

Welcome to Flagstaff Junior Academy!!

Please complete the enclosed paperwork and return to the office along with a copy of your

1. **Child's Birth Certificate,**
2. **Immunization Record** and
3. **Requested Activity Fee.**

We cannot officially enroll your student until we have received completed paperwork. **If your child is transferring during the school year a withdrawal slip will be required from their prior school.**

FJA Board of Directors on December 9, 2008 approved an Activity fee which is requested at time of registration for the 2012-2013 school year in the amount of \$100.00 for Kindergarten thru Sixth grade and \$150.00 for Middle School grades Seventh & Eighth. This fee will be used to help offset expenses of upcoming field trips/activities including sports during the school year. *It can be used as a tax credit donation on your State income tax filing.* **FJA will issue a receipt upon acceptance of fee.**

Once you submit your student's enrollment form and we accept your student for placement, they will be officially enrolled at FJA. Your student cannot be enrolled at another school until you notify us of their withdrawal.

Should you have any further questions, please contact our office and we will be more than happy to answer further questions.

Hazel Willis, Business Manager
928.774.6007 ext. 11

STATEMENT TO SUPPORT GUIDELINES AND
PROCEDURES OF
FLAGSTAFF JUNIOR ACADEMY

I (We) the parent(s) guardian(s)

of _____

Agree to be governed by FJA's school handbook. I)We) recognize the right and responsibility of the school to make rules and enforce them. I (We) also understand that this agreement must be signed and returned to the school office and kept on file as long as my child (ren) are enrolled at Flagstaff Junior Academy.

Family Last Name (Please Print)

Parent (s)' / Guardian (s)' Signatures

Flagstaff Junior Academy

Enrollment Check List

All items must be turned in before your child can be enrolled

- _____ Enrollment Packet
- _____ Immunization Records (current) / Exemption
- _____ Birth Certificate
- _____ Activity Fee Schedule acknowledgement form (Signed)
- _____ Withdrawal form if enrolling during school year

Elementary Campus
306 W. Cedar Avenue
Flagstaff, Az. 86001
928.774.6007

Middle School Campus
2301 N. 4th Street
Flagstaff, Az. 86004
928.214.7317

Flagstaff Junior Academy

\$100.00 Kindergarten thru Sixth grade	2012-2013
\$150.00 Seventh & Eighth grade	2012-2013

ACTIVITY FEE

The Activity Fee is to cover expenses generated by field trips and student activities. This money is for student use only per the parameters of the Tax Credit legislation adopted by the State of Arizona to donate to schools, which in turn use the money for pre-determined student activities. A joint tax return can donate up to \$400 and receive it back as a dollar for dollar credit on their tax bill. A single tax return can donate up to \$200. The activity fee qualifies as a Tax Credit.

FJA has created these policies to assure our ability to continue delivering the best in education to your child. Your signature below indicates your understanding of and agreement to adhere to these policies.

Signature
(Parent/Guardian)

Date

Flagstaff Junior Academy

306 W. Cedar Avenue
Flagstaff, Az. 86001
928.774.6007
fax 928.774.7268

2301 N. 4th Street
Flagstaff, Az. 86004
928.214.7317
fax 928.214.8876

www.fjacademy.com

REQUEST FOR STUDENT RECORDS

Previous School _____

Address _____

The student named below recently enrolled in our school .Please send us ALL records that you have for this child, including but not limited to:

- _____ Achievement Test Scores
- _____ Attendance Records
- _____ Health/Immunization Records
- _____ Psycho-educational Evaluation
- _____ Special Education Records
- _____ Teacher to Teacher Sharing of Information
- _____ Transcripts of Grades

SEND TO: FLAGSTAFF JUNIOR ACADEMY
 306 W. CEDAR AVENUE
 FLAGSTAFF, AZ. 86001

STUDENT _____ BIRTH DATE _____

GRADE _____

PARENT/GUARDIAN
SIGNATURE _____

STUDENT INFORMATION

Student Name _____ Sex _____
 Legal Last Name if different _____ Birthdate _____
 Residential Address _____
 City _____, State _____, Zip _____ Birthplace _____
 Mailing Address _____ Last Grade Enrolled _____
 City _____, State _____, Zip _____ Grade Applying for _____

Full Name		Student Lives With (x)	Has Legal Custody (x)	Place of Employment	Email Contact	Business Phone	Home Phone	Cell Phone/ Pager
Last	First							
Father								
Mother								
Stepfather								
Legal Guardian								
Foster								

If there is a divorce or separation, please provide custody papers

Is the student Hispanic/Latino? No, not Hispanic/Latino Yes, Hispanic/Latino (A person who is Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)
 The Above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your student's race to be.
 (Choose One or More) American Indian/Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

Last School Attended: _____
 Reason for leaving _____
 Date Withdrawn: _____ Grade _____

Is the student currently enrolled in programs such as Special Education, Bilingual Education, Gifted programs, etc?
 Yes No If Yes, please explain _____

Has the student been enrolled in programs such as Special Education, Bilingual Education, Gifted programs, etc?
 Yes No If Yes, please explain _____

Is the student currently under the supervision of the Juvenile Court for prior criminal activity?
 Yes No If Yes, please explain _____

Was the student expelled from the last school or long term suspended from the last school?
 Yes No If Yes, please explain _____

****PARENT SIGNATURE _____ DATE _____

Sais ID# _____ FJA Stu # _____	Entry/Withdrawal Records Entry Date _____ Code _____ Withdrawal Date _____ Code _____
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STUDENT EMERGENCY INFORMATION

Student's Name _____ BirthDate _____

Teacher _____ Grade _____

Address _____ Phone _____
Street City State ZIP

Email Address _____

Mother's/Stepmother's _____
Name Business Phone Cell Phone

Father's/Stepfather's _____
Name Business Phone Cell Phone

Family Physician _____ Phone _____

Please give name and phone number of two relatives, or friends who will assume the responsibility of your child in case you cannot be reached

Name Address Phone

Name Address Phone

Health Insurance () yes () no AHCCCS ()

Name of plan _____
Carrier address Phone

I give authorization for medical treatment for my student _____
Student's name

Date _____ Parent's Signature _____

List chronic health problems:

List medication allergies:

List regular medications:

Is your child sensitive to chemicals? Explain:

Child is living with _____

Indicate who has legal custody of child _____

LANGUAGE SURVEY

FLAGSTAFF JUNIOR ACADEMY

DATE _____

Primary Home Language Other Than English (PHLOTE) Home Language Survey

(Effective April 4, 2011)

These questions are in compliance with Arizona Administrative Code, R7-2-306(B)(1), (2)(a-c).

Responses to these statements will be used to determine whether the student will be assessed for English Language Proficiency.

1. **What is the primary language used in the home regardless of the language spoken**

by the student? _____

2. **What is the language most often spoken by the student?** _____

3. **What is the language that the student first acquired?** _____

Student Name _____ Student ID _____

Date of Birth _____ SAIS ID _____

Parent/Guardian Signature _____ Date _____

Walking Field Trip Permission Slip

My child may accompany the class on Walking Field Trips, throughout the school year to within one and a half miles of campus. These trips will be conducted during school hours, and with the entire class participating.

Parent/Legal Guardian Permission Signature

Parent / Guardian Acceptable Use Agreement
Release and Waiver

Parent/Guardian,

_____ I do NOT give permission for my child to participate in the School's electronic communications system (internet).

I have read the School's electronic communications system policy, administrative regulations and net etiquette information. In consideration for the privilege of my child using the School's electronic communication system and in consideration for my child having access to the public networks, I hereby release the School, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitation, the types of damage identified in the School's policy and administrative regulations.

_____ I DO give permission for my child to participate in the School's electronic communications system and certify that the information contained on this form is correct.

Parent/Legal Guardian Signature

Home Address _____

Date _____

Home phone number _____

Permission and release to Publish
Student's First name and/or picture on the Internet

As the parent or guardian of _____, I understand the benefits and risks of publishing works on the Internet. In consideration of the benefits of allowing my student to publish his/her work, first name and/or picture on the School's Web page, I hereby give permission for the student's

- a.) first name and first name only to be published on the Web or
- b.) First name **and** photograph with no identifying information to be published on the Web.

a.) Yes_____ No_____ Initial_____

b.) Yes_____ No_____ Initial_____

Further, I accept full responsibility for the publication of the student's name and/or picture as set forth in the publication attached hereto and agree to release and hold the school harmless from any and all damages or injury to me or to the student arising from said publication.

Signature of Parent/Guardian

Date

Anti-Bullying Policy

In keeping with the mission of Flagstaff Junior Academy Charter School to provide a safe and nurturing educational environment this policy is designed to create a climate in which all types of bullying and intimidation are regarded as unacceptable and to promote consistency in our approach to this issue. We believe that it is the right of members of the school community – students, faculty, staff, and families – to be free of bullying and, if bullied, to be provided with help and support.

We define bullying as harmful behavior that is generally conscious and is often part of an on-going pattern of behavior. We also recognize that bullying can take many different forms and these included:

- Emotional bullying which involves attacks against a person’s emotional well-being and includes spreading rumors and excluding others from activities.
- Verbal bullying which involves name calling, insults, and other verbal forms of humiliation and harm.
- Physical bullying, which involves bodily aggression such as hitting, kicking, and punching.

The purpose of this policy document is to outline our responsibilities as staff, faculty, students, parents/guardians, and families to eliminate social, emotional, and physical intimidation and bullying in any form within the Flagstaff Junior Academy community. It is our intention to take positive and supportive action for the

prevention of, and intervention in, bullying situations. It is our goal to inform students and parents of the school’s expectations and to foster a productive partnership, which helps maintain a bully-free educational environment.

Faculty and Staff Responsibilities

- Be a positive role model in word and action at all times.
- Work to remove opportunities for bullying and/or harassment through active supervision at all times.
- Be observant of signs of distress or suspected incidents of bullying and/or harassment.
- Intervene appropriately when acts of bullying and/or harassment are suspected or observed.
- Report suspected or observed incidents of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian.
- Complete documentation when appropriate.
- Work to build, support, and maintain a bully free campus environment.
- Attend annual policy manual meeting. Read, sign and uphold the policy.

Bullying may involve, but is not limited to:

Hitting
Kicking
Punching
Choking
Pinching
Slapping
Pushing
Taunting
Teasing
Name-Calling
Excluding
Threatening
Intimidating
Insulting
Stealing
Rejecting
Spreading Rumors
Using Racial Slurs
Scaring
Sexual
Harassment

Student Responsibilities

- Treat others with respect, kindness, and courtesy.
- Be aware of how your words and actions affect others.
- Read, sign, and uphold the Flagstaff Junior Academy anti-Bullying policy.
- Refrain from participating in acts of bullying and/or harassment.

- Report suspected or observed acts of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian.
- Work to build, support and maintain a bully free campus environment.

Parent Responsibilities

- Be a positive role model in word and action at all times while on the Flagstaff Junior Academy campus.
- Demonstrate respect and courtesy in all Flagstaff Junior Academy relationships.
- Read, sign, and uphold the Flagstaff Junior Academy anti-Bullying policy.
- Discuss and clarify the policy with your child/children.
- Take an active interest in your child’s social relationships and friendships.
- Watch for signs of distress in your child or sudden changes in their behavior or demeanor. All of these may indicate a potential problem.
- Communicate with Flagstaff Junior Academy administrators, faculty/staff members about suspected, observed, or reported incidents of bullying and/or harassment.
- Commit to working with Flagstaff Junior Academy personnel when your child is involved in a bullying and/or harassment incident.

Consequences for bullying and/or harassment may included, but are not limited to:

- Meeting with administrator and/or appropriate school personnel
- Mediation
- Removal from classroom, playground, and/or classroom activities
- Individual behavior plans/contracts
- Disciplinary hearing
- Short term suspension
- Long term suspension
- Expulsion

Reporting Bullying Behaviors, including Sexual Harassment, Abuse and Molestation

- *Any student, employee, volunteer or school community member who believes he or she has been the victim of any form of bullying or sexual harassment by another student, employee, volunteer or school community member should report such incident to the Executive Director. If the Executive Director is the alleged perpetrator of the incident or incidents, then the report should be made to the Governing Board.*

PARENT SIGNATURE _____

Chaperone/ Driver Policy

1. Teachers will always provide a very detailed **map** of the driving directions.
2. A phone sheet will be provided that has all of the chaperone's cell phone numbers on it.
3. For longer trips there will be a **pre-trip chaperone meeting** to go over responsibilities and ensure that all vehicles are **maintained** and **operating properly**.
4. There will be indicated expectations communicated by teachers to the Chaperones/ Drivers depending on the specific field trip.
 - a. Chaperones/ Drivers must have fingerprint clearance and proof of insurance on file. Forms can be obtained from FJA office.
 - b. Chaperones / Drivers will be informed of the students whom they are responsible for.
 - c. Chaperones/ Drivers need to understand the **immense importance of their assigned students**.
 - d. Chaperones/ Drivers will always **maintain the speed limit** or slower and will try not to use cell phones, unless calls have to do with the field trip.
5. **Weapons, drugs and alcohol must be removed** from any car prior to transporting FJA students.
6. **Smoking is not allowed** within cars transporting FJA students other than your own.
7. Chaperones/ Drivers are not to have two or more moving violations in the last **12 months** with no more than 3 MVD points total on their record.
8. If your driver's license status changes, it is your responsibility to report this to FJA administration before being a chaperone/driver again.

I have read and understand my responsibilities as a chaperone/driver on fieldtrips

Signature: _____

Date: _____

Parent Code of Conduct

This Parent Code of Conduct sets forth the expected behaviors of parents/guardians and visitors when on school property or when engaging with school personnel. The Parent Code of Conduct is established to ensure a positive working relationship between the school, parents/guardians, and the general community.

As a parent/guardian or visitor I agree to:

- a. Be courteous in speech and actions.
- b. Be supportive of the efforts of the school to educate or behavior of my child(ren) and the children of others.
- c. Meet with school staff when requested to discuss the education or behavior of my child(ren); Work with school staff members to solve any discipline or other problems. Please let the school know if something has happened at home that could affect how your child does in school.
- d. Contact my child's teacher first regarding classroom matters. Refrain from disciplining your own or other children while at school.
- e. Sign in at the office upon entering the school and seek permission prior to going to other areas of the building.
- f. Refrain from the use of profanity when talking with school personnel.
- g. Refrain from use of physical contact or force at all times when meeting with school personnel or when on school property. Verbal threats, intimidating behavior and/or physical violence on school property will result in police involvement and the pursuance of the appropriate legal actions.
- h. Each year provide your child's school with your current telephone number, home address, work telephone number and emergency contact number. Parents must immediately notify the school of any changes in contact information.
- i. Understand and support the rules in the Parent/Student Handbook and talk to your child about them.
- j. Teach your child to follow the dress code as outlined in the handbook. It is important to dress neatly and appropriately for school, because it is a place to work and learn.
- k. Make every effort to ensure that your child arrives at school on time every day.
- l. Contact the school when your child is absent and explain the reason for the absence.
- m. Be aware that when parents are divorced or separated, both parents have full rights to participate in the child's school activities and to know what is happening at school, unless there is a court documentation limiting that access. If such an injunction exists, you must provide the director a certified copy. The non-residential parent will not be allowed to remove the child from the school without the permission of the residential parent. A non-residential parent has

the right of access to student records and information unless a court order prohibits such access.

- n. Give the school written permission if you want a stepparent who is not the legal guardian of the child to have information about the child or to sign forms related to the child. Permission must be submitted to the school every year.
- o. Be aware that only people listed on the Emergency Information Form or on the Enrollment Form may pick up a student from school during the school day.
- p. Adhere to school developed, on-site traffic plans for vehicles when bringing students to school or picking them up after school. Do not park in handicapped parking space unless medically necessary and only with an appropriate Handicapped sticker. Do not park in the apartment parking lot across the street.

CONSEQUENCES:

Consequences will be enacted by the Director when the Parent Code of Conduct is not followed. Consequences may include: conference with the director and/or FJA Board, written reprimand from the Director and/or Board and/or meeting before the Board to discuss the inappropriate action(s). Serious violations of the Code of Conduct may result in legal sanctions or injunctions. Any abusive or profane language or physical contact with employees or among visitors will result in charges being filed and the parties will be issued a No Trespassing notice. Additionally, the Local Law Enforcement Department will be contacted in the event of any physical or verbal abuse.

Printed Name of Parent/Guardian

Signature or Parent/Guardian

Date

Parent Involvement Policy

MISSION STATEMENT

Flagstaff Junior Academy and the Title I program believe that a flexible partnership between parent/families and the school is essential in improving the quality of school and assisting students to have greater opportunities to succeed in school.

The purpose of the parent involvement policy is to establish an on-going, ever-evolving program based on mutual respect and shared power, which results in success for all students within our system.

GOALS

- a. To improve the communication between the home and school
- b. To help parents/families work with their children at home
- c. To involve parents/families/ business partners in school activities
- d. To develop collaboration planning among parents/families, students, and teachers
- e. To empower parents to become decision makers in their schools

OBJECTIVES

- a. Parental involvement will be enhanced through a signed commitment to our educational Compact by parents, students, teachers, and Executive Director.
- b. Frequent and open communication with parents and timely responses to parents' suggestions will be increased through phone calls, personal notes and progress reports,
- c. Parents/families will be invited throughout the year to a variety of student programs, scheduled at various times to allow all to participate.
- d. The FJA Board **and subcommittees** which includes **Title I parents** will meet annually to review the policy and to formulate suggestions, share with other parents, and participate in discussions relating to the education of their children.
- e. Our monthly newsletter will be sent home to each family including tips for helping children.
- f. **Title I** Parents will be given opportunities to evaluate the Title I program to help identify strengths and weaknesses.
- g. A beginning of the year picnic and annual Corporation meeting will be held to allow for increased parent involvement and to inform parents of the Title I program, the school's curriculum, student profiles, and forms of assessments used to measure student progress and proficiency levels expected.
- h. Parents may serve as classroom tutors providing individualized assistance to students.
- i. Parents may serve as Partners in Reading.
- j. A parent resource worker will be utilized.
- k. Parents may request teachers' qualification on licensing for grade level/subject, emergency/provisional status, and B.A. Major/graduate degrees; paraprofessionals' qualifications; and notice of being taught by a teacher not qualified for more than four weeks.

- I. Parents will be given a copy of this policy.

Parent Compact

IT TAKES A WHOLE COMMUNITY TO RAISE A CHILD SCHOOLWIDE STUDENT/TEACHER/PARENT COMPACT

PURPOSE: This compact was designed to create a partnership that will help children achieve the State's high performance standards and our school's goals.

AS A PARENT/CARING ADULT, I WILL ENCOURAGE MY CHILD'S LEARNING BY:

- Sharing a book with my child at least three days a week.
- Sending my child on time with adequate rest, and ready for a full day.
- Keeping an open line of communication with my child, his teacher and Ex. Director by attending on-going conferences, and observing progress reports, report cards, personal notes, and telephone calls.
- Monitoring of homework and class work on a continual basis.

DATE: _____

SIGNATURE: _____

AS A CONCERNED TEACHER I WILL ENCOURAGE AND SUPPORT A HIGH QUALITY CURRICULUM BY:

- Providing instruction in a pleasant learning environment that encourages high academic performance, and high quality curriculum.
- Providing parents with regular reports on their child's progress.
- Welcoming the participation and involvement of parents visiting my classroom
- Scheduling parent-teacher conferences twice a year.
- Adhering to state standards.

DATE: _____

SIGNATURE: _____

AS A STUDENT I WILL BECOME A BETTER LEARNER BY:

- Attending school regularly, being prepared and on time.
- Showing consideration and respect for others, school property, and myself.
- Doing my best work and keep on trying even when the work is hard.
- Abiding by all school rules and regulations.

DATE: _____

SIGNATURE: _____

(Parent participation in this program is on a voluntary basis)

Parent Pick-Up Policy

Flagstaff Junior Academy (FJA) is not responsible for nor does it provide transportation for its students. In accordance with school district policy and as a condition for your child's attendance at FJA, parents/legal guardians are responsible to make arrangements for the drop-off and pick-up of their child. School hours are from 8:30 a.m.– 3:00 p.m. at Cedar Campus, 8:00 a.m. – 3:15 p.m. at the Middle school and 8:30 a.m. – 3:30 p.m. at The Children's House Monday through Thursdays and 8:30 a.m. – 12:00 p.m. at the Cedar Campus and 8:00 a.m. – 12:15 p.m. at the Middle School and 8:30 a.m. – 11:30 a.m. at The Children's House on Fridays. Parents are responsible to make arrangements to have their child at school prior to the commencement of the start of school and to make arrangements for the child to be picked up from school no later than 15 minutes after the end of the school day.

In the event of an early release day or the closing of school for inclement weather or for an emergency, the parents will be notified and will be expected to pick up their child within 15 minutes from the close of the school day. Making arrangements for the prompt pick-up of your child from the school grounds is an essential requirement of your child attending school at FJA.

The school does provide for before and after school care of your children for a fee

The school shall allow a 15-minute grace period beyond the pick-up deadline in order to assist parents in arranging for the prompt pick-up of their children from school. This means that from Monday through Thursday the grace period shall extend to 3:30 p.m. at the Cedar Campus, 3:45 p.m. at the Middle School and 4:00 p.m. at the Children's House and on Fridays the grace period shall extend to 12:30 p.m. at Cedar Campus, 12:45 p.m. at Middle School and 12:00 p.m. at The Children's House.

Should a student still be on the FJA grounds beyond the fifteen minute grace period and FJA staff need to close and secure the premises, and all opportunities to get in touch with appropriate parents, guardians, and emergency contacts have failed, FJA may need to resort to contacting the appropriate authorities to become custodians of the student until the responsible parties can be contacted. While this is definitely a last resort, and FJA will make every effort to contact those responsible for the student, the occasion may arise where such action will be necessary.

In order to insure compliance and to acknowledge your understanding of this policy, please initial the following statement:

1. _____ I understand that I am responsible to make arrangements for the delivery of my child to FJA prior to the commencement of the school day and to pick up my child by 15 minutes after the end of the school day.

2. _____ I understand that if my child is still on FJA grounds beyond the fifteen minute grace period and FJA staff need to close and secure the premises, and all opportunities to get in touch with appropriate parents, guardians, and emergency contacts have failed, FJA may need to resort to contacting the appropriate authorities to become custodians of the student until the responsible parties can be contacted. While this is definitely a last resort, and FJA will make every effort to contact those responsible for the student, the occasion may arise where such action will be necessary.

3. _____ I understand, that I could attend a meeting with the School Board to present any extenuating circumstances which would justify the over 3 failures to pick up my child within the grace period as provided in number 2 above.

4. _____ I acknowledge that the decision of the Governing Board is a final decision.

Please print child's name _____

I HAVE RECEIVED, READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH IN PARENT PICK-UP POLICY FORM.

Parent or Legal Guardian Signature

Date