

SOUTHWEST ADVENTIST JUNIOR ACADEMY

SWAJA



"Celebrating 84 Years of Christian Education 1929-2013"

HANDBOOK 2013-2014



EAGLES



Southwest Adventist Junior Academy

“Celebrating 80 years of Christian Education”

1929 - 2013



SWAJA Handbook

2013-2014

Accredited by the Accrediting Association
of
Seventh-day Adventist Schools,
Colleges, Universities and the
Texas Education Agency

Constituent Church
City Temple Church of Seventh-day Adventist

Affiliated with the
Southwest Region Conference of Seventh-day Adventist



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INTRODUCTION

Welcome to Southwest Adventist Jr. Academy. This handbook has been developed to assist parents and students in understanding the guidelines and procedures at our school.

As you read this handbook, our sincere desire is that you will get acquainted with us. Parents and students are asked to take time together to familiarize themselves with its contents and keep it in a place where it can be referred to throughout the school year.

Here at Southwest Adventist Jr. Academy (SWAJA), we believe that every student is special and that each is filled with great potential, God-given talents, and abilities. Our parents are making an extra investment in their child/children to ensure spiritual, mental, physical, and social development. It is our firm belief that with the guidance and help of our dedicated Christian principal, teachers, and the support of every parent, our goals and objectives will be reached.

If problems arise which may not be addressed in this handbook, please inform us, and we will make every attempt to solve them. By working together, we look forward to a successful and rewarding school year.



HISTORY

Southwest Adventist Jr. Academy represents a tradition of more than eighty years of primary school instruction in the city of Dallas. We have the unique distinction of being the oldest black private church school in the city. We are located at 1600 Bonnie View Rd., Dallas Texas.

The policies, regulations, and general management of our school are determined by a board chosen from the City Temple Church and the North American Division of Seventh-day Adventists.

Our school is just one of over 4,300 schools, colleges, and universities operated by the Seventh-day Adventist organization, the largest world-wide Protestant school system.

MISSION STATEMENT

Southwest Adventist Jr. Academy's mission is dedicated to providing a Christian environment for educating the youth of the Seventh-day Adventist Church, as well as the community. By providing an environment that develops the child mentally, physically, socially and spiritually, we also aim to guide students in pursuing studies which will equip them with skills for life-long learning and prepare them for service to God in this life and the life to come.



PHILOSOPHY

Seventh-day Adventist Christian Education, in cooperation with divine agencies, is dedicated to the fulfillment of one great purpose; "to restore in man the image of his Maker, to bring him back to the perfections in which he was created, to promote the development of body, mind, and soul, that the divine purpose of the creation might be realized." Education, p.15,16.

Seventh-day Adventist education places a high value on the infinite worth of every individual and seeks to provide a climate in which positive self-image may be developed. By providing a Christ-centered curriculum, we seek to develop the spiritual, mental, physical, and social aspects of our students. Preparing students to live successfully and productively in our society is our goal.





OBJECTIVES

Spiritual

1. To assist students in developing a personal relationship with Jesus Christ.
2. To assist students in gaining a growing knowledge of God, who is the Creator and Sustainer of Life.
3. To prepare students for unselfish service to God and mankind.
4. To encourage habits of spiritual reading and study and to acquaint students with a knowledge of Seventh-day Adventist teachings.

Mental

1. To develop within each student a quest for knowledge and a desire to arrive at the highest degree of excellence in accordance with his or her ability.
2. To develop minds trained to view with understanding and with historical perspective; the religious, social, scientific, racial, and economic forces which shape contemporary life.
3. To enable students to develop critical thinking skills and to foster an appreciation of the best in nature, books, music, and all the fine arts.
4. To provide opportunities for students to develop a high standard of moral and aesthetic values.



Physical

1. To help students understand and practice the principles of healthful living and to recognize that physical fitness is the foundation of any achievement of life.
2. To instruct and encourage students to consume only such products as will contribute to their well-being and to practice temperance and moderation in all aspects of life.
3. To impress upon the minds of students the importance of good sportsmanship.



1. To train each student in the responsibilities of citizenship.
2. To encourage good manners, taste, and judgment in social decisions.
3. To encourage each student to develop a pleasant Christian personality.
4. To teach students to regard others as worthy of respect and to accept others as friends regardless of social, economic or racial origin.



ADMISSION POLICY

Southwest Adventist Junior Academy considers all student applicants for admission. The school admits students of any race, color, or national/ethnic origin to all rights, privileges, and activities available to the school. It does not discriminate on the basis of race, color, gender, or national/ethnic origin in administration of its educational policies, admission policies or other school administrative programs. Although a low student-teacher ratio allows for a great deal of individual attention, our school is not designed to provide education for students with learning or behavior problems.

Steps for admission are as follows:

1. Complete and submit the Application for Admission with a non-refundable application fee of \$250.00 to Director of Admissions, Southwest Adventist Junior Academy.
2. Submit grade reports and standardized test information from your previous schools. (Pre-K, Kindergarten, and first grade are not required to submit a recommendation). Students entering from countries outside of the United States are required to take a proficiency examination before they receive placement in Southwest Adventist Junior Academy.
3. Pre-K, kindergarten and first graders are to submit a copy of their birth certificate with their application. State law



requires that first graders be six years old by September 1st and kindergarten students be five years old by September 1st to be eligible for admission.

4. Texas state law requires that all students must have the following immunizations before entering school: DPT & Oral Polio-three doses plus a booster given on or after the 4th birthday; and a tetanus booster every ten years; measles, mumps, rubella – two doses; hepatitis B – all students entering kindergarten must have completed a series of three doses.

All new students are required to bring current immunization records at the time of registration. If the immunizations are not up-to-date the student will be allowed two weeks in which to receive the needed immunizations. After that time the student will not be allowed to return to school until such immunizations have been received.

APPEARANCE AND HEALTH

The following guidelines apply to ALL students.

1. If a child has a fever, the child may not be brought to school until the child has been free of the fever for at least 24 hours.

2. Teachers are not allowed to dispense over the counter medicines. Prescription medicine may only be dispensed if in the original container and the parent has properly filled out the



Medication Form that may be obtained from the office.

3. Students should practice good hygiene by regularly bathing, washing hair, brushing teeth, and using deodorant when appropriate.

4. Uniforms are to be neat, clean and ironed. They are to be worn on all school days unless otherwise indicated by the school office.

5. Hair should be neatly trimmed and combed. It should not hang in the eyes. Extreme hairstyles or colors are NOT ACCEPTABLE. The principal will make final determination on individual cases.

6. The following adornments are inappropriate in the building: sunglasses, headbands, hats, and caps.

7. Christian simplicity excludes wearing jewelry and the use of only natural appearing makeup and fingernail polish will be allowed.

8. Backpacks will not be allowed in any classrooms. They may be used when carrying books to and from school, but must be left in the student lockers during the day.

UNIFORM POLICY

Uniform dress has been selected for Southwest Adventist Junior Academy. Parents are responsible for sending their children to school with correct dress and grooming. Violation of the dress code will result in disciplinary action.



New students have five days to obtain the full uniform. At that time the student will be asked to stay home until the student is in compliance.

Girls required Dress uniform Pre K to 4th

White Peter Pan Blouse (long or short sleeve)
Navy Blue Pleated Jumper
Red Cardigan Sweater
Black/White/Navy Socks

Girls required Dress uniform 5th to 8th

White Peter Pan Blouse (long or short sleeve)
Navy Blue Pleated Skirt or Skort
Red Cardigan Sweater
Shirts must be tucked in all day, except in gym class
Black/White/Navy Socks

Girls required Dress uniform 9th and up

White Oxford Blouse
Plaid Red and Blue Skirt
Red Cardigan Sweater
Black/White/Navy Socks

Boys required Dress Uniform Pre K – 8th

White Oxford Shirt (long or short sleeve)



Navy Blue Pants, Black, Brown, or Navy Belt.

Red Cardigan Sweater

Shirts must be tucked in all day, except in gym class

Black/White/Navy Socks

Boys required Dress uniform 9th and up

White Oxford Shirt

Navy Blue Pants, Black, Brown, or Navy Belt

Red V-Neck Pullover Vest Sweater

Only white t-shirts may be worn under dress shirts, with no visible writing.

Black/White/Navy Socks

Optional Uniform for all girls

White or Navy Blue polo knit shirt-appropriate size

(Long or short sleeve)

Navy uniform long pants

Navy uniform walking shorts

Black/White/Navy Socks

Optional Uniform for all boys

White or Navy Blue polo knit shirt-appropriate size

(Long or short sleeve)

Navy uniform long pants

Navy uniform walking shorts

Black/White/Navy Socks



Cold weather classroom apparel includes the option of wearing a solid white T-shirt under uniform clothing. Also a uniform red cardigan sweater may be worn over uniform shirts. No other jackets, sweaters, hoodies, etc. are allowed to be worn in classrooms at any grade level.



PE Uniform (Boys and Girls)

White SWAJA T-Shirts
Navy Blue athletic shorts or sweats
Black athletic shoes
Black/White/Navy Socks

Friday's Dress Down Uniform

SWAJA Red T-Shirts
Blue Jeans/Knee Length Blue Jean Shorts
Black/White/Navy Socks

**Shoes should be solid black or navy as much as possible,
with dress uniform and Friday dress down.**



DRESS CODE VIOLATIONS

Uniform dress has been selected for SWAJA students. Again, parents are responsible for sending their children to school with correct dress and grooming. When a student is not in SWAJA uniform, parent will be notified to pick up student. The student may return when properly dressed. Absence from class on such an occasion is considered an unexcused absence.

HOURS OF OPERATION

The school day, for all students, begins at 8:00 A.M., and ends at 3:00 P.M.. Students should arrive before the start of school at 8:00 A.M., but no earlier than 7:30 A.M. Parents are asked to please make arrangements for their child/ren to be picked up by 3:30 P.M. The school does not assume responsibility for students who are on campus after that time.

ATTENDANCE

One of the most important factors of success in school is regular attendance. Irregular attendance is one of the chief causes of failure and subsequent withdrawal from school. All SWAJA students are required to attend classes and events on all scheduled school days. Students are not allowed to skip school when field trips, school picnics and other scheduled events are



planned that require students to be outside of the classroom. In accordance with the Texas Education Code 21.401, students are required to attend a minimum of 90 percent of the days the class is offered to receive academic credit. There is no longer a provision for excused or unexcused absences. Any combination of absences totaling more than 10 days per semester will mean the student may lose credit.

Students are to take the initiative for making up any work missed. Requests for exceptions from the above policy need to be addressed to the principal.

TARDY POLICY

Promptness to class is very important. Understandably, emergencies do occur that may cause students to be tardy. However, three (3) tardies are equivalent to one (1) absence.



UNSCHEDULED SCHOOL CLOSING

In the case of severe weather, please refer to the local area news stations' school closings or delayed listings for the status of our school.



HOME AND SCHOOL ASSOCIATION

In order to achieve an optimal learning environment at SWAJA, it is imperative that parents, teachers, and students work together toward the goals of the school.

The Home and School Association has been established to encourage this collaboration. Parents will be expected and encouraged to volunteer for at least one major project or event during the school year.

All parents and interested supporters will be given the opportunity to work in the Home & School Association. By working to help SWAJA, the effectiveness of the educational experience for all students will be enhanced. Constituency church elects the association leadership. Assistant leadership will be divided between primary, middle, and upper grades. Interested individuals will be invited to serve on a Home & School planning committee. Each parent is a member and vital to the effectiveness of the Home and School organization.

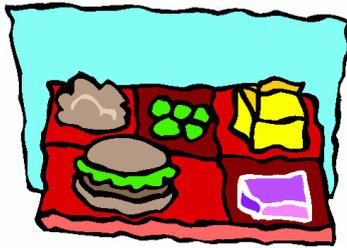
HOMework

Students will be assigned homework and parents are encouraged to become involved with their children and their homework. Parents should set a specific time each evening for their children to study at home.



TELEPHONE USE

Students will not be called to the phone during any class period and return calls will only be permitted for emergency. Student phone calls are discouraged at all times. Cell phones will not be allowed in the classrooms. If a student brings a cell phone to school, it must be kept in his/her locker, with the ringer turned to off. If a cell phone appears in a classroom, or any other inappropriate place, the teacher will take the cell phone and return it to the parents only.



LUNCH

The diet of students affects how well they learn. Each child should eat a nourishing breakfast before coming to school in the morning. Parents should send a nourishing lunch for the noon meal if not purchasing a school lunch. Even if lunch is pizza or corn dogs you might send a piece of fruit along with your child. School lunches are available Monday through Thursday. Lunches will be \$3.00 per meal. Seconds may be purchased. Hot lunches will not be provided on Fridays. There will be no credits for hot lunches.



HEALTH SCREENINGS

All schools in the state of Texas are required by state law to perform the following health screenings.

Hearing Grades K, 1, 3, 5, 7, 9 (and all new students)

Vision Grades K, 1, 3, 5, 7, 9 (and all new students)

Scoliosis Grades 6, 9

Physical examination is required of all new students and students in grades 1, 4, and 7.

TUITION AND FEES

APPLICATION FEE: \$250.00, for grades Pre K – 10; nonrefundable payment due with the application. This fee covers the following:

1. Books, workbooks, use of library books and media materials.
2. Sight, hearing, and scoliosis tests.
3. Application processing.
4. Student accident insurance.
5. Southwest Adventist Junior Academy Yearbook.

Monthly Tuition: You may obtain the tuition rate for the current school year from the business office or call (214) 948-1666. Rates



are based on the grade of the child, the number of students in the family, and constituency membership. The yearly tuition charge can be paid as follows:

1. Paid in full with a 10% discount.
2. Divided into two installments to be paid at the beginning of each semester with a 5% discount.
3. Divided into ten installments to be paid at the beginning of each month from August through May.

Tuition payments are due on the 1st of the month and are assessed a late fee of 5% after the 6th. If a bill is not paid by the 21st, student(s) will not be allowed to return to school until payment has been made.

Tuition can be paid by cashier's check, money order or personal check. However, if a check is returned for insufficient funds on two occasions, we will no longer accept your check.

There will be a \$25.00 fee for returned checks.

All tuition accounts will be set up with Facts Tuition Management Program upon enrollment

FAMILY DISCOUNT FOR MULTIPLE STUDENTS

Families with more than one child enrolled in the school will be allowed the following tuition discounts:

- 1st child - full price, 2nd child - (5% discount), 3rd child - (10% discount).



- Full application and registration fees are required for each student attending.

FINANCIAL ASSISTANCE

No child should be denied the opportunity of obtaining a Christian education on the basis of financial need. Families who may need financial assistance are encouraged to visit with the school finance committee chairman to determine whether financial assistance may be obtained to help with tuition obligations. Arrangements need to be made before school starts.

RELEASE OF TRANSCRIPTS

The Texas Board of Education policy states that schools shall not be expected to release official records of transcripts or grade reports unless the student's account has been paid in full. Official transcripts will be released only when satisfactory arrangements have been made.

SWAJA 2013-2014 CALENDAR

Aug. 1	Teachers Report to School
Aug. 2	Late Registration Day
Aug. 5-7	SWRC Teacher's Convention In-Service
Aug. 8,9	Teacher's Preparation
Aug. 12	First Day Of School/Flag Raising Ceremony
Sept. 5	Back to School Night



SWAJA 2013-2014 CALENDAR Contined...

Sept.23-27	1st ITBS/CogAt Testing Prep Week,
Sept.30-Oct. 4	1st ITBS/CogAt Fall Testing Week
Oct. 9	School Pictures
Oct. 17	School Bible Project Due
Oct.11	1st Grading Period Ends (Total 44 Days)
Oct. 15	1st Quarter Awards Assembly (10-11 a.m.)
Oct. 17	P/T Conference (12:30-3:30 p.m.) min. day
Oct. 18	Staff Development/No School
Oct. 21-25	Fall Week of Prayer
Nov. 20	Thanksgiving Program/Luncheon
Nov. 22	Early 12:30 p.m. dismissal/min. day
Dec. 7	Christmas Program
Dec. 14	SWRC Bible Bowl/Houston
Dec 16-20	Mid-Term Exams
Dec. 20	End of 2nd Quarter (44 days)/1st half 88 days/min. day
Jan. 6	School Reopens, 3rd Grading Period Begins
Jan. 8	2nd Quarter Report Card Pick-up/min. day
Jan. 9,10	SWRC Workers' Mtg./No School
Jan. 17	Early Release/12:30 min. da
Jan. 30	School Social Studies Project Due
Feb. 2-4	SWRC Principal's Mtg.
Feb. 7	Staff Development/No School
Feb. 22	SWRC Spelling Bee (Houston, TX.)
Mar. 7	3rd Grading Period Ends (Total 41 days) min.day
Mar. 21	P/T Conference (12:30-3:30 p.m.)
Apr. 1	Student Health Screenings
Apr. 7-11	Spring ITBS Testing Week
Apr. 15	Early Release/12:30 min. day
Apr. 16,17	Staff Development/No School
Apr. 27- 30	Outdoor School (Sun.- Wed.) Grades 5-8
May 21	Science Fair Projects Due
May 26	Memorial Day/No School
May 24	Kindergarten/8th Grade Graduation
May 30	Last Day of School/4th Grading Period Ends (Total 51 days) 2nd Half: 92 /Total School Days: 180)



Student Holidays

- Labor Day - Sept. 2
- Staff Development - Oct. 18
- Thanksgiving - Nov. 25-29
- Christmas - Dec. 23 - Jan. 3
- MLK Day - Jan. 20
- Staff Development-Feb. 7
- Spring Vacation-Mar. 10-14
- Staff Development-Mar. 18-19
- Spring Holiday —Apr. 18 (Make-up day)
- Memorial Day-May 26

Acknowledgement of Receipt

My signature affixed to this document confirms and acknowledges my receipt of a copy of the Southwest Adventist Junior Academy Handbook and my child’s and my adherence to the rules, regulations, policies, and procedures contained therein.

Signature of Parent

Date

Signature of Parent

Date

Signature of Student

Date

Please detach and return to the school office.