

# **WILLIAM A. KIRLEW JUNIOR ACADEMY**

18900 NW 32 Avenue, Miami Gardens, FL 33056

**Please read carefully:**

I have read and hereby agree to cooperate and uphold the standard and regulations of William A. Kirlew junior Academy as outlined in the Handbook.

.....  
Name of Parent/Guardian

.....  
Name of Student

.....  
Signature of Parent/Guardian

.....  
Signature of Student

.....  
Date

.....  
Date

**AFTER READING THE HANDBOOK SECTION OF YOUR CHILD'S AGENDA,  
PLEASE COMPLETE AND RETURN THIS FORM**





## **William A. Kirlew Junior Academy**

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18900 NW 32<sup>nd</sup> Avenue • Miami Gardens, FL 33056  
Phone: 305.474.4760 • Fax: 305.474.4762  
Email: wakja@flcoe.org

### **Video/Photo Release Form**

I give my child, \_\_\_\_\_, permission to be videotape photographed for use  
*Please Print Child's Name*  
photographed for use in producing materials to train teachers/or promotion of the school. I understand that there  
is not, nor ever will be, recompense to me or my child for participation in this video. By signing this release form,  
I authorize the reproduction and distribution of any promotional materials containing my child's name and likeness  
for these purposes.

I do not give my child, \_\_\_\_\_, permission to be videotaped  
*Please Print Child's Name*  
or photographed for use in producing materials to train teachers/or promotion of the school.

School: **William A. Kirlew Junior Academy**

Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent \_\_\_\_\_  
*Please Print*

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Dear Parent/Guardian:

Welcome to the New School Year, 2024 - 2025! I am happy you have chosen God's school, William A. Kirlew Junior Academy (WAKJA) to send your child. We are delighted and committed to serving your child so that he/she can grow to full potential. As such, we will endeavor to meet your child's needs. We ask God to help us guide our children to be prepared for this life and for eternal life. I am kindly requesting your assistance in the following areas:

- Pray with your child daily.
- Ensure that your child is early to school that begins promptly at 8:00 a.m.
- School ends at 3:00 p.m., so please get your child no later than 3:30 p.m.
- Please remember to make arrangements to pay the fee if your child is at school for before-care and after-care.
- Help your child to be neat and nice in school uniform.
- Please remind your child to exercise good behavior.

Please talk to your child about "bullying." This is very important so I will be outlining a form that I would like you and your child to sign.

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## CONSEQUENCES FOR BULLYING

1. First offense: Teacher will speak privately with your child.
2. Notification to be sent to parent/guardian.
3. If child returns and the behavior continues, child will be referred to School Board for **DISMISSAL FROM WAKJA.**

Please discuss this with your child, sign the commitment form and return it school. Thank you.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Date

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## WELCOME FROM THE STAFF

Dear Parents:

Welcome to the 2024-2025 school year. As the new school year begins, let us look at some things you need to do to help make it a successful one:

1. Spend time alone with God daily. The quality of your spiritual life filters down to your children and the school.
2. Spend time with your children in family devotion and prayer. The time families spend together, to a large degree, determines the future of their children.
3. Spend time with your school and teachers. Tell them what you like and what your concerns are.

Yours in Service,

## MISSION STATEMENT

The mission of William A. Kirlew Junior Academy is to provide a Seventh-day Adventist Christian education, K-8, in which students may develop and mature spiritually, intellectually, physically, and socially.

## PHILOSOPHY

William A. Kirlew Junior Academy was established to provide a Christian learning environment for students, with responsibility to guide each student in developing meaningful relationships with God, family, community and country. God is the Creator and Sustainer of the universe and the Source of knowledge and wisdom. He has entrusted to each one capabilities and powers that may be returned to Him enlarged and improved.

**William A. Kirlew Junior Academy desires to make students reflect God's character by instructing, cultivating, nurturing, refining, and molding the mind and character through a well-rounded curriculum. Students will be challenged to achieve their highest potential. Thus, they will receive the training that will prepare them for service in this world and the world to come.**

## OBJECTIVES

William A. Kirlew Junior Academy is committed to help each student to:

1. Know God and develop a Christian philosophy of life.
2. Be surrounded with a Christian influence in the classroom, at study, and at play.
3. Understand how to begin and maintain a relationship with God through daily devotional exercises.
4. Learn respect and appreciation for self and others.
5. Develop habits of punctuality, accuracy, neatness, and sound judgment in decision-making.
6. Develop sound habits of healthful living and physical fitness.
7. Develop attitudes and values, which will result in the improvement of the student and the community.
8. Incorporate Christian values and achieve excellence in:
  - Academic Skills: Bible, Language Arts, Mathematics, Social Studies, Science, Art, Music, and Computer Education
  - Physical Education & Sports
  - Communication and leadership skills to include Public Speaking & Drama

## APPLICATION AND ADMISSION

While William A. Kirlew Junior Academy accepts applications from students of all cultural and religious backgrounds, **they must be willing to conform to the policies and ideals of the school.** Provisions are not currently available for students with special educational needs.

## STATEMENT OF NONDISCRIMINATION

It is the policy of the Seventh-day Adventist Church in all its church-operated schools, including William A. Kirlew Junior Academy, to admit students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and to make no discrimination on the basis of race in the administration of educational policies.

### **REPORTING CHILD ABUSE**

School personnel (teachers, staff, administrators) are required by law to report any or all forms of child abuse to department of Children & Family Services. (DCF)

### **APPLICATION PROCEDURE**

The William A. Kirlew Junior Academy Admissions Committee will consider students for admission **only** when the following items have been received:

1. An Application Form completely filled out including the signatures of both parent/s and student.
2. Satisfactory completion of the Admissions Test.
3. A copy of his/her complete school history including the most recent report cards and previous testing where applicable.
4. A signed Parent Permission Form for release of any and all psycho-educational evaluations
5. Two recommendations: one from a teacher and one from a minister of religion or community leader.
6. An original current immunization record and a physical examination record. These **must** be on file in the office. The physical is renewable every year.
7. Copies of student's birth certificate and Social Security card. These **must** be on file.
8. Completed Registration Form
9. Signed Parent/Student Handbook Consent form.

### **ELEMENTARY ADMISSION**

**The entrance age for Kindergarten is five years by August 15 of the current school year.** The age for admission into First Grade is six years by August 15 of the current school year.

**All students entering William A. Kirlew Junior Academy will be placed on probation for the first grading period. At the end of the period the Admissions Committee and School Board will review each student's conduct and academic standing. If it is judged that he/she is unwilling or unable to meet the required standards of the school, he/she may be asked to withdraw. Each case will be reviewed independently.**

### **WITHDRAWAL/TRANSFER PROCEDURE**

At least five working days' notice must be given to the school office for all transfer records/documents.

### **RE-APPLICATION**

The school reserves the right, upon review of a student's academic/behavior record, not to re-accept the student for the ensuing year.

### **FINANCIAL POLICIES**

We believe that Christian education should be made available to all our students at the lowest possible cost. Therefore, our goal is to operate efficiently and economically.

**See the financial information sheet in Application Package for charges. Families with more than one student enrolled will receive a 5% discount for each additional child. A registration fee of \$400.00 per student, and the first month's tuition are due at registration. The registration fee covers insurance, School Agenda, consumables, T-shirt, yearbook and other miscellaneous items.**

### **PROMOTION DISCOUNT**

Current parent/guardian who refers a student who is accepted at WAKJA and remains until at least the end of October will be rewarded with a monetary gift.

### **WITHDRAWING EARLY FROM SCHOOL TUITION CHARGES**

Any student withdrawing from school after the third week of any quarter will be expected to pay the full quarter's tuition.

### **OVERDUE ACCOUNTS**

It is the responsibility of parents to ensure that they do not fall behind in their monthly payments. **If a student's account is two months in arrears, he/she will be suspended from school until the account is paid in full or an acceptable arrangement has been made.**

Students who have unpaid accounts remaining from the previous school year will not be allowed to register until the account is paid in full.

### **RETURNED CHECKS**

A \$30.00 service charge will be applied to the student's account when a check is returned by the bank.

### **ATTENDANCE POLICIES**

Prompt attendance at all classes, worship and assemblies is expected. National and State law require a minimum of 175 school days. Any student with more than 10 unexcused absences for the year (15% of 180) is liable to fail the school year.

### **EXCUSE/ABSENCE PROCEDURE**

Absences are excused only for illness, death in the family, or extreme emergencies. Parents should send a written explanation upon student's return to school. If no excuse is received by the end of the second day, the tardy or absence will be recorded as unexcused.

### **TARDINESS**

**School begins at 8:00 a.m. Every student is expected to be on time for school and classes. If a student arrives at school after 8:00 a.m. he/she will be marked tardy.** If the student is tardy, the Parent/Guardian must obtain a tardy form from the school office in order for the student to enter class.

### **ABSENCE POLICY**

1. If a child has two or more absences, the child must bring a note to the school. It is the parents' responsibility to be aware of the child's attendance record which is a part of the child's permanent record.

### **BEFORE AND AFTER CARE**

School begins at 8:00 a.m. and ends at 3:00 p.m. Monday through Thursday; and at 2:00 p.m. on Friday. Before Care is from 6:45 – 7:45 a.m. After Care hours are 3:30 – 5:30 p.m. Monday to Thursday; and 2:30 – 3:30 p.m. on Friday. **Students are automatically placed in After Care at 3:30 and 2:30 respectively.** Before Care is \$3.00 per day & After Care is \$6.00 per day. An

**additional \$5.00 is charged on noon dismissal days.**

In order for children to be released to an adult not listed on the After Care Form on file, parents must inform the school in writing. The authorized adult will be required to show a picture ID to the After Care personnel, who must record the ID information on the After Care document.

**If students are picked up late (after 5:30 Monday-Thursday, after 3:30 –Friday) there will be an additional charge of \$1.00 for each additional minute after the scheduled After Care time. This must be paid directly to the After Care personnel on duty.**

### **CHANGES IN STUDENT DATA**

It is the parents' responsibility to keep the school office currently informed of all changes concerning the student's address, telephone number, e-mail address, transportation arrangements, emergency information, and any other pertinent information.

### **PROHIBITED ARTICLES**

Problems arise each year because students bring articles, which are hazardous to the safety of others, disrupt the learning environment, or interfere with school procedures in some way. Such items include **toys, radios, I-Pads, cards, smart watches, electronic games, cell phones, weapons, pornographic materials, etc.** If brought to school, these items will be confiscated whether or not they are owned by the student. **Pull-along school bags on wheels will not be allowed.** Parents must purchase backpacks that can hang on the back of chairs. **Exceptions only by medical note. The school reserves the right to conduct random bag searches. Confiscated items may not be returned until the end of the quarter.**

### **FIRE DRILL PROCEDURE**

Monthly Fire Drills are required by State Law during the school year. These drills are to be taken seriously by students. When the alarm is sounded, students should immediately stop whatever they are doing and proceed to the designated area quickly and quietly. Students and teachers are to



remain outside the building until a signal is given to return. Failure to comply with fire drill will result in disciplinary action.

### **TORNADO DRILL PROCEDURE**

By Florida State Law William A. Kirlow Junior Academy is required to have tornado drills during the school year. These drills are to be taken seriously at all times. Teachers will direct their students to the designated areas or through the designated procedure.

### **SEVERE WEATHER**

All local Radio and Television stations will be notified if school is closed due to severe weather conditions. **Please note that William A. Kirlow Junior Academy will follow the directives given to Miami Dade Public Schools in case of severe weather conditions.**

### **DISCIPLINARY PROCEDURES**

“The object of discipline is the training of the child for self-government. He should be taught self-reliance and self-control. Let all dealing with him be such as to show obedience to be just and reasonable. When God says thou shalt not, He in love warns us of the consequences of disobedience, to save us from harm and loss.”  
*Education, p. 287*

#### • **OFFENSES I**

1. Minor disruptions of class, assembly, and chapel
2. Gum chewing
3. Undermining religious ideals
4. Dress code violation
5. Personal grooming outside the bathroom
6. Running in the hallway

### **DISCIPLINARY STEPS I:**

1. Appropriate discipline administered by teacher.
2. A written notice of the violation and the discipline administered will be sent home to the parents to be signed and returned to school.

**This must be signed and returned the following school day in order for the student to be allowed in school.**

3. If necessary, a telephone conference will be held.
4. Detention.

#### • **OFFENSES II**

1. Major disruption of classes/ chapel
2. Fighting/assault with or without injury
3. Inappropriate public display of affection  
**Public Display of Affection (PDA)**
4. Bullying
5. Provocative/obscene language in the presence of a staff member or possession of obscene materials
6. Disrespect to and defiance of school personnel
7. Leaving the school or class without permission
8. Wrestling and horse-playing
9. Throwing objects and endangering or injuring
10. Vending without permission
11. Inappropriate use of the Internet

### **DISCIPLINARY STEPS II:**

- 1<sup>st</sup> Offense – Two-day suspension – student, parent, teacher and principal conference.
  - 2<sup>nd</sup> Offense – \*Four-day suspension
- \*Depending on the situation

#### **OFFENSES III**

1. Arson, tampering with fire extinguisher, fire alarm, or security system.
2. Theft, vandalism, robbery, burglary or any destruction of school property. Student/s may be held responsible for repair or the cost thereof.
3. Gambling/extortion – obtaining anything by force
4. Possession/use of illegal contraband items and drugs (tobacco and other harmful substances). Possession of any type of explosive, firearm, or other weapons
5. Sex violation to include sexual harassment/assault (See Harassment Policy below)
6. Threats of physical bodily harm to teachers, students, auxiliary workers, or self
7. Assault with injury

### **DISCIPLINARY STEPS III:**

1. Referral to the School Board
2. Dismissal from school
3. Report to Law Enforcement Authorities

### **SEXUAL HARASSMENT POLICY**

It is important that WAKJA maintains a Christ-centered school environment characterized by human dignity, Christian courtesy and individual respect. Sexual harassment should never be a part of that environment. It should be noted that sexual harassment constitutes illegal educational discrimination under Federal and State Statutes, the 14<sup>th</sup> Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972.

**Definition:** *Sexual harassment constitutes unwelcomed sexual advances, sexual comments of any kind, or physical contact of a sexual nature.*

Examples:

1. Making threats of a sexual nature
2. Touching in a sexual manner
3. Sexual advances, gestures, contact, comments, or jokes
4. Displaying suggestive comments about a person's anatomy.

**Note:** *Sexual harassment constitutes an infraction of William A. Kirlew Junior Academy policies and becomes grounds for disciplinary action including five or more days suspension or dismissal depending on the seriousness of the situation as determined by the WAKJA administration.*

*It is mandatory for WAKJA personnel to report child abuse and/or child neglect to DCF.*

### **DETENTION POLICY - (Grades 1-8)**

Students will serve detention for the duration of 1 (one) hour to be determined by Administration. Parents will be given as least 24 hours' notice before detention is served.

Detention will be given for the following offenses:

1. Disruption in Chapel.
2. Excessive talking in class
3. Speaking rudely to teachers and school personnel.
4. Inappropriate Cafeteria behavior.
5. Inappropriate behavior in Before/After Care.
6. Unprepared for class assignment.
7. Incomplete uniform.

**After three detentions students will be suspended.**

### **NETWORK AND INTERNET ACCEPTABLE USE POLICY**

William A. Kirlew Junior Academy is endeavoring to ensure that all students have access to computers for classes and/or research. To take advantage of this educational opportunity, this agreement must be signed by the student and the parent or guardian.

At William A. Kirlew Junior Academy, student access to, and use of the network will be under teacher or staff direction and will be monitored. Access is a privilege not a right. Access entails responsibility.

In addition, WAKJA offers Internet access for student use. Use of the internet has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and limited light-quality self-discovery activities. Internet access has not been established as a public access service or public forum. WAKJA has the right to place reasonable restrictions on the material the student accesses or posts through the system. All students are expected to follow the rules as set forth below.

### **Grades 3-5**

1. I will not give personal information such as my address, telephone number, parents' work address or telephone number or the name and location of my school without my teacher's permission.
2. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online.
4. I will never send a person my picture or anything else without first checking with my teacher and parents.

5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher and parents right away.
6. I will not give any password to anyone (even my best friend) except my parents or teacher.
7. I will be a good citizen and not do anything that hurts other people or is against the law.
8. I will only be online when my teacher has given me permission.
9. I will always log off when I leave the computer.
8. Students will not use the WAKJA's Internet connection to access or distribute material that is profane, obscene, lewd, vulgar, rude, inflammatory, threatening, and disrespectful, that advocates illegal acts, or that advocates violence or discrimination towards other people.
9. If a student mistakenly accesses inappropriate information, a teacher or school employee should be notified immediately. This will protect the student from a claim that they have intentionally violated this policy.
10. Parents should instruct their child if they feel there is additional material, they feel inappropriate for that child to access. WAKJA fully expects each student to follow their parents' instructions in this matter.

### **Grades 6-8**

1. The Internet may only be accessed with the direct knowledge of a teacher and when an adult is present in the room.
2. Students will not post personal contact information about themselves or others on the Internet.
3. Students must never agree to meet with someone they met online without their parent's approval.
4. Students will promptly report to their teacher or any school employee any message they receive which they feel is inappropriate or which makes them feel uncomfortable.
5. Students may not use WAKJA's Internet connection for any commercial purpose. This means students may not offer, provide or purchase products or services through WAKJA's Internet connection.
6. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses by any other means. These actions are illegal.
7. Students are expected to immediately notify a teacher or school employee if they have identified a possible security problem. Students will not show or identify the problems to other users.
11. Students will not harass another person through the Internet or network. Harassment is still persistently acting in a manner that distresses or annoys another person. If a student is told by a parent to stop sending him/her messages, the student must stop.
12. Students will not knowingly or recklessly post a message that was sent to them privately without permission of the person who originally sent the message.
13. Students must not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as student work.
14. Students will always respect the rights of copyright owners. Copyright 9/4/2024 8:47 AM protected by a copyright and is inappropriately reproduced. If a student is 5/16/2024 1:43 PM 9/4/2024 8:47 AM unsure whether any work can be copied or used, he or she should request permission from the copyright owner. Copyright law can be very confusing. If students have questions, they should ask a teacher.
15. Use of non-educational chat rooms and online game usage are prohibited.
16. Loading or playing games on either a workstation hard drive or on the network

file server is considered vandalism and is prohibited.

17. No student will attempt to change the desktop display of any workstation.
18. All students are required to log off the network when they have completed their task. No student may begin work on a station if someone is already logged in.

WAKJA makes no warranties of any kind for the network service it provides. WAKJA will not be responsible for any damage suffered, including loss of data. WAKJA will not be responsible for the accuracy or quality of information obtained through the network connection.

TO THE STUDENT: When you are using the WAKJA Internet connection and network, you may feel like you can easily break a rule and not get caught. This is not true because wherever you go on the network you leave “electronic footprints.” Even if you don’t get caught, there is always at least one person who will know whether you have done wrong-that person is you. Your use of the Internet and network can be a mirror that will show what kind of person you are.

### **DRESS**

It is our goal that students develop an appreciation for Christian dress standards and grooming habits. This is particularly necessary in today’s world where dress standards are extremely lax. Our dress code will be effective only as parents and students work together. Students are expected to observe the following standards in their dress:

Uniform is the only appropriate dress for school. All items for students may be purchased through the school or school uniform company. Students are not permitted at any time to wear only a part of the uniform on the street, to classes, or in any public place. **School personnel will talk to student. No change, a note will go home. Next, there will be a P/T conference.** No decoration (additional badges, pins, brooches, etc.) may be worn without permission from the principal.

Shirts and blouses (for both boys and girls) **must** be worn tucked in.

Girls in Grades K5 – Grade 5 will wear ‘jumpers’ and blouse/polo shirts.

Girls in Grades 6-8 will wear blouses/polo shirts and skirts (on the waistline). Black or hunter green plain jacket may be worn. **Boys will wear their pants on the waistline kept in place by a black belt.** Girls will wear green pants Tuesdays, Wednesdays, and Thursdays.

**Plain black shoes**, (not fancy, or multi-colored designs) with non-skid soles are required for both boys and girls. Slippers and sandals are not to be worn with the uniform except in the case of injury. Girls must wear plain, white ankle socks only. Boys must wear plain, black socks only. Boys’ **hair is to be neatly groomed.**

Girls ‘hair styles are to be neat, plain and simple. A few black or brown beads may be worn to match hair color. “Baubles”, slides, side-combs should be plain white, red, or yellow to match the uniform.

No make-up such as fake eyelashes, eye shadow, etc., nail polish or jewelry of any kind is allowed. Black or hunter green school jackets or school sweaters are permitted on cold days. These must be worn properly i.e. **not around the waist or draped on the shoulders.** Warmers for girls are permitted on cold days. These must be skin tone, black, white, or hunter green and should be worn under their uniforms.

Both boys and girls will wear white cotton shirts and school ties on Mondays, and Fridays designated occasions.

### **Physical Education: Boys & Girls, K-8**

The P.E. uniform is green athletic shorts, P.E. T-shirt, white/black sneakers and white socks.

### **HEALTH**

**LUNCH:** We believe that healthy bodies lead to healthy minds, and healthy minds make it easier to keep in touch with Jesus. A healthy, vegetarian diet is encouraged at home and school. **For students who need to bring their lunches, please ensure lunches are nutritious and are ready to eat as microwave warm-up is not available. Drinks must not be sent in glass bottles.** (This also includes school activities.)

**Lunch tickets must be purchased at the office weekly, bi-weekly, or monthly on Mondays or Sundays.** We want to honor Jesus with our best gifts, including our healthy bodies. "Snacks" are to be eaten only in the After Care – 3:30 p.m. **Outside vendors should not be engaged to bring lunches to the school. No Uber eats, etc. Parents need to pack lunch if the child is not taking school lunch.**

**MEDICATIONS:** Teachers are **only** allowed to administer medications to students on the signed authorization of parents. Medical Authorization forms may be obtained at the school office. All medication given must be logged.

If your child does not feel well, please do not send him/her to school. If the child is out of school for three or more days, a doctor's release or note, must accompany the child upon returning to the classroom

**STUDENT ILLNESS:** When a student complains of not feeling well or has a temperature of 100 degrees (F) Fahrenheit, or more, school personnel will call the student's parent/guardian, the designated person, or doctor, if the parent/guardian cannot be reached.

### **CURRICULUM**

Our curriculum is set by the Southern Union Conference Office of Education and the Florida Conference of Seventh-day Adventist, and meets the Common Core State Standards. Copies of the North American Division Curriculum Guide are also available upon request.

1. **RELIGIOUS INSTRUCTION:** As a Seventh-day Adventist School, our fundamental objective is to uplift Christ and His principles of living. Bible instruction is a prominent part of the daily schedule. All classes are taught from the Christ-centered viewpoint. Each school day begins and ends with worship/prayer.

2. **ACADEMIC INSTRUCTION:** We place a strong emphasis on Reading and Language Skills, Mathematics, Social Studies, Science, Computer Literacy, Music, Spanish and Physical Education.

3. **FIELD TRIPS:** Field trips are invaluable teaching aids. They provide direct experiences for learning and are extensions of what is being taught in the classrooms. A signed permission slip with the fee is to be turned in **on the date indicated on the field trip Form.** Failure to comply will prevent your child/children from going on the trip. General Field Trip Dress: Gold school T-shirt and jeans (ripped jeans or shorts are **not** allowed). Any change will be indicated on Field Trip Form.

### **FESTIVAL OF THE ARTS (MUSIC FESTIVAL)**

Participation in the Annual Florida Conference Festival of the Arts Program in Orlando is a privilege for students in Grades 6-8.

Therefore, only students who are members of the regular School Choir will be allowed to attend.

### 4. **COMMUNITY AWARENESS:**

Students are involved in community service in a variety of ways. They may be involved in fund raising for charities, community projects such as Adopt-A-Highway, nursing home visitation, Sick and shut-in etc.

### **EVALUATING STUDENTS PROGRESS**

Report cards are issued every nine weeks (four times per year) to keep parents informed of their child's progress. Parent/Teacher Conferences are scheduled twice per year (after the First and Third quarters). Interim Progress Reports are generally sent on the last Friday of each month. Parents may request additional conferences with the teacher at any other time. Teachers welcome your interest and suggestions and will gladly discuss your child's progress.

### **GRADING SCALE**

#### **Grades 1-2**

E - Excellent progress  
S - Satisfactory progress  
N - Needs improvement

#### **Grades 3-8**

A - Superior work (92-100%)  
B - Above average work (82-86%)  
C - Average work (72-76%)  
D - Below average work (62-66%)  
F - Failing work (0-59%)  
I - Incomplete

Make-up work for an "I" grade must be submitted during the following nine weeks. If the work is not submitted an "I" will become a failing grade.

A student scoring all "As" and no less than an "S" in behavior will be on the Principal's Honor Roll.

A student with a "B" average, and no less than an "S" in behavior will be on the Honor Roll.

Students on the Principal's Honor Roll/Honor Roll for the first three quarters will form the Honor Guards at the Eighth Grade Graduation.

### **GRADUATION REQUIREMENTS FOR GRADE 8**

To receive a **Diploma**, a student must:

1. Have an average grade of "C" or higher in Mathematics, Language Arts, Reading, and Science.
2. Must earn at least a "D" in the other subjects.
3. Have made up any "F's" received.

### **GRADUATION REQUIREMENTS Cont'd**

Students will receive a **Certificate of Completion** if:

1. They have a grade average lower than a "C".
2. They have a "C" average and have not made up any "F" grades.

Certificates of Completion may be upgraded to a Certificate of Graduation when all deficiencies are removed. However, this must be done before graduation.

Students with two or more "F's", or students not meeting the requirements for either certificate will be granted a **Certificate of Attendance**.

Participation in the Graduation exercises is a privilege granted by the school. Students may not be allowed to participate for any of the following reasons:

1. Inappropriate conduct
2. Outstanding balances on accounts.

### **PROMOTION TO THE NEXT GRADE All students (Grades1-7) must meet the academic**

### **standard outlined in number 1-3 of 8<sup>th</sup> Grade Graduation Requirements.**

#### **STUDENT ASSOCIATION (SA)**

Student Association Officers must have at least a "C" average and exemplary behavior. Failure to comply will result in withdrawal of the office.

#### **BASKETBALL TEAMS**

To be eligible for extracurricular sporting activities, students must have:

1. Attained 5th Grade Level.
  2. A signed Parents/Guardian Permission Form
  3. No failing grades or unsatisfactory conduct.
- Students with failing grades will be asked to withdraw from the sporting activity until they have a passing grade.

#### **PARENTAL INVOLVEMENT**

##### **PARENT-TEACHER COOPERATION:**

Parents or guardians can help the teachers by:

1. Giving wholehearted support and cooperation in upholding the standards of the school.
2. Developing a friendly rapport with the teachers.
3. Letting their children know that at all times they have confidence in the teachers.
4. Discussing their concerns directly with the teacher rather than with others.
5. Actively participating in the Home & School Association.
6. Making sure that their child/ren attends/attend school regularly and on time.
7. Sign and return project sheets, then follow through to ensure projects are completed on time.
8. Meeting financial obligations on time.
9. Attending parent-teachers conferences.
10. Remembering that a child's perception and account of an incident may be quite different from what happens at school
11. Encouraging children to take home all notices, newsletters, calendars and other handouts.
12. Responding promptly to messages received.
13. Volunteering time at school.

#### **GRIEVANCE PROCEDURES**

In the event of an unresolved concern, the parent(s) and student(s) may request a conference

with the teacher and the principal. If the matter in question is not satisfactorily resolved, an appeal can be made to the school board. The decision of the school board will be final and binding.

### **VISITORS**

It is hoped that parents will visit the school. If parents wish to visit during school hours, they must make arrangements **with the teacher at least 24 hours in advance**. All visitors to the school must first check with the school office and obtain a **Visitor's Pass**. This is necessary for the protection and safety of the students. All unauthorized individuals will be reported to the police and be asked to leave.

### **TELEPHONE**

The school's telephone number is 305-474-4760/1. **Students will not be allowed to use the telephone. The teacher or school office will take care of emergencies. If you need to speak with a teacher, please call before or after school hours except in case of emergency. If your child brings a phone or tablet to school, he/she should place in the basket in the front office, sign, and pick up on leaving school.**

### **TRANSPORTATION**

Transportation either to or from school is the responsibility of the parents. The school office must be informed in writing of any change in transportation or "pick-up" arrangement. A letter of authorization for "walk-home" students must be filed in the school office. "Walk-home" students must sign-out at the front desk. Safety is our priority.

**Transportation for school field trips will be provided by the school at a cost and indicated at the relevant time. Students must travel on the transportation provided by the school.**

### **THE HOME AND SCHOOL ASSOCIATION**

The Home and School Association has been organized to enhance our school program. Some of its functions are:

1. To encourage Christian education for all school-age children in our churches.
2. To have bi-monthly meetings for parents.

3. To help provide equipment that will help the school to carry out its programs.
  4. To sponsor school programs and social activities.
  5. To help find sponsors for worthy students.
- Grievances and concerns for individual students will be discussed at Parent/Teacher conferences and **not** at Home & School Association meetings.

**Parents are required to volunteer for at least twenty hours per family per school year. Parents who do not meet this requirement will be required to pay the monetary equivalent of \$5.00 per hour.**

"The teacher in the home and the teachers in the school should have a sympathetic understanding of one another's work. They should labor together harmoniously...striving together to benefit the children..." *Counsels to Parents & Teacher, p. 157*

### **THE SCHOOL BOARD**

The school board meets on the First Monday of each month at 6:30 p.m. at the William A. Kirlew Junior Academy board room to set financial and school policies, and plan for the growth and development of the school.

## **A FINAL WORD**

This handbook is designed to give you a better understanding of the philosophy, operations, and policies of this school. It may not answer all your questions. However, when a question arises, please feel free to speak with the teachers.

Parents are very important members of the William A. Kirlew Junior Academy family. As such, we encourage you to participate fully in helping to make your child's school experience rich and meaningful.

"It takes the best of all of us to produce the finest educational system obtainable, and the worst in only a few of us can wreck a system no matter how conscientious and efficient (it) ...may be."  
*School Board Journal 120, April 1950.*

"The lessons that the child learns during the first seven years of life have more to do with forming his character than all that he learns in future years." *Ellen G. White – C.G. 193*