



Parent/Student Handbook

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GENERAL INFORMATION

Student Mission Statement: We have character, confidence, and compassion. We are life-long learners and leaders.

As founders, administration, and staff of Journey Education, we have been influenced by a wide variety of educators, religious leaders, philosophers, and researchers. More profoundly, we have been influenced by our own experiences as learners, parents and teachers. We believe that each child has vast potential waiting to be discovered and developed. Despite all that we have in common as human beings, we are individually unique. To fully provide students with opportunities to develop, we believe in clearly identifying starting points from which each student can grow, and in giving them the responsibility for determining their future selves. Journey is an organization that upholds non-denominational Christian values.

Teacher Mission Statement: We provide a loving, nurturing environment which ignites enthusiasm for lifelong learning as our students reach their full potential and grow to become compassionate, responsible adults.

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 observes national and public school holidays. Journey does not follow Clark County public school district staff development days.

ADMISSIONS

Deadlines

February 1st: Returning-student registration begins. Online enrollment forms and all fees must be remitted as soon as possible to ensure the student's seat.

Mid February: Open enrollment for new students begins.

Ongoing: New students can apply for admission to Journey after the beginning of the current school year on the basis of available seats. It is never too late to make a positive change.

Kindergarten students may apply up to a year in advance to secure a seat.

Admission Process

Before applying to Journey, parents should first tour the Journey facilities, then schedule an assessment for their student. Admission to Journey is based on the results of this one-on-one assessment and on the availability of a seat for the student. The admissions process is as follows:

1. Parents fill out an inquiry form on the Journey website (journeyeducation.org) and schedule a tour through the link provided. Tours may also be scheduled by calling Journey at 702-327-5340.
2. Schedule and complete a one-on-one student assessment. A non-refundable assessment fee must be paid before the assessment is scheduled. The assessment consists of reading comprehension and fluency, language usage, math computation and application, and writing.
3. Before your student is admitted to Journey, all school records from the previous school must be received. This normally takes several weeks. Parents/guardians can expedite this process by picking up the records from the previous school and hand-delivering them to Journey.
4. Students will be notified of acceptance to Journey within five business days.
5. Upon acceptance, all enrollment fees are due along with the completion of the online registration.

Waiting List

If there are no seats available, potential students can be placed on a waiting list. To be placed on the waiting list, the non-refundable assessment fee must be paid, the student's records received, and the student assessed.

Kindergarten Waiting List - Parents may place future kindergarten students on the waiting list up to one year before their student is to begin school. In order to be placed on the waiting list, parents must register at the school and pay the non-refundable assessment fee. Upon acceptance, enrollment forms and fees are due immediately. If the online enrollment packet is not completed within five business days of being notified of admission, the student's application becomes inactive and the seat is offered to the next student on the waiting list.

Students with Learning Disabilities

Journey Education can accommodate some IEP provisions, but special needs services are limited. If a student has an existing IEP, the student's needs must be discussed with administration prior to admittance to determine if Journey can make the necessary accommodations for scholastic success. If parents feel that their student may have learning disabilities but has not been tested or diagnosed, it is the parent's responsibility to obtain such testing prior to admittance to Journey Education. Testing is available from zoned public schools and private practices.

If an existing Journey student is diagnosed with learning disabilities, Journey will do all that it can to help the student achieve academic success. If it is determined that the student's needs exceed our facilities, it will be recommended that the student transfer to a school that can adequately serve the student's academic requirements.

If a student is unable to keep up with the academic expectations of Journey Education, further testing may be required.

In all cases where accommodations are being made, an agreement outlining these will be drafted between Journey and the parents which both parties will sign. This agreement will accompany the student's official records.

Student Supplies

Journey will send a list of supplies needed for individual classrooms before school begins in the fall.

Admissions & Custody Documentation Policy

Parent/Guardian Identification: The school will enroll a student based on the parent/guardian information provided on the official enrollment forms. A birth certificate or other government-issued documentation must be presented for verification of the child's identity and age. Parents must also provide their government issued identification, such as a drivers license or passport upon registering their child.

Custody & Legal Authority: If only one parent/guardian is listed on the birth certificate, that individual will be considered the legal guardian **unless the school is provided with official court documents stating otherwise.** A parent or guardian not listed on the birth certificate must provide legal documentation (e.g., custody order, guardianship papers, or other court-issued documents) in order to be recognized by the school as a legal guardian. The school cannot enforce custody arrangements that are not supported by legal documentation.

Access & Communication: In the absence of custody paperwork, both parents listed on the enrollment forms may receive school communication and participate in school activities, **unless a court order states otherwise.** It is the responsibility of the parent/guardian to provide the school with updated legal documents regarding custody, visitation, or decision-making rights.

The school will always act in the best interest of the child's safety and well-being. Any disputes between parents/guardians must be resolved outside the school setting and with the proper legal documentation.

TUITION AND FEES

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

Tuition and Fee Information

Following admittance into Journey, families must create a Family Portal account online through FACTS and complete the enrollment packet.

Payment in full, or the first tuition payment, is due by June 1st prior to the upcoming school year. Tuition payments must be scheduled and processed for the 1st day of each month through Journey's tuition payment system, FACTS. 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 student's account current even if their student will be receiving grant or scholarship monies, including the Opportunity Scholarship funds. If these funds are received after Journey tuition and/or fee due dates, parents are responsible for bringing the account current. Journey will disperse a refund to parents 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 consisting 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 pay 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 1st of the month and must be set up as automatic payment through Journey's tuition payment system, FACTS.

Insufficient funds for tuition payment will be charged a \$30 processing fee directly from FACTS and a \$50 late fee from Journey, for a total of \$80.

On the second payment attempt, if there are still insufficient funds, the account will be charged an additional late fee of \$75. An account is considered delinquent if not current by the end of the month. No student will be permitted to attend class until the account is paid in full.

The student will be dropped from the program if the account is not brought current by 15th of the following month. If a 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.

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

ATTENDANCE

Absences

At Journey Education, regular attendance is key to your child's academic growth and classroom engagement. If your child will be absent for any reason, please let us know in advance. For planned absences, fill out the *Student Absence Notification form*, available at the front desk or on the FACTS Family Portal under "Resources and Documents." For unexpected absences, please call the school or send a written note or email the school at journey@journeyeducation.org when your child returns. After an absence, students may be asked to attend Homework Class (from dismissal to 4:00 p.m.) or participate in the Monday Program to make up missed quizzes or tests. If your child does not normally

attend Homework Class, the drop-in extended care fee will apply. If testing will be done on a Monday, please coordinate with the administration in advance.

If a student's absences begin to interfere with academic progress or disrupt the learning environment, we will review the situation and work with the family to find the best path forward. Frequent absences make it difficult for students to stay on track and can impact the classroom dynamic. For this reason, we ask that family trips and vacations be scheduled during school holidays and weekends whenever possible.

Absenteeism Retention

To meet grade-level expectations, students must attend at least 90% of the school year. This allows for a maximum of 20 absences in total. If a student exceeds the unapproved absences mentioned in a school year, they may be retained in their current grade. Arranged absences beyond 10 days are considered unapproved. Additionally, if makeup work is not completed and submitted as directed by the teacher, the absence may also be marked as unapproved.

Medical Absences

We understand that medical conditions, illnesses, or mental health challenges may prevent a student from meeting the attendance requirements. Absences due to documented physical or mental health issues will not count against a student's attendance record for retention purposes, as long as all coursework is completed and appropriate documentation is submitted in a timely manner.

Arranged Absences

Any arranged absences beyond 10 days in a school year will be considered unapproved, even if requested in advance. If a student does not complete and turn in makeup work as directed by the teacher, those days will also be counted as unapproved.

Absence Documentation

Parents or guardians must confirm the reason for any absence in writing or email, either beforehand or upon the student's return. Documentation for medical appointments or illnesses, or explanations for any other type of absence, should be submitted within three days of the student's return to school.

Approved Absences

Absences are considered approved when the student is unable to attend school due to illness, disability-related reasons, or emergencies. Other approved absences include religious holidays, court appearances, and up to 10 days of pre-approved absences requested by a parent or guardian.

Unapproved Absences

Absences are unapproved if they were not requested in writing beforehand or if they exceed the 10-day limit for arranged absences. Absences are also unapproved when the student was not physically or mentally unable to attend and no documentation is submitted within three days, when the student refuses to attend without a valid reason, or when parents do not follow through with getting their child to school consistently.

Restroom Use Policy

Students are expected to use the restroom during natural breaks in the school day, including before school, during passing periods, at recess, lunch, and after school. These scheduled times provide

multiple opportunities—typically about seven each day—for restroom use without interrupting class time.

Excessive restroom requests during class are discouraged, as they can disrupt learning. If a student has a documented medical condition that requires more frequent restroom use, parents should provide a note from a healthcare provider so appropriate accommodations can be made.

Makeup Work

Students are responsible for completing all missed work following an absence. Parents must contact the teacher within three school days to request assignments. Once the work is provided, students have three school days to complete it. Although we support students in catching up, some in-class learning—such as discussions or collaborative projects—cannot be fully recreated. If it is the end of the quarter, students may not have the opportunity to make up the work. Mid terms and finals are mandatory and may only be made up subject to approval.

Tardies

Being on time sets a positive tone for the day. School starts promptly at 8:30 a.m., and students arriving after this time are marked tardy. If a student arrives after 10:00 a.m., they are marked absent for half a day. If arrival is after 12:00 p.m., they are marked absent for the full day.

Early Pickup

If your child needs to leave early, please notify the school in advance. Without prior notice, students may not be ready to leave right away, and early pickups can disrupt classroom routines and end-of-day procedures.

To minimize disruptions, **early pickups are not allowed after 2:20 p.m.** Please plan to pick up your child **before 2:20 p.m.** if needed.

Attendance notes:

- Pickups **before 12:00 p.m.** will be marked as a **full-day absence**.
- Pickups **between 12:00 and 1:30 p.m.** will be marked as a **half-day absence**.

Thank you for helping us maintain a smooth and focused learning environment.

Withdrawal

If a student needs to withdraw before the end of the school year, a written request must be emailed to the administration. All early withdrawals require approval from the Journey Education Board.

Please note that families are under contract to pay the full year's tuition, even in the case of early withdrawal. There is **no guarantee** that a family will be released from this financial obligation. However, if the student's spot is filled by a new student in the **same grade level**, the remaining tuition may be waived.

Report cards will be mailed at the end of the grading quarter in which the student withdraws.

Monday Academic Log

If a student attends Journey's 4-day program Tuesday through Friday, parents are responsible for filling out the monthly *Academic Log* located on the FACTS Family Portal under "web forms." Mondays are considered academic days by the Nevada Department of Education. Parents are responsible for

ensuring that their 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's responsibility to make sure this form is turned in by the 5th of the following month. Monday logs can also affect honor roll status.

Program Change

Changing programs from the 5-day to 4-day, or vice versa, after signing the contract will incur a processing fee of \$150.00. Changing from the 5-day to the 4-day program mid-year can potentially increase monthly tuition. This is because monthly tuition payments are prorated over 180 days of school, and the 5-day daily rate is less than the 4-day daily rate.

Parking, Drop-off, & Pick-up Policy

Your patience, understanding and support are appreciated. We do everything we can to encourage drivers to follow the rules in order to keep our children safe and maximize the flow of traffic. We know that every family's time is precious. Please keep in mind that the safety of every student is our primary concern. The following is expected on our school campus:

- Be courteous and considerate of others. Watch for children at all times.
- **The parking lot is a cell phone-free zone.** Unless your vehicle is parked in a designated parking space, please stay off your phone. This is imperative for student safety and for the flow of traffic.
- Only vehicles parked in designated parking spaces may be left unattended.
- Do not pull into parking spaces to drop off your student unless you are coming into the building yourself. Students should be dropped off from the drop-off lane at the playground gate.
- Children should never walk through the parking lot unattended.

Parking: Please be aware that the city has forbidden parking on Eldora Avenue. The school property along Eldora is fenced and the only access to Journey is from Rainbow Boulevard. Adequate parking is available in the school parking lot.

Drop-off: The school gates open at 8:15 a.m. Students should not be dropped off on the school grounds prior to 8:15, as supervision is not available, unless signing their student into before care. **Students may not be dropped off on Eldora Avenue.**

Please enter the school parking lot from Rainbow and follow the designated one-way arrows. **Students should only be dropped off at the front gates to the playground.** Continue following the one-way arrows, exiting onto Rainbow. Vehicles may not be left unattended in the drop-off lane. Drivers who wish to stay with students or come into the building must park in designated parking spaces.

If a student arrives after 8:30 am, the start of school, the adult dropping off the student must park and come into the front office to sign the student in. Students will receive a tardy slip and be sent to class.

Pick-Up Policy K–3 students are dismissed at 3:00 PM and 4–8 students at 3:10 PM. Timely pick-up is essential, as staggered dismissal times prevent traffic from backing up onto Rainbow Boulevard and ensure student safety. Students may not be picked up on Eldora Avenue. Families should enter the school parking lot from Rainbow Boulevard and follow the one-way arrows.

A car tag with the student's name will be issued at the beginning of the year. This car tag must be displayed in the windshield to pick up a student. Each family receives three car tags per school year; additional tags are available for \$5 each. If a driver does not have a tag, they must check in at the front office to pick up their student. Journey staff will call students to the gate when they see the car tag. Vehicles may not be left unattended in the pick-up lane, and drivers who wish to wait or enter the building must park in designated spaces. Students will not be released to walk alone across the parking lot.

For safety, students may only be released to approved pick-up contacts, so please keep your list updated. Parents picking up students after dismissal must come into the office to sign them out. Drivers collecting students at both dismissal times may park in designated spaces and either rejoin the line at the appropriate time or walk to the playground to pick up students.

Extended care (child care)

Before Care: 7:00 a.m. – 8:15 a.m.

After Care: 3:00 p.m. – 6:00 p.m.

Extended care (child care) fees are paid in advance through the purchase of “child care” credits on the tuition payment system, FACTS. The rate is determined by the number of hours purchased. Child care credits are nonrefundable, and any unused balance may be rolled over to the next school year. See the front office for a fee schedule.

Journey understands that unforeseen circumstances may occasionally prevent prompt pick-up. If such a situation arises, every effort should be made to contact the school as soon as possible. Student safety is our main priority. If students are left at Journey beyond dismissal time, they will be supervised in child care and be charged the drop-in rate.

Late fees for supervision beyond 6:00 pm will be charged at the rate of \$10.00 for every five minutes.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

Journey Education staff follow a set of core beliefs that provide guidelines for dealing with student behavior. 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 us their concerns if we ever appear to operate in a manner inconsistent with these 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.
- If consequences appear to be unfair, students and parents are encouraged to request Administration mediation with those involved.

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, nor discipline designed to embarrass, humiliate, or demean.

Our primary rule for students is this: “When I am at school I behave like a student.” Written in this way, the rule is designed to focus a child’s attention on their role as a student. The role of the student is one of learning. Learning requires specific, consistent behaviors. Students are required to act responsibly, with discipline and integrity, at all times.

It should go without saying that in a learning environment there is no room for nuisance items unrelated to instruction or school activity. A partial list of nuisance items includes hats, iPods, cell phones, smart watches, sunglasses, toys, etc.

Public Displays of Affection

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

Behavior Policy

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

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

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 calm down, consider their next actions 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 administration.
- During this time, the conference will center around assisting the student to redirect their focus and attention back to their schoolwork.
 - Students **will** be required to call their parents to inform them of their behavior. If the parent cannot be reached, a message will be left and 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.
 - 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 administration will escort the student back to class, if allowed to return.
 - If misbehavior, in any form, occurs again on the same day, and the student is sent to the office with another yellow slip, the student may be sent home immediately. If the student is not picked up promptly (within the hour), then the student may be suspended from school the following day. Misbehavior that happens at the end of day (within the last hour including homework class or aftercare) may result in the student being suspended from school the following day.
 - Upon receipt of a fifth cumulative yellow slip during a single school year, the student is automatically suspended from school for two days. Upon returning to school the following actions will be taken:
 - Admin/student/parent conference.
 - Implementation of a daily behavior log to be completed by all staff concerned for three weeks, or until behavior improves. It is the student's responsibility to provide staff with the log at the end of each class, and to submit the completed log to administration at the end of each week.
 - The behavior log will be discussed at a mandatory weekly admin/student/parent conference. Behavior will be reviewed and improvements and challenges discussed.
 - Upon receipt of a tenth cumulative yellow slip during a single school year, the student is suspended for five school days, pending a board review and expulsion.

Extreme Misbehavior Policy

Misbehavior extreme in nature will result in immediate removal (temporary or permanent) from Journey, depending upon the severity of the behavior. This will be determined on an individual basis with appropriate parent/guardian notification. Examples of such behaviors include bullying, assault and battery, fighting, immoral conduct, and lewd behavior.

Bullying - Journey has zero tolerance for bullying.

- Verbal bullying** includes:
 - Writing mean things
 - Teasing

- o Name-calling
 - o Sexual comments
 - o Inappropriate speech
 - o Taunting
 - o Threatening to cause harm
2. **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
- o Leaving someone out on purpose
 - o Telling other students not to be friends with someone
 - o Spreading rumors about someone
 - o Embarrassing someone in public
3. **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
- o Hitting/kicking/pinching
 - o Spitting
 - o Tripping/pushing
 - o Taking or breaking personal property
 - o Making mean or rude hand gestures
4. **Racial Discrimination**
- o Making degrading comments or gestures about a person's culture or background.
 - o Calling a person names because of race.
 - o Telling offensive jokes or showing offensive material.

Assault and battery of a staff member – Causing or attempting to intentionally cause physical injury or behaving in such a way as could reasonably cause physical injury to any Journey Education employee.

Fighting - Engaging in physical contact for the purpose of inflicting harm on another person, including pushing or shoving.

Immoral Conduct/Lewd Behavior - Sexual, inappropriate or obscene behaviors or remarks, in public or private, or pornography accessed via any means.

Based on the above incidents' severity, and/or repeated incidents, any of the above infractions may result in the following consequences:

- o Law enforcement
- o Citation issued with battery
- o Suspension of 5 to 10 days
- o Expulsion recommendation

Journey realizes that there are two sides to every story. Any incidents will be investigated and appropriate measures will be taken based on the evidence found. Parents of all affected students will be informed of the allegations and the investigation's conclusions.

Automatic Expulsion

The incidents listed below are situation for which Journey Education has zero tolerance and will result in automatic expulsion:

1. Possession and/or use of alcohol, marijuana, vapes, illegal drugs, look alike drugs.
2. Possession and/or use of firearms, ammunition, knives, fireworks, or other dangerous weapons on school grounds or at school activities.
3. Making a death threat toward student(s), faculty, and/or staff. This includes threats made verbally, in writing, and/or electronically.
4. Students engaging in sexual acts on campus or at school activities.

Student Cell Phone and Smartwatch Policy

Cell phones as well as other personal technology 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 student phones. Cell phones and smartwatches 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 made at the discretion of the Journey Administration.

In order for a student to have a cell phone on the Journey campus, a parent permission form must be on file. This permission will only be recognized by Journey if the school feels possession of such a device at school is necessary. If a student does carry a cell phone to school, it must be turned off and stored in the student's backpack. This rule begins the moment a student enters Journey and continues until the student has left for the day. At no time are students permitted to carry a cell phone on their person while on the Journey campus. Students may wear a smart watch as long as it is used as a watch only. If it becomes a nuisance, the watch will be confiscated and a parent needs to pick up the watch at the office.

In the case of an emergency, a Journey staff member will contact parents. Parents should call the school at 702-327-5340 if they need to reach their student. Please do not try to contact your student on his/her cell phone.

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

- 1st Offense: parent may retrieve the device from the office at the end of the day.
- 2nd Offense: prior to retrieving the technology, an admin/parent/student conference must be held.
- 3rd Offense: student receives one day of school suspension, an admin/parent/student conference is held, and student's permission to bring devices to campus is permanently revoked.

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 Chromebooks, laptops, kindles, etc., as part of the curriculum and during computer/technology classes. The following regulations apply to use of all technology at Journey, **regardless of whether the device is Journey property or student property:**

- Students will be taught computer ethics and be expected to follow all guidelines.
- Students may only be signed into their own journeyeducation.org account while at school. No student may access any outside accounts, **even on their personal devices**, while on the Journey campus. Students should sign out of all other accounts BEFORE coming to school.
- Students may only add authorized extensions to their journeyeducation.org account.
- Students will stay on task and use only software and programs designated by the instructor.
- Students will not visit any websites other than those instructed.
- Students will not use inappropriate language nor handle inappropriate content.
- Students will not use the computer/technology for cyber bullying (saying unkind, hurtful things to or about others).

Any violation of these rules will result in the following consequences:

- Students will **immediately** be issued a yellow slip and sent to the principal's office, bypassing reminder and recovery.
 - 1st offense: Student will call home and will lose computer/technology privileges for four weeks.
 - 2nd offense: Admin/parent/student meeting will take place, and student will lose computer/technology privileges for nine weeks.
 - 3rd offense: Admin/parent/student meeting will take place, and student will lose computer/technology privileges for the remainder of the year.
- If the violation is extreme in nature (as discussed in the Extreme Misbehavior Policy above), it can result in an immediate suspension or expulsion of the student from Journey. This will be determined on an individual basis with appropriate parent/guardian notification.

Cheating and Plagiarism

Cheating demonstrates a lack of integrity and character that are inconsistent with the values of a Journey Education student. Cheating includes:

- The use of unauthorized materials during tests or quizzes.
- The use of A.I. without teacher approval.
- Exchanging assignments with other students to be copied as their own.
- Giving or receiving answers on a test or quiz.
- Accessing a test or quiz or answers in advance of its administration.

Plagiarism is the act of using someone else's work, ideas, or intellectual property without proper acknowledgement or permission, and presenting it as your own.

If a student cheats or plagiarizes, that student will receive a zero for the assignment or test. Students who violate this policy a second time will meet with the teacher, administration and parents to determine a course of action with possible suspension or expulsion.

Technology and Friendships Outside of Journey:

At Journey, we care deeply about the well-being of our students and the friendships they build. We also recognize that many of these friendships continue outside of school hours through text messages, group chats, and social media. Because these interactions happen outside of Journey platforms and supervision, they are best guided by parents. If challenges arise, such as hurt feelings in a group chat or the sharing of inappropriate content, we trust and encourage families to step in and support their

children. While Journey staff are always here to partner with you on your child's growth at school, matters that take place outside of Journey remain a family responsibility

DRESS CODE

Students are expected to take pride in their appearance and to wear the required uniform each day. Uniforms must fit appropriately and be in good repair. Please note that students will have to call home for a change of clothing if they are not wearing the complete required uniform, or if their uniform is too tight, too short, torn, stained, etc. All uniform items are to be purchased at the uniform store used by Journey. Purchasing information is available on the FACTS Family Portal, under "resources and documents."

Tops: Uniform tops for both girls and boys display the Journey logo and consist of polo shirts in navy and gold, and a white cotton button-up shirt. While students are allowed to wear navy or gold polos most days, all students should have at least one gold polo shirt for casual field trips.

Bottoms: Bottoms for both boys and girls must be uniform-style in navy or khaki. See the Campus Club website for an example of "uniform-style" bottoms. Please note the following when purchasing your students uniform bottoms:

Uniform pants ARE:

- khaki or navy blue
- At least ankle length
- Have belt loops and a standard button/zipper front closure
- Sit on or near the hip Fabric made of: 67% Cotton, 30% Polyester, 3% Spandex Free from holes and decoration

Uniform pants are NOT:

- Yoga pants, cargo pants, jeans, leggings, jeggings, sweatpants, athletic pants, or stretch knit
- Drawstring or elastic waist, hip-hugger or sagging below the waistline
- Elastic, zipper or jogger hemmed at the bottom
- Made of denim cotton, colored denim cotton, fleece, athletic double knit polyester, spandex, JEGGING or leggings material
- Pants with PATCH POCKETS sewn on the back.

Girls' bottoms include pants, jumpers, shorts, or skirts/skorts. Boys' bottoms include pants and shorts. **Shorts and skirts may not be any shorter than one inch above the knee. Shorter bottoms are not permitted at any time on the Journey campus.**

Shoes: Students may only wear closed-toed shoes. No sandals or flip-flops allowed. Please note: students should wear shoes they can run in.

Dress Uniforms

All students must have a dress uniform for special occasions.

The girls' dress uniform consists of plain blue, black, or white knee-length socks or tights when wearing a navy skirt, black, flat dress shoes (not sneakers), or navy uniform-style pants with blue or black dress socks, a black belt, and a white Journey button-up shirt with a blue Journey necktie.

The boys' dress uniform consists of plain black or blue socks, black dress shoes (not sneakers), navy uniform-style pants with a belt, and a white Journey button-up shirt with a blue Journey necktie.

Only neckties purchased from the uniform store or the Journey front desk may be worn. Neckties will be provided to any student who arrives without an appropriate tie, and the student's account will be charged \$15.00.

Cold Weather Clothing

Only official Journey jackets/cardigans displaying the Journey logo are to be worn on campus.

PLEASE LABEL YOUR STUDENT'S JACKET.

Spirit Days

Students will be provided with a spirit day T-shirt which displays the annual Journey theme.

Throughout the year, Journey will schedule various spirit days. On these days, students may wear nice jeans/jean shorts and their current spirit day T-shirt, or dress according to special guidelines for that day. Students are always expected to wear appropriate and modest apparel.

Unacceptable School Attire

- Shorts, dresses, or skirts shorter than one inch above the knee.
- Any apparel made from spandex material, including leggings.
- Mesh shirts, tank tops, crop tops, or see-through shirts. Midriffs must always be covered, including when students are seated and/or raising their hands. Necklines may not show any cleavage.
- Clothing that promotes the use of alcohol or other drugs, or that conveys vulgar, suggestive or inappropriate messages.
- Clothing that is ripped, frayed, stained, or in bad repair.
- Body piercings, except for one regular size ear piercing.
- Apparel worn so tight that it is distracting.
- Low riding pants.
- Flip-flops or house shoes.
- Clothing that is not the appropriate size.
- Bottoms that are not worn at the waist.
- Hair that is unnaturally colored, hangs in the student's eyes, is extreme in style (mohawks, shaved patterns, etc.), or that is greasy and messy.

LEADERSHIP, PATRIOTISM, AND CHRISTIAN VALUES EDUCATION

Journey's mission is to strengthen student leadership and instill positive Christian values such as responsibility, integrity, compassion, and service. To achieve these goals, Journey students begin each day with a prayer, the Pledge of Allegiance, a patriotic song, and a values lesson. Students also

participate in ongoing goal setting, team meetings, student council, and the Journey Patriotic Challenge.

Goal Setting

Learning to set goals is an important skill on the pathway to success. As part of Journey's leadership and values education, students are taught to make personal goals. At the beginning of each quarter, students meet with their teacher to evaluate their progress and struggles. Students then write a goal for the upcoming quarter. These goals are academic in nature, although they are often accompanied by a secondary character-building goal. While goal setting is teacher guided, the choice is ultimately the responsibility of the student, as is their commitment to accomplishing the goal. Throughout the quarter, teachers and students review and reevaluate these goals.

Team Meetings

Team meetings are conducted at the end of the 1st and 3rd quarters. No classes are held on these days. Each student will be assigned a time slot for their meeting.

Students meet with their entire team (student, parents and language arts teacher) to discuss goals and academic progress. All members of a student's team share the same goal - to help the student be successful, responsible, and confident. Team meetings are structured to be a positive experience. It is vital that all team members are respectful of this objective.

In order to build confidence and accountability, team meetings are conducted by the student. With this in mind, parents and teachers should allow the student to lead the meeting and should direct their questions and comments personally to the student. This meeting is not a time for parents and teachers to discuss items outside of the agenda, nor to berate the student. Parents are asked to make a separate appointment with the teacher if they wish to discuss concerns.

Principles of Leadership

All students, grades 6-8, are part of the *Principles of Leadership* class. This class includes leadership principles that focus on the following areas:

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

Guest Speakers - Inspiring guest speakers from the community are invited to highlight specific topics relevant to the leadership principles. Parents are also encouraged to share their own leadership experiences. Please let our *Principles of Leadership* teacher know if you, or anyone you know, would be an effective presenter for this class.

Student Council

All students, grades 6-8, are eligible to take an active role in the Journey Student Council. The objective of the Student Council is for Journey students to learn effective leadership skills and to become contributing citizens. Student Council meets during the *Principles of Leadership* class. Student Council assists with school activities and spirit days, coordinates service projects, and organizes fundraisers for an annual extended field trip.

Student Council Officer Elections:

Elections are held at the end of each school year for Student Council Officers in the upcoming school year. Only incoming 7th and 8th graders may run for Student Council positions, including President, Vice President/Treasurer, Secretary/Historian, and Class Representative.

- President: Represents and leads the student body, develops the agenda for Student Council meetings, leads Student Council meetings, has final vote in case of a tie, and attends any meetings to discuss activities and needs.
- Vice President/Treasurer: Represents the student body, assists in developing the agenda for Student Council meetings, serves in absence of the president, heads important subcommittees, helps to coordinate fundraisers, counts and records money raised, works in conjunction with *Principles of Leadership* teacher to track fundraising money and reports to the Student Council.
- Secretary/Historian: represents the student body, records attendance and keeps accurate minutes at Student Council meetings, handles correspondence for the Student Council, attends meetings and keeps minutes, types materials for the Student Council, and keeps historical records including taking photographs.
- Class Representative: Represents the 6th-8th grade class members, attends Student Council meetings and activities, meets with classmates to gather ideas.

Participating as a Student Council Officer requires extra time and effort, responsibility, dependability, and commitment to follow through on assignments. Students and parents should consider this before a student decides to run for office. Student Council candidates must be verified through teacher recommendations and an interview with the principal prior to campaigning. As such, candidates must fill out a *Request to Run for Student Leadership* form and have it signed by all current teachers, the principal and parents.

Campaigning takes place for one week towards the end of the school year. Candidates may hang three posters in the lobby, halls, and multi-purpose room, and may distribute inexpensive handouts for campaigning on the playground **after school**. It is the students' responsibility to hang and remove their posters and to clean up campaign items in a timely manner.

The officers are determined through an all-school vote. Students running as a Student Council Officer must prepare a 3-minute speech to present in opening exercises. Speeches and elections are held on Friday at the end of campaign week. The election results will be announced at the end of the same day.

Responsibilities of Student Council Officers:

1. Attend all major Journey functions, including the Fall Festival, Spring Fundraiser, and any other events, service projects, or activities sponsored by Journey.
2. Attend Student Council meetings as determined by the leadership students and teacher.
3. Maintain grades of 70% or above. If any grades fall below 70%, the student will be temporarily removed from his/her position and will attend intervention class in order to raise the grade by the next progress period cutoff or end of quarter.

Opening Exercises

Each morning students participate in opening exercises. Throughout the year, all students are given an opportunity to conduct opening exercises, which may include a welcome, pledge, song, prayer, student presentations/memorizations and announcements. Students who are shy or nervous are not forced to take on this role. As we progress through the year, the students' confidence grows, they become more comfortable, and through the example of their peers most students will eventually welcome their turn to lead. Opening exercises typically take 10 minutes.

Patriotic Challenge

Journey emphasizes a love of country and encourages an intimate knowledge of the important documents that formed and represent our great country. As part of this emphasis, each student should commit to memorizing materials that comprise our Journey Patriotic Challenge. Upon passing off all seven items, the student will receive Journey's Patriotic Challenge Award and be invited to a special end of the year luncheon.

Journey Patriotic Challenge:

- Recite the Pledge of Allegiance
- Recite the Preamble to the Constitution
- Recite the Gettysburg Address
- Recite all US Presidents, in order (first and last name)
- Sing or recite *The Star Spangled Banner* (first verse only)
- Recite all 50 States and their capital cities
- Write the Pledge of Allegiance from memory, with correct spelling and punctuation

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

For those who have completed the Patriotic Challenge and want to go further, students may complete the Superb Challenge.

Superb Challenge:

- Name the Bill of Rights and all Ten Amendments
- Describe the 50 states flags
- Name the Presidents on coins and bills
- Sing and recite the Battle Hymn of the Republic, verses 1, 4, & 5
- Name the Supreme Court Justices

ACADEMICS

Journey has systems in place to help students and parents track academic progress. Most assignments can be accessed through Google Classroom. In addition, each student is assigned a FACTS Family Portal login, allowing students and parents to track work and grades weekly. Although grades are not a reflection of a student's potential nor worth, they do reflect a student's initiative, persistence, work-ethic, and 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 all work together, encouraging students to increase their responsibility and desire to be conscientious students.

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

Progress period cut off occurs **every three weeks**, after which students may not turn in any late work. These dates can be found on the school calendar, and are announced regularly in class. Report cards are sent out at the end of each quarter.

Student grades are given in the form of a letter grade in the core subjects including: math, language arts, writing, social studies, science, and computers. Letter grades are determined as follows:

A+ (97% – 100%)	A (93% – 96%)	A- (90% - 92%)
B+ (87 % - 89%)	B (83% - 86%)	B- (80% - 82%)
C+ (77% - 79%)	C (73% - 76%)	C- (70% - 72%)
D+ (67% - 69%)	D (63% - 66%)	D- (60% - 62%)
F (0% - 59%)		

Grades are given for special classes including music, physical education, enrichment, STEAM, and leadership (6th-8th grade) as well as citizenship grades for overall school performance. Explanations of participation/citizenship marks are as follows:

E = Excellent	N = Needs Improvement
S = Satisfactory	U = Unsatisfactory

Higher Level Math

Please be aware that high school students in Clark County are still required to take four years of math. By taking Algebra I, Algebra II, and/or Geometry your student will be able to take higher level courses but may not get high school credit. This is determined by the school they attend.

Honor Roll

Each quarter students can earn a 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 rolls, all core subject grades must be "A" or "A/B," and all student's participation/citizenship marks must be "S" or higher.

Diagnostic Testing

Journey Education uses a nationally recognized computer-based testing system called MAP (Measures of Academic Progress). By testing students fall, mid-year, and spring, student progress and growth is

gauged, and teachers can concentrate on those skills that need additional practice and review. Please help your students during testing weeks by making sure they have plenty of rest and a nutritious breakfast.

Enrichment

Journey Education devotes time daily to our Enrichment program. The Enrichment program is divided into two main sections, *Intervention* and *Enrichment*.

Intervention helps students who are behind grade level in math and/or reading. Students are provided with tailored instruction and practice in a small group environment in order to close the achievement gap.

Enrichment provides students an opportunity to engage in rigorous learning activities that go beyond factual and procedural knowledge. These classes are designed to challenge students and allow for creativity of thought.

Homework/Late Work 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 assignments that reinforce classroom learning objectives. Homework should provide students with an opportunity to apply information they have learned and to work independently.

Students are expected to turn homework in on time. Homework turned in after the due date may have points deducted and, in some cases, will not be accepted. This is up to the teacher's discretion. All assignments must be turned in by each progress period cutoff date or report card period. These dates can be found on the Journey calendar.

Students who are absent will have the opportunity to make up missing assignments. Students are given one calendar day for each day of absence, plus one extra day, to turn in the work. It is the student's responsibility to obtain the work from his/her teacher.

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 from all students**. 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 & 1st grade: ½ hour to 45 minutes per night
- 2nd & 3rd grade: 45 minutes to 1 hour per night
- 4th & 5th grade: 1 hour to 1 ½ hours per night
- 6th, 7th, & 8th grade: 1 ½ to 2 hours per night

Actual homework time required to complete assignments will vary with each student's study habits, attention span, and academic skills. Homework expectations may be modified based on students'

individual needs. If your student spends an inordinate amount of time doing homework, please let the teacher know as soon as possible so that adjustments can be made

Students that are overscheduled have a difficult time completing and keeping up schoolwork. Overscheduling also takes a toll on families. Not only are overscheduled students 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 is often put on the back burner.

Please carefully consider which extracurricular activities are best for your child and your family.

Homework Class

Journey offers an after-school homework class during the first hour of aftercare. Homework class is Tuesday 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 days students do not have school or scheduled ½ days. 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 assignments. Homework class is not in lieu of private tutoring. This time is geared towards independent work coupled with the direction of a teacher or aide for occasional help. If your student 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 around, and goofing off will not be tolerated. If a student exhibits behavior problems or distracts others, he/she will be asked to withdraw from homework class.

Attendance is taken at the beginning of homework class and parents must sign out students when picking them up.

Field Trips & Special Activities

Students will periodically participate in field trips or other special activities that correspond with learning experiences at Journey. A permission slip signed by parents is required in order for students to attend. Students who do not return the permission slip on time are not allowed to attend the field trip. These students stay at the school where alternative work will be assigned. We must abide by this policy strictly for the safety of each student. Permission slips can be found inside the FACTS Family Portal under webforms.

Parents with students who require a car seat or booster seat must provide these items for the field trips.

Parents who wish to volunteer as drivers/chaperones for field trips will need to contact the office. Copies of parent driver license and insurance must be on file at Journey. 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.

Any parents volunteering regularly or in an unsupervised role with students are required by law to undergo a background check. Background information packets can be acquired at the front desk.

COMMUNICATION

Email and Text

Journey Education uses email and text for most parent/student information and correspondence. Parents are responsible for information sent via email and text. Part of this responsibility is to make sure email addresses are kept up-to-date with the Journey office. Please ensure our domain, journeyeducation.org, is listed as a “safe” domain with email services in order to stay abreast of school communications.

Student Use of Office Phone

Students are not to use the office phone for personal phone calls, including calls to parents regarding pickups, lunches, or homework. If there is a true need or an emergency, a staff member will promptly reach out to parents on behalf of the student. Parents wishing to send messages to their students should do so by calling the front desk at 702-327-5340.

Media Release

Throughout the school year students participate in various classes, programs, activities, field trips and events that support their education, promote community service and encourage positive behavior. With the principal’s approval, staff, parents, and occasionally local media cover these events by taking photographs or video. These may be included on our school’s website, local newspapers and television, Facebook, websites or other media productions. Parents should be aware of the possibility that any student may be included in photographs or video. If parents do not wish to authorize use of their student’s image for print, display or broadcast, it is the parents’ responsibility to let Journey Education know.

PARENT INVOLVEMENT

Journey Parent Organization (JPO)

We encourage all parents to be involved in the Journey Parent Organization (JPO). The \$15 membership fee is paid at the time of registration. This fee is used by the JPO for parent training and parent activities. This organization provides activities and other special opportunities for our students as well as supports teachers and other Journey needs. The JPO oversees fundraisers and activities during the year. Parent involvement is vital to the success of these fundraisers.

Visitor, Volunteer, and After-School Policy

All parents and visitors must check in at the front office upon arrival and wear a visitor’s tag while on campus. Parents are not permitted to go directly to classrooms, lunch areas, or other campus locations to see their child, as this can disrupt learning and school operations.

Parents who wish to speak with their student during the school day should do so through the front office. If a parent needs to bring a student away from the classroom and/or school building, either to

their car or off of campus for a short period, they must sign the student out at the front office first and then sign them back in upon returning the student to his/her class.

If a parent is dropping off lunch or other items for a student after school has begun, the item must be brought to the front office. The school staff will ensure it is delivered to the student. Parents may **not** go directly to the classroom, playground, or lunch area to deliver items themselves, even if the student is at lunch.

Parents volunteering or meeting with teachers after school may have their student attend aftercare at **no charge** during that time. If a parent is visiting or on campus without volunteering or meeting with a teacher, standard aftercare charges will apply. Once volunteering or the meeting is complete, parents are responsible for picking up their student immediately, who may **not** be left unattended at any time, and sign the child out.

This allows us to maintain a safe campus, know who is on site, and ensure that all students and staff can carry out their responsibilities without disruption.

Any parent volunteering in an **unsupervised role** with students is required by law to undergo a background check, including being a driver for field trips.

Parent Orientation/Open House

At the beginning of each year a mandatory parent orientation/open house is held. Journey policies and procedure, homework and curriculum information, and other important information is reviewed. This is also an opportunity for parents to ask questions. 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 hosts three major fundraisers (Fall Festival, Spring Fundraiser, and yearbook). 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. 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 provides a student store where water bottles, lunch, and snack items can be purchased. To purchase items, parents must add credits to a prepay account on the FACTS Family Portal. The student store does not sell items without the use of the prepay account. We have found that every student has needed an item from the student store at one time or another throughout the year. Therefore, we highly recommend that every student have credits in their prepay account in case they need an item. Any unused balance at the end of the year can be kept for the following year. Unused credits are not refunded.

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 up students' energy levels. Students' lunches should be healthy, minimally processed foods (fresh fruit, string cheese, carrots). We also ask that lunches do not include junk food, such as soda, sugary treats, etc. This ensures each student has a good start to their afternoon and optimal readiness for learning. The school should be notified of any dietary restrictions or food allergies.

Please note, any food delivery service needs to arrive at least 15 minutes before lunch begins. K-3 lunch begins at 11:35, and 4th-8th lunch begins at 12:20. If lunch arrives late, students will receive lunch from the student store and their account will be charged. The delivered lunch will be sent home at the end of the day.

Journey does provide the use of microwaves to heat up food, however, due to time restraints during lunch time, student items have a limit of two minutes for microwaving. Please do not send items that require more than two minutes of microwave time, as the item may not have the time to be heated thoroughly. Please consider purchasing a thermos and ice packs to keep lunches warm and/or cold throughout the morning.

Gum Policy

Please note that gum is not allowed on the Journey campus.

Illness

Students should not attend school when ill. Students who are not feeling well do not benefit from instruction, and illness puts others at risk. Students recovering from an illness who are still too ill to participate in typical school activities must also remain home. The following are indicators that a student **SHOULD** stay at home:

- Fever
- Vomiting or diarrhea
- Runny nose with thick, green mucus
- Severe congestion that interferes with breathing or with wheezing
- Severe stomach aches or cramps
- Rash
- Pink eye
- Lice

Possible exposure to contagions should be reported to the school so that, if appropriate, parents can be promptly notified.

If a student requires the administration of any medications while at school, Journey must have an *Authorization for Dispensing Medication* form on file. See the front desk for this form. Please note: medication must be in original containers and submitted to the front desk.

With documented parental permission, some over-the-counter medications (listed in the Family Portal) may be provided by Journey Education and administered to students by a Journey staff member.

Journey staff members will report any accidents or changes in a student's health. If an illness or emergency arises at school, parents will be contacted immediately and asked to pick up their student promptly. If a student seems very ill and the school is unable to reach parents or emergency contacts, the student will wait in the office or lobby depending on the illness. In a serious emergency, emergency services will be called. Should emergency procedures be necessary, a staff member will remain with the student until a parent or emergency contact arrives. **For student safety, it is extremely important that phone numbers, email addresses, emergency contact numbers, and other pertinent information be kept up to date. Please immediately alert the front desk of any changes.**

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.