

BALTIMORE JUNIOR ACADEMY



# FAMILY HANDBOOK

*FOR PARENTS AND SCHOLARS*

[www.bjacademy.org](http://www.bjacademy.org)

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*This handbook outlines policies, programs, regulations and requirements of the Academy. The Board reserves the right to change policies and requirements during the course of the school year.*

# PARENT MESSAGE

Dear Parent:

Please review and familiarize yourself with the information contained in this Handbook Planner. Knowledge of the information contained in the handbook will allow us to work cooperatively in improving the educational process for your scholar(s) at Baltimore Junior Academy.

All scholars will receive orientation to this handbook at school. We are asking you to detach sign and return this sheet to BJA main office as soon as possible so that we will know you are aware of our policies, guidelines, procedures, and regulations. Your signature also indicated that you have received a copy of this Handbook.

  
Parent Signature



Scholar Name: \_\_\_\_\_

Grade: \_\_\_\_\_





# WELCOME MESSAGE

The faculty, staff and administration would like to formally welcome you to Baltimore Junior Academy (BJA) for this school year. BJA has a history of fine academic accomplishments. Parents and scholars seeking admission pledge their support of the Academy's principles, programs, faculty and administration thereby agreeing to act in harmony with its standards, requirements, and philosophies. We are here to make your school year successful, yet educationally challenging. We look forward to assisting you in fulfilling your educational goals. Together, we will meet the goals, which have been set. Scholars seeking admission pledge their support of the Academy's principles, programs, faculty and administration thereby agreeing to act in harmony with its standards, requirements, and philosophies. We are here to make your school year successful, yet educationally challenging. We look forward to assisting you in fulfilling your educational goals. Together, we will meet the goals, which have been set.



# OUR MISSION

The mission statement of Baltimore Junior Academy of Seventh-day Adventist is to provide instruction in a Christ-centered educational environment for the enhancement of the spiritual, mental, physical and social development of youth entrusted to its care.



# PHILOSOPHY

Seventh-day Adventists recognize that God, the Creator and Sustainer of the universe, is the source of all knowledge and wisdom. We operate a global system of schools to ensure that our youth may receive a balanced spiritual, intellectual, social, physical and vocational experience with God as the source of all moral values and truth.

Educational effort is directed toward self-understanding and the full development of all scholars' abilities. A true knowledge of God, fellowship with Him in study and service, likeness to Him in character development is to be respectively the source, the means, and the aim of Seventh-day Adventist education.

Seventh-day Adventists believe that knowledge of God can never be derived by human reason alone. God has communicated His character and plans through divine revelation in the Bible, the writings of Ellen G. White and nature. Inspired by God, the Holy Scripture reveals His will for us. The Church membership accepts the ministry of Ellen G. White as a special messenger to the Seventh-day Adventist Church. In these respects, Adventists accept divine revelation as the foundation of their philosophy of education. We further believe: "True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the scholar for the joy of service in this world and for the higher joy of wider service in the world to come". (Education p.13)

The Academy used the guidelines of Biblical and Spirit of Prophecy injunctions in an academically competitive curriculum.



# PURPOSE & OBJECTIVE

The purpose of Baltimore Junior Academy is to provide an education that incorporates Christian values with a strong academic program. The curriculum is prepared and offered with the goal of providing scholars with a balanced program of intellectual, physical, religious and social training that will facilitate a growing relationship with God and the development of each scholar to his or her fullest potential as a responsible member of the church, the community, the country and the world.

As a school sponsored by the Seventh-day Adventist church, Baltimore Junior Academy supports the beliefs, standards, and ideals of its church. Each school day begins with devotion for scholars and teachers. Chapel services and other assemblies are conducted each week by pastors of Seventh-day Adventist churches, teachers, special guest and scholars.

# ALLEGHENY EAST CONFERENCE STUDENT CREED

Higher than the highest human thought can reach is God's ideal for His children. Godliness godlikeness is the goal to be reached. Before me there is opened a path of continual progress. I have an object to achieve, a standard to attain that includes everything good, and pure, and noble. (Education, p.18)

I am created in the image of God and I am endowed with power akin to that of the Creator individuality, power to think and to do. I will develop my power to think and not be a mere reflector of other men's thoughts. (Education, p. 17)

I must face the practical realities of life, its opportunities, its responsibilities, its defeats and its successes. How I meet these experiences, whether I become master or victim of circumstance depends largely upon my preparation to cope- my education. (Education, Forward)

I will use my time wisely today!

I will learn something new today!

I will be successful today!

I will have no other gods before Thee!

I will not make unto Thee any graven images nor bow down myself to serve them! I will not take the name of the Lord (thy God) in vain!

I will remember the Sabbath Day to keep it holy!

I will honor my father and my mother!

I will not kill!

I will not commit adultery!

I will not steal!

I will not bear false witness against my neighbor!

I will not covet anything that is my neighbor's!

The greatest want of the world is the want of men; men and women who do not fear to call sin by its right name, men whose conscience is as true to duty as the needle to the pole, men who will stand for the right though the heavens fall. But such a character is not the result of accident; it is not due to special favors or endowments of Providence. A noble character is the result of self-discipline, of the subjection of the lower to the higher nature, the surrender of self for the service of love to God and Man. (Education, p. 57)

Church school serves as a barrier against widespread corruption, provides for mental and spiritual welfare, and promotes prosperity of the nation by furnishing it with men qualified to act in the fear and admonition of God as leaders. (Education, p.278)

My happiness for this life and for the future immortal life lies with me. I will not be content with dull thoughts, an indolent mind, or loose memory. I will seek higher attainments (Education, p. 278)

Christ will be the center of my life and I will be a servant of God and a friend to man. This is my time, my place and my opportunity. I accept the challenge to be all I can be, with His help.

# BALTIMORE JUNIOR ACADEMY FAMILY PLEDGE

This Pledge represents a voluntary agreement between Baltimore Junior Academy families, scholars and staff to work in partnership to help each scholar reach his/her potential. As partners we agree to the following:

## As a Scholar I will:

- ☐ Believe that I can learn and will learn
- ☐ Read for at least 30 minutes, five days a week
- ☐ Come to class on time, ready to learn, and with assignments completed
- ☐ Set aside time every day to complete my homework
- ☐ Know and follow all of Baltimore Junior Academy's rules and dress code
- ☐ Regularly talk to my parents and my teachers about my progress in school
- ☐ Respect myself, my family, my school, my classmates, and the staff
- ☐ Attend church regularly, and be reverent to God as Creator of the Universe during devotional time
- ☐ Remember to spend time in prayer with Jesus
- ☐ Urge my parent/ guardian to participate school events

## As a Parent/Guardian or Family Member I will:

- ☐ Talk to my child regularly about the value of education
- ☐ Monitor TV viewing and make sure that my child reads everyday
- ☐ Make sure that my child attends school every day, on time, and with homework completed
- ☐ Support the school's discipline and dress code policy
- ☐ Monitor my child's progress in school
- ☐ Make every effort to attend school events such as Parent/Teacher Conferences, PTO, Home & School Meetings
- ☐ Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition
- ☐ Participate in shared decision making with school staff and other families for the benefit of scholars
- ☐ Respect myself, my family, the school, scholars and staff
- ☐ Encourage my child attends church on a regular basis and participate in community service projects
- ☐ Share time with my child in prayer and devotion (Friday night vespers)
- ☐ Check my child's Baltimore Junior Academy Handbook

## As a Teacher I will:

- ☐ Communicate high expectations for every student
- ☐ Endeavor to motivate my scholars to learn
- ☐ Teach and involve scholars in classes that are interesting and challenging
- ☐ Participate in professional development opportunities that improve teaching, learning, and support the formation of partnerships with families and the community
- ☐ Enforce rules equitably and involve scholars in creating a warm, caring, learning environment while on campus
- ☐ Communicate regularly with families to provide assistance on what they can do to support their child's learning
- ☐ Respect myself, the school, staff, and all stakeholders
- ☐ Promote the Baltimore Junior Academy Handbook for communication with scholars and parents

**We make a commitment to work to carry out this Agreement.**



# ABOUT OUR SCHOOL

Baltimore Church School began in 1915 and was located at the intersection of Druid Hill Avenue and Robert Street. Later locations include Harlem Ave. / Dolphin St., W. Lafayette Ave., Madison Ave., Oswego Ave., Bellona Ave.

The name Baltimore Junior Academy was adopted in 1927 under the pastorate of Elder M. S. Banfield. In 1975, Baltimore Junior Academy officially opened its doors at 3006 W. Cold Spring Lane where it resides to this day. Baltimore Junior Academy has always been African- American owned and operated. However, no scholar would be denied admission based on race, sex, ethnic background or religion.

This history of Baltimore Junior Academy is a story of how God provided numerous blessings through countless struggles and endless sacrifices of the teachers, staff and stakeholders of our school.

# WHY ADVENTIST EDUCATION?

## The Goals for the Adventist Curriculum

The goals designed by the North American Division of Education are intended to develop the intellectual, physical, spiritual and social potential of every scholar for this life and the life to come.

Acceptance of God:	Scholars will develop a personal relationship with Jesus Christ and accept Him as their personal Savior.
Commitment to the Church:	Scholars will want to participate and share in the mission of the church.
Interpersonal Relationships:	Scholars will develop self-worth, the sensitivity and the ability to relate and respond to others effectively.
Responsible Citizenship:	Scholars will understand cultural and historical heritage and work to become better citizens within the global community.
Healthy Balance Living:	Scholars will practice temperance (i.e., self-control) to promote optimum health and well-being.
Intellectual Development:	Scholars will learn how to think critically, using a logical and biblically based approach to knowledge, decision-making, and problem solving.

# WHY ADVENTIST EDUCATION?

Communication Skills:	Scholars will be able to read, write and speak effectively.
Personal Management:	Scholars will use principles of stewardship in the use of time, talents and resources.
Aesthetic Appreciation	Scholars will develop an appreciation for the beauty of creation and human expression while nurturing individual abilities in the fine arts.
Career and Service	Scholars will be taught a Christian work ethic with an appreciation for the dignity of service to others.

# OUR CONSTITUENTS

Baltimore Junior Academy of the Seventh-day Adventist is a private non-profit Pre-kindergarten-4 through 8th Grade educational institution sponsored and supported by the Columbia Union Conference and the Allegheny East Conference Chapters of the North American Division and the constituent churches of Baltimore. Members of the BJA School Board, elected from the constituent churches, supervise its operations. The Constituent Churches are:

Church Name	Contact
Berea Temple SDA Church	1901 Madison Ave, Baltimore, MD 21217 <a href="http://www.bereatemple.org">www.bereatemple.org</a>
Liberty SDA Church	3301 Milford Mill Rd, Windsor Mill, MD 21244 <a href="http://www.libertymd.adventistchurch.org">www.libertymd.adventistchurch.org</a>
Edmondson Heights SDA Church	810 Walnut Ave, Baltimore, MD 21229 <a href="http://www.edmondsonsdasda.org">www.edmondsonsdasda.org</a>
Sharon SDA Church	5814 Harford Rd, Baltimore, MD 21214 <a href="http://www.sharonmd.adventistchurch.org">www.sharonmd.adventistchurch.org</a>
United in Christ SDA Church	3401 Old York Rd, Baltimore, MD 21218 <a href="http://www.uicsda.org">www.uicsda.org</a>
Miracle City SDA Church	100 S Rock Glen Rd, Baltimore, MD 21229 <a href="http://www.miraclecitychurch.org">www.miraclecitychurch.org</a>

# ADMISSION POLICY

All scholars applying for admission to Pre-Kindergarten-4, Kindergarten, or First Grade must be at least four, five or six years of age respectively on or before September 30th. The parent/ guardian must present an original or certified copy of the child's birth certificate prior to registration. Pre-K4 scholars may enter whenever they are 4 years old and must be potty trained. scholars applying for admission to Pre-Kindergarten-4, Kindergarten, or First Grade must be at least four, five or six years of age respectively on or before September 30th. The parent/ guardian must present an original or certified copy of the child's birth certificate prior to registration. Pre-K 4 scholars may enter whenever they are 4 years old and must be potty trained. ***The state mandates that Kindergarteners must be age 5 and First Graders must be 6 by September 30 of enrollment year.***

According to the policy of the General Conference of Seventh-day Adventist and Maryland State Law, all scholars must present proof of immunization records with dates of immunization before class attendance. Immunization waiver document (refusal to vaccinate) must be accompanied by a letter from clergy. Must have current letter from clergy on official letterhead. **Must be done on a yearly basis.**

The pastor or designee of the respective constituent church must complete the membership verification forms **on a yearly basis**. Failure to do so will result in the families being charged at the base rate.

**No families will be re-admitted who has an outstanding financial balance with Baltimore Junior Academy.**

All scholars transferring from another school must furnish, at the time of application, an official transcript (including report card, test scores, IEPs, 504s, behavioral/psychological documentation). Parents must sign a records release form requesting that transcripts be released to Baltimore Junior Academy. Letters (x2) of recommendation must accompany your application. Failure to submit the aforementioned documentation will result in a delay or denial of your scholar being admitted to BJA.

Admission to BJA for new and returning scholars is contingent on review by the admission committee and receipt of an acceptance notice. New scholars are accepted on a probationary basis (social and academic) for a period of 1 quarter or less. New scholars will not be admitted during the second semester unless cleared by admissions committee.

# HOW TO APPLY

## NEW FAMILIES:

Families are to apply online as it simplifies submission and provides parents the ability to track the status of their child's application. To begin the Online Application process, Create an Account. Upon account creation, you will receive an email containing a verification link. Once your email address has been verified, log in to your account and *Create A New Scholar Application* for your child. You will then have the flexibility to log in and out of your account and access your open application.

After submitting the application, you will be able to track your admissions status by logging in to your account. In addition, you will be able to print the completed application, monitor when the school receives any applicable supplemental forms and, if necessary, reprint forms.

A **non-refundable** fee of \$75 must be submitted with each application through the online portal located on the school website at [www.bjacademy.org](http://www.bjacademy.org)

## RETURNING FAMILIES:

To complete our online reenrollment process, you will access our ParentsWeb through your existing login. If you do not have a login, please follow the Instructions for Creating a ParentsWeb Login listed below.

To access ParentsWeb:

- Please go to [www.renweb.com](http://www.renweb.com)
- Select login from the menu bar and ParentsWeb login from the drop-down menu. Our district code is **AEC-SDA**.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the Family Information button in the left menu.
- Click on the Enrollment/Reenrollment button.

## WITHDRAWAL FROM SCHOOL

*Before a scholar can officially withdraw from Baltimore Junior Academy, the parents and scholar must have an interview with the administration, complete a withdrawal form, and settle all financial matters with the business office. Tuition will be charged until the business office receives official notification of withdrawal. Failure to follow this procedure will result in official transcript being withheld.*



# SCHOOL HOURS

Classes begin at 8:30 a.m. Scholars are not allowed on school premises before 8:00 a.m. unless enrolled in beforecare. School closes at 3:15 p.m. (1:00 p.m. on Fridays) at which time scholars will be dismissed from class. Scholars not picked up 15-minutes after dismissal will be assessed the daily aftercare rate of \$10 per hour (or fraction thereof). Fee is due upon pickup.

## ATTENDANCE

Scholars are required to attend school regularly and promptly. Attendance will be taken at the beginning of the school day. Parents have the responsibility for making sure that their children attend school every day.

## LATENESS

Particular attention should be given to getting to school on time. Scholars coming late to school are required to obtain a late pass. Teachers will record lateness. Scholars are required to bring a note from the parent or guardian stating the reason for the lateness.

## PRE-ARRANGED ABSENCES

Parents who find it necessary to take their child out of school for longer than one day should submit a note to the homeroom teacher and make arrangements for class and home assignments for the period of the absence.

## CHRONIC ABSENCE AND TRUANCY

### **Chronic absence**

Students who are absent for 10% or more of school days (if they were expected to attend for at least ten days) are considered chronically absent and struggle to keep up in school. *For example, a student who is registered to attend school for 30 days but is absent 3 of those 30 days is considered chronically absent.*

That means that students who miss as few as 5 days a quarter or 2 days a month are at risk of becoming chronically absent and must make every effort to come to school every day to make sure they stay on track.

### **Truancy**

Truancy is a legal term used to identify students who have missed more than 20% of school days (about 3.5 days per month) without a legal reason.

If a student has missed 15 days of school without a legal reason, the school may refer the family to the Allegheny East Office of Education (AECOE). Scholar may be asked to officially withdraw.

# EXTENDED CARE

There are extended hours of care available for the convenience of working parents. Scholars are admitted as early as 7:00 a.m. and may be picked up as late as 6:00 p.m., Monday through Thursday. Friday pick up can be no later than 3:30 p.m. There will be an extra charge for any late pickups. FOR SECURITY REASONS, scholars CANNOT BE PERMITTED TO REMAIN ON SCHOOL GROUNDS UNSUPERVISED AT ANY TIME.

At dismissal time, scholars riding public transportation or walking MUST leave the premises **immediately**. Those waiting to be picked up from school will remain in the cafeteria until they are called. Any scholar not picked up by 3:45 p.m. will be required to wait inside the extended care area, and their account will be billed depending on the amount of time spent. If the scholar is not enrolled in our extended care program, a supervision charge of \$10 will be assessed for each hour (and/or any fraction thereof) the scholar is in extended care. Scholars will not be permitted to wait on the sidewalk in front of the school. Note: Parents, a list of all persons who have permission to pick up your child/ren should be listed in the current school file.

## FEES

### BEFORE CARE

\$45/MONTH/SCHOLAR

### AFTER CARE

\$100/MONTH/SCHOLAR

### COMBO BEFORE/AFTER CARE

\$125/MONTH/SCHOLAR

## TIMES

### BEFORE CARE

7:00 A.M.

### AFTERCARE

M-THU.  
UNTIL 6 PM

FRIDAYS  
UNTIL 3:30 PM

# EXCUSED ABSENCES

When a scholar is absent a note must be sent with the scholar upon their return. The note must have the scholar's name, date(s) of absence, the reason for absence, and the signature of the parent/guardian with a contact number if further inquiries are needed. The note should be sent to homeroom teacher.

Excused absences include: illness, medical, dental, death, and family emergencies. The school will not excuse absences for any reason other than the above, unless it is cleared in advance. If there is any doubt about the absence being excused, call the office. Note: Absences beyond three days should be accompanied by a doctor's slip or legal document.

# UNEXCUSED ABSENCES

Any absence not accompanied by documentation or a parent note will be considered an unexcused absence.

# FINANCIAL

Financial information will be published separately; however, Baltimore Junior Academy reserves the right to revise the published rates.

## TUITION

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For all (new and returning) families, 10% of all tuition (in addition to the registration fee) is due at the time of registration. The remaining nine payments are to be made in equal installments to Baltimore Junior Academy, scheduled to be paid by the **1st of each month**.

A family discount of 5% will be credited to the account when two scholars from the same household enroll. A 10% discount will apply when three scholars from the same household enroll. Special discounts for a household of four children: First and second scholars pay full tuition. Third scholar gets a 50% discount. Fourth scholar gets a 50% discount.

A prepayment discount of 5% applies if the entire year's tuition is paid in advance and 3% discount if paid one semester (1/2 year) in advance. The second semester payment must be paid by January 10 in order to receive the reduced rate. If not paid by January 10 the regularly monthly charged will be accessed.

If payment is not received as listed above there will be a temporary interruption in attendance to school for that scholar. Payments can be made by cash, money order, cashier's check, personal check or online through the school website. [www.bjacademy.org](http://www.bjacademy.org)

**No Scholar will be allowed to register/return with an outstanding balance.** Rates are published on the school website at [www.bjacademy.org](http://www.bjacademy.org)

# SCHOOL ISSUED TEXTBOOKS & ELECTRONICS

Once issued, any scholar who loses or damages textbooks, electronics (Chromebooks, iPads, etc.) or any other non-disposal items assigned to him/her, the parent/guardian will be required to pay the cost to replace lost or damaged item(s). Additionally, BJA may withhold academic records, diploma, certificate of completion until restitution has been made.

## CHROMEBOOK GUIDELINES

The use of the computing device is a privilege, not a right. Appropriate and responsible use, as outlined in the “Acceptable Usage Guidelines”, is expected at all times. Inappropriate use will result in loss of privileges and will be subject to disciplinary action at the discretion of the building principal.

### Responsible Use:

- o Devices are provided for instructional use and school-related activities only.
- o Scholars should bring their fully charged device and power cords to all classes, unless specifically instructed not to do so by their teacher.
- o Scholars shall make no attempt to physically adjust, repair, or alter the device; including the installation of sharing and other unauthorized programs.
- o Login and password information should remain private.
- o Each device is assigned to an individual Scholar. Scholars should never allow another Scholar, friend, sibling, or any other person to use their computing device.
- o The device and charger should be safeguarded from damage and reasonable steps taken to prevent theft.

# CHROMEBOOK GUIDELINES con't

## Safe and Appropriate Use:

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- o The Scholar will be held responsible for the careful use and protection of the equipment assigned to him/her.
- o Upon request of a school official, the Scholar shall return these items in good condition (cosmetic and functional)
- o Computing devices should not be used to take pictures without the consent all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class. Scholars must keep cameras on while participating on Distant Platform (ie: Friday's).
- o Scholars will not use a computing device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities.
- o Scholars should be aware of personal safety when online and take appropriate measures to ensure their safety.

## Lost, Broken, Chromebook or Accessories Replacement Fees

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Chromebook -\$200.00  
Power Adapter-\$37.00

Baltimore Junior Academy employees reserve the right to randomly inspect any computing device on a regular basis for appropriate usage as outlined in this agreement. This includes, but is not limited to, browser history, email, and media or documents accessed, downloaded or created. Additionally, parents or legal guardians may be given the Scholar's login name and password so that Scholar use can be monitored. Upon request, Scholars will return the device in proper working condition on the designated date before the end of the year or the last date of enrollment.



# SCHOLAR UNIFORM CODE

Baltimore Junior Academy is a uniform school. We recognize that school is a place of business, and it is our goal to help scholars develop a business-like attitude toward their learning environment. Research has shown that a scholars behavior is often affected by their school attire. Therefore, we have selected a uniform that reflects our philosophy on this matter. It is expected that all scholars report to school in clean, neat and modest uniforms. Please review the uniform policy which is reflected below.

Nothing is to be worn on heads (hats, bandanas, scarfs, caps, sunglasses, etc.) are to be worn inside the building except with a written medical directive.

Upon arrival at school, scholars must place their outer garments in their lockers until the end of the day. Outer garments, other than those specifically accepted as part of the dress code, are not to be worn throughout the day.

Scholars must refrain from wearing the following items. Failure to do so will result in a call to parents for pickup.

*Sagging pants, leggings, exposed midriffs, body contouring clothing, exposed undergarments, gang-related, items depicting obscene words, vulgar graphics, alcohol or controlled substance motifs.*

- ☐ Consequence Non-uniform Compliance: parents will be asked to bring proper attire to school.
- ☐ No sneakers or boots are permitted as part of the regular BJA Dress uniform.
- ☐ Sneakers are only permitted as part of the regular gym uniform.
- ☐ Pants and skirts must be purchased at BJA registered uniform stores to be worn as part of the official school uniform.
- ☐ NO Jeans or Cargo Pants are to be worn in place of official BJA Dress Uniform.
- ☐ No type of sweatshirt, hoodie, sport jacket, jean jacket, blazer or cardigan can be worn as a substitute for the official navy sweater or blazer.

# Baltimore Junior Academy

## SCHOOL UNIFORM POLICY

All scholars are to be in official school uniform on a daily basis unless otherwise stated.



	<b>Girls Grade Pre-K4 to Grade 4</b>	<b>Girls Grade 5 to 8</b>	<b>Boys Pre-K4 to 8</b>
Uniform Tops	Light blue dress uniform blouse w/ peter pan collar and embroidered school emblem	Light blue dress uniform blouse w/ peter pan collar and embroidered school emblem	Official light blue oxford uniform shirt w/ embroidered school emblem
Uniform Bottoms	Official navy blue plaid jumper (knee length)	Official navy blue plaid skirts (knee length)	Solid navy blue uniform pants (mandatory black/blue belt). Shirts must be tucked in at all times.
	Solid navy blue dress uniform slacks (mandatory black/blue belt)	Solid navy blue dress uniform slacks (mandatory black/blue belt)	
Ties	Blue plaid criss-cross (matches uniform plaid)	<b>Long blue plaid necktie (matches uniform plaid)</b>	Solid navy tie
Legs/ ankles	Navy blue socks or tights	Navy blue socks or tights	Navy blue socks
Shoes	Regular black or navy blue school-type shoe(tie-up, buckle, or loafer w/2" or lower heel)	Regular black or navy blue school-type shoe(tie-up, buckle, or loafer w/2" or lower heel)	Regular black or navy blue school-type shoe(tie-up, buckle, or loafer)
Sweater/ Blazer	Solid uniform navy blue sweater or navy blue blazer (embroidered)	Solid uniform navy blue sweater or navy blue blazer (embroidered) <b>BLAZERS ARE MANDATORY FOR GRADES 5-8</b>	Solid uniform navy blue sweater or navy blue blazer (embroidered) <b>BLAZERS ARE MANDATORY FOR GRADES 5-8</b>

### Unisex Gym Uniform Grades PK-8

Solid navy blue t-shirt w/ embroidered school emblem  
Solid navy blue athletic shorts and/or sweat pants  
w/ embroidered school emblem  
tennis shoes/sneakers  
solid white socks

# Baltimore Junior Academy

## SCHOOL UNIFORM POLICY

All scholars are to be in official school uniform on a daily basis unless otherwise stated.



Uniform Vendor	Address/ Website
Flynn O'Hara Uniforms	North Plaza Shopping Center 8868 Waltham Woods Road, Parkville, Maryland 21234
French Toast Uniforms	<a href="http://www.frenchtoast.com">www.frenchtoast.com</a> School Code: QS4UGN
Top Stitch (Embroidery only)	8836 Satyr Hill Road Parkville, Maryland 21234 (410) 663-6388
Kre8ing Your Ideas (Embroidery only)	6666 Security Blvd Suite 7 Gwynn Oak, MD 21207 (410) 265-6200 <a href="https://www.shopkyis.com">https://www.shopkyis.com</a> You must call, go online or make an appointment at <a href="mailto:kre8ingyourideas@yahoo.com">kre8ingyourideas@yahoo.com</a>
Amazon	French Toast is also on Amazon Search " <b>blue and red plaid French Toast Uniform</b> "

### Non-compliant items that are not part of the BJA Dress Uniform



## Reminders

PAGE

- Jeans, jeggings, and leggings are not to be worn as a substitution for BJA uniform.
- Polo (3 button) shirts
- Khaki pants/skirts
- Sneakers/tennis shoes are only to be worn on gym days
- Sweatshirt, jackets, hoodies, etc. may not be substituted for the official navy sweaters.
- Boots of any kind are not permitted (uggs, timberlands, etc.) Boots for inclement weather must be changed once on school campus.
- Hats, sleep scarves
- Jewelry (rings, earrings, necklaces, etc)
- Colored nail polishes
- **CELLULAR DEVICES MUST BE POWERED OFF WHILE ON CAMPUS.** Failure to do so will result in confiscation by staff and returned to parent only.

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# UNIFORM CODE con't

## JEWELRY AND DECORATION

Nonfunctional jewelry of any kind, including rings, earrings, nose rings, bracelets, anklets, necklaces or friendship bands, are not permitted at school or any school-sponsored function. Jewelry will be taken from scholar. The items may be picked up later in the Principal's Office by a parent or guardian.

Cosmetic decorations, of any kind, are prohibited. This includes, but is not limited to: foundation, powder, lipstick, eye shadow, rouge, and colored nail polish.

The wearing of jewelry in the hair, unnatural hair colors-red, blue, etc., untidy and extreme hair styles are not permitted. The braiding and unbraiding of hair during school hours is prohibited.

Tattoos and other body markings are prohibited. Scholars who choose to mark their body where it can be visible will be asked to withdraw or be expelled from school.

## OUT OF UNIFORM DAYS

Throughout the school year, scholars will be permitted to come out of uniform. The dress attire should be appropriate within the format of a given theme. Dress is still expected to be modest, neat, clean and in conformity with school dress standards. The no jewelry policy remains in effect. Clothing that is tight and/or exposes skin is prohibited. (No leggings, crop tops, shredded, etc.)

# GRADES & REPORT CARDS

## GRADE POINT AVERAGE

Grade point average (GPA) is a numerical value that expresses the scholar's average academic standing. The GPA is calculated by dividing the total number of quality points attained by the total number of credits attempted. All classes and accompanying grades are used when calculating GPA's. However, non-core subjects i.e. music, computer and art do not have the same weight as the core subjects; therefore they will receive half-credit. This figure is used to provide a rank order of scholar progress as well as various other purposes. The following grading and quality point system is used:

GRADE	GPA	PERCENT	MEANING
<b>A</b>	4.00	95-100	Honors
<b>A-</b>	3.67	90-94	Excellent
<b>B+</b>	3.33	87-89	Very Good
<b>B</b>	3.00	83-86	Good
<b>B-</b>	2.67	80-82	Above Average
<b>C+</b>	2.33	77-79	Average

GRADE	GPA	PERCENT	MEANING
<b>C</b>	2.00	73-76	Satisfactory
<b>C-</b>	1.67	70-72	Needs Improvement
<b>D+</b>	1.33	67-69	Below Satisfactory
<b>D</b>	1.0	60-66	Minimal Passing
<b>F</b>	0	0-59	Failure
<b>I</b>	0	0	Incomplete

# GRADES & REPORT CARDS con't

## INCOMPLETES

A scholar may receive an Incomplete (I) in a subject if an illness or unforeseen emergency prevents completion of sufficient work to merit a grade. An “Incomplete” should be removed by the next quarter, or it will automatically default to an F.

## MID-TERM PROGRESS REPORTS

Mid-term Progress Reports are emailed to parents through FACTS (RenWeb) to keep parents informed of the scholar’s progress, providing accounts are up to date.

## WEEKLY PROGRESS REPORTS

Weekly Progress Reports are emailed to parents through FACTS (RenWeb) on Sundays to keep parents informed of the scholar’s progress, providing accounts are up to date.

## HOMEWORK

Homework is important. It is an extension of the learning that takes place in the classroom. Homework provides practice and drills that reinforce classroom concepts and provides opportunities for independent study. Parents can assist their children by creating a quiet, comfortable place, away from TV, video games, cell phones and other disruptions, for them to work. Parents should ensure that assignments are completed.



# GRADES & REPORT CARDS con't

## MAKE-UP WORK

Scholars are required to make up all work missed due to legitimate absences. Scholars will be given a designated time period to complete missing assignments. (make-up days is equivalent to the number of days missed)

It is the responsibility of scholars in Grades 6-8 to contact the teachers for make – up work. A 24-hour notice for requested work packets is required. A final grade will be calculated after the designated time period. Note: The teacher will not be able to repeat in-class demonstrations and instructions. Tests will be made up at the teacher’s convenience.

## CHEATING

Any scholar caught cheating or assisting a scholar in cheating in any form will receive a “0” for the assignment.

# 8TH GRADE GRADUATION STANDARDS

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The general diploma granted by Baltimore Junior Academy meets the requirements as outlined by the Columbia Union Conference Office of Education and Maryland Department of Education. Scholars who have not satisfactorily completed all academic requirements will be issued a certificate of completion. All financial obligations must be satisfied before a scholar participates in graduation or any graduation related activities.

## **REQUIRMENTS TO GRADUATE WITH HONORS**

Scholars who meet all general requirements and maintain a GPA of 3.0 or higher until the end of the fourth marking period will receive honors recognition.

The calculations for the valedictorian and salutatorian are done by the Allegheny East Conference Office of Education.

# CURRICULUM

Baltimore Junior Academy offers a well-balanced curriculum for grades Pre-K4 to 8th. The curriculum, at all levels, reflects the philosophy and objectives of Seventh-day Adventist Education. The North American Division, Columbia Union Conference and the Allegheny East Conference of Seventh-day Adventists outline the course of study. Religious instruction is an integral part of the total curriculum.

## EARLY CHILDHOOD DIVISION

The division consists of an all day 3-year old day care (non-operable at this time), Pre-Kindergarten-4 and Kindergarten Program. These stress 4-year old readiness for reading and math, muscle development and coordination, group play, rest time, and cooperation. Frequent outdoor activities and short field trips are planned as an integral part of the program.

## LOWER DIVISION

The lower division features an elementary program for grades 1-5. The curriculum is designed to promote good work and study habits, basic learning skills in all scholastic areas, and positive attitudes toward education.

## UPPER DIVISION

The upper division covers grades 6-8 and offers a departmentalized program under specialists in each instructional area.

## FIELD TRIPS

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Baltimore Junior Academy offers a well-balanced curriculum for grades Pre-K to 8th that includes experiences beyond the classroom. Field trips are intended to support and enhance concepts and experiences taught in the classroom.

## PHYSICAL EDUCATION

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In keeping with the philosophy of Adventist Education, physical education plays an integral role in encouraging our scholars to embrace the importance of developing and maintaining a healthy lifestyle that consists of exercise (fine/gross motor skills, teamwork), nutrition, and proper rest.

## SCHOOL LUNCHES

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The diet of scholars affects how well they learn. Scholars are encouraged to eat a nourishing breakfast and pack a nutritious lunch for optimum cognitive function. It is required that families support Baltimore Junior Academy's Biblical Philosophy regarding the consumption of **UNCLEAN MEAT AND CAFFEINATED BEVERAGES**. Unclean meats include, but not limited to, pork of any kind and shell fish.

Scholars are to pack hot lunches in thermo-containers. Please use a cooling pack for lunches that need to stay cool.

**Food delivery services are not allowed for safety concerns and time constraints.**

Please refrain from sending Ramen/ Cup-O Noodles due to prep time and safety.

## TRANSPORTATION

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Baltimore Junior Academy does not provide bus transportation. Parents are expected to arrange transportation to and from school for their children. Scholars using public transportation may use the MTA bus and/or the Metro Line located about one block away from the school.



## **EMERGENCY CLOSING**

Baltimore Junior Academy FOLLOWS the Baltimore City Public School schedule for inclement weather. Notification will be sent from Baltimore Junior Academy via text alert and email through FACT (RenWeb).



## **EMERGENCY DRILLS**

Emergency drills (fire, earthquake, tornado, active shooter) are required by law and will be held at regular intervals. Scholars must take these drills seriously. Specific instruction for evacuation is posted and reviewed on the first day of school to familiarize the scholars with the process and safety procedures.

## **PHONE POLICY**

Cell phones are permitted on campus but must be turned off and out of sight during the school day (8 a.m. to 3:15 p.m.). Scholars are not allowed to use their cell phones during extra-curricular activities unless given permission by the supervising adult. Classroom phones are available for scholars by expressed permission of a teacher or principal for emergency purposes only.



## **MEDICATION POLICY**

In adherence with the Allegheny East Conference Office of Education school personnel are not allowed to administer medication. Authorization over the telephone is not permitted. Scholars are not allowed to share prescription or over-the-counter drugs. If your scholar needs medication during the day, a parent must administer it either before school or make a trip to the campus to administer.

Scholars with medical needs must have an updated yearly Medication Administration Form on file with new, unopened medication for the new school year.

## **HEALTH SERVICES**

Baltimore Junior Academy does not have a nurse on site. If a student becomes ill, he or she will be sent to the office and parents will be notified for pickup.

## **SCHOLAR SICK POLICY**

Scholars must remain home if ill. Elevated temperatures, colds, fever, vomiting, rashes, conjunctivitis (pink eye)

## **EMERGENCY - FIRST AID**

When a student is injured at school, it should be documented in FACTS (RenWeb) immediately. A phone call or email will be sent to parent/guardian.

If the injury/ emergency requires medical attention or necessitates going to the hospital, emergency personnel and parents will be notified. NOTE: EMERGENCY AMBULANCE SERVICES ARE THE FINANCIAL RESPONSIBILITY OF THE PARENT/ GUARDIAN.



## **INSURANCE**

Families must be sure to update their insurance information regularly in the FACTS(RenWeb) family portal.



## **CHANGE OF CONTACT INFORMATION**

If the event your contact information changes please update in your FACT (RenWeb) family portal along with an email to the office,

## **SCHOOL NOTIFICATIONS**

Baltimore Junior Academy provides notifications to scholars and families through use of the FACTS (RenWeb) system. Emails, text messages and voice are used to communicate.

## **SCHOOL PICTURES**

School pictures will be taken during the Fall and Spring Semesters. Pictures may be used for yearbook, school records, I.D. Cards and student use. Packets of color prints may be ordered. Photographer servicing the school is Lifetouch, Inc.



# **VIDEOTAPING AND PHOTOGRAPHS**

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Occasionally, scholars at BJA may have the opportunity of being videotaped and/or photographed at school. Some of these tapings may eventually be utilized at seminars, conferences, or workshops, etc.



## **VISITORS**

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Visitors are welcome but due to safety concerns, parents, guardian and volunteers are required to check in through the main office and obtain a visitor's pass. Teachers will be notified prior to visitors being allowed to proceed to the classroom. Visitors are asked NOT to engage teachers during instructional time. To maintain the integrity of the learning process, parents are asked not to pull their scholars from class during instructional time. All parental visits must be pre-arranged.

## **PETS**

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Due to safety and liability concerns, pets are NOT allowed on campus. Scholars are to keep their pets at home.

## **LOST AND FOUND**

The school is not responsible for lost or misplaced items. We ask that you please label your scholars clothing and personal belongings. If found, the item will be clearly identified with your scholar's name and returned.

Scholars are to look for misplaced items after school, not during class time. Unclaimed items will be donated to charity.

## **CHILD ABUSE**

School Personnel are obligated to report suspected child abuse and neglect. All records and reports concerning child abuse and neglect are confidential and unauthorized disclosure is a criminal offense. In accordance with the Annotated Code of Maryland, Article 27, Paragraph 35A, all staff employed by Baltimore Junior Academy will report any suspicion that a student is a victim of child abuse (physical, emotional or neglect).

## **COMPLAINTS AND CONCERNS**

If a student or parent has a concern, regarding classroom situations, school policy or an employee, the following procedure must be followed in an attempt to address the concerns:

1. Contact the person with whom you have concern/complaint to discuss both sides of the issue.
2. If the concern/complaint is not resolved, contact the principal.
3. If the principal is unable to resolve the matter, a written request may be made to the principal to refer the issue to the school board.

# PARENT INVOLVMENT

Baltimore Junior Academy considers its volunteers as a very valuable resource. Parents, guardians, and friends are encouraged to help in the classroom, with programs, and extracurricular activities. All volunteers must have completed the Sterling Volunteer Online Program and submit a current criminal background check (within the last 2-years). Please call the office or any teacher if you have time or skills you can donate to make our school a better place for Scholars to learn and grow.

WE ASK THAT VOLUNTEERS NOT BRING OTHER, NON-BJA, CHILDREN TO SCHOOL WHEN WORKING DIRECTLY IN THE CLASSROOM OR WHEN GOING ON FIELD TRIPS.

## ☐ HOME AND SCHOOL ASSOCIATION & PARENT TEACHER ORGANIZATION

The Home and School Association and PTO meetings will be held regularly. Notices will be sent regarding the day and time for each meeting. The purpose of these organizations are to unite the home, the school, and the church as they work together to educate our children.

Parents/ guardians are asked to join either the Home and School and/or PTO in supporting school activities, service projects, and raising funds.



# STUDENT BEHAVIOR POLICY

## POSITIVE BEHAVIOR PROGRAM

Baltimore Junior Academy recognizes positive behavior and good citizenship. The following four standards of good behavior for all Scholars will allow them to be successful at school.

- **First:** respect yourself and others. Do those things, which will enhance your self-worth and esteem. Remember you are in a Christ-centered environment.
- **Second:** be on time, prepared to learn, and have all required materials.
- **Third:** keep your hands and feet to yourself. This will help maintain a positive school atmosphere.
- **Fourth:** respect our school environment. We are all responsible for keeping Baltimore Junior Academy safe, clean, and comfortable.

## DISCIPLINE POLICY

The goal of all discipline is to be redemptive and teach appropriate behavior. The more severe consequences will include parent conferences. When done appropriately:

- Scholars learn how to avoid unacceptable behavior.
- Scholars will learn how to govern and manage themselves.
- Scholars will accept the responsibility for their own behavior.

While scholars are on this learning track, outside consequences may need to be applied. These may include but are not limited to the following:

- Recess taken away
- Other fun activities taken away
- Reporting to another location in the building for time out
- Having a parent shadow for a day or portion of a day
- Reporting to detention (middle school)
- In-school suspension (middle school)
- Out-of-school suspension (middle school)
- Request for withdrawal
- Expulsion

# BULLYING POLICY

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Before consequences for bullying are applied, scholars will be given a clear working definition of what constitutes bullying.

## Definition:

**"Bullying is the purposeful use of fear, threats, verbal or physical attacks, taunts or teasing by one student on another. This bullying is generally done to force a student to comply with the wishes of the bully, or it may simply be the bully's way to show power. "**

When bullying occurs, parent conferences will be held with all parties involved and an appropriate discipline consequence will be applied. If the bullying continues, suspension and/or expulsion may be given.

## WITHDRAWAL/ EXPULSION

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Regrettably, there are times when the departure of a scholar is in the best interest of all parties involved. When these times occur, the matter will be addressed by the Baltimore Junior Academy School Board and if needed the Allegheny East Conference Office of Education. Scholars and or parents involved in any of the following behaviors may be asked to withdraw or be expelled from school with possible legal action:

- Possession of a weapon (mock or real), knife, incendiary or any dangerous object used to inflict injury.
- Sexual immorality
- Sexting
- Gang involvement
- Possession of drugs/ controlled substance
- Violence or threats of violence toward scholars or staff
- Parents who pose a threat to the safety and wellbeing of staff and scholars

After a careful review of the history of the offenses presented by the administration. A scholar refusing to withdraw when requested will receive an expulsion. Expulsion for any reason will be under the authority of the Baltimore Junior Academy School Board or in concert with the Allegheny East Conference Office of Education.



## **STUDENT COUNCIL**

The Student Council has been designated to facilitate communication between the scholars, teachers, and administrators. Through representatives from classes, organizations, and clubs, each student will have a voice in decisions concerning curriculum, school policy, activities, social events, student welfare, student conduct, and many other factors of school life. The Council will serve as a tool through which scholars, teachers, and administrators can express concerns over matters affecting the school.

### ☐ STUDENT LEADER REQUIREMENTS

To be eligible to hold office in the Student Council, class, or club, a student must maintain satisfactory citizenship, attendance, and a cumulative GPA of 2.5 or more. A candidate for the chaplain of a class or the Student Council must be a member of the Seventh-day Adventist Church.

## CARE OF SCHOOL PROPERTY - RESTITUTION

Baltimore Junior Academy's purpose is to educate scholars for this life and the life to come. Part of the educational process is to impart a sense of personal responsibility and to teach respect for others and their property. Scholars can best show their school spirit and appreciation by taking care of the building, equipment, and grounds. Any student found defacing, damaging, stealing, or destroying school property will be required to replace or pay the cost to repair the damaged item at parent's expense. The student may also face additional disciplinary actions after further investigation.

## STUDENT SEARCHES AND QUESTIONING

When warranted the administration or an administrative designee reserves the right to search a student's locker, bags, purses, backpacks, and other containers to ensure the safety of the student, classmates or staff.

The administration and teachers have the right to question a student about behavior without the consent of the Parent/Guardian.

# CONTACT US



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BALTIMORE JUNIOR ACADEMY

# THANK YOU