



Date Received _____

Received By _____

KINDERGARTEN - 8TH GRADE APPLICATION FOR ADMISSION

We believe that true education develops the spiritual, mental, and physical powers of each student. The purpose of Abilene Junior Academy is to help students reach their highest potential and to fulfill God's purpose for their lives. Our mission is to cultivate a love of learning through a Christ-centered education.

Thank you for your interest in Abilene Junior Academy. Please complete this student application in its entirety. This application will be reviewed, and you will be notified of the school's decision. All prospective students and their families may be asked to participate in an interview at the school. Once the student application has been approved you will receive a student/parent handbook and be asked to sign an acknowledgement of receipt along with the financial agreement.

The following is a checklist of the items you will need to provide to complete the enrollment process:

- Completed Student Application
- Proof of date of birth and legal name (see page 2)
- Proof of residency (see page 2)
- Current Immunization Record

THE APPLICATION PROCESS IS EASY!

Step 1 - Application for Admission Form and Financial Agreement
Step 2 - Acceptance Notification and Enrollment
Step 3 - Student/Parent Handbook

For more information contact the following:

- Email: abilenejracademy@gmail.com
- Phone: 325-603-5000
- Mail Address: PO Box 239, Abilene – TX, 79604
- Business Address: 2542 E Overland Trail B, Abilene – TX, 79601

REQUIREMENTS FOR ENROLLMENT

Before any student is accepted to attend Abilene Junior Academy, the student's parent, legal guardian or sponsor (*legal guardianship or sponsorship requires additional documentation from a court or agency*) must provide proof of date of birth and legal name and legal residence.

For Proof of Date of Birth and Legal Name (Student)

A copy of ONE (1) of the following documents must be submitted:

- Birth Certificate
- Passport or Visa
- State-issued identification document
- A certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born.

For Proof of Residency (Parent or Legal Guardian)

These documents are for address verification and must reflect the current address for enrollment or change of address.

A copy of ONE (1) of the following documents must be submitted:

- Any utility bill or work order dated within the past 30 days, including: gas, water, electric, telephone, or cable
- Valid Driver's License
- One of the following dated within the past 30 days:
 - Payroll Stub
 - Bank Statement
 - Credit Card Statement

STUDENT APPLICATION FORM

New Student Application: This form is to be completed by the parent or guardian.

*All applications will be submitted to the admissions committee for review.

Grade Applying For:

School Year:

Date of Application:

Student Information			
(Satisfactory proof of age, legal name and residency must be submitted at the time of enrollment)			
Legal Name: Last	First	Middle	Preferred Name
Permanent Address Street			Apart #
City		State	Zip code
Place of Birth (city, state, county, or country)		Date of Birth	Gender
Student's email		Student's cellphone	
Student Social Security Number		Is the student Hispanic or Latino? Yes No	
Which category best describes the student's race?			
American Indian or Alaskan Native		White	
Asian		Native Hawaiian or another Pacific Island	
		Black or African American	

Student Religious Affiliation			
Are you a member of a church?	Yes	No	Church where membership is held
Have you been baptized?	Yes	No	Denomination
Pastor	City		State

Abilene Junior Academy

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Family Information: Father			
Father's Name: Last	First	Middle	Deceased Yes No
Permanent Address Street same as above			Apart #
City		State	Zip code
Employer			
Email		Day time phone	Cellphone
Religious Affiliation			

Family Information: Mother			
Mother's Name: Last	First	Middle	Deceased Yes No
Permanent Address Street same as above			Apart #
City		State	Zip code
Employer			
Email		Day time phone	Cellphone
Religious Affiliation			

Family Information:		Stepparent	Legal Guardian	Sponsor
Last Name	First Name	Middle Name	Relationship	
Permanent Address Street	same as above			Apart #
City		State	Zip code	
Employer				
Email		Day time phone	Cellphone	
Religious Affiliation				

Family Information		
Who does the student live with? (Name and Relationship)		
List other children under 18 years of age living with the family:		
Name	Grade	School
Name	Grade	School
Name	Grade	School
Name	Grade	School
Name	Grade	School
Name	Grade	School
Name	Grade	School

School Information

Current Grade	Reason for leaving
Last School Attended	Telephone
Have you ever been expelled, denied re-enrollment at a school, counseled not to return to a school, or been the subject of any major school disciplinary action? If yes, please explain.	
Please indicate the student's areas of interest (Select all that apply) Art: Ceramics Drawing Photography Crochet Painting Computers/Technology: Audio/Video Editing Graphics Web Design TV Year Book Music: Sing/Choir Songwriter Instruments: Sports: Nature walks Volleyball Soccer Basketball Football Baseball Other: Studies: Agriculture Bible History Science Ministry Woodworking/Shop Auto Repair Astronomy _Gardening Math Reading Spelling Writing Community Assistance Other areas:	
Describe your child's personality, and favorite activities apart from school.	
Has your child ever repeated a grade? Yes (Please Explain) No	
Describe how your child usually responds to your discipline.	
Has your child ever been tested for a learning difference, or been placed on an Individual Education Plan (IEP)? ___ Yes (Please attach a copy of test results, and/or IEP, and explain below) No	
Does your child speak a second language?	
Is there anything else of which we should be aware to help us know your child better?	

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 325-603-5000

Health Information

Abilene Junior Academy desires to provide the best education possible for students who are admitted. Due to staffing, funding, and facility limitations, some children are not admitted because the school can't adequately provide for their learning needs. The nature of the school curriculum necessitates that children who have been diagnosed with learning differences must be able to meet the same academic standards as all other children in their grade level. Children with physical/motor limitations who may require special provisions will be considered for admission on a case-by-case basis.

Give a brief medical history of applicant, identifying any serious illnesses or injuries of which the school should be aware. List any emotional or medical treatments, or physical handicaps which may affect student's activities.

Immunization Records Provided: Yes No

Parents/Guardian must present certification of immunizations on the first day of school entry. If documentation is not presented, parents and/or guardians have 30 days to provide documentation, **or the student shall be excluded from the school until proof is presented.**

Permission for school/nurse to share my child's shot records with a healthcare provider who needs it when giving my child immunizations. Yes No

Parent Questionnaire

How did you first learn of Abilene Junior Academy?

Please describe your primary reasons for seeking admission for your child to Abilene Junior Academy. Which of these reasons is most important to you and why?

In what ways should parents participate in the education and school life of their child?

Thinking ahead to your child's graduation at Abilene Junior Academy, what would be your greatest hopes for how this school has influenced your child?

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I have read the responses on this application, and find that they are correct to the best of my knowledge. I agree to respect and support the regulations, and policies of the school as published or ammended by the administration. I further pledge to assume the financial responsibility for the student, and to pay bills promptly or my child's education may be disrupted. We/I certify that the information given on this application is factual and true and based on our/my agreement with the mission and academic philosophy of Abilene Junior Academy.

Signature of Parent/Guardian

Date

MEDICAL INFORMATION RELEASE/ EMERGENCY PLAN

Student Medical Information			
Student's Full Name:			
Doctor's name: Phone (Office): Cellphone:	Dentist's name: Phone (Office): Cellphone:		
Hospital preference:			
Medical/Health Insurance:	ID #	Group #	
Dental Insurance:	ID #	Group #	
Student Current Medications (vitamins, inhalers, prescriptions, other)			
Name of Medication	Dose	Amount taken	Times per day
Student Allergies	No known allergies	Yes (Please list below)	
Food:			
Medications:			
Insects/Animal:			
Seasonal/Other:			
Give a brief medical history of applicant, identifying any serious illnesses or injuries of which the school should be aware. List any emotional or medical treatments, or physical handicaps which may affect the child's activities:			
Parent/Guardian Consent (The persons (other than a parent) listed below have consented to assume responsibility of my child in case of illness or accident until I can be reached)			
Name	Phone		
Name	Phone		

If emergency services involving medical action or treatment are required and neither parent nor the family physician can be reached for consent, the parents/guardians hereby consent to the rendering of such emergency medical service and if necessary to be transported to receive emergency care for the above named student as shall be necessary in the opinion of Abilene Junior Academy or the medical personnel rendering the service. This authorization is given pursuant to the local state Civil Code. I understand that I will be responsible for any medical expenses occurring as a result of such treatment.

Signature of Parent/Guardian

Date

PHOTO/VIDEO/WEBSITE RELEASE FORM

Abilene Junior Academy makes an effort to promote the positive activities, honors and work of our students in our internal celebrations as well as in our community marketing efforts. We do this using a variety of media formats and publications, including, but not limited to brochures, postcards, displays, website and slide shows. An essential component of each of these formats and publications is images of our students. Images have tremendous power to engage online users and readers. Publicizing a student's work will encourage our students to strive for excellence in his or her schoolwork as well as provide a glimpse of the educational experience at AJA. During the school year, there will be times when pictures or videos of your child may be taken that support their education, promote community service or encourage positive behavior. These photos and/or videos include but are not limited to field trips, sporting events, special programs and events, along with normal classroom routines.

I understand that any picture or video of a student posted to the website whether individual, group or team will not include personal information. Some of the pictures or videos may be action or candid shots taken during participation in an event while other pictures or videos may be staged for specific purposes. Group shots such as class or team pictures posted to the website may be identified by team or class name, but no individual names will be included. In some cases, the initials of a student might be included in such media so that members of the AJA family might celebrate the accomplishments of the student's work. I have been informed that with my permission below, an image of and the work of my child may be used in the various media publications of Abilene Junior Academy School. I understand the conditions under which images and students' work may be used.

Yes - I hereby consent to authorize AJA permission to use my child's photo, video or class work/art for the purposes mentioned above. I understand and agree that AJA may use these photos, videos and class work/art in subsequent school years unless I revoke this authorization in writing to AJA.

No - I withhold permission for AJA to use my child's photo, video or class work/art for any AJA media as mentioned above.

Student Name (*Printed name*) _____

Student Name (*Printed name*) _____

Student Name (*Printed name*) _____

Parent/Guardian (*Printed name*) _____

Signature of Parent/Guardian

Date

PERMISSION FOR STUDENT PICK UP

Abilene Junior Academy requires your consent for your child to be picked up from school by anyone other than his/her parents/guardians. This is for the safety of your child. **No one will be permitted to pick up your child if their name is not listed below.** All persons must have and show their picture ID. Make sure you list all adults even if you reside in the same household. (parents, grandparents, aunt, uncle, etc.)

Student's name:

I hereby give my consent for the following individuals to pick up my child from Abilene Junior Academy:

Name	Driver's License State & Number	Relationship

Signature of Parent/Guardian

Date

YEARLY ASBESTOS NOTIFICATION FORM

Subject: *Required notification to parents, teachers, and employees*

Copies of this dated notification shall be distributed to the organizations of parents, teachers, and employees, or in the absence of such organizations, to the individual parents, teachers, and employees, (per Federal Law 40 CFR 763.93) once each calendar year. This is to be done for every school whether it has asbestos containing products or not.

The inspection and management plan for Asbestos-Containing-Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this school. The management plan has been submitted to the state for review and approval. A copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

Method of Distribution of This Form: **Email*

Name of School: Abilene Junior Academy
School Address: 2542 E. Overland Trl. Abilene, TX 79601
County: Taylor

Date: _____
You are required to fill in the date.

Parent Printed Name: _____

Parent Signature: _____

REQUEST FOR RELEASE OF RECORDS

Student's Former School Information		
School Name	Date	
School Address		
City	State	Zip code
Telephone		

This is a request for release of confidential information for the following student:

Student's Name _____ **Grade** _____ **DOB** _____

The above student(s) has/have enrolled in our school. Please send the entire cumulative information. If student left during a grading period, please indicate withdrawal grades earned to that point.

Please forward all records to: Abilene Junior Academy
 2542 E. Overland Trail B. Abilene, TX 79601
 Office (325) 603-5000
 abilenejracademy@gmail.com

PLEASE MAIL AN UNOFFICIAL TRANSCRIPT AND WITHDRAWAL GRADES FOR REGISTRATION PURPOSES.

Please mail the following information.

- Official Transcript
- Standardized test results
- Withdrawal Grades
- Health Records/Immunization Records
- Discipline
- Special Ed Records
- Attendance
- Cumulative Folder

I give permission for my child's records to be sent to Abilene Junior Academy

Signature of Parent/Guardian**Date**

ACCEPTABLE INTERNET USE POLICY

Abilene Junior Academy of the Seventh-day Adventist education system is pleased to offer their students access to a computer network for electronic mail and the Internet. To gain access to email and the Internet, both parent and student must sign and return this form to the school. The Internet is a powerful resource for expanding the education experience of each student. Access to email and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world.

Unfortunately, it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore, support the school's choosing to make the Internet available to our students. But because ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access for their student while at AJA. Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. **Access to our Internet is a privilege-not a right.** Access entails responsibility.

Students are responsible for Christian behavior and communication on the school computer network, just as they are anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreements they have signed. The school takes very seriously the responsibility for appropriate use of the network. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student should access inappropriate material, the school will not be liable and the student will forfeit network privileges at this institution.

Computer storage files will be treated like school lockers. School staff may review files and communication to maintain system integrity and insure that users are using the system responsibly. Students will adhere to Christian principles and will:

- be responsible and courteous in all communications utilizing technology,
- be responsible with all computer hardware and software,
- keep their passwords to themselves,
- respect the confidentiality of folders, work and files of others,
- learn about and observe copyright laws.

Any activity not in accordance with these general rules may result in a loss of access as well as other disciplinary or legal action. As a user of the school's computer network, I agree to comply with the above stated rules (on the front) – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____

As the parent or legal guardian of the student signing above, I grant permission for my son, daughter or legal charge to access networked computer services such as electronic mail and the Internet. I understand the individuals and families may be held liable for any inappropriate behavior. I understand that some materials on the Internet may be objectionable, but I accept responsibility to work with the school in guidance of Internet use-setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent or Legal Guardian _____

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Uniform Policy - GIRLS: Pre-K to 8th

Daily Classroom Attire:

- ❖ Bottoms: Navy, Black, Khaki pants, capris, shorts or skirts.
 - no ripped, frayed, or sweat pants.
 - capris, shorts or skirts at or below the length of a student's knees.
- ❖ Shirts: Polo shirts (short or long sleeve) in the following approved color:
 - Burgundy
- ❖ Legs & Feet: Socks, including leggings and tights, should be black, navy, gray or white in order to coordinate with the uniform. In addition, all socks, leggings or tights should be of a single solid color, with no patterns, emblems or logos.
- ❖ Shoes must be closed-toe and appropriate for PE, unless the teacher or administration specifically stipulates otherwise.

Formal Chapel/Performance Attire:

- ❖ Bottoms: If a skirt is worn, navy knit shorts or leggings may be worn for modesty and/or warmth.
- ❖ Shirt: A BURGUNDY POLO with SCHOOL LOGO/Emblem. All undershirts must be white and tucked in, but the polo shirt is not required to be tucked in.

Field Trip Uniform:

- ❖ Bottoms: Nice jeans or navy pants.
- ❖ Shirt: One school field trip t-shirt will be provided for every student. This shirt must be worn for all field trips. This helps provide an additional layer of safety on trips.

Alternative Uniform Days:

- ❖ "JEAN-A-FORM" FRIDAYS:
 - Jeans or shorts must be blue in color jeans and denim material.
 - Shorts length must meet the standard uniform guideline stipulated (at or below the length of student's knees).
 - Approved shirts for Friday's must have the AJA theme, emblem, logo or information on them. Shirts that are ripped, faded or stained will not be permitted.

Please be advised, this policy can change over the course of the year.

Uniform Policy- BOYS: Pre-K to 8th

Daily Classroom Attire:

- ❖ Bottoms: Navy, Black, Khaki pants or shorts.
 - no ripped, frayed, or sweat pants,short
 - shorts at or below the length of a student's knees
- ❖ Shirts: Polo shirts (short or long sleeve) in the following approved colors:
 - Burgundy
- ❖ Legs & Feet: Socks should be black, navy, or white with no patterns, emblems or logos in order to coordinate with the uniform.
- ❖ Shoes should be closed-toe and appropriate for PE, unless the teacher or administration specifically
- ❖ stipulates otherwise.

Formal Chapel/Performance Attire:

- ❖ Bottoms: NAVY pants or shorts with navy socks.
- ❖ Shirt: A BURGUNDY POLO with SCHOOL LOGO/Emblem. All undershirts must be white and tucked in, but the polo shirt is not required to be tucked in.
- ❖ Field Trip Uniform:
 - Bottoms: Nice jeans or navy pants.
 - Shirt: One school field trip t-shirt will be provided for every student. This shirt must be worn for all field trips. This helps provide an additional layer of safety on trips.

Alternative Uniform Days:

- ❖ “JEAN-A-FORM” FRIDAYS:
 - Jeans or shorts must be blue in color jeans and denim material.
 - Shorts length must meet the standard uniform guideline stipulated (at or below the length of student’s knees).
 - Approved shirts for Friday’s must have the AJA theme, emblem, logo or information on them. Shirts that are ripped, faded or stained will not be permitted.

Please be advised, this policy can change over the course of the year..



PARENT HANDBOOK SIGNATURE PAGE

I, _____, have read the student handbook and agree with and recognize the importance of highly rigorous academics to both myself and to my community, and have been given the opportunity to ask questions concerning information stated within the Student Handbook.

I also recognize my own responsibility to help make Abilene Junior Academy such a school, and therefore commit myself to do everything in my power to:

- Actively support AJA's academically rigorous program and high behavioral standards.
- Monitor my student's schoolwork regularly, encouraging him/her to produce high quality work.
- Maintain a supportive environment during homework and study times.
- Support my student in her/his strive to exhibit AJA's policies.
- Maintain regular communication with teachers and administrators regarding my student's progress.
- Participate in school activities whenever possible.
- Ensure that my student arrives at school punctually and without fail every day, or communicate when
- Uphold the name of AJA, bearing a Christian witness both inside and outside the community through thought, word, and deed.

Signature of Parent/Guardian

Date