



**Lake Nelson
Adventist Academy
Student Handbook
K-8
2019-2020**

“Empowering Students Through Adventist Education”



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Table of Contents

Philosophy of Christian Education

Mission Statement

Governance/Accreditations

Staff Members

Right to Amend

Admissions

Admissions Procedures

Withdrawal Policy

Financial

Information Fees

and Tuition

Application Fee

Graduation Fee

Late Fee

Science Lab and Stem-Lab Fee

Schedule of Payments

General Information

Authorized Pick-up

Damages

Extended School Care

Emergency Closing Procedure

Lunch

Procedure for Expression of Concern

School Hours

Scholarships

Student textbooks and Supplies

Table of Contents

Telephone Policy

Visitors Volunteers

Traffic Safety

Entrance/Exit Traffic

Safety Rules

Motor Vehicles Policies

Attendance:

Bullying/Harassment

Cell Phones/Telecommunications Device

Dress Codes

Girls and Boys

Dress code for other school Activities/Programs

Drugs and Alcohol

Integrity Policy

Search and Seizure

Sexual Harassment

Theft

Threats/False Alarms

Terroristic Threats

Academics

Grade Scale

Awards

Graduation

Table of Contents

Medical/Student Insurance Information

Immunizations

Physical Examinations

Exclusion of Students who are ill

Returning to School

Illness and Communicable Diseases

Student Accident Insurance

Philosophy of Christian Education

The Seventh-day Adventist Church in North America operates a system of more than 1,000 elementary and secondary schools and 13 colleges and universities. The unique philosophy of Adventist Christian education is based on the Scriptures and the writings of Ellen G. White. All children and youth have been entrusted by the Church to the education system for spiritual nurture and educational excellence.

The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to the entire world.

The education program is predicated on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of the people in the home and society, and to become active members in the Church.

Lake Nelson Adventist Academy strives to foster the students' need for a personal walk with Christ. Through talented and skillful teachers, Lake Nelson Adventist Academy aims to impart new knowledge, guide the students to discover aptitudes, and establish values and principles that encourage a desire to serve.

Provided by: **North American Division of Seventh-day Adventists Education**

Mission Statement

The mission of Lake Nelson Adventist Academy is to provide a Christ-centered, academic education that empowers students with the wisdom, knowledge, and determination to reach their full God-given potential. With the caring partnership of parents and faculty, we strive to guide our students to discover their individual gifts and develop awareness of their civic responsibilities and rights for service to God, country, and the community.

Governance/Accreditations

Lake Nelson Adventist Academy (LNAA) is owned and operated by the New Jersey Conference of Seventh-day Adventists, Inc. Lake Nelson Adventist Academy consists of two constituent churches, Lake Nelson Seventh-day Adventist Church and New Brunswick English Seventh-day Adventist Church (Owner Constituent churches). The Lake Nelson Adventist Academy Board is comprised of representatives from the two named churches.

Accreditations

- Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities
- Middle States Associations of Colleges and Schools
- National Council for Private School Accreditation

Our History

The Lake Nelson SDA School first started in the Plainfield Church. In 1957 with the support of committed and faithful members a 12 acres lot was purchased to construct a new school. With the church members' unwavering and active support a total of 2,850 hours of labor were volunteered to build the school. In February 22, 1959 the Lake Nelson SDA School officially opened its doors.

The year 1977 saw the school almost destroyed by a ravishing fire. Once again, the church members united in vision and mission for Christian Education rebuilt the school.

After worshipping for many months in the Lake Nelson SDA School Gym the Plainfield Church starts construction of a new church building adjacent to the school. In 1982 the Plainfield Church relocates its place of worship next to the school changing its name to the Lake Nelson Church.

The Lake Nelson School's curricular program started with grades one through eight and through the years has offered a curricular program up to the 10th grade. In 1984 the Early Learning Center was established and welcomed students starting at two and half years of age. The following year, 1985, saw the creation of the kindergarten program.

In 2009 the school celebrated its 50th anniversary and it continues to keep alive the same burning desire to provide Christ-centered education in the Piscataway area. God rekindled the vision to move onward and expand. In 2013, after 20 years, the Lake Nelson SDA School once again opened a 9th grade program.

In 2014 the constituent churches, Lake Nelson Church and New Brunswick English Church, voted to physically expand the school to accommodate a junior academy and in a near future offer up to the 12 grade. The fall of 2014 welcomed the opening of the 10th grade.

On February 19th, 2015, Piscataway Township approved the new expansion site plan. In September, we broke ground. After many trials, on April 10th 2017, our High School students held classes in their own classrooms and the Science Lab. Adding to the blessing came November 14th, 2016 when the NAD granted Lake Nelson SDA School the Senior Academy status—*Effective July 1st, 2017* with a new name Lake Nelson Adventist Academy.

As the Lake Nelson SDA School and constituent churches unite and actively work to see the original vision expand, today we continue to prioritize the distinctive ministry of educating our children to serve God and their fellow man while preparing them for eternity.

LNAA Administrative Staff

Principal

Elisa Maragoto

Vice Principal

Elayna Howard

Business Manager

Luis Lebron

Administrative Assistant

Marisol Drayton

Registrar

John Hakizimana

Marisol Drayton

Right to Amend:

Lake Nelson Adventist Academy reserves the right to amend this Student Handbook as it deems necessary. Notice of amendments will be communicated by the principal to students and parents.

Admissions Information

Admissions Procedures

1. Lake Nelson Adventist Academy's teachings are based on the Bible, God's word. Students of other religious persuasion are welcome. Students must show due reverence for the Word of God, maintain a respectful attitude during religious programs and classes, and observe all regulations of the school.
2. Lake Nelson Adventist Academy does not discriminate on the basis of race, color, national or ethnic origins. This includes all activities and functions of the school.
3. Lake Nelson Adventist Academy does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of the Lake Nelson Adventist Academy and the Seventh-day Adventist Church. As per *Columbia Union Conference of Seventh-day Adventist Code*.
4. All new students will be given an entrance exam to determine the level the student comes in.
5. A physical examination is required for admission for all new students and the following grades:
 - Grade 3
 - Grade 6

New Student Acceptance Admission Procedure:

Step 1- Admission Packet - Application Fee \$75.00

Step 2-Required Documents for Acceptance

1. Recommendation Forms
(1) Grades K-3 (3) Grades 4-8
2. Transcripts/Current Grades
3. Church Membership Statement Form
4. Assessment Test

Step 3 –Admissions Committee

1. Principal
2. Vice Principal
3. High school homeroom teacher
4. Registrar

Step 4- Acceptance Letter or Non-Acceptance Letter

Step 5 – Education Consultation –(When Applicable)

Step 6- Finances- Meeting with Business Manager

Step 7-Required Documents (Birth Certificate, Health Records, Consent Forms, etc.)

Withdrawal Policy

In the event you may need to withdraw your child from school a written request must be given to the office administrative staff. The request may come in the form of a letter or e-mail.

Financial Information

Financial Information

1. Registration and Registration Fees are required each year.
2. An annual application must be completed each school year.
3. Yearly tuition is apportioned into ten (10) equal payments due by the 10th of each month.
4. Any student with more than one delinquent payment will be subject to financial suspension.
5. To maintain financial accountability all families must adhere to the payment agreement signed at the beginning of each school year. Failure to do so gives authority to the Lake Nelson Adventist Academy Board to send the unpaid accounts to a collection agency.
6. Families facing financial hardship should consult with the Business Manager for a financial plan.
7. Parents of students with an outstanding balance will not be able to access their students' academic progress on RenWeb.
8. Students with an outstanding balance will not be allowed to participate in additional extracurricular activities or special class or school trips where a fee is required.

9. All students graduating from 12th grade must have their accounts cleared a week before graduation date. Students with an outstanding balance will not participate in the graduation exercises.
10. Students whose accounts are current are eligible to register for the next school year.
11. Transcripts and Permanent records will not be released to any student with an outstanding balance.
12. Once Financial clearance is established transcripts will be mailed on the date stated on the school calendar or after the specified date based upon financial clearance.

Fees and Tuition

Application Fee

A non-refundable application fee of \$75 must be submitted for all new students when the application is submitted for processing.

After Care Fees

Students must register for After School Care at the time of registration. Contact the school's office for rates.

Graduation Fees:

Grade K: \$150

Grade 8: \$250

Late Fee

A late fee of \$15.00 will be charged if payment does not reach the school by the 10th of each month.

Registration Fee

Registration fee is used for textbooks, teaching supplies and student insurance. This is an annual fee and non-refundable.

Returned Checks Fee

A fee of \$25 will be charged to the student's account for all checks returned due to insufficient funds. It may be necessary to ask for payments via certified check, money order, or cash.

Science Lab and Stem-Lab Fee

Grades K-8: \$150

Schedule of Payments

Yearly tuition is paid in ten (10) installments starting August to May.

Tuition is due in advance according to the schedule listed below.

Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
10	10	10	10	10	10	10	10	10	10

General

Information/Policies

Authorized Pick-up

Only Authorized Persons on school records are allowed to pick up your child/ren. **An advance notice can be e- mailed or faxed to the school.**

Entrance/Exit

All Students, parents, and visitors upon arrival must enter and exit through the main school entrances for safety reasons.

Emergency School Closing Procedure

Lake Nelson Adventist Academy currently utilizes mass notification phone service to notify parents, school members and faculty in the event of any emergency that may arise including school closings, severe weather, or other emergencies.

Modes of Notification

1. Voice Mail Messaging System: Calling Post
2. (405) 308-4474- (Oklahoma City, OK)
3. Each household will received a call the earliest 6:00 am and the latest 12:00 am
4. Local Television Stations:
 - o Cablevision -Optimum TV Channel 12 & 612
 - o Comcast- Channel 62
 - o FIOS News 1 (Channels 501 and 1 on Verizon TV)
5. RenWeb E-Mail
6. School Website:
www.lakenelsonsdaschool.org
7. School Voice Mail-- Call our office (732) 981-0626 and listen to recorded message)

Field Trips

Every Field trip requires a permission slip. Charges for field trips vary from class to class and year to year. You will be notified in advance of any off-campus trips and fees associated with them. If you do not pay the field trips fees by the due date the fees will be added to your monthly statement after the trip has been made. Parents are encouraged to attend.

Hall Pass

Students are required to carry a pass specifying time and destination. Each teacher will sign a pass authorizing a student to be in the hallway.

Lunch

1. The school encourages student lunches to conform to the Seventh-day Adventist health standards. This includes vegetarian foods, clean meats as described in Leviticus 11 and non-caffeinated drinks. Children should not expect to order lunches from local food retailers.
2. The school requests parents to ensure that their child has a nourishing breakfast before leaving home for school.
3. Microwavable lunches should require no more than 1:30 minute to prepare to ensure that all children receive their lunch within a reasonable amount of time in the allotted lunch period.
4. Due to allergies or dietary restrictions, trading lunch items is strictly prohibited.
5. During the year special occasions may arise when parties provide for a change from the regular lunch program. Please consult with your child's teacher.
6. Notice for lunch menu will be sent by email monthly.
7. Students are not allowed to eat in the classroom unless specific permission has been granted during a specific period.

School Hours

Days	Time
Mondays – Thursdays	8:00am – 3:15 pm
Fridays	8:00 am – 2:00 pm
Early Dismissals	1:00 pm

Extended Care (Before and After Care)

1. Extended Care for LNAA students is available for a monthly fee:
 - Monday – Thursday – 3:45 pm – 5:45 pm
 - Fridays – 2:30- 4:00 pm
 - Early Dismissal – 1:00 pm
2. If personnel must remain with student beyond the scheduled hours-\$5 per 15 minutes will be billed
3. Children who are not in a regular program of extended Aftercare and are left at any regular extended Aftercare time during the week will be charged per hour and not at the monthly rate.
4. Morning Care is available for parents starting at 7:15 am. Parents must sign in their child each morning on the sign-in sheet.

Scholarships

Students in grades 5 -8 averaging a 3.5 GPA at the end of the academic school year are qualified for scholarship in the amount of \$200 to be used for the coming school year at LNAA.

Student textbooks and Supplies

Included in the Registration Fee are textbook rental, workbooks, and all general learning supplies. Textbooks are expected to be kept in good repair and free of unnecessary marks. Book Covers can be used to help keep textbook in good condition.

Each teacher will provide a list of necessary supplies for the students in the classroom. Parents should require students to keep sufficient quantities of paper, pen, pencils and other supplies on hand at school. A good time to check on supplies is at the beginning of each progress report.

Additional textbooks: Your child’s teacher may require or request additional textbooks or workbooks to be used during the school year.

Visitors

- **All visitors, parents, guardians and guests must report to the office and sign in.**
- Visitors must sign out a lanyard from the school office.
- Visitation must take place inside the school. To visit your child’s class please contact the school office first and arrange visit with the classroom teacher and administrator/s to receive authorization and avoid disruptions.
- *Prospective students* need to make an appointment to shadow a student for the day.
- *Former students and friends of current students* must make an appointment to visit the school and may only visit during the lunch period.

Volunteers

Volunteers are always needed for various activities around the school and the classroom. All Volunteers must fill out a Volunteer Ministry Application form at the office. In order to maintain a safe environment for students, staff, and our community, the school conducts criminal background screening on volunteers who have the potential for direct, unsupervised contact with student

School Values/Principles

Undermining the religious ideals, values, and principles of Lake Nelson Adventist Academy **may** result in suspension or expulsion.

Specific

Policies

Merits and Demerits

LNAA follows a merit and demerit system of discipline measure to foster accountability and encourage positive behavior.

At the beginning of each quarter each student will be allotted 100 points in Homeroom. Each demerit and merit points can either bring the grade up or down.

Academic Integrity Policy

Lake Nelson Adventist Academy as an institution teaches its students the value of honesty and integrity. Therefore, students at LNAA are required to foster integrity in all the work they produce. Whether intentional or unintentional cheating in any form, including plagiarism, is unacceptable at Lake Nelson Adventist Academy.

Cheating: Any form of cheating **may** result in a failing grade, suspension or expulsion.

Plagiarism: Using the ideas and concepts of others as one's own. Plagiarism may come in the form of:

1. copying someone else's work
2. submitting someone else's work
3. citing sources incompletely with the intention to deceive
4. using graphics, tables, video or audio without permission or without giving credit

Falsification: Inventing any information and using as data or the falsification of signatures.

Interference: Getting in the way of a classmate or fellow student from completing an assignment or project.

Academic Integrity Discipline Measure

1. Intentional academic dishonesty (cheating) will result in a grade F for the assignment with no makeup.
2. A second offense within the same course will result the student to be referred to the Disciplinary Committee and may result in failure of the course for the specific grade period.
3. A second offense in a different course will result in the students to be referred to the Disciplinary Committee for further disciplinary consequences.
4. Unintentional academic dishonesty may be dealt with by the teacher in consultation with administration. Through counseling, or a penalty, where appropriate a determination will be made to whether re-submitting the assignment or completing an alternate assignment.
5. More than one occurrence of unintentional dishonesty will follow the same course as an intentional occurrence and the student will be referred to the Disciplinary Committee.
6. In some situations, the Disciplinary Committee will determine whether additional penalties may apply.

Attendance Policy

The importance of attendance cannot be overemphasized. All absences are detrimental to the goal of achieving a thorough education.

Definitions:

- **Absence**—when a student is not present at anytime during the scheduled school hours.
- **Tardy** arriving after the scheduled starting time.
- **Perfect Attendance** - When a student has no absences and no tardiness during a quarter or semester.

Daily Attendance:

1. All students are required by law to attend school.
2. If a student knows he/she will be absent from school, a note from his/her parent/guardian explaining and giving reason should be presented to the school office.
3. In case of chronic or irregular absences, school administration may require a physician's note stating such absences are justifiable.
4. Acceptable excuses for non-attendance are:
 - a. Verified illness of a student (doctor's note).
 - b. Medical, dental, or optometry service (doctor's note)
 - c. Quarantine (doctor's note)
 - d. Bereavement
 - e. Other unexpected emergencies will be considered excused.
5. It is encouraged that routine medical appointments be scheduled outside regular school hours. After an absence, the student is responsible to make-up any missing classwork, quizzes and tests.

Tardiness:

1. All students are expected to be in school on time.
2. Tardiness is recorded and noted on the students' report card.
3. Lateness will not be excused without a note from the parent/guardian stating the reasonable reason for the lateness.
 - **Acceptable Excuses:** Extended illness, family death, Doctor's notes, accident or another urgent reason
 - **Unacceptable Excuses:** Vacation, overslept, late start.

4. Students frequently late to school may receive disciplinary action.
5. Continued lateness will be reported to the administration and further disciplinary action will be assessed.
6. A modification of the policy will be made for students with disabilities.

No-Cut Policy:

Students are expected to attend class daily for which they are scheduled. The following steps will be taken if a student cuts a class:

First cut: (5 demerits)

1. The teacher whose class was cut will inform parent.

Second cut: (10 demerits)

1. The teacher whose class was cut will inform parent.
2. Administration will be contacted
3. A detention will be assigned

Third cut: (20 demerits)

1. The teacher whose class was cut will inform parent.
2. Administration will contact parent to come for a conference.
3. An in-school suspension will be assigned.

Truancy:

1. Under no circumstance a student is to walk off or drive off campus. A student may only leave campus when an authorized adult signs the student out in the office. If the student has permission to drive to school before leaving for the day the student must sign out in the office before leaving.
2. A truancy is an unlawful or unexcused absence from school.
3. Students that leave campus without permission or caught off school property without the permission of school personnel during school day will be considered truant.
4. Truancy may lead to in-school suspension or out-of school suspension.

Absences:

1. Students who miss more than 5 periods in a specific course per quarter may fail the course for the quarter.
2. A student who does not earn credits due to absences may file an appeal with the Administrative and Disciplinary Committee made of administrators and teaching staff.

Dress Code Policy

Standard:

LNAA requires students to follow the designated dress code as indicated below. We believe this policy is important to achieve our goals as a Seventh-day Adventist Academy. Uniform helps promote an environment conducive to learning and safety while installing values of modesty and uniformity. Students are to wear the academy's uniform with dignity knowing they represent God first, their school and themselves.

Please Note starting 2019-2020 UNIFORMS must be purchase through Global School Wear.

Dress Code:

Boys Uniform K-8:

Regular School Day:

- White Oxford Shirt with/Blue Pants
- White Polo Shirt with School Logo/ Blue Pants
- Navy Blue or black socks
- Comfortable Navy Blue or Black Shoes

August-September-May

- Navy Blue Bermuda shorts/ Belt
- White shirt or White polo with school logo.

Chapel Uniform: (Wednesdays)

- Blue Oxford shirt/ Navy Blue (No Cargo)
- Plaid Tie
- Blue or black socks
- Comfortable Black shoes

Belts: Belts are required at all times with slacks or shorts.

Special Events: (Chapel Uniform)

- Picture Day, and Fall And Spring Week of Prayer

PE Uniform:

- P.E. T-Shirts and Navy Blue sweatpants with Logo
- Black Sneakers (NO Sketchers)

Accessories:

- Navy Blue or Black socks (NO ANKLE SOCKS)
- Sweaters: Navy blue pullover, cardigan, or vest-style sweater may be worn.
- Belts: Belts are required at all times.
- Undershirts: Are to be white, with no bold print.

Girls Uniform K-3

Regular School Day:

- White Peter pan collar shirt with Navy blue jumper.
- White Polo shirt with school logo with Blue pants.
- Navy blue or black socks. (No ankle socks)
- Comfortable navy or black shoes.

August-September-May

- Navy Blue Bermuda shorts
- White Oxford shirt or White polo shirt with school logo

Chapel Uniform: (Wednesdays)

- Blue Pinpoint Oxford Shirt and Plaid crisscross tie with Plaid Jumper. (Knee length or longer)
- Navy blue socks or tights. (No ankle socks)
- Comfortable navy blue or black shoes. (Shoes with two-inch heels or less only.)

Special Events: (Chapel Uniform)

- Picture Day
- Fall and Spring Week of Prayer
- Church Visitation

PE Uniform:

- P.E. T-Shirts and Blue sweat pants with Logo
- Black Sneakers (No Sketchers)

Accessories:

- Navy Blue Stockings or socks (NO ANKLE SOCKS)
- Sweaters: Navy blue pullover, cardigan, or sweater may be worn.
- Belts: Belts are required at all times with slacks or shorts.

Please write your child's name in their clothes.

Girls Uniform 4-8

Regular School Day:

- White Oxford Shirt with Navy blue skirt or Skort (Knee length or Longer)
- Skirt and Skort must be below the knees.
- White Polo shirt with school logo with Blue pants.
- Navy blue or black socks. (No ankle socks)
- Comfortable navy or black shoes.

August-September-May

- Navy Blue Bermuda shorts
- White shirt or White polo shirt with school logo

Chapel Uniform: (Wednesdays)

- Blue Pinpoint Oxford Shirt with Plaid crisscross tie and Plaid skirt (Knee length or Longer)
- Navy blue socks or tights. (No ankle socks)
- Comfortable navy blue or black shoes.
(Shoes with two-inch heels or less only.)

Special Events: (Chapel Uniform)

- Picture Day
- Fall and Spring Week of Prayer
- Church Visitation

PE Uniform:

- P.E. T-Shirts and Navy Blue sweat pants with Logo
Black Sneakers (No Sketchers)

Accessories:

- Navy Blue Stockings or socks (NO ANKLE SOCKS)
- Sweaters: Navy blue pullover, cardigan, or vest-style sweater may be worn.
- Belts: Belts are required at all times with slacks or shorts.

Please write your child's name in their clothes.

Dress Code for Other School Activities/Programs:**Dress code for class parties and dress-down days:**

All dress-down activities must comply with the following dress regulations:

- No see-through shirts or clothing showing a bare midriff may be worn.
- No low-cut tops, shirts with narrow shoulder straps or tops that reveal cleavage, no spaghetti straps, no tank tops.
- No T-shirts that reflect any innuendoes of drugs, gang reference, sex, derogatory messages or message against our Christian values and/or Seventh-day Adventist principles.
- No baggy and/or low riding pants where underwear is exposed.
- No jeans or pants with hole/s that expose underwear or bare skin.
- No pajamas-type attire

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- No T-shirts that reflect any innuendoes of drugs, gang reference, sex, derogatory messages or message against our Christian values and/or Seventh-day Adventist principles.
- No baggy and/or low riding pants where underwear is exposed.
- No jeans or pants with hole/s that expose underwear or bare skin.
- No pajamas-type attire

Dress code for Field Trips:

Dress code for a fieldtrip will be specified by teacher and/or administration.

Dress code for School Programs:

Dress code for school programs will follow LNAA's dress code policies. Dress code will be specified by teacher, program leader or administration. All guidelines are to be followed at all school programs within the school or off-campus programs and/or events.

Additional Dress Code Standards/Policies:

Body Piercing: No body piercing of any kind may be displayed as part of LNAA's dress code policy.

Cosmetics/Nail Polish: Make-up and nail polish **must** be natural shades. GEL Nail Color & Embellishment **must** **be** natural shades and tones.

Dress Length: Uniform skirt lengths must be at knee length, below the knee or longer.

Footwear: Closed toe footwear is to be worn at all times. Footwear that is a hazard will not be allowed, such as sneakers with skates, slippers or flip-flops.

Gloves: Gloves **are not** to be worn in the classrooms.

Grooming: Students are to be neat, clean and modestly dressed.

Hair: Haircuts are to be clean cut, keeping the natural color and non-attention calling. We reserve the right to ask a student's parent to modify the student's haircut to conform to the given guidelines.

Headwear: Head coverings are not a part of the school uniform. Therefore, no hats, hoodies, bandanas or Sweatbands are to be worn. Hair accessories worn in a professional manner are permitted.

Jewelry: Jewelry in all forms: rings, earrings, bracelets, necklaces, body adornment, or body piercing are **not allowed**.

No jewelry in the form of: leather, rubber, or cloth bracelets may be worn.

A student in need to wear a medical alert bracelets or necklaces (not considered jewelry) must register the medical alert bracelet at the office.

Leggings: Leggings of blue or black color may be worn under the regular uniform.

Sunglasses: Sunglasses are not to be worn inside the school building.

Tattoos: Tattoos of any kind may not be displayed on the body.

Dress Code Discipline Measures

DEMERITS

LEVEL I: First Offense: (5 demerits)

1. At any point a student may be sent to the office for a dress code violation where the Principal or designee may attempt to correct the dress code violation.
2. The student may end up spending the day in the office if the dress code cannot be corrected at that time.

LEVEL II: Second Offense: (10 demerits)

1. A second violation will result in detention for high-school students.
2. Detention may be held during lunch period or after school.

LEVEL III: Third Offense: (20 demerits)

1. A third violation may result in a suspension (in-school or out of school).
2. A parent meeting will be called.

Drugs and Alcohol

Substance Abuse

Drug/alcohol use, possession, distribution and/or sale on or off school grounds and/or at off-campus school functions will not be tolerated (Columbia Union Education Code 3505 Substance Abuse Policies).

Definition:

1. Drug shall be defined as any substance, illegal or otherwise, when ingested, is metabolized or causes an addiction, habituation or a marked change in consciousness in the human body (THE NEW JERSEY CODE Section 2C:35-2).
2. In addition, "Look-alike Drugs" shall be defined as any substance, chemical or medication offered as or possessed to pass for a drug.
3. "Drug-Paraphernalia" shall be defined as any equipment, product or material of any kind or form intended to prepare, test, package, store, conceal, ingest, inhale, or in any form be used to introduce drugs, chemicals or any substance to the body.

Possession or Use:

- If a student has noticeable smell of alcohol or drugs on the student or based on other factors, or LNAA has reasons to believe a student has used or is under the influence, the student will be taken to the Nurse's office for verification in the event verification is found to be difficult or not obvious.
- If a student is in possession of drugs and/or paraphernalia, the student shall be immediately taken to the office.
- If verified that the student is under the influence or in possession of drugs or paraphernalia, the following actions shall take place:

1. A student will receive an automatic Level III Demerit (20 points).
2. Parents will be notified.
3. Have a three-day out-of school suspension. The student will forfeit the privilege of participating in athletic and extracurricular activities for the same period of time or any other school activity or event.
4. The student's name will be taken before the Disciplinary Committee for possible consideration of expulsion.
5. The student and his/her parent/guardian may be invited to the Disciplinary Committee meeting. If further disciplinary actions such as an expulsion is necessary, the Disciplinary Committee will give a written notice to the student/parent: (1) Date, time, and place of hearing (2) Reason(s) expulsion is being considered; and (3) Student's and/or parent's right to appear at the hearing.
6. The student and/or parent may request and receive a hearing before the group making the expulsion decision.
7. The student may voluntarily withdraw from school after receiving written notification of possible expulsion.

Insubordination

The refusal or conscious denial to follow a direction or order from a school staff member or any adult in authority **may** result in-school suspension, out-school suspension, or expulsion.

Lying

Deliberate act of giving false information or withholding important information from the administration, teacher, staff member, or any adult in authority **may** result in in-house suspension, suspension, or expulsion.

Profane and Disrespectful Language

The use of profane language, the use of disrespectful words that shame, provoke, disgrace, or humiliate a person or a group of people **may** result in an in-house suspension or out of school suspension.

Public Display of Affection

Lake Nelson Adventist Academy has **hands off policy**. LNAA does not allow display of affection such as: holding hands, kissing, snuggling, etc. Such acts may result in and/or out-school suspension.

Student Medication

(prescribed and over the counter)

1. The administration of medication in accordance with the direction of a parent/guardian and qualified health care provider only when:
 - a. failure to do so jeopardizes the student's health.
 - b. the student would not be able to attend school unless the medication was not made available during school hours.
2. Before any medication may be administered to a student during school hours, the school nurse must receive:
 - a. a written request from the parent/guardian giving permission of such medication; the note must include a statement relieving LNAA of the responsibility for the benefits or consequences of the medication.
 - b. a written note from the health care provider specifying
 - i. time for medication is to be taken
 - ii. length of the period for which medication is prescribed and possible side effects
 - iii. the medication is in the proper labeled container
3. Medication must be provided to the school office by the parent/guardian not by the student.
4. Parental request or health care provider note will be kept in the office of the school nurse.

5. Any medications left at the end of the school year and not picked up when the school nurses notifies the parents/guardian for pick up will be disposed of under the direction of the school nurse.
6. Students who are found in possession of prescription drugs or non-prescription drugs without following the policy outlined above will be in violation of LNAA's policy. This may be treated as possession of drugs.

Endangering Acts Policy

Fighting

1. If a student starts a fight they will be suspended from school. The length of the suspension will be determined by the administration upon reviewing the details of the incident.
2. In the event it cannot be determined who started a fight, all students involved will be suspended.
3. A student will receive a level II Demerit (10 points).

Weapons

All weapons are banned from schools and school activities.

1. A student will receive a Level III Demerit (20 points).
2. Students possessing weapons will be immediately suspended and expulsion recommended in line with the school's disciplinary procedures.
3. Applicable state and federal laws or guidelines will be followed.

Weapon Definition: A "weapon" is defined as any gun, stun-gun, firearm, bomb, smoke bomb, explosive or incendiary device, poison gas, Mace, pepper spray, or knife with a blade exceeding three (3) inches in length. "Weapon" includes any device that is designed by its manufacturer of redesigned and/or altered by another for

use as a weapon. This includes all toys or look-alike weapons and props.

“Weapon” also includes any device in a student’s possession while at school, on school property, or at off-campus school-sponsored function that the student intends to use as a weapon for the infliction of bodily harm or harm to property.

Terroristic Threat/Acts:

Definition: A terroristic threat shall be defined as a threat to commit a crime of violence or a threat to cause bodily injury to another person or community. A terrorist act shall be defined as the calculated use of violence or the threat of violence through intimidation or coercion or instilling fear of offense against property or involving danger to another person while in school, out of school, or in school sponsored function.

If a terrorist threat or act has been determined:

1. Student will receive a Level III Demerit (20 points).
2. Principal or acting administrator will contact parent/guardian
3. Student will be suspended for no less than three days
4. The incident will be reported to the authorities immediately and an incident report will be filed.
4. The principal or acting administrator may recommend expulsion.

False Alarm:

Definition: False Alarm shall be defined as the deliberate set off, without legitimate reason, of an alarm system or the false report of an emergency.

1. Causing a false fire alarm, bomb scare, or false 911 calls is a crime.
2. Student will receive a Level III Demerit (20 points).
3. Principal or acting administrator will contact parent/guardian
4. If a student is responsible for a false, a alarm the student will be suspended from the school for no less than three days.
5. The principal or acting administrator may recommend expulsion.

Instructional Areas

A first violation of safety regulations in areas such as, but not limited to, gym, technology education, science lab will result in disciplinary action:

1. Student will receive a Level I or Level II Demerit (5 or 10 points).
2. Parent/guardian notified.
3. Subsequent violations may result in referral to the Disciplinary Committee.

Offenses Involving Property

Theft

To take something from another person or attempting to take anything owned by another individual, school, or other organization.

1. Student will receive a Level III Demerit (20 points).
2. Parents will be notified.
3. Student will be referred to the Disciplinary Committee for further action.

Accidental Damage to School Property:

Students who accidentally cause damage will be asked to repair or replace the damage at cost without penalty, provided the teacher or administration is notified promptly of the damage that was caused.

Purposeful Damage to School Property:

Students who purposefully deface and/or vandalize school property will be asked to pay for the repair or replacement of the damage and will be disciplined at the discretion of the administration.

Unauthorized Presence on the School Roof:

Students who are found on the school roof without authorization will be fined \$50 in addition to the cost of repairs if damage is done to the roof.

Textbooks:

All students are required to keep textbooks in the condition in which they were received. Any misuse due to carelessness or neglect may be considered cause to charge the student a fine for that textbook. **(There should be no writing, no drawing, damaged covers, Pages, etc.)**

Graffiti

Anyone found guilty of desecrating or vandalizing LNAA's property will be suspended from school. Length of suspension will be determined by Disciplinary Committee & Administration.

Personal Belongings:

LNAA advises students and parents are not to bring possessions of value to school. If student or parent/guardian chooses to bring personal possessions of value to school or to keep them in school, they should be sure their own insurance protection is adequate to cover such possessions.

Phone Policy

Office Telephone Policy

The School's telephone is to be used for business only. A student or parent must first have permission before using the school phone. It is extremely important that classroom activities not be interrupted with frequent calls.

If it is not an emergency, please email the school office or child's teacher.

Students' Cell Phones/Telecommunications Device

The use of cell phones, electronic games, video games and hand-held consoles and their use are prohibited in school.

- 1. No cell phones during school hours.**
- 2. No electronic games, video games and hand-held consoles are allowed during before care, school classes or during after care.**
3. All students are to check-in their cell phones or electronic devices to their homeroom teacher each morning. The cell phones will be placed in the teacher's Evacuation Bag. Any staff member has the authority to confiscate cell phones or any electronics used without permission.
4. **For safety reasons,** No headsets/headphones/earpieces are allowed in school at any time.
5. When a device is allowed to be used no sound or music should be heard from the device or the device may be confiscated.

Disciplinary Measures for violation of cell phones, telecommunications device or headsets policy.

First Offense: (5 Demerits) The device may be returned to a parent after five school days.

Second Offense: (10 Demerits) The device may be returned to a parent after a period of 30 days.

Third Offense: (20 Demerits) Devices confiscated as a result of a third violation will not be returned until the end of the school year.

Student Harassment/Sexual Harassment/Bullying/Cyberbullying

LNAA follows the Olweus anti-bullying prevention program.

Rules are:

Character for Eternity

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Bullying and Harassment

Definition: Any form of intimidation or aggression in written, verbal, or physical behavior or any electronic communication whether it be a single incident or a series of incidents that produces a hostile, violent, belligerent environment that creates discomfort to an individual when he/she is exposed, repeatedly and over time.

Sexual Harassment:

Definition: Any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct, which may include, but is not limited to, sexually suggestive comments or jokes, crude language, and unwelcome physical contact which is of a sexual nature.

Cyber Bullying and Off-Campus Behavior:

Off Campus behavior and social network postings or any behavior categorized as cyber bullying that impact or disrupt the school's environment and interferes with the educational functions of the school will result in disciplinary action such as suspension or expulsion.

Disciplinary Procedures for any form of Harassment or Bullying:

1. Student will receive a Level III Demerit (20 points).
2. Parents will be notified.
3. Student will be referred to the Disciplinary Committee for further action.

Complaint Procedure:

1. Any student who feels harassed, bullied or discriminated against should report it to the teacher, principal or any member of the administration immediately.
2. Reports of harassment, bullying, or discrimination will be investigated by the school administration.
3. A finding that a student has engaged in bullying, harassment or discriminatory acts will be subject but not limited to counseling within the school, parental conference, behavioral contract, loss of school privileges, exclusion from school-sponsored activities, suspension and/or recommendation for expulsion.

Motor Vehicles and Traffic Safety

Information/Policies

Traffic/Parking Safety

All vehicles are expected to enter and leave the premises in a safe manner, obeying the posted/published speed limit and traffic flow directions. A safe distance needs to be maintained from pedestrians, school property, and other vehicles.

Traffic Safety Rules:

- **SPEED LIMIT** 5 mph
- **TURN OFF** Car engine when parked
- **DO NOT PARK** in the middle of the Road- Additional Parking in rear
- **DO NOT PARK** in yellow line in front of school entrance- (Drop off only)
- **DO NOT PARK** on Fire Lane
- **Be Watchful** of when entering and exiting school building.
- **FOLLOW** all traffic signs
- **DO NOT** leave children unattended outside or in the car without adult supervision

Motor Vehicles

Student drivers must know that driving a motorized vehicle on LNAA campus is a privilege not a right. In order for a student to bring a motorized vehicle to school, he/she must first comply with the following:

1. Complete the Authorization to Drive Form from the school.
2. Form must be signed by parent(s)/guardians and student.
3. Receive approval from school administration.

If the student is approved by school administration to drive to school the student must:

1. Park in the student designated area.
2. Display in the rear window, on the right-hand side, the parking pass window cling. Failure to display appropriate school issued parking permit may face disciplinary action, including a monetary fine, deemed appropriate by the principal.
3. Follow the established speed limit on school property of 5 M.P.H
4. Lock vehicle at all times.
5. Not go to their car during school hours except by permission from the principal or his/her designee.
6. Not provide transportation to another student.
7. Not to idle in or around cars.

Ridesharing Services Uber- Lyft

If a parent chooses to have his/her child picked up by Ridesharing Service, the school must receive written permission before the student will be dismissed. LNAA is not responsible for any accidents or events that may happen while serviced by a Ridesharing Service.

Search and Seizure Policy

Lockers

1. Lockers and other storage areas remain under the care and control of LNAA.
2. All lockers and other storage areas remain under the property of Lake Nelson Adventist Academy and provided for students to use.
3. LNAA reserves the right to inspect the lockers at the school at any time, as part of the school property. Lockers may be searched for maintenance, inspection, or at the discretion of the administration.
4. Prior to locker search, students will be notified and given an opportunity to be present unless the administration deems a threat to the health, welfare or safety of students in the school.
5. No stickers, writing, posters, or other items are to be placed on the outside of the lockers.
6. No pictures or messages of drugs, gang reference, sex, derogatory messages or message against our Christian values and Seventh-day Adventist principles can be displayed inside the locker.

Backpack

Lake Nelson Adventist Academy reserves the right to inspect a student's backpack when deemed necessary by the principal or another member of the administrative staff.

Motor Vehicles

While on school campus, LNAA has the right to inspect vehicles at any time. Students who fail to obey the motor vehicles regulations may lose the privilege of driving on school property.

Retention of Items Seized

LNAA Administration retains the right to seize anything found in the course of a search conducted in accordance to LNAA policies which is evidence of a violation of the student handbook or which presents a threat, danger, or physical harm to any person or disrupts the learning environment.

Discipline Measures

Detention

1. When the violation of a policy merits detention will be held on a designated room during lunch time as silent lunch.
2. A specified teacher or staff will hold the detention.
3. If detention needs to be held after school parents are asked to make necessary arrangements in regard to transportation.

Suspension

In-School Suspension:

1. The student and parent will be notified of the suspension.
2. The principal, member of the administration, or the Disciplinary Committee may notify the parent of the in-school suspension.
3. During an in-school suspension the student will arrive at the beginning of the school day and spend the school day and aftercare time in necessary in the administrative offices or under a specified teacher and room.
4. Students are expected to do classwork while in suspension.
5. Student in suspension cannot participate in school related activities.
6. Detention cuts may result in suspension.

Out of School Suspension:

1. The student and parent will be notified of the suspension.
2. The principal, member of the administration, or the Disciplinary Committee may notify the parent of the out-of school suspension.
3. Students if out-of-school suspension are not allowed on school property and cannot attend or participate in school related activities during suspension.

4. If a student is called in for a hearing that is the only time that a student in suspension is allowed on school property.

Expulsion

If deemed necessary LNAA's Administration and/or Disciplinary Committee will recommend expulsion to LNAA's Board.

Expression of Concern

Persons having concerns about school personnel or programs have a legitimate right to express those concerns and receive answers to their questions. In order to resolve the issues as quickly as possible with those involved, please follow the following Parent-Teacher Conciliation Procedure as per the Columbia Union Education Code 3065 as Adapted by the New Jersey Conference:

A. Purpose

The following conciliation procedure based on Matthew 18 and I Corinthians 6 will be used for resolving problems that may arise between parents and teachers.

The objective is to resolve the problem on an informal basis, if possible, and then on a formal basis if necessary. This procedure pertains to misunderstandings between parents and teachers.

B. Procedure

1. Step One

The parent should first talk with the teacher and attempt to resolve the problem informally. If the problem persists, each additional step shall be employed until the problem is resolved.

2. Step Two

The parent should then ask the school principal to help resolve the problem informally. (This step would be skipped if the teacher is also the principal.)

3. Step Three

The parent should then contact the local school board chair who will attempt to resolve the problem informally.

4. Step Four

The school board chair will convene a formal meeting with the parent, the teacher, and the school principal. When such a meeting takes place, the local conference superintendent must be informed of any potential problem.

5. Step Five

The parent should then contact the local conference superintendent and explain the problem in writing. The superintendent will attempt to resolve the problem by meeting with the parent(s), teacher, principal, and school board chair.

ACADEMIC POLICIES

Grade Scale

Once a student completes a class, the final grade is recorded using the grading scale below. All grades are final and will not be removed without Curriculum and Standards Committee action.

Grades K

I -Achieves I-Independently achieves objectives and performs skills
PT--Progressing toward objectives and performing skills
NT-Needs more time to develop

Grades 1-2

E =85 -100
S =70- 85
N-=65-00

Grades 5-8

A = 93-100	C = 73-77
A- = 90-92	C- = 70-72
B+ = 88-89	D+ = 68-69
B = 83-87	D = 63-67
B- = 80-82	D- = 60-62
C+ = 78-79	F = 59 and below

Principal's List, Honor Roll, and Perfect Attendance are awarded at the end of each quarter.

Grade K-2

- **Principals List** is defined as incurring all A's throughout the quarter.
 - > All I's = Kindergarten
 - > All E's =(Grades 1-2)
- **Honor Roll** is defined as a student receiving all B's or higher in the quarter.
 - >All P's = Kindergarten
 - >All S's =(Grades 1-2)
- **Perfect Attendance** is defined as being present all day with **no tardiness**.

Grade 3-8

- Principals List is defined as obtaining a GPA Average of 3.5 and above.
- Honor Roll is defined as a student obtaining a GPA of 3.25—3.49.
- Perfect Attendance is defined as being present all day with **no tardiness**.

In the event that two students hold the highest GPA both students will share the Valedictorian and there will be no Salutatorian.

Medical/ Student Insurance Policies

Immunizations

Upon admission, it is mandatory that students present proof of immunizations requirements as listed below. A complete health history must be in the student's CUM folder. If it is ascertained that a student does not meet these requirements, or the student may be asked to withdraw from school until proof of immunization requirements has been met.

1. Diphtheria-Tetanus and Pertussis (DPT or Td) inoculation
2. Oral Polio Vaccine (Sabin)
3. Measles Vaccine
4. Rubella Vaccine
5. TB clearance, as required by local regulations (Mantoux Test)

Physical Examinations

In addition, students must undergo a physical examination before entering kindergarten, third and Sixth Grades, and for all students entering a Seventh-day Adventist school for the first time.

If proof of a physical examination is not received before October 1st, the student will be asked to withdraw until proof of examination is in the student's Cumulative (CUM) folder.

1. All children attending Lake Nelson Adventist Academy must comply with the New Jersey requirements for immunizations. Children may be exempted for medical or religious reasons at the discretion of the administration. Verification of immunization must be in the student's cumulative folder before the student enters school. A student may be asked not to attend school until proof of immunization has been provided or a letter stating medical or religious exemption.

Exclusion of Students who are ill:

- When there is evidence of departure from normal health of
- any student, the principal of the school shall act upon the recommendation of the school nurse to exclude the student from the building.
- The classroom teacher may exclude the student from the classroom and place under the nurse care or office staff.
- The student whose presence at the school is contagious to other students and staff will be asked to be excluded from school and others school activities while in a contagious stage.
- The principal may, upon the recommendation of the school nurse, can exclude from the school any student who has been exposed to a communicable disease.
- The school nurse, principal, teacher or office staff shall notify the parent or guardian of the reason for the exclusion. The parent or guardian is required to immediately remove the student from the school.

Returning to School

- After the student has received medical treatment, the student must present a signed physician's note certifying that the student may return to school
- At the time a student is deemed non-contagious he/she may return to the classroom that day.
- Do not drop your child off without proper Doctors' notice of return, otherwise you will be asked to pick up your child until doctors' clearance is available.

These rules are set in place to protect all children and staff of the Lake Nelson Adventist Academy

- **Fever**– If a student goes home or stays home from school with a fever of 100 degrees or more, **according to NJ Health Policy they must stay home for 24 hours or until fever free for 24 hours without medication.**
- **Diarrhea, Vomiting:** Students vomiting and/ or with diarrhea must go home or stay home for 24 hours or until free of vomiting and/ or diarrhea.

Illness and Communicable Diseases

If a child is ill with a Low or High fever, diarrhea, vomiting, severe cold symptoms, etc., he/she should remain at home. If a child becomes ill at school, parents/guardians **must** make arrangements to pick up their child. **A low grade fever is considered as 99-100 F.**

When communicable diseases occur, the school must be advised so that notices can be sent out. Your child (ren) must have a written note from their physician to be permitted to return to school after having any of the following diseases:

- Chicken Pox
- Conjunctivitis (pink eye)
- Dermatitis, Skin Eruptions of Rashes
- German Measles
- Hepatitis
- Impetigo
- Mononucleosis
- Mumps
- Plantar's Warts
- Rash of unknown origin
- Ringworm of skin or scalp
- Scabies
- Scarlet Fever
- Strep throat or infection
- Tuberculosis

Student Accident Insurance

- Minor accidents occurring during the school day are treated by the classroom teacher office staff or registered nurse. If the injury appears serious, the registered nurse will call the parent.
- If the parent cannot be reached, the school then will call the emergency number provided on the enrollment form. If the parent or the designated emergency contact are not available, and the injury requires immediate aid, the child will be taken to the nearest hospital by paramedics. A responsible staff member will accompany the child while school staff continues to try to locate the parent.
- Each child in every Seventh-day Adventist school in New Jersey is covered by student accident insurance. The policy is for “excess coverage.” “Excess coverage” is **for expenses over and beyond** the student’s family health insurance.
- When making a claim, the family will be asked to indicate the coverage they have. Students whose family does not have health insurance will have full coverage for the medical expenses incurred up to the limits of the policy. The student accident insurance policy carried by the school covers usual and reasonable medical expenses for treatment within 90 days of the accident. It does not pay the full amount; the maximum is \$5,000 for medical and \$500 for dental.

For Further details, ask to read the policy on file in the school office.



Disclaimer:
Parents and Students
Are responsible
For knowing the contents of
This Handbook and /or
Any amendments to this
Handbook

School Theme

2019-2020



Be strong AND
courageous

Only be strong and very courageous, that you may observe to do according to all the law which Moses My servant commanded you; do not turn from it to the right hand or to the left, that you may prosper wherever you go."

Joshua 1:9