KAJA extracurricular activities is a privilege, not a right, and should provide intrinsic motivation for its participants to be held to a higher standard both on and off the field of play. Such participation fosters the qualities of team membership, individual commitment, and personal excellence. This Code applies to all students involved in extracurricular sports and clubs at KAJA.

I understand that, in order to participate in school extracurricular activities, I must act in accordance with the following:

Eligibility

1. Maintain a C- average or above in all core subjects during the preceding nine weeks and during the time of participation.
2. Maintain good attendance, abiding by the Texas Education Code, which is, not having more than 9 absences a semester.
3. Have a half-day minimum school attendance to participate in practice or for a game/event.
4. Have parental consent and KAJA Liability Waiver on File.
5. Have read and signed the KAJA Code of Conduct.

Trustworthiness

6. Trustworthiness — Be worthy of trust in all I do.
 - a. Integrity — Live up to high ideals of ethics and sportsmanship.
 - b. Honesty — Live and compete honorably; don't lie, cheat, steal or engage in any suspicious activities.
 - c. Reliability — Fulfill commitments; do what I say I will do; and always be on time.
 - d. Loyalty — Be loyal to my school and team; put the team above personal glory.

Respect

7. Respect — Treat all people with respect all the time and require the same of other student-athletes.

8. Class — Live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
9. Disrespectful Conduct — Refuse to engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
10. Respect Officials — Treat contest officials with respect; refrain from complaining or arguing with official calls or decisions during or after an athletic event.

Responsibility

11. Importance of Education — Be a student first and commit to getting the best education.
12. Role-Modeling — Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates, and God with honor, on and off the field. I will consistently exhibit good character and conduct myself as a positive role model. I understand that suspension or termination of the participation privilege is within the sole discretion of the school administration.
13. Self-Control — Exercise self-control; not fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
14. Healthy Lifestyle — Safeguard my health; not use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
15. Integrity of the Game — Protect the integrity of the game. Play the game according to the rules.

Fairness

16. Be Fair — Live up to high standards of fair play; be open-minded; always be willing to listen and learn.

Caring

17. Concern for Others — Demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
18. Teammates — Help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

Citizenship

19. Play by the Rules — Maintain a thorough knowledge of and abide by all applicable game and competition rules.