



# **Student Handbook**

## **2024-2025**

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### **Message to Student and Parents**

*This handbook is developed and revised by the administration and faculty and approved by the school board yearly. The school administration and faculty reserve the right to make changes in and interpretations of school regulations at any time. Any regulation adopted during the year and announced to students and parents has the same effect as those published in the handbook. LNJA students and parents acknowledge, accept and agree to abide by the regulations and policies of Laguna Niguel Jr. Academy and to conduct themselves in accordance with the guidelines and standards set forth in this handbook. Students are expected to be responsible for their behavior and prepared to accept the consequences for their decisions. This handbook will provide valuable information for this coming school year. We invite you to read it carefully to ensure all can have a successful school experience here at Laguna Niguel Jr. Academy.*

## **School Mission, Goals, and Objectives**

Laguna Niguel Jr. Academy has a rich history of providing quality Christian education to South Orange County since 1984. The academy's journey began in a humble one-room school located in the Laguna Niguel Seventh-day Adventist church, and over the years, it has grown to occupy a beautiful school building that was completed in 2009.

The academy is committed to offering a comprehensive approach to learning that encompasses the physical, mental, social, and spiritual aspects of each student. By integrating these elements into the educational experience, Laguna Niguel Jr. Academy aims to nurture well-rounded individuals who are not only academically proficient but also spiritually grounded.

At the core of the academy's mission is a Christ-centered curriculum that instills values of service and cooperation in each student. The emphasis on community fosters a sense of belonging and encourages students to contribute positively to society, shaping them into responsible and compassionate members of the community.

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

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

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

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

# Admissions

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

## Non-Discrimination Policy

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

## Student Placement

Each new student and their family applying for admission shall:

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

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

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

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

## Kindergarten/First Grade Entrance Age and Admissions

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

- Birth certificate
- Passport

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

### Kindergarten

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

### Grade 1

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

#### Part-Time Enrollment

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



# Financial Policy

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

Tuition for Grades K-8	Yearly	10 months
SDA Member	\$6,800	\$680
Non-SDA Member	\$7,550	\$755

## Fees:

Application Fee:	\$25/student	Student Association:	\$10/student
Enrollment Fee:	\$450/student	Friday T-Shirt:	\$25/student
Yearbook:	\$35/student	Graduation (K & 8th):	\$80/student

## Fees Due at Registration

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

## Installment Plan

The yearly tuition is divided into ten (10) equal installments, with payments made August - May.

## Discounts

A 5% discount is given to those who prepay the entire year's tuition in advance. If two or more students attend from the same family, a 5% discount on the total tuition is given. If both discounts apply, a maximum of 10% discount will be given.

## Terms of Payment

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

## Delinquent Accounts

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

## Check Charge

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

# General Regulations and Policies

## Health Requirements for School Entrance

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

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

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

## Immunizations

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

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

- Polio
- MMR (Measles, Mumps, & Rubella)
- Diphtheria, Tetanus and Pertussis (DPT) and 7th grade booster (TDAP)
- Hepatitis B
- Varicella (Chickenpox)

## Health Records

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



## Contagious Diseases

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

## Emergency Information

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

## Children Who Are Sick

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

Please keep your child home if he/she:

- Has a fever or has had one during the previous 24-hour period.
- Has a cold that is less than four (4) days old.
- Has a heavy and colored nasal discharge.
- Has a constant cough.
- Has an unexplained rash or skin eruption.
- Has symptoms of a possible communicable disease, i.e. sniffles, reddened eyes, sore throat, abdominal pain, or fever.

## Medication at School

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

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

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



## Physical Education

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

## Sexual Education

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

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

## Custody Disputes

When there is a court document outlining custody arrangements, a copy must be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to the lawful summons or subpoena.



## School Hours of Operation

Kindergarten - 8th Grade

Monday - Thursday

Friday

8:00 am - 3:00 pm

8:00 am - 12:00 pm

## Arrival and Dismissal Standards

When students arrive on campus, they must be let out of the car only in safe drop-off areas. Parents are asked to help with supervision by not bringing their children to school before 7:45 am. Students will be dismissed to the area on the side of the school building, in the enclosed parking lot. Students must be picked up within 15 minutes of dismissal time.

## Attendance

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

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

The school requires parents/guardians to notify the school promptly in the morning if your child is going to be absent. It is the student's responsibility to pick up and return missed assignments due to absence. The school strongly discourages extended periods of absence (except for health reasons) while school is in session as it affects the student's academic standing. LNJA allows for 15% of a class to be missed for any reason (including illness, family emergencies, etc.). LNJA understands that there are outstanding circumstances that can arise, and the school is willing to work with families with legitimate needs. However, please keep this 15% in mind any time you are thinking of keeping your child out of school. As a "rule of thumb," 15% of the quarter equals approximately 6 days. A student who is absent from class for more than 15% of the school days in a quarter, except for school-related activities, may not receive credit for a specific subject area/s. The student may petition the Administration to receive credit due to exceptional circumstances.

Students who are not in class when school begins will be considered tardy. The school strongly discourages excessive tardiness as it may adversely affect the student's academic standing. Students significantly late (15 min. or more) will be considered absent for that subject area and may not receive credit if they miss more than 15% of the subject area instruction. The student may petition the Administration to receive credit due to exceptional circumstances.

## Academic Reports

Grade reports are issued to students quarterly (every nine weeks). Parent Teacher Conferences are held at the end of first and third quarters (November and April) and parent attendance is required. Gradebook Progress reports will be emailed out every Sunday morning starting the 3rd week of the school year for grade 3<sup>rd</sup> through 8<sup>th</sup> grade.

## Grading System

### Kindergarten

I Independently achieves objectives and performs skills

P Progressing toward objectives and performing skills

NT Needs more time to develop

### Grades 1-2

E Doing exceptionally well

S Making acceptable progress

N More progress needed

### Grades 3-8

A Superior

B Above average

C Average

D Below average

F Failing

I Incomplete

## Graduation Requirements

For a student to graduate from the eighth (8th) grade, a student must satisfactorily complete all required courses. There is a \$80 fee due for all Kindergarten and 8th grade students to cover the cost of cap and gown and other incidentals for each graduate.



# Uniform Policy

Boys, Grades K-8	Red or White polo shirt with school logo* Navy blue uniform pants and/or shorts Solid navy-blue sweater/jacket or navy-blue sweater/jacket with school logo* Navy blue outerwear heavy coat Socks and closed-toe shoes
Girls, Grades K-8	Red or White polo shirt with school logo* Plaid jumper*, plaid skirt*, or navy-blue skirt Navy blue uniform pants and/or shorts Solid navy-blue sweater/jacket or navy-blue sweater/jacket with school logo* Navy blue outerwear heavy coat Socks and closed-toe shoes Shorts required under jumpers and skirts

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

## Jewelry

Female students are allowed to wear one pair of stud earrings. Earrings are to be modest in size. No other type of jewelry is allowed.

## Items Not Allowed

Items not allowed include, but are not limited to:

- Clothing of any other color than what is listed above
- Leggings (unless under a uniform jumper or skirt)
- Any clothing that is not uniform quality or uniform style
- Athletic pants, cargo pants, capri pants, overalls, pants with any extra pockets or zippers
- Clothing with any symbols or writing other than school emblem
- Outerwear heavy coat that is any color other than navy blue
- Open-toed shoes

## Failure to Comply

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

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

# Standards of Behavior

## Code of Conduct

It is LNJA's goal to help students mature into considerate, honest, responsible young people. Any time before, during, or after school hours, and at any school-sponsored activity on or off campus, students of LNJA are expected to display the highest standard of conduct with strong Christian ethics and moral values. As a result, our Code of Conduct is designed to foster personal integrity and responsibility.

## School Environment

We want our school to have the presence of a safe, friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

A good school environment is best thought of as a place for:

- Being positive
- Helping, not punishing
- Turning unacceptable conduct into acceptable conduct

## Student Expectations

Students will:

1. Demonstrate their personal integrity by:
  - a. Attending school daily and being on time to class.
  - b. Being honest at all times by not cheating, plagiarizing, stealing, or engaging in any kind of deception.
  - c. Choosing to not use, possess, promote, furnish, or influence others to use alcohol, tobacco/nicotine, drugs or other harmful substances at ANY time, whether on or off campus.
  - d. Choosing appropriate social media etiquette that is consistent with a Christian lifestyle.
  - e. Using appropriate speech or language that is consistent with a Christian lifestyle.
2. Encourage beneficial relationships by:
  - a. Respecting myself and others and treating others the way I want to be treated.
  - b. Acting in a safe manner by refraining from or participating in any form of harassment or bullying.
  - c. Encouraging and building up rather than intimidating, threatening, or fighting with others.
  - d. Cooperating with all teachers and staff members and not being insubordinate.
  - e. Avoiding any interpersonal impropriety including, but not limited to, any form of sexual harassment and/or sexual activity on or off campus, the use of or sharing of pornography.
3. Help ensure a campus is a safe and clean environment by:
  - a. Respecting the environment by helping maintain a clean campus and disposing of any garbage and recyclable materials in the proper places.
  - b. Not bringing firearms, knives, chains, weapons, matches or any type of incendiary device,

- or any look-alike or potentially harmful instrument on campus or to any school-related activity.
  - c. Not tampering with the fire alarm system or any school equipment.
  - d. Not entering any building or room that is locked or unlocked without permission and supervision.
  - e. Not defacing, damaging, destroying, or tampering with any school or student property.
4. Positively represent their school as a serious, Christian place of learning by:
- a. Dressing in uniform attire as outlined in the dress code and that is neat, clean, modest and unaltered.
  - b. Not bringing anything on campus that might detract from the desired spiritual and academic environment on campus.
  - c. Not dressing in a manner displaying anything which indicates affiliation with an unfavorable organization.
  - d. Avoiding inappropriate displays of affection.

Any violation of any of these guidelines will result in disciplinary action and may lead to more serious consequences by law enforcement entities. (See Discipline Policy)

### Parent Expectations

LNJA is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. A student's success is impacted by the supportive involvement of the student's parents and guardians.

Parents will:

1. Conduct themselves in a courteous manner with students, teachers, administration, and other parents while on campus.
2. Demonstrate support for the school policies and guidelines delineated in this handbook.
3. Foster student cooperation with school norms and culture.

Under normal circumstances a child is not to be deprived of an Adventist education on grounds relating to the attitude of the parent. However, should the point be reached where it is determined that a student's parent or guardian has engaged in inappropriate conduct or demonstrated an uncooperative, destructive, discourteous, scandalous, rumor driven, threatening, hostile, or divisive attitude towards a student, another parent, teacher, administrator, any staff member, or the school in general, the school reserves the right to remove services from the student. The process outlined in the withdrawal/expulsion policy will be applied.

### Hallways/Walkways/Courtyard Standards

We share our campus with Kensington Montessori where children ages 18 months - 5 years old frequent our shared spaces. LNJA students must walk quietly through the hallways, walkways, and courtyard. All athletic equipment should be held while going to and from the designated play area.

## Bicycle Standards

Students must obtain permission to ride bicycles to school and must use the proper safety equipment. A student who uses a bicycle as transportation to and from school must lock them and keep them in a designated area. They are not to be used during school hours. Borrowing or lending of bicycles is not permitted. Bicycles are for transportation only, not for recreational use at school unless designated by a teacher. There is no skateboard use allowed on campus.

## Playground Standards

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

## Personal Property

Students attending LNJA must protect and care for all personal property. Students are expected to respect all school, teacher, and staff property. Students are also expected to respect the personal property of other students.

- Students may not be in any school building or outside area without the supervision of a school staff member.
- The school does not assume responsibility for damage or loss of personal property brought to or left on the school premises.
- The school does not assume responsibility for students lost or stolen property for students who are on campus.
- A student is expected to pay for damages he or she causes to school or personal property.
- The school discourages students from bringing large amounts of cash to school.
- The school is not responsible for musical instruments brought on to campus during school hours. Students are encouraged not to bring musical instruments on campus, unless they are required as part of a school related activity or scheduled class.
- Lost and found articles should be turned into the office where owners may claim their property. The school reserves the right to donate or dispose of articles not claimed after one quarter.

Non-School Items: Students must obtain permission from the teacher before bringing to school such things as pets, special projects and items designed primarily for play.

## Discipline Policy

All standards of conduct are based upon respecting the rights of others, state laws, insurance regulations, and/or school standards. Student offenses will result in disciplinary measures. Discipline ranges from verbal warnings and/or demerit points to suspension or expulsion from school. The administration will deal with major offenses and be involved as the following indicates. All individual teachers will have an in-class discipline program and defer to the demerit system after in-class remedies have been exhausted.

### Referral/Demerit points

If a demerit is deemed necessary a behavioral report with pertinent information will be submitted to administration, who will proceed with the appropriate action. Demerit points are applied only after repeated attempts have been made to resolve a minor discipline issue or if the offense is deemed more serious in nature. Consequences of demerit points (one demerit equals one point or more depending on the severity of the offense and/or at administrative discretion:

1-3 points	Warning points. Written communication from administration and /or the teacher is sent to parents. Student meets with the teacher and Principal at the third referral. (Can be on the first)
4-6 points	Student suspended for one day. Written communication from administration and /or the teacher is sent to parents. Student and parent(s) meet with the principal.
7-9 points	Student suspended for three days. Written communication from administration and /or the teacher is sent to parents. Student and parent(s) meet with the principal.
10-12 points	Student suspended from school for one week. Written communication from administration and /or the teacher is sent to parents. Student and parent(s) meet with the principal.
13+ points	Student will be asked to withdraw from school.



Demerits can be assigned by any LNJA faculty or staff member. Points are assigned for the commission of the following offenses during school hours or during any school-related activity. This list is a guide and is not intended to be exhaustive or prescriptive:

1-3 points	Classroom behavior detrimental to teaching environment, repeated dress code violations, gum-chewing, horseplay, minor skirmishes, legal medication violation, chronic tardiness, dishonesty, disruptive classroom behavior.
4-6 points	Abusive behavior, disrespect toward student/s or staff, obscene language usage, insubordination, academic honesty policy violation, and noncompliance with school vehicle policies.
7-9 points	Bullying, fighting, verbal and/or sexual harassment, inappropriate electronic posting/digital communication, any type of theft, possession of a look-alike weapon of any kind, and minor vandalism (under \$50).
10-13 points	Possession of and/or use of ANY contraband (includes illegal drugs, alcohol, tobacco, guns, knives, etc.) during school time or any school-related activity. Serious vandalism (over \$50) and/or damage to school property. Any inappropriate sexual activity, harassment or other behavior deemed detrimental to the student body or to school life. Unauthorized or inappropriate usage or control of any school owned technology. Major confrontation with faculty/staff. Any of the above whether on or off campus will result in 10-13 referral points.

## Administrative Authority

If deemed necessary, the principal can suspend a student for up to ten school days in addition to assigning demerit points. Any class assignments given to students during suspensions must be completed at the discretion of the teacher.

## Notification

The student will be notified as to the reason for the suspension or request for withdrawal. Parents will be notified of the suspension by phone and an email will be sent as written confirmation of the reasons for and duration of the suspension. The student and the parents/guardians will be informed of the disciplinary procedures and written notices will become part of the student's permanent record. If a student withdraws from school voluntarily, it will not become part of the student's permanent record. A student who does not voluntarily withdraw when requested to do so will be subject to expulsion by the School Board.

## Redemption

If a student receives no demerit for nine weeks, the total number of demerit points may be cut in half by administrative initiative or in response to official parental request in conjunction with the approval of the Administration.

## Withdraw/Expulsion

A student may be requested to withdraw from school at any time if the student's behavior, attitude, or influence is determined by the administration and faculty to be detrimental to students and/or faculty. If the student refuses to withdraw, he/she will be recommended for expulsion, and his/her case will be reviewed and decided by the school board. A student who has been asked to withdraw or is expelled may not be allowed to visit the school campus or attend any school activity for the remainder of the school year. He or she may re-apply for admission after attending another school for at least one school year and gaining a good reference from the school they attended.

## Academic Dishonesty Policy

### First offense:

A student caught cheating receives a zero grade on the assignment/test. The teacher will set up a conference with the student and parent and follow up with a letter in writing. Written documentation will be put in the student's file.

### Second Offense:

A student caught cheating a second time in any class with any teacher receives a zero grade on the assignment/test. In addition, the student will be suspended for one (1) day. No make-up work will be allowed for the period of the suspension.

### Third Offense:

A student caught cheating a third time in any class with any teacher will receive zero credit for all classwork in the grading period in which the offense occurs. The student will be subject to disciplinary action that could lead up to being asked to withdraw.

## Bullying

Bullying of any kind is wrong –physical, verbal, online or off, before, during or after school. It is never acceptable. All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing, or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying. LNJA expects students and/or staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified, and law enforcement will be contacted if appropriate.

## Sexual Harassment Prevention and Reporting

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

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

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



# Computer and Internet Acceptable Use Policy

## *Terms and Conditions for Use of Computers and Internet*

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

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

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

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

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

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

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

#### Internet - Terms and Conditions

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

## E-mail and Social Media Policy

All digital communication on and off campus, including pictures and graphics, made from classroom computers, personal computers and smart phones must demonstrate a positive purpose and basic Christian principles of decency. Should it come to the attention of the school that a student has been digitally communicating inappropriate content on or off campus, the student will be subject to disciplinary action as outlined in the Discipline Policy. Every student should be reminded that they are expected to live in harmony with Christian moral principles both on and off campus.

## Electronic Equipment and Cell Phones

Electronic equipment is usually expensive and easily broken. Any electronic item brought on campus is the sole responsibility of the student who brought the item. LNJA cannot assume responsibility for items that are stolen, lost, or broken. We recommend that only items essential to education be brought on campus. Any electronic equipment that is not authorized for use by a teacher in class must be left secured in the school office. No use of cell phones on campus during the school hours of 8:00 am - 3:00 pm. Students who fail to comply with the cell phone use policy will have their phone taken away until the end of the school day. Students are not allowed to record other students or teachers without express permission. Any inappropriate use of cell phone or other device in text messaging, recording, loudspeakers, or electronic photo capabilities will lead to immediate confiscation, and may lead to further disciplinary action.

## Field Trip Policy

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

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



## Parent Participation

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

There are many ways that parents can be involved:

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

## Home & School Association

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

## Requirements of Volunteers & Chaperones

With the safety of our children in mind, every parent/adult approved by the teacher/administration to be a part of any school field trip or volunteer on campus must have clearance notices in the office for both their background check and driving record before attending a school field trip or volunteering their time.

Properly supervised and planned educational field trips are an important part of our instructional program. To provide the best learning environment for our students, all parent/adult chaperones participating in a school-sponsored field trips must follow these rules and expectations:

- State-mandated clearance is required prior to participation in a school activity. Contact the school office on how to complete this requirement.
- Chaperones who provide transportation must meet insurance requirements. A copy of current insurance showing amount of liability, a transportation information form filled out, and driver's license must be submitted to the school office.
- No siblings or other relatives are allowed on field trips. Parents who go as chaperones need to concentrate on the supervision of their assigned students and not be distracted. Each teacher will have specific instructions or responsibilities asked of the chaperones for each field trip.
- If field trip chaperones do not adhere to the expectations of the school or teacher, they may not be allowed to attend future field trips.

