

"Come and See"

John 1:39, 46



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Student and Parent Handbook

2024-2025 Student Handbook

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Welcome to Sacred Journey Academy

The intent of this Student Handbook is to establish guidelines for a consistent program throughout the school year. It is impossible to cover every situation, but basic policies and operational procedures are generally covered in this manual. It is imperative that the home and school cooperate and work together to provide the best educational and spiritual opportunities for our child(ren). Together, we commit to operating in an atmosphere of grace, respect, and love.

We know that seeds planted at Sacred Journey Academy (SJA) will be used by God to grow your child and your family. Our desire is to instill a love for Jesus and a passion for following Him in the heart and life of every student in our school. We can't wait to see how this school year transforms your child's character and learning experience!

HANDBOOK POLICY STATEMENT

The following policies and procedures cover a broad range of topics. They represent the most recent expression of Sacred Journey Academy and provide for equitable and consistent treatment of enrolled students.

To ensure that Sacred Journey Academy achieves and maintains the purpose of this handbook and to ensure the organization's continued ability to meet its needs and those of its constituents under changing conditions, Sacred Journey Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this handbook at any time.

This Student Handbook does not contractually bind Sacred Journey Academy. Any changes made during the school year will be published in school communication and/or on our website.

*Addresses and personal information listed in this handbook are not to be used for solicitation or improper use.

General School Information

Mailing Address: PO Box 1411, Alexandria MN 56308

Physical Address: 800 Mt Carmel Dr NE, Alexandria MN 56308

Email: info@sacredjourneyacademy.org

Phone: 320-391-0410

Website: sacredjourneyacademy.org

GRADE LEVELS

Sacred Journey Academy offers classes Kindergarten through 10th grade, with class sizes capped at 16 students per grade. Additional grades will be added each year until we are a full K-12 academy.

HOURS OF OPERATION

Office Hours

The school office is open each school day from 8:00 a.m. until 4:00 p.m. Summer office hours are flexible. (Messages may be left and calls will be returned when someone is in the office.)

Staff Hours

Teachers are usually available at the end of each school day. Please call ahead if you desire to visit with a teacher.

School Hours

Students may arrive any time between 8:00 a.m. and 8:30 a.m. School begins at 8:30a.m. Depending on the weather conditions, morning supervision for these students will be either on the playground or in the school building.

The school day ends at 4:00 p.m. Mon.-Thurs. Fridays, the school day will run 8:30 am-12:30 pm. Students should plan to walk home immediately, be picked up by an authorized adult, or go directly to the child care area if attending After School Care provided by SJA. **Please be prompt if picking up your child.*

After School Child Care Hours

ASC will be provided only on Fridays from 12:30 - 4:30 PM Students attending SJA After School Care will go immediately from their classroom to the ASC area. **Please see ASC handbook for terms and conditions.*

INCLEMENT WEATHER CLOSINGS

Sacred Journey Academy will announce closings or late opening/closure due to weather through Praxi School via your preferred contact method and on Facebook. We will follow weather decisions made by District 206.

Late arrival due to hazardous driving conditions will be treated appropriately.

SCHOOL ORGANIZATION

Overall Governance

Sacred Journey Academy's chief executive officer is it's **Head of School**, who partners with the **Board of Directors** and **Spiritual Advisor Committee**.

The Head of School determines the spiritual tone, strength, and overall vision for the ministry. The Board of Directors partners with the Head of School setting policy in the management of the corporation.

The Spiritual Advisor Committee partners with the Head of School to advance the Kingdom of God through the ministry and protects the ministry through counsel and prayer.

Head of School

Sacred Journey Academy operates as a ministry in the corporate form, the Head of School serves as both the spiritual leader of the ministry and chief executive officer of the corporation.

The Head of School is primarily responsible for the advancement of the Kingdom of God through the ministry. Therefore, he/she must be in a position corporately to ensure that financial strength is directed toward the ministries and priorities of his/her choice.

Board of Directors

The major financial affairs of the corporation shall be managed by the Board of Directors, here in after referred to as the Directors, whose members shall have a fiduciary obligation to the corporation, and will ensure compliance with all legal requirements of the corporation. In addition, Directors partner with the Head of School to advance the ministry in planning, recruitment, and fund development.

Spiritual Advisors

The Advisors are to serve the ministry and the Head of School to encourage and develop the spiritual life of the ministry. These people and their spouses are to provide a prayer covering, Godly counsel, and encouragement to the leadership, staff, volunteers, and constituents of the ministry. Advisors are neither a governing or corporate board, but a spiritual body called to allow the ministry of Sacred Journey Academy to flourish.

MISSION

We are a community that offers a unique education experience based on truth and creativity; a culture that operates in freedom and joy; and identity transformation in and through Jesus Christ.

VISION

Raising up kids with purpose, godly wisdom, and spiritual discernment.

VALUES

Truth

Sanctify them by your truth; your word is truth. John 17:17

Identity

For you created my in most being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. Psalm 139:13-14

Wisdom

Blessed are those who find wisdom, those who gain understanding, for she is more profitable than silver and yields better returns than gold. Proverbs 3:13-14

Courage

Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go. Joshua 1:9

Character

Rather, train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come. 1 Timothy 4:7-8

Worship

Clap your hands all you nations; shout to God with cries of joy. Psalm 47:1

Love

Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. Mark 12:30-31

Freedom

So if the Son sets you free, you will be free indeed. John 8:36
It is for freedom that Christ has set us free. Stand firm, then, and do not let yourselves be burdened again by a yoke of slavery. Galatians 5:1
Now the Lord is the Spirit, and where the Spirit of the Lord is, there is freedom. 2 Corinthians 3:17

SCRIPTURE VERSION

Sacred Journey Academy will use the New International Version (NIV) Bible translation for consistency in all marketing materials. The English Standard Version (ESV) Bible translation may also be used in worship and in the classroom.

STATEMENT OF FAITH

Holy Bible:

The Holy Bible, and only the Bible, is the authoritative Word of God. It alone is the final authority for determining all doctrinal truths. In its original writing, the Bible is inspired, infallible, and inerrant (see Prov. 30:5; Rom. 16:25, 26; 2 Tim. 3:16; 2 Pet. 1:20, 21).

Trinity:

There is one God, eternally existent in three persons: Father, Son (Jesus), and Holy Spirit. These three are coequal and coeternal (see Gen. 1:26; Isa. 9:6; Matt. 3:16, 17; 28:19; Luke 1:35; Heb. 3:7-11; 1 John 5:7).

Jesus Christ:

Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was 100 percent God and 100 percent man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the cross for humankind and, thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory (see Isa.9:6; John 1:1, 14; 20:28; Phil. 2:5, 6; 1Tim. 2:5; 3:16).

Virgin Birth:

Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the virgin Mary's womb; therefore, He is the Son of God (see Isa. 7:14; Matt. 1:18, 23-25; Luke 1:27-35).

Redemption:

Humanity was created good and upright, but by voluntary transgression, it fell. Humanity's only hope for redemption is in Jesus Christ, the Son of God (see Gen. 1:26-31; 3:1-7; Rom. 5:12-21).

Salvation:

We are saved by grace through faith in Jesus Christ: His death, burial and resurrection. Salvation is a gift from God, not a result of our good works or of any human effort (see Rom. 10:9, 10; Acts 16:31; Gal. 2:16; 3:8; Eph. 2:8, 9; Titus 3:5; Heb. 9:22).

Repentance:

Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ, which allows us to receive His redemption and to be regenerated by the Holy Spirit. Thus, through repentance we receive forgiveness of sins and appropriate salvation (see Acts 2:21; 3:19; 1 John 1:9).

Sanctification:

Sanctification is the ongoing process of yielding to God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a godly life (see Rom. 8:29; 12:1, 2; 2 Cor. 3:18; 6:14-18; 1 Thess. 4:3; 5:23; 2 Thess. 2:1-3; Heb. 2:11).

Jesus' Blood:

The blood Jesus Christ shed on the cross of Calvary was sinless and is 100 percent sufficient to cleanse human kind from all sin. Jesus allowed Himself to be punished for both our sinfulness and our sins, enabling all those who believe to be free from the penalty of sin, which is death (see John 1:29; Rom. 3:10-12, 23; 5:9; Col. 1:20; 1 John 1:7; Rev. 1:5; 5:9).

Jesus Christ Indwells All Believers:

Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They relinquish the authority of their lives over to Him, thus making Jesus the Lord of their lives as well as Savior. They put their trust in what Jesus accomplished for them when He died, was buried and rose again from the dead (see John 1:12; 14:17, 23; 15:4; Rom. 8:11; Rev. 3:20).

Baptism in the Holy Spirit:

Given at Pentecost, the baptism in the Holy Spirit is the promise of the Father. It was sent by Jesus after His ascension to empower the ministry to preach the gospel throughout the whole earth (see Joel 2:28, 29; Matt. 3:11; Mark 16:17; Acts 1:5; 2:1-4, 17, 38, 39; 8:14-17; 10:38, 44-47; 11:15-17; 19:1-6).

The Gifts of the Holy Spirit:

The Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the ministry, demonstrate the validity of the resurrection and confirm the power of the gospel. The lists of these gifts in the Bible are not necessarily exhaustive, and the gifts may occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of biblical parameters (see Rom. 1:11; 12:4-8; 1Cor. 12:1-31; 14:1-40; Eph. 4:16; 1Tim. 4:14; 2Tim. 1:5-16; Heb. 2:4; 1Pet. 4:10).

The Ministry:

The ministry is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Jesus' Great Commission. Every person born of the Spirit is an integral part of the ministry as a member of the Body of believers. There is a spiritual unity of all believers in our Lord Jesus Christ (John 17:11, 20-23; Eph. 1:22; 2:19-22; Heb. 12:23).

Creation:

Because we believe the Bible to be God's written Word, true in all it teaches, we believe God created the heavens and the earth, the sea and everything that is in them (Ex 20:11) out of nothing (John 1:3) by His Word (Jesus the Son- John 1:1, Col 1:16). We believe God created the historical Adam out of dust and formed the historical Eve from him, both uniquely bearing God's own image (Gen 1:26-27). While the Bible does not necessarily enumerate the specific mechanics of creation (process, duration, etc), it does clearly teach God's direct, active, purposeful, orderly creation of all that exists. Thus, our school rejects an evolutionary worldview while adhering to a biblical worldview.

Sanctity of Life and Marriage:

We believe God specially and directly created human beings in His image. Human life is sacred and begins at the time of conception. God created mankind male and female and has ordained marriage as a union between one man and one woman. (See Gen. 1:27; 2:18-25; 5:2; Jer.1:5; Eph. 5:31-32). We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

Resurrection:

Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the cross. As a result, both the saved and the lost will be resurrected—they that are saved to the resurrection of life, and they that are lost to the resurrection of eternal damnation (see Luke 24:16, 36, 39; John 2:19-21; 20:26-28; 21:4; Acts 24:15; 1Cor. 15:42, 44; Phil. 1:21-23; 3:21).

Heaven:

All believers in the gospel of Jesus Christ will dwell eternally in perfect union with God. (see Matt. 5:3, 12, 20; 6:20; 19:21; 25:34; John 17:24; 2 Cor. 5:1; Heb. 11:16; 1 Pet. 1:4).

Hell:

After living one life on earth, the unbelievers will be judged by God and sent to hell where they will be eternally tormented with the devil and the fallen angels (see Matt. 25:41; Mark 9:43-48; Heb. 9:27; Rev. 14:9-11; 20:12-15; 21:8).

Second Coming:

Jesus Christ will gloriously return to earth for the second time to establish His kingdom. This will occur at a date undisclosed by the Scriptures (see Matt. 24:30; 26:63, 64; Acts 1:9-11; 1 Thess. 4:15-17; 2 Thess. 1:7, 8; Rev. 1:7).

GENERAL PHILOSOPHY OF OUR APPROACH

We believe that all things should be done according to the Scriptures. As Christians, we are to honor God and His creation. People are created in the image of God; therefore, part of honoring Him entails respect for people and respect for their property. Since discipline is a part of the Christian life, the goal is to lead students from merely having outward constraints to having inward control through the filling of the Holy Spirit as evidenced by the fruit of the Spirit. (Galatians 5:22-23)

God has set the example for a parent. He loves us too much to allow us to do something that will hurt us. That is responsible love. With this motive, we seek to fairly and firmly discipline our students in love to enable them to obey man whom they can see, so that they may learn to obey God whom they cannot see.

At Sacred Journey Academy, the teachers maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students. The application of rules and regulations are necessary for the efficient, orderly functioning of any organization. At SJA, we believe the Bible establishes the best framework for social interaction ever provided in the form of what has become known almost universally as the Golden Rule of Matthew 7:12, "Do unto others as you would have them do unto you." This includes an atmosphere conducive to studies and free from disruption, as well as making school a place where students feel loved and accepted.

Sacred Journey Academy strives to train students in Christ-likeness by encouraging them to consider one another precious and to esteem others above themselves. (Philippians 2:3-5; John 13:34-35; Proverbs 22:6) This is the foundation for the rules at SJA. They are established with the respect, safety and well being of each individual at the forefront of their purpose, as well as to build character in each student. The administration is committed to these tenants and will undertake every effort to ensure the manifestation of these God-glorifying goals.

Parents/guardians are asked to take all questions concerning disciplinary matters to the individual(s) directly involved first, then to the administration. This procedure will help build proper communication and avoid hindering vital relationships necessary for your child's training.

This process is in accordance with the principles of restoration found in Matthew

18, which says: "If your brother sins against you, go and show him his fault, just between the two of you." (Matt. 18:15) When conflict occurs, resolution should be sought in a way that glorifies God and contributes to a community of peace.

The school and the home must be in agreement in disciplinary outlook. The administration and/or teachers may set up conferences with parents/guardians concerning discipline or academic concerns if necessary. Parents/guardians and students should realize that in determining the proper action for any offense, the seriousness of the offense and the circumstances surrounding the offense will be taken into consideration. We trust the Holy Spirit to lead us in truth and understanding as such situations arise.

EDUCATIONAL PHILOSOPHY

The Core of Our Program

Sacred Journey Academy is more than a biblically based curriculum. It is more than classics of literature, or long-time proven teaching strategies, or cutting edge pedagogy flowing from modern research. We embrace all of these, but these alone do not capture the core of Sacred Journey Academy.

At its core, Sacred Journey is a culture. It is a set of core values and principles that teachers and staff collectively and firmly believe – and students come to believe. Our foundation is that students are image-bearers of God, and therefore have great potential (Psalms 8:4-8).

In contrast to notions of "moralistic therapeutic deism" vaguely held by many, we firmly believe that God is actively working in the world today (John 5:17). Partnering with God and properly prepared, we believe Sacred Journey students can and will do much to serve and lead in our increasingly uncertain world (Matthew 9:37).

Our Culture Begins with Our Values

To understand our culture, start with our values which are based on the Word of God. Society norms may change but *Jesus Christ is the same yesterday, today, and forever.* (Hebrews 13:8)

As educators, we know that no external strategy, methodology or curriculum can motivate young people more than they can motivate themselves – *when the right kind of nurturing educational environment is in place.*

Educational research shows that fear, shame, anger, and anxiety all repress student learning (and overall human functioning). And God knows this. From antiquity, the Bible addresses fear and anxiety over 500 times! And hundreds of times God's Living Word invites all Christ-followers to live in PEACE. Note, Jesus administers to PEACE even in the most unimaginable circumstances, such as his own crucifixion and resurrection (John 20:19).

For over a thousand years, the Christian church primarily believed that Jesus' death and resurrection liberated all mankind from bondage to sin, death, and the devil. (Colossians 2:15, John 12:31-32). This, in addition to God's atoning work through the cross (1 John 2:2), lays the foundation for living, learning, and loving in a community of FREEDOM:

For freedom Christ has set us free; stand firm therefore, and do not submit again to a yoke of slavery. (Galatians 5:1)

Live as people who are free, not using your freedom as a cover-up for evil, but living as servants of God. (2 Peter 2:16)

Now the Lord is the Spirit, and where the Spirit of the Lord is, there is freedom. (2 Corinthians 3:17)

What does this freedom look like? It is freedom to learn unencumbered by the sins and cares of this world that so easily entangle and immobilize us (Hebrews 12:1). It is freedom to learn with higher purpose – as God’s chosen people (1 Peter 2:9) empowered by His Grace (Ephesians 2:10).

Christian education based on this freedom does not imply a lack of structure, rather it is a different kind of structure.

Procedures

ADMISSION

Non-Discrimination Policy

Sacred Journey Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and other school-administered programs.

Admission Procedure

Each child is considered on an individual basis. Before admission to our program, a personal interview between parent/guardian, child, and Head of School will be required to determine if the child’s individual spiritual, physical and emotional developmental needs can be met. It is at the discretion of the Head of School to enroll students mid-year pending availability and possible child assessment.

Enrollment for the following school year begins in March. Enrollment forms will be processed in the order received so please make sure to submit as soon as possible. Please note that an on-line application or enrollment form submission does not guarantee your admission to the program. It is the parent’s responsibility to know and understand the admission procedures and deadlines. *Student applications for re-enrollment will not be approved until outstanding account balances are paid in full.*

All students seeking admission to Sacred Journey Academy must submit:

- Online enrollment form
- Copy of any Individual Education Plans (I.E.P.) or 504 Plan
- Copy of previous school transcript (if applicable)
- Pastor reference letter indicating participation in regular community and/or personal testimony on behalf of the student and family.
- \$200.00 application fee (per family; non-refundable)
- Birth certificate (due within 60 days of enrollment acceptance)
- Immunization records or exemption (due within 60 days of enrollment acceptance)

At least one custodial parent or legal guardian must acknowledge Jesus Christ as personal Lord and Savior, and agree and be in support of our Mission Statement and Statement of Faith. Before a student will be admitted, parent(s) shall be required to sign a Parent Commitment form.

Kindergarten:

All children entering kindergarten for the first time must be five years of age on or before June 30.

First Grade:

All children entering first grade for the first time must be six years of age on or before June 30 unless they have completed Kindergarten in another state.

Once enrollment is approved, administration will contact families regarding next steps.

On occasion, the atmosphere or conduct within a home may be in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to the following:

- Vulgarity
- Sexual immorality
- Sexual orientation
- Substance usage
- Inability to support the moral principles of the school

Sacred Journey Academy reserves the right to not enroll or admit a child:

- Based on the school's assessment of the school's ability to meet the needs of the child. An evaluation by school personnel is required for enrollment or admission of any student.
- Whose family is not committed to living and teaching the values and mission of the school.

A TRANSFORMATIONAL APPROACH

All academic areas are taught, using biblically-integrated and proven curriculum from Sonlight (English, Social Science), Apologia (Science), and Math-U-See (Math). We recognize the need for phonics-based reading instruction, and the overall program will be reading-intensive. SJA partners with Portals Academy for curriculum direction, lesson planning, and execution of state course requirements.

However, Sacred Journey's educational culture breaks with more traditional approaches in at least eight key ways:

Daily Worship and Prayer

We begin each day with a full 30 minutes of worship, or longer as the Holy Spirit leads. Each day, "soaking" worship is a powerful way to bring alive God's Word (Colossians 3:16) and God's Holy Spirit (Ephesians 5:18, John 4:34), and helps students be in a place of prayer (1 Thessalonians 5:16) and praise (Hebrews 13:15) throughout their day. During this time, students and teachers pray for each other, and Biblical truths are shared. Students learn how to minister with their unique spiritual gifts (1 Corinthians 12).

Sacred Journey Academy will be a house of worship, reflecting the beautiful legacy of the Judeo-Christian faith for over 3,000 years (e.g. Psalm 150, 66:4, 34:3, 33:8, 104:33)

Four+One School Week

The usual academic program is taught 4 days a week, with one day a week reserved for project-based learning, field trips, service opportunities or mission projects. The goal is to activate and put into practice what is learned throughout the week.

Minimal Compulsory Homework

We want our students engaged with their families, not distanced from them due to homework requirements. If students are doing something related to Sacred Journey Academy outside of school hours, it is because they want to go deeper into an interest or passion.

We are currently assessing what sports and extracurriculars Sacred Journey will offer. We see value in teamwork, personal growth, and leadership skill development. On the other hand, many thoughtful critiques review the reality that sports are becoming idols and take away from the family unit and church family.

Occasionally students who are not managing their time well at school will be required to bring work home (just like the “real world” of work.)

Real World Grading

As much as possible, grading decisions will be based on a student’s ability to apply lessons to new situations, which is the real life test. Project-based learning does this best; other grading possibilities are written materials and focused conversations with students.

In fact, traditional testing does not add to the learning process very much at all, it simply assesses learning at a point in time. For retention of knowledge, understanding, and wisdom, deeper learning is far superior to broad “inch deep” learning.

Reading Rich

Sonlight curriculum is widely renowned for its “classic literature” approach to children and young adult literature. Leaders are readers, and the key goal of our program is that students learn to love to read. In reading, phonics-based skills are clearly necessary – and will be taught. But more importantly, we want great ideas to come alive in the minds and hearts of our students.

Great books and stories are powerful learning tools for children (and adults) of any age. Our prayer is that the love of reading will naturally flow into a love and hunger for the word of God as well.

World-Focus

While more than fulfilling the requirements for United States and Minnesota history and civics requirements, Sonlight is notable for its world-centered themes and focuses. Our students have a much broader understanding of God’s entire creation, and the many ethnicities that live in it. We are raising up World Christians.

Biblically Integrated and Spirit-Lead

All of our instruction and curriculum is biblically integrated. For God’s word is to be alive and active (Hebrews 4:12), it is wise to follow where the Holy Spirit is leading. All teachers will have daily lesson plans in all curricular areas. Yet these can and will change from time to time, as the Holy Spirit moves among us. Worship could go long, important dialogues continuing, or times of ministry extended as God leads.

Focus on Community Engagement

One day each week we prioritize Xperiences either in school or out of school. For our In-Xperiences, we bring in people and businesses that offer valuable training, hands on learning opportunities, and interactive skills teaching. Our Out-Xperiences are done as a school body. We travel to a variety of locations (local and statewide) to connect learning with real life application.

By integrating our school into our community and beyond, students see and understand more about the people around them and the gifts God has put inside of each one of us that impact the area they live in.

CURRICULUM DESCRIPTION

Apologia (Science)

Apologia emphasizes the wonder of creation from a young earth creationist point of view. Progressively advanced concepts written in a conversational style. Many hands-on activities. Challenging, exciting, and rewarding, the curriculum constantly draws students toward a higher order of values and facts. It is a true blessing to be able to define and teach scientific mysteries of the universe to our children from a foundational Biblical worldview.

Sonlight (English, Social, Science)

K -12 comprehensive curricula with rich and varied teaching tools; many ideas for parent involvement. Emphasis on great stories/books at every level. Stories are chosen because they are "poignant, heartwarming, powerful, deep, and thought-provoking". More difficult classics are assigned several years later than classical schools, and some of the most difficult are not assigned at all.

Stories include discussions about morals and values. Strong citizen-focus in the Kingdom of God, our nation, and the world. Significantly more world history and culture than other curriculum. Very strong in cultivating curiosity and an overall love for reading and learning in general. Will present both sides of a case and expose children to people with different ideas than their own. Developmentally appropriate supplemental activities.

Math-U-See

Sonlight's recommended math program – comprehensive math – elementary through calculus. Student-paced mastery. Manipulatives, workbooks, videos. Multi-sensory and easy-to-understand concept presentation for different learning styles: Visual, auditory, kinesthetic. Conceptual understanding approach with logical sequence of skills mastery – students advance as quickly as they are able. Focuses on explaining concepts in an easy to understand way.

Physical Education, Art, and Music Classes

Physical education classes are an important part of the educational program at Sacred Journey Academy. All students are expected to participate in P.E. classes and events (i.e: track & field days) unless the physical education teacher has a written note from home or a doctor's excuse. A note from home is good for three days only. After this, a doctor's excuse is required. Alternative assignments will be given to students who cannot participate in P.E. classes and events.

Students must wear tennis shoes in P.E. classes when using the gym. This is a safety precaution. Tennis shoes must be clean.

Art and music will naturally be included in our project work with individual instruction being offered throughout the year. SJA values creative expression and believes that art and music are a critical part of the overall learning experience.

College/PSEO

PSEO offerings will be offered through Crown College by our partnership with Portals Academy. If accepted into the program, college courses will be available beginning in 10th grade.

Grading

Kindergarten through eighth grade students will receive a Pass/Fail grade each school year. Passing will be measured by class participation, one on one discussion, papers, and projects.

Beginning in ninth grade, Sacred Journey Academy students will receive letter grades on their annual transcript. These grades indicate, as accurately as possible, a student's achievement level. Grades reflect class participation, one on one discussion, papers, and projects.

Each student will take an annual standardized test in May beginning in first grade. Results of the test will be provided to parents as soon as they are received.

Portfolio Progress Review

Parents will gather every three months to hear first hand from their child(ren) and SJA staff what they have learned through projects and experiences. These presentations will show the fruit of their child's labor in the classroom for all subjects and how it is impacting their understanding of the world, themselves, and their walk with the Lord.

Sacred Journey will issue a mid-year and year-end evaluation showing Pass/Fail based on critical thinking, problem solving, project completion, and material comprehension for each subject.

Parent-Initiated Inquiries

The staff at SJA believes that the child comes first. If a parent would like to inquire about their child's progress or express comments/concerns we ask to please contact the teachers by leaving a voicemail or email them to set up a mutually agreed upon time.

Please avoid having a conference with the teacher at the door at the beginning or end of the day. During those times, teachers are attending to children and are unable to pay full attention to the parents.

Staff are expected to return phone calls/emails within 48 hours, emergencies will be handled within the same day. We ask that you please respect communication boundaries by utilizing official school channels. In the event that parent communication is excessive or disrespectful toward staff, a parent incident report will be sent to the Board of Directors.

ATTENDANCE

Students are expected to attend school each day and be on time for classes, except in cases of documented emergency. Being on time is very important. Effective learning requires class attendance. Accordingly, the following parameters are established to ensure the student is prepared for subsequent academic challenges:

Absence From School

Follow these procedures if an absence occurs:

1. Call or text the school office if a student is going to be absent or tardy.
2. A note from the parent/guardian is necessary for any absence. The note is required the day the student returns to school. It is the responsibility of the student or the parent to request the opportunity to make up for missed class work.
3. A physician's note may be required for any absence of three (3) or more consecutive days due to illness. Notes for absences must be presented to the School Office.
4. The School Secretary will verify notes documenting absences, tardiness, and early departures. All notes must include the following information: student name, grade, date(s) of absence, reason for absence, parent/guardian work and home numbers, parent/guardian signature.
5. There are five (5) reasons for school absences which are recognized: personal

illness/quarantine, death in the family, professional services in connection with student health and welfare, family emergency, and necessary absences approved in advance by Administration.

6. If a student is absent twenty-five (25) days in the school year, retention in the grade will be recommended for the next school year due to loss of academic class time.

Late Arrival/Tardiness

It is crucial for parents to get their child to school on time. When a student misses our time of worship it impacts the tone and focus of the learning day. Tardiness is defined as arriving after 8:35 a.m.

If the student arrives late, they are to go directly to the main entrance to check-in. If your child is coming to school late, please call/text the School Office or have your child bring a note giving the reason for being tardy.

The number of tardies/absences will be reviewed at each progress point. Four (4) tardies equal one (1) absence. Remember that twenty-five (25) absences or equivalents will result in recommendation for retention in grade.

Early Departure

For security and safety reasons, students may not be excused without a note/text written from the parent/guardian. Notes for early departure from school should be received in the School Office by 8:30 a.m. that morning. Upon leaving and returning, the parent must check in/out with administration. Students must enter and exit through the main entrance.

Make-Up Work

When a student is absent due to illness or other excused absences, the student and parent are responsible for contacting their teacher(s) to determine what needs to be made-up.

BUSING

Sacred Journey Academy will be utilizing transportation for frequent field trips. SJA will follow the expectations of District 206 busing for any students using either district or SJA transportation which is stated as follows:

School Bus Safety Rules

Rules at the bus stop

- Get to your bus stop 5 minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the road when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

Rules on the bus

- Immediately follow the instructions of the driver.
- Sit in your seat facing the front.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of tobacco or drugs.
- Do not bring any weapon or dangerous objects on the school bus.
- Do not damage the bus.

Please stay with your children until the bus arrives.

It is imperative that children are dropped off and picked up on time. Children will not be let off the bus if their ride is not on-site.

- In case of being late, please contact the school so the bus driver can be contacted.
- In case of emergency, please contact the school. The office will contact the bus driver for you.

Loss of Bus Privilege

Riding the school bus is a privilege not a right. Incident reports will be filed for students who do not follow the school bus safety rules. The procedure will be as follows:

Incident report #1 - verbal conversation with the parent
Incident report #2 - one week suspension of participation
Incident report #3 - removal from the bus/programming

CELEBRATIONS

Birthday Celebrations

Birthdays are a special time of year for any child! Instead of bringing class treats, we celebrate birthdays (including half birthdays) as a school once a month with birthday cake. Please note that birthday party invitations may not be distributed at school and should be sent out in the mail or emailed directly to families. Feel free to reach out to the administration for this information if needed.

Holiday Celebrations

Sacred Journey Academy celebrates holidays throughout the year. Holidays and celebrations include Thanksgiving, Christmas, Valentine's Day, Easter, and the last day of school.

Teachers will communicate directly with parents regarding any volunteer opportunities surrounding these celebrations.

Out of respect for differing parental and staff beliefs, SJA does not celebrate Halloween, St. Patrick's Day, the Easter Bunny, the Tooth Fairy, or Santa Claus. We appreciate your cooperation and understanding in this matter.

CHARACTER, CONDUCT, & DISCIPLINE

To be most effective, the school and home must work together. Scripture tells us that children are to be loved and respected and their limitations clearly recognized.

Children should learn to respect the Lord, parents/guardians, other adults, and one another. Jesus said "Permit the children to come to Me, do not hinder them, for the Kingdom of God belongs to such as these." (Mark 10:14).

SJA wants your child to be able to follow the expectations and be joyful and content here. We try to prevent situations from happening by being observant of what is going on, by redirecting inappropriate behavior, by setting limits and expectations, by being godly role models, by recognizing successes, and by teaching responsibility. In most circumstances, the teacher or aide on duty will deal immediately with any wrong behavior. In some situations we may need to use further discipline and/or contact you.

Students are expected to cooperate with basic Christian standards of behavior. (Ephesians 4:22-32) Each student enrolled at SJA must commit to abiding by the following expectations, both in and out of the classroom:

- Maintain a positive attitude.
- Exercise good manners.
- Refrain from inappropriate and offensive language and demeanor.
- Submit to all school authority (administration, teachers, and staff).
- Respect and cooperate with fellow students to create an encouraging school culture.
- Treat the school campus and its property and materials with respect and care.

Peer Relationships

As a school we desire to foster and prepare students for relationships that honor God and one another. To aid in this process of maturation and growing peer to peer connections, Sacred Journey Academy holds a no dating policy until students reach High School.

Classroom Management

Behavior Expectations:

- Listen and follow directions.
- Raise your hand before speaking or leaving your seat.
- Keep your hands, feet, and objects to yourself.

Behavior Consequences:

- Verbal Warning.
- Take a Pause (calm, reflect, reengage).
- Visit with Admin for correction and /or consequences.
- Admin determines if parent communication is needed.

Academic Expectations:

- Complete work as instructed.
- Stay current on in class assignments.
- Personal progression.
- Class participation.

Academic Consequences:

- Stay inside during recess to complete assignments.
- Parents notified; stay after school to complete assignments.
- Parents notified; miss next scheduled field trip to complete assignments.

Guidance and Discipline

We guide and encourage children toward self-control and personal growth in self-discipline using the following techniques:

- We set clear limits.
- We model and encourage expected behavior.
- We redirect behavior to allow for alternative choices.
- We encourage cooperation, negotiation, and communication to solve interpersonal problems.
- We allow children time and opportunity to regain self-control.
- We encourage parent/teacher communication.
- We schedule parent/teacher and or administrator conferences when needed.

The above techniques are designed to encourage open communication between home and school while fostering self-control and positive self-esteem for the child. Teachers will provide documentation to support their guidance and give families tools to practice at home to encourage Christ-like behavior. There are many guidelines to follow in God's word:

Care for Others

Matthew 7:12 "Do unto others as you would have them do unto you."

Authority

Romans 13:1-5 "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God."

Be an Example

I Timothy 4:12 "Don't let any one look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity."

Seek Excellence

Philippians 4:13 "I can do everything through Christ who gives me strength."

Be Honest

II Corinthians 8:21 "Providing for honest things not only in the sight of the Lord, but also in the sight of men."

Be Truthful

Ephesians 4:25 "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body."

Practice Clean Speech

Ephesians 4:32 "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Reflect Jesus

Philippians 4:8 "Finally, brother, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable-if anything is excellent or praise worthy-think about such things."

Discipline Policy

Discipline at Sacred Journey Academy is designed to be gentle, just, and consistent. It will be administered in the context of Christian love, led by the direction of the Holy Spirit, with its goal of returning the student to his/her former state of grace.

Discipline is administered to maintain order, bring correction and build godly character. Attendance at our school is a privilege, not a right. Students need to treat the privilege with respect and appreciation.

SJA will use the following guidelines in our approach to discipline in the classroom:

- Students shall be disciplined with kindness and understanding from a spiritual approach.
- Consequences will be imposed that fit the situation. We believe in personal accountability, not group punishment.
- Consequences shall not be associated with food, or recess.
- No measures will be taken that unduly frighten or demean a student.
- Students shall not be subjected to verbal remarks that belittle or ridicule them, or their families.
- Only adult staff with direct or supervisory responsibility shall discipline students.

Since the goal of discipline is transformation and growth, methods may differ from child to child, because children are different in their response to correction. We will always discipline in a way that is best for the child.

The vast majority of discipline problems will be dealt with at the classroom level. SJA will notify parents of all significant student offenses and the disciplinary actions the school takes in response to them. The guidelines listed above will not include any discipline that is in violation of the child abuse and neglect statute. This includes excessive or unreasonable physical discipline and the commission or allowing the commission of sexual offense against a child, as defined by law.

Administrative Discipline

Behaviors that will automatically necessitate discipline from administration include:

- Disrespect shown to any staff member
- Dishonesty in any situation while at school, including lying, cheating, and stealing
- Fighting with (i.e. striking in anger with the intention to harm) another student
- Bullying
- Inappropriate sexual behavior
- Outright disobedience in response to instructions
- The use of vulgar, offensive, abusive, or profane language, gestures, or comments made in writing, or through text (or other electronic means)

Sacred Journey Academy will file an incident report requiring parent signature for any of the above behaviors.

The school and the home must be in agreement in disciplinary outlook. A philosophy based on God's Word is key to allowing the Holy Spirit to change a student's heart, mind and spirit. SJA will deal with students as individuals within the context of their own unique situations and experiences. *Restoration is the goal of discipline.*

2 Timothy 3:16 All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness.

The administration and/or teachers may setup conferences with parents/guardians concerning discipline or academic problems if necessary or if requested.

Office Referrals

When a student is sent to the office for discipline, the following steps will be taken:

- The student will be dealt with from a spiritual standpoint.
- Consequences will be imposed that fit the situation.
- A contact will be made with the parents by the administrator if it is deemed necessary.
- A disciplinary report will be filed.

Student Dismissal

Every effort will be made to ensure that your child has a successful, positive experience. If, in spite of a good faith effort on everyone's part, a child continues to experience behavior problems, as a last resort, these important steps will be taken:

- Documentation is reviewed by the teacher and family on behavior concerns.
- After all discipline techniques have been tried and the behavior continues to have a negative effect on the emotional or physical well-being of others, a meeting with parent, teacher and administration will occur. Parents may be given referrals to outside agencies.
- After the meeting between parent, teacher and administration, the school may set conditions for continued enrollment or the dismissal of the student.

ANTI-BULLYING POLICY

Sacred Journey Academy is committed to a school environment in which students are free from bullying. Administration shall take appropriate steps to prevent bullying and shall deal promptly and decisively with reported incidents of bullying. Students, staff, and parents share the responsibility for an orderly and safe school environment.

The definition of bullying is noted below. A copy of the definition of bullying statement regarding prohibition of bullying and the consequences should be provided to all parents, students, and employees prior to the beginning of the school year.

Definition of Bullying

Bullying is a form of aggressive, harassing, and manipulative behavior in which the behavior is intended to harm or upset. There is an imbalance of power between the bully and the victim. This power can be derived from physical size, strength, verbal skill, popularity, or gender. It involves repeated acts of physical, spiritual, emotional, or social behavior that are intentional and controlling.

Direct bullying is usually seen and felt readily. Indirect bullying (deliberate exclusion, name calling, etc.) is much more difficult to identify and is often more difficult to remedy.

- Physical Bullying: harm to someone's body or property.
- Spiritual Bullying: harm to someone's spirit with intent to demean their walk with Jesus.
- Emotional Bullying: harm to someone's self-esteem or feelings of safety.
- Social Bullying: harm to someone's group acceptance.
- Cyber-Bullying: involves transmission, receipt, or display of electronic messages and/or images to harass or intimidate someone else.

This unacceptable use of technology is strictly forbidden. Cyber-bullying using SJA computers or other wireless devices in school or on school property will not be

tolerated. Cyber-bullying occurring off school grounds and/or does not involve the use of SJA internet or computers may also result in disciplinary action if it threatens the safety or mental/physical well-being of students or staff, or threatens the safety of school property.

Examples of Bullying Behavior

- **Physical Bullying:** expressing physical superiority; making threatening gestures; defacing, damaging, or destroying property; pushing/shoving/tripping; taking small items from others; threatening physical harm; stealing; starting fights; scratching or biting; assaulting; practicing extortion such as taking lunch money; threatening to keep someone silent; exhibiting physical cruelty.
- **Spiritual Bullying:** a critical or judgmental spirit that attacks another's expression of faith, biblical knowledge, and/or imposes condemnation on another's intimate journey with Jesus Christ.
- **Emotional Bullying:** insulting remarks, insulting family; name calling; teasing giving dirty looks; holding nose or other insulting gestures; harassing phone calls; defacing or destroying school work or other personal property such as clothing, locker, or books, jewelry; writing graffiti with bias against race, gender, disability, etc.
- **Social Bullying:** starting or spreading rumors; teasing publicly about clothes, looks, relationships; ostracizing using notes, email, etc.; Ignoring someone and excluding them from a group; playing mean tricks to embarrass someone; arranging public humiliation.

Reporting Bullying

Students

Any student who is being bullied or any student who has witnessed a bullying incident is encouraged to report the incident by talking to an administrator or staff member or completing the Bullying Complaint Form. If the bullying behavior continues after a report has been filed, another report should be made to the administrator. Students should feel free to report bullying incidents without fear of retaliation from the accused. Any attempt of retaliation shall be addressed by appropriate corrective actions up to and including expulsion.

Parents

Parents who are aware that bullying behavior has occurred should report the incident to administration.

Administration

Administration will report bullying incidents to parents regardless of whether disciplinary action is taken or not. Any act that may constitute a criminal offense must be reported to the parents of any minor student who is the victim of such an act and the local law enforcement agency. Administration will report all incidents of bullying to the Board of Directors at the regular scheduled monthly meetings.

Staff

School employees should document and report to administration any complaints of bullying behavior and any witnessed incidents that occur on school grounds either during the school day or at any school sponsored activity.

Note Writing Among Students

Unsupervised note writing among students is not permitted. Too often these notes are hurtful to one of the parties involved.

CHILD ABUSE REPORTING REQUIREMENTS

A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible.

COMMUNICATION POLICY

Sacred Journey Academy commits to communicating effectively and regularly with families regarding school activities and student progress. Administration, teachers, and staff will communicate with each family with honesty and respect and will do so at appropriate times and places. SJA requests that all families uphold these same standards in their communications with school employees.

In any relationship, one of the primary keys to success is positive, open communication. One of the most important, ongoing tasks we have is to foster and encourage open communication between students, parents, the administration and staff, and the governing board of Sacred Journey Academy. We ask that you, as parents, make an effort to establish a good line of communication between yourselves and those involved with your child's education.

It is important for the staff to understand situations at home, which may influence the typical behavior of your child. Please feel comfortable discussing this with the teacher. We want to make the school a warm, loving and accepting place for you and your child.

On some occasions, questions or concerns arise. If during the school year you have a concern, the school board asks that you follow the appropriate guidelines:

- Bring it to the attention of your child's teacher as soon as possible. Make an appointment with the teacher or write a note to ask the teacher to call you concerning the matter. The teacher should be given a fair opportunity to resolve the concern.
- If, after discussion with your child's teacher, you feel your concern has not been resolved, we ask that you then discuss the matter with administration.
- If there is still concern after these two avenues have been pursued, please contact a school board representative. Communication with the board may be made in writing to the Head of School for consideration of possible action.

Parent suggestions or ideas are always welcomed and we look forward to meeting you. The board guarantees that anyone seeking to express their concerns and seeking remedy through appropriate channels will not be subject to harassment or retaliation of any kind against student or parent.

School Communication:

It is our mutual responsibility to communicate on a regular basis. We utilize Praxi-School to send group messages via cell phone or email. In order to best meet the needs of your child(ren), we ask that you also communicate with us.

Please call or email the school office with general questions or comments at info@sacredjourneyacademy.org.

This includes any concerns you may have with SJA or the care your child is receiving. If you suspect child abuse or neglect, contact the Department of Family Services or a local law enforcement agency.

CONFIDENTIALITY STATEMENT

Sacred Journey Academy complies with all mandated state and federal confidentiality laws. All facts learned about children and their relatives shall be treated as confidential by the faculty, staff, and the Department of Family Services.

DRESS CODE

All policies are subject to change by actions of the Board of Directors and/or Administration. It is the desire of Sacred Journey Academy to do all things in a manner that will please and glorify the Lord (Colossians 3:23). We recognize that true Christianity is a matter of the heart, and not the outward appearance. However, it is true that appearance is important. By our dress and actions we represent the feelings and thoughts of our hearts, therefore our clothing and the way we wear it should represent our desire to please God and honor Him.

Our #1 partner in the enforcement of SJA dress code expectations is the home. Parents/guardians, please ensure that your child(ren) are in accordance with the dress code policy before they leave the house to come to school:

- Student clothing must meet the following standards: it must be conservative, neat, clean, and modest.
- When weather calls for outer garments, each garment must be labeled with the student's name.
- Shirts should not advertise any offensive brands or products.
- Shorts should be a minimum length of shoulder to fingertip at your sides.
- No mid-drift/crop top shirts.
- Shoes must be worn at all times.
- Students must dress in accordance with their biological sex. This coincides with our belief that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

FIELD TRIPS/IN OR OUT-XPRIENCE DAYS

On occasion we will need drivers or additional supervision when taking field trips. *All parents/guardians who drive for field trips must have on file in the office a valid copy of their driver's license and proof of automobile insurance.*

Field trips will be a regular part of the education program at Sacred Journey. Parents are required to sign an annual field trip permission slip and provide a completed Emergency Contact Form for each student before a child may participate in a field trip. Parents will be notified weekly of any scheduled outings.

Adults attending SJA Xperiences should only post pictures on social media that have been reviewed and approved by the administration.

EMERGENCY PROCEDURES

MN State Statutes for non-public schools require the completion of fire, tornado, and lock-down drills each year. Number of occurrences and procedures are as listed below.

Fire Drills (5 times per year)

- Fire alarm sounds.
- Teachers locate physical or electronic copies of the student roster, and keep it in hand.
- Teachers calmly line up students in their classroom and quickly move in a single

line to the designated safe area.

- When class arrives at the designated safe area, students remain silent and line up facing the campus building in a single file line.
- A safe area is the playground in front of the main cafeteria building of the school. Teachers check rosters to be sure all students are accounted for.
- Administrative staff will check all bathrooms and study areas to be sure they are clear.
- Administrative staff or teachers will whistle to give the all clear to return to class.
- In the case of an actual fire, Fire Official directions are followed.

Tornado Drills (1 time per year)

- Staff will be alerted via EBS or weather radio for severe weather announcements.
- Upper Level students join lower level classrooms of school at first notifications.
- Lower level classrooms stay in classrooms next to walls away from windows.
- Teachers locate physical or electronic copies of the student roster, and verify every student is accounted for.
- Administrative staff or teachers will notify class rooms all is clear, and students return to class.

Unwelcome Intruder-Safety Drill(5 per year)

SJA practices the Run, Hide, Fight model for Unwelcome Intruders. Our first defense is to evacuate. If that is not feasible, our next action is to lock-down in our space. Faculty & staff should do the following if a lock-down is ordered:

- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.
- Turn off all lights, and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence televisions, cell phones, and other electronics.
- Clear hallways, bathrooms, and any area or room that cannot be thoroughly secured.
- Teachers locate physical or electronic copies of the student roster, and verify every student is accounted for.
- Assist those with special needs.
- Remain indoors and under lock-down until you receive an "all clear" from an authorized person.

Students should abide by the following rules during a school lock-down:

- Alert a faculty member or staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm, and alert.
- Follow all instructions.
- Only use cellular devices if it is an emergency or if instructed to do so.

Recess Time–Unwelcome Visitor/Watcher

- Recess aide watches for unusual cars watching children and in parking lots.
- Recess aide blows on whistle and brings children in immediately.

- Recess aide calls the administration and gets a license number if possible.
- Administration calls the local police department with license number/description of person/vehicle.
- Proceed with a lock-down process as needed.

Missing Student

- Teacher identifies the missing student; immediately informs the administrative staff.
- Administrative staff checks all classrooms, bathrooms, etc.
- Calls are made to the police and parents.

GIFT POLICY

While there is no expectation of giving gifts to school employees, there are occasions when a family may wish to honor or recognize a staff or faculty member with a small token of appreciation. Gifts of a personal nature given directly to an individual must not exceed \$25 in value.

HEALTH POLICIES

Sick Policy

Keep your child home if he/she:

- Currently has a fever or has had one during the previous 24-hour period. A fever is defined as at or above 100°(orally) or 99°(underarm),
- Has a yellow or green nasal discharge
- Has symptoms of a possible communicable disease (sniffles, reddened eyes, sore throat, headache, abdominal pain, fever),
- Has diarrhea, or is vomiting.

The student may return to school when symptom-free for 24 hours.

It is the responsibility of the parent to report to the school if their child tested positive to COVID-19. The staff will work with the parents and health officials to determine next steps for the family and the students and staff.

Health

A student's health and safety are of vital importance to parents as well as the staff at Sacred Journey.

During the school day, the staff attends to children's minor health needs and occasional emergencies in your absence. We request that all parents read carefully and adhere to the requirements and procedures described in this section.

Occasionally, a child becomes ill or meets with an accident at school. When parents cannot be reached, it is necessary to have the name of a relative or friend to be called. It is vital that accurate records be kept of all phone numbers. This includes their place of employment, current home phone, your doctor's phone number, and any other emergency numbers. Please notify the office of any changes with the above information. You may also update your contact numbers in PraxiSchool.

Illness and Injury

When a child becomes ill during school, parents will be called to arrange for the student to be picked up. If your child receives a minor injury at school (bumps, cuts, scrapes) the proper first aid treatment will be applied with judicious care and an incident report will be sent home. We will notify you by phone concerning head injuries, no matter how minor they are.

Self Harm

When there is concern regarding a student causing self-harm SJA will take the time to gently and discretely inquire and engage in grace filled conversation with the student. We will avoid harsh judgment and assumption allowing the student to build trust with the staff member. Our primary focus is the well being of the student. If there is an immediate threat to the safety of the student, steps will be taken to ensure they get the help they need for the specific concern and parent/guardian will be notified.

Contagious Illness

A child who contracts an illness, which is contagious, should not be sent to school until the family physician advises that it is safe to return to school. Examples include chicken pox, strep throat, scarlet fever, conjunctivitis, head lice, impetigo, pin worms, measles, mumps, and ringworm. Notify the office immediately if your child has a communicable disease so that we may inform others of this possible exposure.

Allergies and Special Needs

Please be sure your child's teacher is aware of any allergies and special needs your child may have.

Medication Policy and Procedure

Parents may request that the school district administer medication to their child when it is necessary for the medication to be administered during the school day. The following procedure must be followed:

- A written physician's order listing medical diagnosis must accompany each medication to be dispensed. No medication is administered by health services personnel without specific written instructions from a physician. This includes all over the counter (OTC) medication except as noted below.
- Parent/guardian and prescribing health care provider must sign the authorization sheet for prescription medications given during the school day by staff. Click on the link to download the Authorization for Medication Administration form.
- Medications must be delivered in pharmacy containers clearly labeled with the child's name, name of physician, date of prescription, name and telephone number of the pharmacy, name of medication, dosage and frequency of administration. OTC meds must be in original containers.
- All medications brought to school must be kept in the health services office. An exception would be a medication kept with the student once approved by the school nurse with proper physician's orders, i.e. inhalers or in the middle/high schools for analgesics if requested (see above). For the safety of all students, all medications should be brought to the Health Office by an adult. Students should not bring medications to the Health Office.

Student Health Records

All students enrolled at Sacred Journey Academy must have current records of required immunization or exemption statements on record with the school office prior to their first day of school. Immunization schedule can be found here: <https://www.health.state.mn.us/people/immunize/basics/readykidswhento.pdf>
Minnesota Immunization record/exemption form can be found here: <https://www.health.state.mn.us/people/immunize/basics/imzform.pdf>

Please note that non-medical exemptions must also be signed and stamped by a notary.

HOMEWORK PHILOSOPHY

Sacred Journey believes in minimal compulsory homework. We want our students engaged with their families, not distanced from them due to homework requirements. If students are doing something related to Sacred Journey

Academy outside of school hours, it is because they want to go deeper into an interest or passion.

We are currently assessing what sports and extracurriculars Sacred Journey will offer. We see value in teamwork, personal growth, and leadership skill development. On the other hand, many thoughtful critiques reveal the reality that sports are becoming idols and take away from the family unit and church family.

Occasionally students who are not managing their time well at school or who need additional time can and will take school work home (just like the “real world” of work.)

INTERACTIONS WITH STUDENTS

Sacred Journey Academy employees, interns, practicum students, parents, and volunteers work together to help nurture and educate students. As part of this cooperative educational process, SJA requires all adults who interact with students during school hours, whether on or off-campus, and/or at school-sponsored events to support in word and action the mission and objectives of the school. This includes abiding by each of the policies and rules in the Student Handbook.

Additionally, SJA requires all adults who have direct, unsupervised contact with students during school hours and/or at school-sponsored events to submit to a criminal records check. Together, these requirements help promote a consistent and safe educational environment for all students.

LIABILITY RELEASE

Sacred Journey values the health and safety of all students. As in any public setting, the possibility of injury is a reality. Families assume all risk for death, injury, or personal loss to their child at school, school-sponsored events, and any time on campus. Further, families will forever hold harmless, Sacred Journey Academy, its employees, and representatives against loss, damage, or expense from any and all claims, demands, or actions that may be brought against any or all of the said parties because of accident or occurrence.

LUNCH PROGRAM

General Rules for the Lunch Period

General SJA behavior guidelines apply for the lunch period. Students should always be polite and use good manners. There is no candy allowed at school and no sharing of food. Lunch will be offered 4 days a week and available for purchase through Praxi for each student.

Visiting Friends/Relatives During Lunch

Friends and relatives who wish to eat lunch with students at SJA can do so but must first sign in at the office. For reasons of possible food allergies, SJA would also ask that if food is brought in, it only be provided for students that are specifically being visited.

OUTSIDE AND PLAYGROUND SAFETY

We want students to play safely during recess and other outdoor times. We also want the students to exit safely during afternoon dismissal. Once outside, students may not re-enter the building, unless given permission by the teacher. It is the guideline of SJA to have students in grades K-6 outdoors for recess when the temperature is above 0° For the wind-chill is above -10° F.

- Students must stay within visibility of the supervising teacher at all times.
- Students should play actively without pushing, shoving, punching, pulling, or hitting other children.

- Students must stay away from dangerous areas such as drains and trash receptacles.
- Students may not throw wood chips, sand, rocks, etc.

REQUEST FOR STUDENT RECORDS

The school maintains a permanent file on each student. Material in each student's file is confidential and will be accessible only by permission of the school administration.

Enrollment and financial papers are a contract between the enrolling parent/guardians and the school, as such they are not available to other family members. Records pertaining directly to the student will be available to all custodial parties. Requests for copies of student transcripts must be made in writing and will be available after 72 hours after receipt of request.

In order for SJA to release student records to another school, an official records request form from that school must be submitted to the school secretary. The request must be signed by the parent/guardian. Provided that all financial obligations have been met, SJA will forward the student's records directly to the other school within 48 hours (unless teacher recommendations are required).

SEXUAL HARASSMENT POLICY

Sacred Journey Academy is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

SJA requires all students, employees, and family members to treat fellow members of the SJA community with dignity and respect, consistent with Galatians 5:16-26. Sexual harassment is a form of misconduct that undermines the value and integrity of a fellow human being. All SJA students and staff have the right to be in an environment free from all forms of sexual harassment.

Sexual harassment is defined as any unwanted physical, verbal, written or visual advances, and any other sexually-oriented conduct that is offensive or objectionable. Physical harassment is defined as unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement. All SJA employees and students are required to notify a teacher and/or administrator if they witness any form of sexual harassment.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal.

Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

It is the responsibility of Sacred Journey Academy to:

- Implement this policy through regular meetings with all administrators ensuring that they understand the policy and its importance.
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create a school environment free from discrimination, intimidation, or harassment.

Complaint Filing and Investigative Procedures

The following procedures must be followed for filing and investigating a harassment claim:

- The student (parent/guardian) must first choose to tell the individual caus-

ing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the administrative staff or to a teacher who will report it to the administrative staff, or to the school board, if the administrative staff is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex administrator if he/she prefers to do so.

- The student (parent/guardian) alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the administrative staff, in conjunction with the school board, if appropriate, will decide what, if any disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion (termination).
- If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take reasonable steps, within its power to investigate, and eliminate the problem.

TECHNOLOGY USE

Computer/Internet

Use of school computers, internet networks, and other technological resources is a privilege, not a right.

Students and parents are required to sign and submit a Technology Agreement.

Sacred Journey Academy will not be responsible for the safety/security of any personal electronic devices brought to school.

Electronic devices used inappropriately or during school hours will be collected and kept in the school office until the end of the school day.

Repeated offenses of prohibited behavior will result in more serious consequences. We utilize Bark for Schools to monitor students' internet activity on school issued accounts.

Praxi School

Sacred Journey Academy uses a program called PraxiSchool to manage student data including enrollment, attendance, and grade records. A new Praxi School account for a parent and student will be created during the enrollment. Questions about PraxiSchool accounts may be directed to info@sacredjourneyacademy.org.

General Technology Policies

Sacred Journey, including all staff, faculty, administration, and Board of Directors, reserves the right to suspend or revoke use of any technological resources, including access to and use of internet networks, as a result of inappropriate use.

Individuals who damage, destroy, vandalize, or steal any technological resource that belongs to Sacred Journey will be held personally and/or collectively liable for the incurred cost of repair and/or replacement of the damaged media.

Any technological resource supplied for the use of the administration, faculty, and staff is not intended for general student use. All technological resources, including

hardware, software, files stored on school-owned property, user accounts and passwords, and data on internet networks as well as any software, web pages, and paper media developed by a member of Sacred Journey are considered intellectual and/or physical property of Sacred Journey Academy. Users should not expect any guarantee of privacy. SJA reserves the right to monitor, review, and search any and all technological resources. Users of technological resources realize that failure to comply with any of these policies may result in loss of privileges to use technological resources or other disciplinary action as decided by the Administration of SJA.

Students are prohibited from using the Sacred Journey name, posting pictures of SJA administration, faculty, or staff, or making derogatory comments about the school and its personnel. Discipline is handled on a case-by-case basis; however, inappropriate use of technological resources will typically result in suspension and a family meeting. Violators of certain aspects of this policy may be subject to criminal and/or civil litigation.

Cell Phones

No cell phones are allowed during school hours. If student cell phones are brought to school, they can be dropped off with the school secretary in the business office at the beginning of the day and be picked up after school.

The school phone number (320-391-0410) is to be used if a parent and student need to communicate during the school day.

If a student is found using a cell phone during class time, the teacher/staff member will confiscate the phone and give it to the administration. The student can retrieve the phone at the end of the school day.

TUITION

Enrollment Fee

A \$200 enrollment fee is due upon enrollment submission. The fee is per family unit not per student and can be paid on-line or via check. Checks can be mailed to: Sacred Journey Academy, P.O. Box 1411, Alexandria MN 56308.

Tuition Rates

Tuition rates are released in January. Please contact the Head of School for information regarding the current school year's rate.

Payment Methods

Tuition will be set up on automatic payments through PraxiSchool. We offer credit card processing and pre-authorized payments that are deducted from your checking or savings account. If necessary, a custom payment plan can be arranged if approved by the administrator. Monthly tuition payments are due by the 10th of each month.

Tuition and Fees

Tuition is based on an annual fee and is due per your agreement. Families may elect to pay in 12 monthly payments, with the first payment due by July 10th. Families may also elect to pay on an annual (1-payment) basis. Annual payments are due by August 10th.

- Tuition payments received are non-refundable regardless of tuition payment method. In the event of early withdrawal or termination of enrollment, families are contractually obligated to pay the balance owed for the month of withdrawal, after which the contract is considered null and void.
- A \$25 late fee will be assessed each month a payment is received after the 10th of the month.

- Families that chose to submit an early withdrawal form, will be charged an early withdrawal fee of \$750 per student. This fee will be pulled from the account on the file. This charge is a flat fee regardless of withdrawal month.

Financial Aid Policy

Sacred Journey Academy offers a set amount of financial aid each school year. Any family may apply for financial aid by completing a financial aid application online (see the school office). Sacred Journey Academy utilizes FACTS, a third-party organization specializing in financial aid and tuition management for private schools, to determine the amount of financial assistance each family receives.

Families must apply for financial aid each year, even if they received financial aid in previous years. Applications must be submitted by June 30th for consideration for the next school year. Financial Aid will be awarded as applications are received. Notifications will be sent on or before July 31st. The FACTS application is \$45/family and takes approximately 25 minutes to complete.

VISITORS

Parents and guardians are welcome to visit the school during school hours. Teachers and Administration are happy to provide information and assistance to Parents and Students as needed.

However, if a Parent or guardian needs to speak with a specific Teacher or Administrator for more than five minutes, SJA requires the Parent or guardian to make an appointment prior to the visit.

Student Visitation Policy

Sacred Journey Academy welcomes non-SJA students to visit campus. Student visitors must be potential students who are seriously considering enrolling at SJA and must receive permission from the Administrative staff at least one day prior to the visit.

Middle & High school Students may visit for a full day and Elementary Students may visit for a half day. The school office will provide student visitors with a schedule for the day and, for middle school students, a Sacred Journey student host.

Visitor Policy

Parents and all other visitors must sign in and out at the office and receive a visitor badge. At no time are parents or visitors allowed on campus without going through the office.

WEAPONS /DRUGS/ ALCOHOL/ CIGARETTES

Weapons, illegal drugs, cigarettes (including e-cigarettes or vaping paraphernalia), marijuana, or alcohol are not allowed on the Sacred Journey Academy campus (including the parking lots) at any time. Violators will be suspended or expelled.



PARENT/STUDENT ACKNOWLEDGMENT

Parents:

Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its religious beliefs and policies with my student. I certify that I consent to and will submit to all religious beliefs and governing policies of the school, including all applicable policies in the Student Handbook.

I understand the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand the courses of Sacred Journey Academy are engaged by mutual consent. I understand that Sacred Journey Academy reserves the right to terminate any or all courses at any time. I understand that I have the right to withdraw my student[s] from Sacred Journey Academy at any time.

I understand that this Student Handbook does not contractually bind Sacred Journey Academy and is subject to change without notice by decision of SJA's governing body. Admission to Sacred Journey Academy is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Students in Grades 6-12: Please read the following statement carefully and sign below
I hereby affirm that I have read the Student Handbook. I certify that I consent to, and will submit to, all religious beliefs and governing policies of Sacred Journey Academy, including all applicable policies in the Student Handbook.

I understand that the Student Handbook does not contractually bind Sacred Journey Academy and is subject to change without notice by decision of SJA's governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with Sacred Journey Academy's standards could result in the loss of that privilege.

I/we verify that I/we have read the Student Handbook in its entirety. I/we understand and agree to uphold the standards established by Sacred Journey Academy.

Student's Name and Signature

Date