



# **JOURNEY**

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# **EDUCATION**

## **Parent/Student Handbook**

Revised January 26, 2023

## GENERAL INFORMATION

**Student Mission Statement:** We have character, confidence, and compassion. We are leaders and we are college bound.

As founders, administration, and staff of Journey Education, we have been influenced by a wide variety of educators, religious leaders, philosophers, researchers, etc. More profoundly, we have been influenced by our own experiences as learners and parents as well as our experiences as teachers. We believe that each child has potentialities to be discovered and developed. Yet, despite all that we have in common as human beings, we are individually unique. To most fully provide students opportunities to develop, we believe in clearly identifying starting points that then give students responsibility for determining what they become. We believe that infusing learning experiences with opportunities for students to demonstrate independence, choice, and responsibility, they will become aware of personal strengths and weaknesses, and will develop to be adults who see the world as a place of possibilities and themselves as individuals that can productively participate in it. Journey is an organization that upholds non-denominational Christian conservative values.

*Journey is operated as an exempt school under the provision of NRS 392.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.*

### Days and Hours of Operation

Office Hours: Monday through Friday 8:15 am to 4:00 pm

Summer Office Hours: Monday through Friday 9:00 am to 12:00 pm

School Hours: Monday through Friday 8:30 am to 3:00 pm (K-3) and 3:10 (4-8)

Before Care: Monday through Friday 7:00 am to 8:15 am

After Care: Monday through Friday 3:00 pm to 6:00 pm

Journey Education follows national/public school holidays. Journey **does not** follow Clark County public school district staff development days.

## ADMISSIONS

### Admission Process

Before applying to Journey, parents should first take a tour of the Journey facilities followed by scheduling an assessment for their child.

Returning student registration begins the first of February. Returning student registration fees and paperwork must be in as soon as possible to ensure the student's seat. Open enrollment for new students 1<sup>st</sup> through 8<sup>th</sup> grade begins mid-February.

It is possible for new students to be admitted to Journey after the beginning of the current school year if there is a spot available in the desired level. It is never too late to make a positive change.

Journey's admissions process is as follows:

1. Students are admitted to Journey based on space and following a one-on-one assessment. This assessment takes approximately one hour and includes reading comprehension, reading fluency,

writing, spelling, math computation, and math application. The \$70 non-refundable assessment fee must be paid before an appointment can be scheduled.

2. Before your child's scheduled assessment, Journey must have received all school records from his or her previous school. This normally takes a few weeks. Parents/guardians can expedite this process by picking up the records at your child's previous school and delivering them to Journey. If your child's school records have not been received by the scheduled assessment date, then the assessment will need to be rescheduled.
3. Students will be notified of acceptance into Journey within 5 business days. Upon acceptance, the application and curriculum fees are due along with the admissions application and tuition contract. If the required paperwork and fees are not received within 5 business days, your child's application goes into inactive status and the student's seat is offered to the next student on the list.

**Waiting List** - If there are no openings in the desired grade, your child can be placed on a waiting list. To be placed on the waiting list the \$70 non-refundable assessment fee must be paid, the student's records received, and the student assessed.

**Kindergarten Waiting List**– Parents may put their kindergarten student on the kindergarten waiting list up to one year before their student is to begin kindergarten. To put a kindergarten student on the waiting list the parent must pay the \$70.00 non-refundable assessment fee. However, the assessment will not take place until the February before the kindergartener begins school. At this time the application and curriculum fees are due along with the admissions application and tuition agreement. If the required paperwork and fees are not received within 5 business days of being notified of admission, your child's application goes into inactive status and the student's seat is offered to the next student on the list.

### **Students with Learning Disabilities**

Parents/guardians of students with an IEP must understand that Journey's staff does not specialize in special education. Journey Education can accommodate many IEP provisions but is limited to the special needs services it can provide. If your student has an IEP, the severity of your child's needs must be discussed prior to admittance into Journey to determine if Journey can make the necessary accommodations for your child's success. If you feel that your child has learning disabilities, but has not been tested or diagnosed, it is the parent/guardian's responsibility to obtain such testing from either the public school your child is zoned for, or a private organization offering such services before admittance into Journey Education. If your student is admitted into Journey and it is later determined that your child has learning disabilities, Journey will do all that it can to help your child be successful. However, if it is determined that your child's disabilities are beyond our scope of expertise it will be recommended that your child attend a school that can adequately meet his/her needs with the help and recommendations of Journey teacher(s) and administration.

### **Student Supplies**

All students should have the following items the first day of school:

- Backpack
- Lunchbox
- Pencils
- Folders for homework and subjects

The Journey office will send a list of supplies needed in the individual classrooms during the summer before school begins.

## **TUITION AND FEES**

Please contact the Journey Education office for the current tuition and fee schedule.

### **Tuition and Fee Information**

Following admittance into Journey, the family must complete, sign, and return to the Journey office the following: Admissions Application/Tuition Contract, Emergency Contact Card, Student/Parent Handbook Policy Agreement, Credit Card or ACH Authorization (if making monthly tuition payments), and non-refundable Application and Curriculum fees, Authorization for Release of School Records, Birth Certificate, Immunization records, and Transcripts for previous schools.

Payment in full, or the first tuition payment, is due by June 1<sup>st</sup> of the upcoming school year. Tuition payments must be received by the school on or before the 1<sup>st</sup> day of each month. Monthly tuition payments must be set up on automatic payments for the 1<sup>st</sup> of each month. If families prefer not to set up automatic payments, a \$15.00 per month processing fee will apply when paying by check or cash and an *Alternative Tuition Arrangement* form will need to be completed and signed. See the front office for this form. Tuition for students entering the school after the start of the school year will be prorated based on the number of attendance days remaining in the school year after entry.

Parents are obligated to keep their child's account current even if their child will be receiving the Opportunity Scholarship funds. If these funds are received after Journey tuition and/or fee due dates the account is to be paid by the family and Journey will disperse a refund once these funds are received.

### **Tuition Contract**

**Parents or guardians who sign the Tuition Contract are legally obligated to tuition payments and should read all the following provisions relating to the Tuition Contract:**

Acceptance of enrollment constitutes a legal agreement between Journey Education and parent/guardian to pay the full academic year's account comprised of **TOTAL TUITION** and all related fees and expenses for the student.

Should a family decide to leave Journey at any time in the school year, the family is legally and financially obligated to the balance of tuition due.

The school is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid balances.

Transcripts will be held for students until all unpaid tuition and fees are received.

No amendment to the contract and no alteration or addition to the printed terms hereof will be effective without the express prior written approval of the Journey School Board.

### **Late Tuition Payments & Late Fees**

Monthly tuition payments are due by the 1<sup>st</sup> of the month and must be set up as automatic payment with a debit or credit card. An account is considered late if not paid by the 5<sup>th</sup> of the month and will assess a late fee of \$50. An account is considered delinquent if not paid by the 10<sup>th</sup> of the month and will assess

a late fee of \$75. If an account becomes delinquent, the student will not be permitted to attend class until the account is brought current.

The student will be dropped from the program if the account is not brought current by the 20<sup>th</sup> of the month. If student is dropped from the program his/her spot may be given to another student on our waiting list. If the spot is not taken, the student may be reinstated after all fees are paid in full. If the student is dropped from the program due to nonpayment, families continue to be legally and financially responsible for tuition. Journey will work with families to set up a payment plan.

Sometimes a family may have special circumstances regarding the 1<sup>st</sup> of the month tuition payment policy. To have any changes to the date of this policy an *Alternative Tuition Arrangement* form will need to be completed and signed. See the front office for this form. Any payments set up differently than the 1<sup>st</sup> of month or other than auto deduct will accrue a \$15 per monthly processing fee. All payments must be made no later than the 15<sup>th</sup> of the month with no grace period. A late fee of \$50 will accrue on the 16<sup>th</sup> of the month and increases to \$75 on 20<sup>th</sup> of the month, after which time student is not allowed to attend until account is brought current.

A \$30 fee will be imposed on all returned checks.

## ATTENDANCE

Regular attendance provides students an experience that is continuous and maximizes growth and development. Records of student attendance will be maintained. The school should be notified in advance of any absences due to illness or family activity. Prior notification will allow for adjustments to the instructional program and minimize negative impact. If you know your student will be absent, please fill out the *Student Absence Notification* form found at the front office. If your student is unexpectedly absent, please call the school or send a note upon your student returning.

Following an absence, it may be necessary for your student to attend homework class or the Monday program to make up any missed quizzes or tests. Homework class is from dismissal to 4:00 pm. If your child does not normally attend homework class, the drop in homework class fee of \$12.00 will apply. If the student is making up the quizzes or tests on Monday, they will need to plan with the administration.

If excessive student absenteeism negatively impacts student performance and/or the learning environment, Journey Education reserves the right to consider individual circumstances and establish a course of action. Excessive absences severely affect learning and the classroom flow. We ask that family vacations be scheduled during holidays and weekends.

It is important to arrive at school on time. Students meet at the beginning of each day in their homeroom class for opening exercises and a values lesson. Teachers take roll right at 8:30 am. Students arriving after 8:30 am are marked tardy.

### **Monday Academic Log**

If your student attends Journey's 4-day program, Tuesday through Friday, you are responsible to fill out the monthly *Academic Log* located at the front office. Mondays are considered academic days that are counted on the school calendar by the Nevada Department of Education. The parent/guardian is responsible to ensure the student receives an education each Monday. If the *Academic Log* is not turned

in, the student is counted absent for those days. It is the parent/guardian's responsibility to make sure this form is turned in by the 5<sup>th</sup> of the following month.

### **Withdrawal**

Students who withdrawal before the end of the school year will need to fill out a withdrawal form located at the front desk. **Parents are under contract to pay the entire years tuition regardless of early withdrawal.** The student's report card will be mailed at the end of the grading quarter.

### **Extended care**

*Before Care:* 7:00 a.m. – 8:15 a.m.

*After Care:* 3:00 p.m. – 6:00 p.m.

Students attending before and after care will need to be sign in and out at the front desk. Students that are picked up after 6:00 pm will incur late fees of \$10 per 5 minutes beginning at 6:00 pm sharp. Extended care fees are determined on how many hours are purchased at a time. Extended care cards are nonrefundable, however, the balance may be rolled over to the next year. See the front office for a fee schedule.

### **Drop off/ Pick-up/ Parking Policy**

*Drop off:* The school gates open at 8:15 a.m. for students. Students **should not be dropped off prior to this** as supervision is not available until this time. Parents dropping off their children are to enter the school parking lot from Rainbow and follow the designated one-way arrows. Parent should drop off students at the front gates to the playground. Parents are then to follow the arrows, exiting out at Rainbow. Please do not leave your car during drop off. If you wish to stay with your child or come into the school, please park your car. Dropping students off is not permitted from Eldora Ave.

*Pick-up:* Parents picking up their children are to enter the school parking lot from Rainbow and follow the designated one-way arrows. Families will be issued a name card to place in the windshield for pickup. See the front desk for additional name cards. When parents pull up, a playground monitor calls each student. If someone we do not recognize is picking up your child, they will be required to sign out the student in the office. Please be understanding of this policy. It is for your child's safety. Do not leave your car in the driveway when picking up your child so as not to interrupt the flow of traffic. If you need to come into the school, you may park in the parking lot. Picking up will not be permitted from Eldora Ave. It is imperative that students be picked up promptly at dismissal. Dismissal is at 3:00 p.m. for K-3<sup>rd</sup> grade and 3:10 p.m. for 4<sup>th</sup>-8<sup>th</sup> grade. Only individuals listed with the office may pick up your child. Please make sure you add anyone who you may want to pick up your child. They will be required to present a driver's license to pick up your child. There may be an occasion when unforeseen circumstances prevent prompt arrival. Every effort should be made to contact the school. If students are left in the care of the school beyond dismissal, they will be sent to homework class/extended care and be charged the drop-in fee, or their extended care card will be charged. Late fees will be charged for supervision beyond 6:00 pm sharp in the following manner: \$10.00 for every 5 minutes charged to your account. Parents picking up students after dismissal will have to come into the building to sign their student out.

*Parking:* Please be aware that parking is not permitted from Eldora Ave. The school property facing Eldora is fenced so there will be no access to the school except for the Rainbow entrance. Adequate parking is available in the school parking lot.

#### School Parking Lot Guidelines:

- Be courteous and considerate of others.
- Stay off your cell phone – **the parking lot is a cell phone free zone.**
- Do not leave your vehicle unattended unless in a parking stall.
- Do not pull into parking stalls to drop off your child unless you are coming into the building yourself.
- Children are not to walk through the parking lot unattended.

Student safety is a top priority. Your patience, understanding and support are appreciated. We do everything we can to encourage drivers to follow the rules and maximize the flow of traffic. We know that your time is precious. Please remember and keep in mind that the safety of every student is our primary responsibility.

#### **Opening Exercises**

Each morning students participate in opening exercises. Every student is given an opportunity throughout the year to lead opening exercises. Students that are shy or afraid are not forced to get up in front of the student body. Usually as the year goes on, we find that the student's confidence grows, they become more comfortable, and through the example of their peers will eventually take a turn to lead.

The opening exercises agenda is conducted by a student and may include the following: Welcome, pledge, song, prayer, student body memorization, student presentations, and announcements. Opening exercises typically takes 10 minutes each morning. Roll for student attendance is taken in opening exercises. Your child is marked tardy once opening exercises begins.

### **BEHAVIOR EXPECTATIONS AND DISCIPLINE**

Journey Education staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us if we operate in ways that appear to be inconsistent with these core beliefs.

#### **Student Discipline Core Beliefs:**

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.

- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request a “due process hearing” whenever consequences appear to be unfair.

## **Behavior Expectations**

Student safety is unquestionably our top priority. Students are expected to behave appropriately. With appropriate behavior in place, students are free to focus on their learning experience. Rules are designed to promote the well-being of individual students and student groups. Methods of discipline take into account the development and individual needs of students. Discipline is viewed by staff as a component of the curriculum. Students will make mistakes. Our responsibility will be to help students learn and mature from these experiences. Journey Education will not utilize corporal punishment, or discipline designed to embarrass, humiliate, or demean.

Our primary rule is this: “When I am at school I behave like a student.” Written in this way, the rule is designed to focus student attention on their role as a student. The role of the student is one of learning. Learning requires that several behaviors consistently be in place. Students, for example, must act responsibly, with discipline and integrity. It should go without saying that in a learning environment there is no room for nuisance items. When unrelated to instruction or school activity, a list of nuisance items would include hats, personal technology (such as ipods, cell phones, iwatches), sunglasses, toys, etc.

## **Public Displays of Affection**

Students shall refrain from public display of affection (PDA) on campus or at school related events and activities. PDA includes physical contact such as hugging, kissing, handholding, or discussion of “going out’ or dating.

## **Behavior Policy**

**Journey Education uses the following behavior policy for handling misbehavior and maintaining a classroom of learning and respect. This behavior policy applies to every part of school including extended care, homework class, specials, and lunch.**

1. **Reminder:** If a student is displaying disruptive behavior, he/she will be given a reminder to correct the behavior.
2. **Recovery:** If the misbehavior continues, the student will be given an opportunity to go to a place of “recovery” to get himself or herself together and prepare to return to class.
3. **Removal:** If the student continues to exhibit disruptive or disrespectful behavior, he/she will be given a yellow slip to take to the office for a conference with the administration.
  - a. During this time, the conference will center around assisting the student to redirect their focus and attention back on their schoolwork.



- b. Students **will** be required to call their parents to inform them of their behavior. If the parent cannot be reached, the student will leave a message, the administration will email the parent about the problem, and the student will bring a *Misbehavior Notice* home to be signed and returned in order to attend school the following school day.
- c. Students **may** be given another opportunity to participate in the learning process in their assigned classroom depending on the severity of their behavior and their attitude. A member of the administration will escort the student back to class, if allowed to return.
- d. If misbehavior, in any form, happens again on the same day, and the student is sent to the office with another yellow slip, the student will be sent home immediately. If the student is not picked up promptly (within the hour), then the student is suspended from school the following day. Misbehavior that happens at the end of day (within the last hour including homework class or aftercare) will result in the student being suspended from school the following day.
- e. Upon the fifth yellow slip received at any time during the year, the student is automatically suspended from school for two days. Upon returning to school the student and parent must:
  - i. have a student/parent conference
  - ii. be required to have a daily behavior log completed by all staff that work with him/her for two weeks, and turned into the administration daily
  - iii. attend a student/parent conference after two weeks, to review the behavior and discuss improvement or problems
- f. If student receives ten total yellow slips during the school year, the student is dismissed from Journey.

All students and parents are required to read and sign the *Student Code of Conduct* which is sent home the first week of school and must be returned before the second Friday of school. Students may not attend class after the second Friday if the signed *Student Code of Conduct* has not been returned.

Misbehavior extreme in nature will result in immediate removal (temporary or permanent) from Journey, depending on the severity. This will be determined on an individual basis with appropriate parent/guardian notification. This includes bullying, violence, threats to self as well as others, etc.

### **Bullying**

Journey has zero tolerance for bullying. There are three types bullying which include:

1. **Verbal bullying** includes:
  - Writing mean things
  - teasing
  - name-calling
  - inappropriate sexual comments
  - taunting
  - threatening to cause harm

2. **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
3. **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

Journey realizes that there are two sides to every story, therefore, incidents will be investigated, and appropriate measures will be taken based on the evidence found. Parents of all students affected will be involved in the investigation of all allegations. If it is determined that a student is bullying, that student will be suspended immediately, for no less than two days, with the possibility of expulsion.

### **Student Cell Phone and Smart Watch Policy**

Cell phones as well as other personal technology (technology watches, iPads, etc.) are a major distraction to the learning environment and are vulnerable to theft. In addition, cell phones pose a safety concern as we are unable to filter content that comes through a student's phone. Cell phones and Smart watches may not be used to talk, take pictures, play games, record or text on the Journey campus or at any Journey sponsored activities. Exceptions will be at the discretion of the Journey Administration.

Parent permission for your student to carry a cell phone or Smart watch in the backpack must be on file. See the front desk for this permission form. Students are only allowed to bring a cell phone in their backpack if absolutely necessary. If your child does carry a cell phone to school, it must be turned off and stored in the student's backpack. This rule begins the moment your child enters Journey and continues until the child has left for the day. At no time are students permitted to carry a cell phone or Smart watch on them.

In the case of an emergency or concern, a Journey staff member will contact the parent. Parents should call the school office in the event of an emergency. Please do not try to contact your student by his/her cell phone.

If a cell phone or Smart watch is heard or if a student is seen with the phone or watch on his/her person, a member of the Journey staff will confiscate it and send it to the office.

- 1<sup>st</sup> Offense: a parent will have to retrieve the equipment at the end of the day
- 2<sup>nd</sup> Offense: a parent/student conference with the principal will need to be held to retrieve the equipment

- 3<sup>rd</sup> Offense: student receives one day out of school suspension, parent/student conference, and the equipment will not be allowed on the Journey campus regardless of previous permission form.

Journey Education is not responsible for any lost, stolen, damaged, or confiscated personal technology of any kind.

### **Computer and Technology Use Policy**

At Journey Education students will often work on laptops, kindles, ipads, and/or Chromebook as part of the curriculum as well as during a computer/technology class. The following applies to use of technology at Journey:

- When using the computers or other Journey technology, student will stay on task and use only the designated software and programs
- Students will not visit other websites other than those instructed
- Students will only use appropriate language and content when using the computers/technology
- Students will not use the computer/technology for cyber bullying or saying unkind, hurtful things to others
- Students will be taught Computer Ethics and be expected to follow the guidelines

If the above rules are violated, students will be choosing the following consequences:

- Sent to the principal's office immediately with a yellow slip and without the opportunity of a reminder and recovery.
- Experience the following:
  - 1<sup>st</sup> offense: Call home and loss of computer/technology privileges for four weeks
  - 2<sup>nd</sup> offense: Meeting with principal and parents and loss of computer/technology privileges for 9 weeks
  - 3<sup>rd</sup> offense: Meeting with principal and parents and loss of computer/technology privileges for the remainder of the year

### **DRESS CODE**

Students are expected to wear the required uniform each day.

Uniform tops consist of navy and gold polo shirts as well as a white cotton dress shirt. Girl uniform bottoms include uniform style pants, capris, jumpers, shorts, and skirts that are fingertip length. Boy bottoms include uniform style shorts and pants. Bottoms for both boys and girls must be uniform style. See the uniform website for example of "uniform style" bottoms. Please note that students will have to call home for a change if uniform is too tight or too short or have holes in them.

All students should have at least one gold Journey polo shirt for casual field trips. All students must also have a dress uniform for special occasions. The boys' dress uniform consists of navy pants, a belt, and the white Journey button up with a blue Journey tie, black or blue socks, and black dress shoes (not tennis shoes). The Girls' dress uniform consists of a navy skirt, the white Journey button up shirt with a blue Journey tie, plain blue, black, or white knee length socks or tights, and black flat dress shoes (not tennis shoes).

\*Dress Uniform Journey Ties: available for purchase **only** at the uniform store used by Journey or at the Journey front desk. If a student comes without the uniform tie, one will be provided, and your account will be charged \$15.00. Uniform socks are also available at the front desk for \$10.00 if a student is wearing the incorrect socks with the dress uniform.

During the cooler months **only** Journey jackets are to be worn. **PLEASE LABEL YOUR STUDENTS JACKETS**. Students may only wear closed toed shoes. No sandals or flip flops allowed.

All uniform items are to be purchased at the uniform store used by Journey. See the front desk for uniform purchasing information.

If the student's uniform becomes stained or torn it should not be worn to school. If a student comes to school in a uniform that is torn or stained, or a non-Journey compliant uniform, they will be sent to the office to call home to get a replacement.

Occasionally Journey will have a spirit day where they can dress according to that spirit day. During these spirit days students are expected to wear appropriate and modest apparel.

**The following items are not acceptable school attire at any time:**

1. Shorts, dresses, or skirts shorter than finger-tip length
2. Any apparel made from spandex material
3. "Mesh" shirts, tank tops, "cut off" tops, or see-through shirts. Midriffs must always be covered including when students are seated and/or raising their hands. Cleavage is NOT allowed to be shown at any time
4. Clothing that promotes the use or consumption of alcohol, drugs or sexual innuendos conveying suggestive or inappropriate messages
5. Articles of clothing that are ripped or torn
6. Body piercings except for one regular size ear piercing
7. Apparel worn so tight that it is distracting
8. Low riding pants
9. Flip-flops or house shoes
10. Pants that are not the appropriate size and not worn at the waist
11. Hair that is unnaturally colored, hangs in the student's eyes, extreme hairstyles (example: mohawks, shaved patterns, etc.), or that is greasy and messy.

## **LEADERSHIP, PATRIOTISM, AND CHRISTIAN VALUES EDUCATION**

Journey has several learning components in place to strengthen student leadership and instill positive Christian values such as responsibility, integrity, compassion, service, etc. To achieve these goals, Journey students begin each day with a prayer, the pledge and patriotic song, as well as a value lesson within the classroom. Students also participate in ongoing goal setting, team meetings, communications class, student council, and the Journey patriotic challenge.

### *Goal setting*

Goal setting is an important skill to success. As part of Journey's leadership and value education, students are taught to make personal goals. Each quarter students meet one-on-one with their teacher and create a goal or goals (depending on age and maturation) of what he/she would like to accomplish for the quarter. These goals are generally academic in nature. Throughout the quarter the teacher reviews and reminds the students of ways to work on their goal. At the end of the quarter, the teacher and student discuss the progress made and decide if a new goal should be made or if the same goal should be continued. These goals may be teacher guided, but they are ultimately the choice of the student. Ownership of the goal(s) is vital to responsibility in carrying out the work to achieve.

### *Team meetings*

At the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters team meetings are conducted. Team meetings include the student's team: teacher, parent(s), and student. We all have the same goal: to help the student be successful, responsible, and confident. As a team we meet to discuss the student's goals and academic progress thus far.

These team meetings are conducted by the student. With that in mind, parents and teachers will let the student lead the meeting and ask questions to the student directly. **This meeting is not a conference to discuss difficulties or problems the parent is observing. Parents are asked to make a separate appointment with the teacher to discuss these concerns.** The team meetings are to be positive and are structured to build confidence and accountability within the student. It is vital that all parties are respectful of this objective. Classes are not in session during the days we hold team meetings.

### *Music and Memorization*

The primary objective of our music class is to train students to be comfortable performing in front of a group as well as develop the skill of communicating effectively one-on-one. As students learn and understand effective communication skills, they become comfortable expressing themselves in a variety of settings. Students are also encouraged to memorize material throughout the curriculum including: grammar, history and science information, inspiring quotes, and poetry during the year. Students are given opportunities to perform these recitations in front of classmates.

### *Senior Grammar Principles of Leadership & Student Council*

*Principles of Leadership:* All Senior Grammar students (grades 6, 7, 8) not enrolled in *the Intervention Program* are enrolled in the Principles of Leadership class.

The focus of this class is four-fold and includes leadership principles for:

1. Myself (self-government)
2. My peers (being an example)
3. My school (student council)
4. My community (service and civics)

As part of this class, special guest speakers are invited to highlight specific topics relevant to these leadership principles. Parents are encouraged to share their own leadership stories as well as help to get inspiring community speakers. Please let our Principles of Leadership teacher know if you or anyone you know would be an effective presenter for this class.

*Service Hours:* A large part of the student's Principles of Leadership class includes several hours per quarter of community service.

*Student Council:* All Senior Grammar students (grades 6, 7, 8) are eligible to take an active role on the student council. The objective of the student council is for Journey students to learn how to be good leaders and helpful citizens. The student council meets during the Principles of Leadership class. The student council assists the Parents' Organization with school activities, spirit days, and yearbook, coordinates service projects throughout the year, and fundraisers for an extended trip that takes place every year for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders.

*Student Body Leadership:* Elections are the middle of May for the Journey student body leadership. The Leadership positions include President, Vice President/Treasurer, Secretary/Historian, and Class representative. Only 7<sup>th</sup> and 8<sup>th</sup> graders may run for a Student Body Leadership position. Responsibilities for each office include the following:

- President: Represent and lead the student body, develop the agenda for student council meetings, lead student council meetings, final vote when there is a tie, and attend all JPO meetings to discuss activities and needs.
- Vice President/Treasurer: Represent the student body, assist in developing the agenda for student council meetings, serve in absence of the president, head important subcommittees, help to coordinate fundraisers, count and record money raised, work in conjunction with Principles of Leadership teacher to track fundraising money and report to the student council.
- Secretary/Historian: represent the student body, record attendance at student council meetings, keep accurate minutes of meetings, handle correspondence for the student council, attend JPO meetings and take notes, and type materials for the student council as needed, keep a record and take photos of events, and work with JPO in creating the yearbook.
- Senior Grammar Class Representative: Represents the senior grammar class, attends student council meetings and activities, meets with Sr. Grammar class to gather ideas.

Student Body Leadership positions are selected based on teacher recommendation, an interview with the principal, and student votes. Students running for a student leadership position must prepare a 3-minute speech to present in opening exercises and have a signed parental permission slip. Campaigning is generally a week in the middle of May with speeches and elections on Friday of that same week. Students may hang three posters in the lobby and multi-purpose room, and handout small, inexpensive handouts for campaigning after school only. It is the students' responsibility for hanging and removing their posters and cleaning up campaign items in a timely manner. The election results will be announced at the end of that same day.

Being a Student Leader requires responsibility and dependability, as well as a commitment to follow through on assignments and put in extra time and effort. Students and parents should consider this as the student decides to run for an office.

Senior Grammar students who hold a Student Leadership office must be committed to the following:

1. Attend Student Body Leadership meetings as determined by the student leadership students and teacher.
2. Maintain grades C or above. If any grades fall lower than 70%, the student will be temporarily removed from his/her position and attend the intervention class in order to raise the grade by the next progress or report card.
3. Fill out a *Request to Run for Student Leadership* form and have it signed by all current teachers and parents.
4. Attend all major Journey functions including the Fall Festival, Fun Run, and any other events, service projects, or activities sponsored by Journey.

*Patriotic Challenge:* Journey emphasizes a love of country as well as knowledge of the important documents that formed and represent our great country. As part of this emphasizes each student will memorize and pass off several important items. Upon passing all seven items the student will receive Journey's Patriotic Challenge Award.

The documents included in the Journey Patriotic Challenge are as follows:

- Recite the Pledge of Allegiance
- Memorize the Preamble to the Constitution
- Memorize the Gettysburg Address
- Memorize all US Presidents, in order (first and last name)
- Sing or recite *The Star Spangled Banner*
- Memorize 50 States and their Capital Cities (filling in a blank US map)
- Write the Pledge of Allegiance from memory, with correct spelling

Students work on this with their class as well as individually. Over the course of their years at Journey students will pass off the items. Once a student completes all 7 items the student is recognized for the achievement and his/her name is placed on the Patriotic Challenge plaque with other children who have accomplished the Patriotic Challenge in the past.

## ACADEMICS

The students and their parents are assigned a Gradelink login (the system we use for entering student grades) so that students and parents can track progress weekly. Some homework assignments can be accessed by looking at the teacher's homepage in the Gradelink system.

Although grades are not a reflection of a students' potential or worth, they do reflect a student's initiative and persistence in following through on assignments, working in class, as well as academic abilities. Journey maintains the philosophy that every student has strengths and weaknesses. Our goal is to strengthen the weaknesses and build upon the strengths. As students grow and mature, we work with the parent to help the student increase in his/her responsibility and desire to be a conscientious student. Journey will provide an outstanding educational opportunity to each student; however individual success is ultimately up to the student. Students with a strong desire to learn will inevitably learn more. As part of Journey's philosophy, we encourage students to recognize the vital part they play in every success they experience.

## **Grades**

Report cards are sent out at the end of each quarter. In addition, students will receive a progress report every 3 weeks beginning the 6<sup>th</sup> week of school. The purpose of the progress report is to keep the lines of communication open between teacher, parent, and student.

Student grades are given in the form of percentages in the core subjects including language arts, math, social studies, and science. They are also given a participation grade for their special classes, which include: computers, art, music, fitness, enrichment, STEAM, and leadership (for senior grammar).

Explanations of citizenship/ participation marks are as follows:

1 = Never participates

2 = Rarely participates

3 = Participates sometimes

4 = Participates often

5 = Participates the majority of the time

## **Honor Roll**

Each quarter students can earn their place on the *Journey A honor roll* or the *A/B honor roll*. Journey holds a high standard of educational excellence which includes citizenship. For a student to earn a place on the honor roll he/she must not only earn all A's (or A/B's) but all student's citizenship marks must be 4 or higher to be eligible for the A honor roll and the A/B honor roll.

## **Enrichment**

Journey Education will be devoting 35 minutes daily Tuesday – Friday to providing an Enrichment program. The Enrichment program is divided into two main sections. Those sections include Enrichment and Intervention.

The Intervention program provides opportunities for struggling students to have an additional period for specific instruction and practice in the areas of math and reading.

The Enrichment time will give students an opportunity to engage in rigorous learning activities that go beyond factual and procedural knowledge, such that students gain conceptual understandings based upon the Nevada Academic Content Standards.

## **Diagnostic Testing**

Journey Education uses a computer-based testing system called MAP (Measures of Academic Progress). Testing students every fall, mid-year, and spring gives the Journey teachers and parents a gauge of student performance and helps teachers to zero in on skills which may need additional practice and review. Please help your students during testing time by making sure they have plenty of rest and a nutritious breakfast.

## **Homework/ Homework Policy**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Journey Education staff to assign relevant and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned and develop independence. Homework can be modified based on students' individual needs.



Actual homework time required to complete assignments will vary with each student's study habits, attention span, and academic skills. If your child spends an inordinate amount of time doing homework, please let your child's teacher know as soon as possible so that adjustments can be made.

Students are expected to turn work in on time. Late assignments may have points deducted and, in some cases, will not be accepted. This is up to the teacher's discretion. Homework assignments must be turned in by the Friday before each progress report or report card.

Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absence plus one extra day to turn in their work. It's the student's responsibility to get the missed work from his/her teacher.

Homework turned in after the due date may not be excepted or will lose points according to the teacher's classroom policy.

Reading is a key component to successful learning. The best way to increase one's reading ability is through constant practice. Therefore, **nightly reading is expected**. We ask parents to treat this component of their student's education as a priority. If your student brings home a reading log, please make sure it is filled out and signed daily.

The average time a student should be spending on homework is as follows:

- Kindergarten & 1<sup>st</sup> grade: ½ hour to 45 minutes per night
- 2<sup>nd</sup> & 3<sup>rd</sup> grade: 45 minutes to 1 hour per night
- 4<sup>th</sup> & 5<sup>th</sup> grade: 1 hour to 1 ½ hours per night
- 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade: 1 ½ to 2 hours per night

Children that are overscheduled have a difficult time completing and keeping up with homework. Overscheduling also takes a toll on families. Not only are overscheduled children prone to stress but they often miss out on important childhood experiences including: unstructured play, family relationships, and down time with parents. With a schedule that is overtaxed, education gets put on the back burner.

### **Homework Class**

Journey offers an after-school homework class for a monthly fee. Homework class is Monday through Friday, from dismissal to 4:00 p.m. Students enrolled in aftercare receive homework class as a part of the aftercare. Homework class is not available on the days students do not have school. We strongly recommend this class to promote good study habits and get a start on homework each day.

Homework class is designed to guide students in independent work and provide a structured time to work on homework. Homework class is not in lieu of private tutoring. This time is geared towards independent work coupled with the direction of a teacher for occasional questions and answers. If your child has struggled completing homework in the past, we urge you to enroll him/her.

Homework class is a quiet study time. To keep the environment conducive to studying; visiting, wandering, or goofing around will not be tolerated. If a student is a distraction or behavior problem, he/she will be asked to withdraw from the homework class.

Roll is taken at the beginning of homework class and parents must sign out students at the end of each homework class. A student not enrolled in aftercare should be picked up promptly at 4:00 pm. Students remaining at Journey after homework class are sent to aftercare and the account is charged the drop-in rate or the extended card will be charged.

### **Field Trips**

Occasionally classes will attend field trips that correspond with learning experiences at Journey. A permission slip will be sent home before each field trip. Students who do not return the permission slip will not be allowed to participate and will stay at the school where alternative work will be assigned. We must abide by this policy strictly for the safety of each child.

Parents who wish to drive will need to contact the office. A Chaperon Duties Agreement must be signed as well as provide copies of driver license and insurance to the front office. Driver's MUST strictly adhere to the route assigned. No unapproved stops are permitted. Drivers who disregard this policy will not be permitted to drive on future Journey activities.

## **COMMUNICATION**

### **Email and Text**

Journey Education uses email and text for most parent/student information and correspondences. Parents are responsible for information sent via email and text. Part of this responsibility is to make sure your email is kept updated with the Journey office. Please ensure our domain, [journeyeducation.org](http://journeyeducation.org), is listed as a "safe" domain with your email service so you receive our updates accordingly.

### **Media Release**

Throughout the school year students attend programs, activities, field trips and events along with normal classroom routines that support their education, promote community service or encourage positive behavior. With the Principal's approval, staff, parents, and occasionally local media cover these events by taking photographs or video. This may include newspaper, television, Facebook, websites or other media production. This also includes our school's website. Parents should be aware of the possibility that your son/daughter may be included in photographs or video. If you do not authorize the use for public print, display or broadcast it is the parents' responsibility to let Journey Education know.

## **PARENT INVOLVEMENT**

### **Journey Parent Organization (JPO)**

It is in the best interest of students to see that the relationship between the home and school is positive and strong. Journey Education maintains an open-door policy for parents and will frequently seek to engage parents directly in the teaching/learning process. We encourage all parents to be involved in the Journey Parent Organization (JPO). This organization provides activities and other special

opportunities for our students. The JPO oversees fundraisers each year. Parent involvement is vital to the success of these fundraisers. Therefore, each family is asked to promote the fundraisers. Families may choose to opt out of participating by donating \$100 for the fundraiser they choose not to participate in. The JPO produces a Journey Parent Directory to contact other Journey parents for Journey activities and events.

### **Parent Volunteers**

Journey parents are always welcome and encouraged to volunteer within the classroom whenever their schedule permits. If a parent is interested in helping in the classroom, please schedule this with your child's teacher. Jobs may include making copies, filing, working with individual children, helping with whole class activities, etc.

All parents and visitors are required to check in at front office and receive a visitor's tag.

### **Parent Orientation**

At the beginning of each year a mandatory parent orientation is held. Parents are required to attend. Journey policies, rules, homework, curriculum, and other important information that will be helpful during the year is reviewed. Returning parents are required to attend as well to receive updated information and stay abreast of changes.

### **Fundraising**

As a non-profit, Journey relies heavily on its annual fundraisers to help with building beautification, updates, and expansion as well as to provide special activities and experiences for our students.

Each year the JPO host three major fundraisers. Participation from Journey families is vital to the success of these fundraisers. Journey families are asked to support each major fundraiser by obtaining a minimum amount of sales, volunteer, or "opt out" by paying an opt out fee of \$100 per fundraiser. Additional smaller fundraisers for both JPO and the Journey student government may be held throughout the year but are not part of the required fundraising responsibilities.

### **Student Store**

Journey Parent Organization provides a student store where water bottles, lunch, and snack items can be purchased. To purchase items, students must buy a \$10.00 "punch card". Punch cards can be purchased only at the front desk. The student store does not sell items without the use of the punch card. We have found that every student at some time has needed an item from the student store. Therefore, we highly recommend that every student have a punch card in case they need an item. Any unused balance that the student doesn't use by the end of the year can be kept for the following year. The JPO stocks and maintains the student store and proceeds go towards JPO sponsored activities. Checks for punch cards should be payable to the JPO.

## **STUDENT HEALTH AND SAFETY**

### **Nutrition**

Proper nutrition is essential to growth, development and good health. The impact of good health on learning is widely documented. Students should arrive at school having eaten a proper breakfast. To help promote the nutrition and exercise concepts we teach and model in the classroom, we ask that

parents send a lunch from home that will help keep students' energy levels up. Students' lunch should be healthy, minimally processed foods (fresh fruit, string cheese, carrots). We also ask that lunches sent from home do not include "junk food", such as soda, sugary treats, etc. This ensures each child has a good start to their afternoon and optimal readiness for learning. The school should be notified of any dietary restrictions or food allergies. Due to time restraints during lunch time, Journey does not provide the use of microwaves to heat up food. We recommend that a thermos be purchased to keep students' food warm when necessary as well as ice packs to keep food cool.

### **Illness**

A child should not come to school when ill and unable to benefit from attendance, or when illness puts others at risk. Students should not attend school if presenting a fever or vomiting, or has conditions such as strep throat, conjunctivitis, or lice. Possible exposure should be reported to the school so that, if appropriate, parents can be promptly notified. If medication is needed at school, please see the office staff for individual needs.

Here are some guidelines that are meant to be helpful when making the decision to keep you child home:

- A runny nose when the mucus is thick and green
- Severe congestion that interferes with breathing or with wheezing
- Rash
- Fever
- Severe stomach aches or cramps
- Pink eye
- Lice
- Vomiting or diarrhea
- Children recovering from an illness who are still too ill to participate in typical school activities must remain home until able to resume school activities

Permission for the administration of pain reliever, and/or Benadryl may be provided by Journey Education and administered to students by a school agent. If your child requires the administration of any medications Journey must have an *Authorization for Dispensing Medication* form on file. See the front desk for this form.

Journey staff or teacher will report any accidents or changes in your child's health. If an illness or emergency arises at school, we will contact you immediately and ask that you pick up your child promptly. If your child seems very ill and we are unable to contact you or others you have listed for an emergency, we will have your child wait in the office or lobby depending on the illness. In a serious emergency or illness we will call for emergency services. Should emergency procedures be necessary, a staff member will remain with your child until you or a designated adult arrives. **It is extremely important for your child's safety to update the school with any changes in your phone number, email, emergency numbers, and other pertinent information.**

### **NON-DISCRIMINATORY POLICY**

Journey Education will not knowingly discriminate against any person based on race, color, creed, religion, or national or ethnic origin, or sex.

**POLICY REVISION** Journey Education reserves the right to revise, amend, add to, or otherwise change school policy at any time. Parents will be promptly notified via email of any such changes.