

Wilson Junior Academy

Student Handbook

2026-2027



Behold
Transform
Glorify

Wilson Junior Academy Handbook

Updated August 2026

All policies of the handbook will be reviewed and updated annually

This handbook covers the 2026-2027 academic year

All rights reserved. No part of this book may be modified or changed. The official copy of the WJA Student Handbook will reside in the Office of WJA.

The information presented in the following pages is a statement of the policies and procedures at WJA at the time of printing. If policies or fees change within this academic year, parents and students will be notified.

Accredited by:

General Conference Office of Education, Board of Regents

National Council for Private School Accreditation

Wilson Junior Academy

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Wilson, MI 49896

wja-sda.org

(906) 639-2566

M-Th 8:00 AM – 3:30 PM EST

True education does not ignore the value of scientific knowledge or literary acquisitions; but above information it values power; above power, goodness; above intellectual acquisitions, character.

-Education p.225

About Us

Welcome to Wilson Junior Academy, an accredited private 7th day Adventist Christian 1st - 10th grade school located in the beautiful Upper Peninsula of Michigan. For 100 years, we have been dedicated to educating children in academic excellence and training compassionate leaders and willing servants, equipped and confident to share God's offer of salvation.

Our leaders believe in the soon coming of Christ, but also recognize the importance of being good citizens and Christian neighbors while actively serving our God as we are awaiting His return.

We follow the Seventh-day Adventist church beliefs using the Bible and the Bible alone as the basis of our doctrines.

Although Wilson Junior Academy is a ministry of the Wilson SDA church, it is open to all faiths. No church membership is required. While extending tolerance to all other perspectives, we uphold our beliefs without reservation and invite inquiry. May God bless us all as we continue to learn.

Mission Statement:

To motivate students to develop a personal relationship with Jesus. It is WJA's desire that student and faculty will follow God's leading in being an inspiration to their families, churches and communities.

Vision Statement:

In addition to achieving academic excellence, the graduates will become compassionate leaders and willing servants, equipped and confident to share God's offer of salvation in these last moments of earth's history.

Our Program:

Our program offers core subjects aligned with MI State Standards, a full Gymnasium, a Bible-based curriculum, religion classes, faith building chapels, community service Bible labs and family sized classes.

Christ-Centered Philosophy of Education

We Believe...

- God is the Creator and Sustainer of the entire universe, He created the world in 7 literal days, including creating man in His image, and then rested on the 7th day.
- Under the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in the Bible, in Jesus Christ, and in Nature.
- The distinctive characteristics of Adventist Education derived from the Bible and writings of Ellen G. White – point to the redemptive aim of true education; to restore human beings into the image of their Maker.
- God is infinitely loving, wise and powerful. He relates to human beings on a personal level, presenting His character as the ultimate norm for human conduct and His grace as the means of restoration.
- We recognize that human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of restoring human beings to their original relationship with God. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.
- Adventist education in parts more than academic knowledge. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the creator; To nurture thinkers rather than mere reflectors of others thoughts; To promote loving service rather than selfish ambition; To ensure maximum development of each individual's potential and to embrace all that is true, good, and beautiful.
- We promote a balanced healthy lifestyle.
- We provide drug free, respectful, disciplined, nurturing and encouraging environment.
- We encourage every student to meet his or her fullest individual potential, reaching beyond what he or she thought possible.
- In upholding high standards for academics, providing a challenging and enriching curriculum that is built on a foundation of core knowledge and up-to-date technology.
- In giving the highest level of attention and service to each member of our school family.

- In conducting all our business and employment practices using fair and ethical standards.
- And maintaining high standards for our facilities, keeping them clean safe and aesthetically pleasing to the community.

Aims and Objectives of WJA

- **Relationship to God:** To instill a knowledge and love of God in the mind of every student. To establish belief and practice in faith and in prayer. To develop respect and reverence for the divine Word of God.
- **Character:** To present the ideals of what a true Christian really is. To know what is true and pure and beautiful. To develop minds and hearts to be true to God and Country.
- **Home:** To help every student have a better understanding of his/her relationship to the home circle, and to realize that love is the motivating force that holds the home together.
- **Health and Recreation:** To teach and practice the principles of health and temperance, knowing there is a direct relationship between the mental, the spiritual and the physical.
- **Skills and Knowledge:** To teach the student the value of concentration and application. To provide for the acquirement of skills and knowledge essential for proper scholastic progress which will enable the student to be a good citizen of this world and the world to come.
- **Witnessing and Community:** To instill an understanding of how good citizens should conduct themselves and how to portray true Christianity through daily living and community service.

Admissions & Registration

Health Requirements for Admission:

A physical examination is required of all students entering an Adventist school in the Lake Union Conference for the first time or transferring in. Also, it is mandatory for those entering 7th and 9th grade. The school must have upon entrance an up-to-date immunization record.

Nonmedical Waiver Rule for Childhood Immunizations:

If you have chosen not to immunize your child, a parent must contact the local health department to receive an immunization waiver education and obtain a certified state of MI Immunization Waiver form to submit to our school. This must be completed yearly.

Required Immunizations

Immunization requirements change regularly, so please check with your doctor for the latest requirements. At the printing of this handbook, the required immunizations are as follows:

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles Mumps Rubella
- Hepatitis B
- Meningococcal
- Varicella

Equal Opportunity Statement:

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in the administration of education policies, application of admission, scholarship or loan programs and extracurricular programs.

Wilson Junior Academy is open to any youth whose family is committed to Christian education and pledge to govern their conduct according to the rules and regulations of the school.

Age Requirements:

Potential 1st grade students will only be screened and admitted if they are at least six years of age no later than September 1 of the current year.

Admissions Procedures

Returning Students

1. Complete application forms, physician form, technology policy, acceptance and consent form.
2. Registration Fee
3. Agreement to live by the governed WJA policies.

New Students

Complete the online application forms, current medical examination form, technology policy acceptance and emergency consent form.

1. Birth Certificate
2. Three letters of recommendation
3. Cumulative Records/Transcripts of previous school/s attended
4. Students and parents willingness to live by the written and verbal policies and guidelines given by the school.
5. Financial obligation and support.

Homeschooled and Transferring Students

Will be assessed by local testing to determine the best grade level to begin the student. It is essential for a student to be placed where they can achieve success.

After reviewing the materials, the admission committee will interview the parent(s) or guardian(s) and the student. The Admission Committee will then make a recommendation to the School Board. The School Board makes the final determination of acceptance based upon the Admissions Committee's recommendation. Upon acceptance, the non-refundable registration fee is required.

Finances:

At Registration a non-refundable registration fee will be charged for each school year. An additional charge shall be made for lost textbooks or books that are misused.

WJA School Fees – 2026-2027

Registration Fees: \$20.00 Discount if paid when you register

Grade 9-10: \$450.00

Grade 1-8: \$400.00

Tuition Fees:

Grade 9-10 – Wilson SDA Church Member - \$1,800.00 Annually + 8% Temple Plan

Grade 9-10 – Non-Member - \$4,500.00 Annually

Grade 1-8 – Wilson SDA Church Member - \$0.00 + 8% Temple Plan

Grade 1-8 – Non-Member - \$2,000.00 Annually

***Additional Children** from the same Non-Member Family - \$1,200.00 (\$800 discount)

Note: Transcripts or final exams may be withheld if the tuition bill is not paid in full.

Parents are expected to support an 8% combined budget, and that support is at times more than the non-constituent tuition. It is recommended that for IRS purposes that the non-constituent tuition be used as your guideline. The law states that you cannot use money that goes toward the education of your child or a specified child, for a tax deduction. Remember that your combined budget also supports the church program as a whole.

Academic Information

Grading System

A serious attempt is always made to evaluate in the best possible manner the progress of students.

Report Card Grades

1-2:	I	Independent/Excellent	
	P	Progressing/Satisfactory	
	NT	Needs Time/Experience/Improvement	
3-10	A	Excellent	90%
	B	Above Average	80%
	C	Average	70%
	D	Below Average	60%
	F	Failing	59% and below
	I	Incomplete	
	P	Passing (PE, Music)	

Incomplete

Incompletes are granted at the discretion of the teacher. Incompletes not taken care of before the next grading period ends will become an **F** automatically.

Graduation Academic Honors

Students who qualify for the honor roll/principals list must attain a minimum overall average of 80% with no grade below 80% in each subject area. Grade 4-10 students attaining 80-84% will receive honors, 85-89% high honors and 90% and above highest honors (Principal's List). Grades 1-3 students in any of the above categories will receive a Certificate of Distinction.

Academic Rules and School Policies

Acceleration

As a rule, students should not take two grades in one year. The unusually capable student should enrich his work by wider study and experience rather than accelerating.

We recommend that when a child has been kept out of school until the age of 7 or 8 the following principles be kept in mind in this matter:

1. The general practice will be for the average student to complete one grade each year
2. A broad program of enrichment is better than a program of acceleration
3. When a student does not enter a formal school program until 7 to 9 years of age, accelerations during the first three years of school experience may be advisable. Such acceleration to be only with the council and approval of the conference superintendent or supervisor. The decision is to be based on evidence of the child's mental maturity, achievement test results, his readiness for accelerations, capacity for achievement and social adjustment.

Attendance Policy

Regular attendance and punctuality are important habits that contribute to your child's academic success and personal growth. Students benefit most when they miss minimal class time. However, WJA does recognize the value of meaningful family experiences that may take place during the school year. We believe these opportunities can also contribute to a child's growth and development and we will strive to support families in this area.

School Hours: 8:00 AM – 3:30 PM.

Doors will be open for your student's admittance at 7:45 AM. Please pick them up by 3:45 PM unless arrangements are made for a late pick up.

Excused Absence: Students will receive an excused absence if they are absent due to illness or a family emergency.

Pre-Arranged Absences: WJA expects students to miss minimal school days for reasons other than excused absences and/or extenuating circumstances. However, absences that occur outside of the regularly scheduled school holidays may be considered excused when arrangements are made with the teacher at least one week in advance. Students with approved pre-arranged absences will be permitted full makeup privileges to be arranged with the teacher. Before the absence, parents or guardians should meet with the teacher to review the instructional material that will be covered during the student's time away. The teacher will provide a lesson plan and a timeline for completing all make-up work. We value partnering with families and encourage advance planning whenever possible to help students remain successful.

Absences due to illness: Please DO keep your child at home if he/she is sick. Colds, fevers, sore throats, flu, etc.. spread quickly among students and staff. In general, students should be free of a fever for a 24 hour period without the use of medication before returning back to school.

Unexpected Absence Communication: If your child will be unexpectedly absent from school, please notify your child's teacher before the start of the school day or as soon as possible. Prompt communication helps us account for your child's safety.

Planned Medical Appointments: Whenever possible, please schedule medical and dental appointments outside of school hours. If this is not feasible, please notify your child's teacher at least one school day in advance so arrangements can be made for the student's full or partial absence and any missed classwork.

Tardies: Arriving on time helps your child begin the school day prepared to learn and minimizes disruptions to the classroom learning environment. We encourage families

to plan ahead, especially during inclement weather when road conditions may require additional travel time.

Attendance Record: Unexcused Absences and Tardies are a part of your students attendance record. If a pattern of excessive unexcused absences or tardies develops, the teacher will schedule a conference with the parents to discuss the circumstances and develop a plan to improve attendance. If additional support is needed, the school board may become involved in developing and implementing an attendance improvement plan. Our goal is to partner with families to support each student's success.

Expectations

Cooperation of Parents

The success of the school depends in large measure upon the fullest cooperation between the parents and the teachers. When students make complaints concerning school matters, especially concerning measures of discipline, parents are urged to contact the teacher before forming an opinion. We are here to understand and appreciate your concern and help in such matters.

Parents/Guardians are expected to

- Support the ideals taught in the school
- Encourage good health habits
- Participate in and support school activities
- Ensure their child is in proper dress code.
- Encourage punctuality.
- Cultivate positive relationships with teachers and administration.
- Fulfill financial obligations.
- Actively participate in their child's education.
- Be responsible for damages to property or equipment caused by their child.
- Ensure that the contractual agreement with the school is maintained.

Unresolved Conflict

School personnel wish to partner with the home and the church to work together to best educate each child to become all he/she is capable of. We are counseled to avoid disrespectful encounters amongst adults in front of our young people. If there is an unresolved concern, please schedule a meeting following the procedures below:

1. First, schedule a meeting with the teacher.
2. If unresolved, the Pastor or the school chairperson should go with the parent to discuss concern with the teacher.
3. The local board or conference should be consulted in the concern is still unresolved.

Note: When a parent becomes disruptive at school, the School Board (via the principal) will suspend their children and schedule a meeting with the Board before the children can return.

Home and School Organization

All parents of school children are members of the Home and School Organization. They are invited to participate in the programs of the school. Finger Printing is required for all faculty of the school. All volunteers must complete the Sterling Volunteer course and pass a background check through the Michigan Conference of SDA to have consistent contact with students.

Telephone

Students wishing to make calls must get permission from the teacher/principal. The calling party must pay for all long-distance calls. Incoming calls for students should be limited to those circumstances of urgent necessity. For after school plans, please make prior arrangements. Students will not be allowed to use the phone to make arrangements for friends to come over or after school activities.

Standards of Conduct and School Regulations

To attain the high objectives of our mission statement, and because our school is dedicated to high moral and social principles, it is necessary that we require the standards of conduct.

Dress Code

- All clothing and hair should be neat, clean, and modest
- Only natural tone/subdued nail polish and hair color
- No jewelry
- No tight clothing
- Shorts that are modest knee-length, made of non-athletic material, and appropriately fitting are permissible.
- No athletic attire i.e. sweats, mesh tops, jerseys, spandex, yoga pants, leggings, etc...
- No sleeveless garments or any that expose the midriff area or undergarments.
- No wording or graphics. Wording is permitted if it is either WJA school or SDA-affiliated.
- Note: A Brand Logo is acceptable within a size square area of 1.5 inches
- No grubby, ragged or torn clothing or shoes.
- No crocs, sandals or open-toed shoes.
- No head covering accessories/caps
- Knee-length shorts or athletic pants for PE only
- **NEW SHOE POLICY:** To assist in keeping our gymnasium floor in good condition, each student must have a pair of non-marking gym shoes for both PE and recess. They may be kept at school.

School Ground Boundaries

Students shall remain on the school grounds from the time of arrival until the time of departure. Any exception must be authorized by the teacher/principal.

Guiding Principles of Student Behavior

- Safeguard the moral tone of the school.
- Protect the physical and mental well-being of the school.
- Cultivate positive learning experiences
- Respect others in word and action.
- Foster appreciation and commitment to our school, community and country.
- Maintain a safe environment.

Christian Moral Ethics

Students shall practice the principles of Christian moral ethics, fair play and courtesy in all school relationships.

Unacceptable Acts or Behavior

Dishonesty/Cheating

Being honest excludes stealing, lying, willful deception regarding violation of school regulations, cheating on exams, class work or in any other phase of school. These actions are prohibited.

Students are expected to complete their own academic work in all aspects including homework, reports, projects, quizzes, and tests. Students may ask for and receive help on some assignments but should never copy another person's work. This is a form of dishonesty, considered cheating. Examples of cheating include but are not limited to:

- Copying homework or forgery
- Using notes of any kind or communicating with another student through any means during quizzes or exams.
- Copying from another's test paper
- Claiming papers from another student as your own
- Plagiarizing any printed material using or using printed material without proper documentation.

Language

The use of profane or obscene language or gestures is prohibited. Sexiest, sexual and racial comments or innuendos are also prohibited. All students have the right to feel safe and secure at school.

Smoking, Vaping, Drugs, Alcohol

The use or possession of tobacco, vaping products, alcoholic beverages, or drug abuse is strictly prohibited on and off campus by students.

Personal Relationships

Undue attention to the opposite sex shall be discouraged. Practice a hands-off policy with all students, regardless of gender.

Policy on Sexual Behaviors

- The Michigan Conference of Seventh-day Adventists affirms the God-given value of every person and seeks to reflect Christ's love to all. While we uphold the biblical view of sexuality as a sacred union between one man and one woman in marriage, we are committed to treating every individual with compassion, respect, and dignity.
- The Michigan Conference of Seventh-day Adventists (MISDA) affirms and adheres to the Seventh-day Adventist statements concerning sexuality, gender identity, and transgenderism. Also, MISDA affirms the biblical position on marriage between a biological man and a biological woman. As such MISDA, and any of its EC-12 grade institutions, does not condone, promote or affirm gay, lesbian, bisexual, or any other behavior or sexual practices that fall outside our biblical beliefs.
- It is expected that all students will dress appropriately and in harmony with the school dress code. Clothing and appearance that is different and/or intended to represent a gender that is opposite to a person's biological sex is considered out of compliance with the dress code.

- The standards applied will reflect the administration's desire to employ traditional Seventh-day Adventist views on dress and modesty, emphasizing simplicity, discretion, and respect for one's identity in God.
- Students are expected to conduct themselves in accordance with the principles and philosophy of MISDA and its schools and not in a way that undermines the religious ideals of the Seventh-day Adventist Church. This would include conduct, communication platforms, advocacy for and promotion statements on or off school premises.
- <https://gc.adventist.org/official-statements/homosexuality/>

Vandalism

Any pupil who defaces, damages, or destroys school property shall be liable to discipline, according to the nature of the offense. Parents shall be responsible for replacement costs.

Fireworks/Weapons

Fireworks, firearms, ammunition, or other weapons, including knives, are strictly prohibited on and off campus. A violation of this rule will result in serious disciplinary action.

Pocket Knife Policy

If a student has a pocket knife at school:

1st offense: Administration will confiscate knife, notify parents, keep until end of the year, and it must be signed out by parent at the end of the school year.

2nd offense: Automatic 2 day suspension in addition to a meeting between the parent, student, and administration, and potential law enforcement involvement.

Chewing Gum

Chewing gum is prohibited at school unless authorized by a teacher for a specific event. However, it is never allowed in the gym or during any concerts or school programs.

Anti-Bullying Policy

WJA is a Christian institution committed to providing a safe environment for all its students and personnel, free from discrimination on any ground from bullying and /or harassment of any type. We treat all incidents seriously and will promptly investigate all such allegations.

Bullying and/or harassment is prohibited at WJA on school property, at school sponsored or school related activities, functions or programs whether on or off school grounds, school vehicles or transportation related to school events, or through the use of technology or an electronic device if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or orderly operation of the school.

Any person found to have bullied or harassed another will face disciplinary action following our discipline program.

All complaints of bullying and harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint by school personnel, a student, or a student's family member. Furthermore, if a parent harasses a student or parent for reporting his/her child of bullying or harassment, the School Board (via the principal) will suspend the child of said parent and schedule a meeting with the board before the children can return.

Definition of Bullying

Bullying means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof directed at another student that has the effect of:

- Causing physical or emotional harm to the other student or damage to the other student's property.
- Placing the other student in reasonable fear of harm to him or herself or of damage to his property.
- Creating a hostile environment at school for the other student.
- Infringing on the rights of the other student at the school.
- Materially or substantially disrupting the education processes or the orderly operation of the school.

Definition of Harassment

Harassment means repeated conduct which makes a person feel offended, humiliated and/or intimidated. Sexual harassment can involve one or more incidents and actions constituting harassment. It may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

- Physical conduct
 - physical contact of any kind.
- Verbal conduct
 - Comments on a student's appearance
 - Sexual comments, stories and jokes
 - Insults based on the sex, race, or religious affiliation of the student
 - Condescending remarks
- Non-verbal conduct
 - Display of sexually explicit or suggestive material
 - Sexually-suggestive gestures
 - Whistling/Leering

Cyber-bullying and Harassment

The above definition of bullying and harassment includes cyber bullying/harassment using technology or any electronic medium.

Our staff is required to be proactive while monitoring students for evidence of bullying and harassment. Incidents of bullying/harassment will be addressed and documented by the staff member who observed it, or who received the report. Students will be encouraged to report such behaviors to school personnel. Anonymous reporting will be accepted; however, no disciplinary

action will be taken solely on this basis of the anonymous report. Staff will immediately intervene with obvious or known bullying and harassment incidents. In the event of unobserved but reported incidents, the school administration will investigate the incident, document and take corrective action as deemed appropriate.

Generative AI Guidelines and School Policy

Generative AI tools, including language models, image generators, audio creators, video synthesizers, and more can significantly enhance the educational process and experience by providing valuable assistance in content creation, research, and communication. However, it is crucial to teach the responsible and ethical use of these tools. This document outlines the guidelines for using Generative AI in the North American Division of Seventh-day Adventist schools.

At their discretion, teachers may allow the use of Generative AI for academic purposes. Teachers will communicate if AI may be used and to what level.

Students must assume that AI may not be used unless specified. Students should use the AI resources specified by their teacher.

General AI principles

- **Integrity and Accuracy:** always ensure that the information generated by AI tools is accurate and aligns with the core values with our core values. Verify facts and references provided; Make sure to cross reference with reliable sources before disseminating AI generated content. Ensure that AI generated communications are clear and understandable. Avoid overly complex, lengthy, or ambiguous language.
- **Beware** that use may also stifle your independent thinking and creativity use of AI should complement and or enhance critical thinking and not replace it.
- **Transparency:** students should follow their teacher's directions for citing the use of AI. Clearly indicate when content has been generated or significantly assisted by AI tools. Transparency helps maintain trust and accountability.

- **Ethical use:** Avoid using AI tools to create misleading, deceptive, or false information.

AI-generated content should align with our core values of the Seventh-day Adventist Church. Use AI tools like DALL-E, DeepFake, and Synthesia responsibly. Ensure that generated images, videos, and audio are used ethically and do not mislead or harm individuals. Ensure content respects copyrights. If material generated by an AI program is used in submitted work, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor.)

Any plagiarism or other form of cheating will be dealt with under relevant school policies. Students may not submit any work generated by an AI program representing it as their own.

Technology

Chromebooks are provided to enhance the curriculum and connect students with resources for class projects, reports, research, and personal discovery. The Internet allows our students to conduct research, gather data from professional sources, design personal web pages, and gain access to the latest information on a wide range of topics. **To use the Internet, students must sign a student agreement and have a parental consent form on file.** Students are to report inappropriate behavior or uncomfortable email messages and materials to their teacher or administrative staff. Any student found deliberately accessing inappropriate material will be subject to immediate disciplinary action.

Electronic Devices

Electronic devices, including phones and smart watches, are not permitted without express consent from the teacher.

Transportation

Bicycles

Bicycles are to be ridden directly to and from school grounds, parked in the designated area, and not ridden during school hours.

Student Drivers

Students who hold a valid driver's license may bring a road licensed vehicle to school providing they park it in the parking lot upon arrival, make no unauthorized using of it during the school day and use it in a manner that ensures safety to all. Students using a licensed vehicle for transportation need a consent form signed by their parents and approved by the principal.

On-Campus Prohibited Activities

The following activities are prohibited on school property by conference liability insurance or by student accident insurance:

- Skateboarding
- Rollerblading/Roller skates
- Off-road motorized vehicles/snowmobiles
- Scooters

Security

Security Cameras

WJA maintains security monitoring cameras around public access areas of campus to observe and record both audio and visual data for protection of our students, staff, guests, and facilities. Locations include hallways, the gymnasium, doorways both inside and outside, the copy room (without audio recording), and the parking lot.

These cameras observe, capture, transmit, photograph, and record the sounds or events within the vicinity of the cameras. Video and audio recordings from cameras are stored for a reasonable period before they are routinely erased. When appropriate, recordings may be used internally in investigations, shown to persons involved and or his/her parents, or if necessary, disseminated to law enforcement. Tampering with, disabling, or modifying this equipment or process in any way is a punishable offence. As voted by both the school and church board, the following individuals by position have access to recordings: Principal, teachers and School Board Chair.

Michigan State Statute MCL500.539c states:

“Any person who is present or who is not present during a private conversation and who willfully uses any device to eaves drop upon the conversation without the consent of all parties thereto, or who knowingly aids, employs or procures another person to do the same in violation of this section, is guilty of a felony punishable by imprisonment in a state prison for not more than 2 years or by a fine of not more than \$2,000.00, or both.”

By enrolling and attending, the student and parent give consent to such purposes as stated above.

Discipline Program

It is the aim of WJA to provide all its students with a safe Christian environment in which to worship, study, socialize and play. It is the school's objective to institute a disciplinary process that is redemptive and educational, guiding students to solve the problem they created. The process helps all entities partner together: the student, school and the student family.

Student's Responsibilities

- Strive to the highest level of achievement possible.

- Contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property.
- Be familiar with and abide by all policies, rules and regulations pertaining to student conduct as defined in the Student Code.
- Conduct themselves, when participating in or attending school-sponsored events, as Christians with high standards of conduct and demeanor.
- Own his/her mistakes and problem-solve to create solutions to resolve his/her created problem.

WJA Staff Responsibilities

- Treat each student with respect. As a person who can reasonably be expected to be responsible for his/her own behavior.
- Assist students in developing personal responsibility and sensible rules of conduct, focusing on safety and respect for the rights and property of others.
- Recognize that discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student.
- Before seeking outside assistance, the teachers will first guide a student to solve the problem and create a change of behavior in the classroom.
- When a teacher has made every effort to bring about positive behavioral change, but without success, administration will get involved to encourage a solution.
- If a resolution has still not been met, then the student and his/her parent/guardian will meet with the Guidance Committee to work towards a solution.

The Guidance Committee

- Comprised of the principal, the teacher involved, the school chair, the vice chair, and the Wilson SDA Church Pastor or Head Elder.
- In case of conflict of interest, the committee members may choose an alternate elder or school board member. This

- Purpose of this committee: Review and decide disciplinary consequences for major behavioral actions.
- The committee will strive to be fair and consistent. Fairness always demands that the individual circumstances surrounding the actions of the students be considered along with many other factors. Therefore, fairness may at times appear inconsistent.
- Students, parents/guardians, or faculty should not expect the committee to always met out the same discipline in every case involving similar behavior.
- At no time will attorneys, their representatives, or a court reporter be allowed to be present during disciplinary proceedings without permission.
- Nor may a recording be made of the proceedings without permission.
- As a private school, Wilson Junior Academy has the right to make disciplinary decisions it deems appropriate without the involvement of these individuals.

Our Discipline Philosophy 7 Core Beliefs

- Students should be guided and expected to solve the problems they create without creating problems for anyone else.
- Staff, Students, and Parent/Guardians should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
- Students should see a reasonable connection between their actions and the consequences that follow.
- Students and Teacher relationships are built on the principle of mutual respect.
- Students should be given the opportunity to make decisions and to live with the consequences, be they good or bad.
- Misbehavior should be handled with natural and logical consequences.

- Students should have an opportunity to invoke a simple and respectful “I am not sure this is fair” discussion, if they believe the consequences are unfair.

Parent/Guardian Expectations

- Adults are expected to be Christian role models for our children/students.
- All behaviors that are expected of our students are also expected of our parents/guardians and of our school personnel.
- We expect everyone to act within Christian principles and practice Biblical counsel when working towards solving disagreements.
- Parents/Guardians are involved in every step, either through written and /or personal communication.
- When students begin to show a consistent disregard for school policy, we will ask the parents/guardians to meet with the Guidance Committee.
- The staff and the family form a partnership to encourage the student to modify his/her behavior to avoid the need to further intervention.
- Be aware that NO person has the right to come to school for the purpose of verbally attacking or haranguing the teacher or students during school hours or any school function.
- If there is a problem, the individual should first set an appointment to discuss the matter privately with the teacher involved. If there is need for further discussion the individual should discuss it with the principal, and then, if necessary, the school board chairman. The board will be willing to hear legitimate complaints concerning the school or teacher, provided an earnest effort has been made previously by the person and teacher to clear up the matter.
- It is critical to understand that if a parent/guardian shows a disrespectful attitude or behavior towards school personnel in front of their student, their student will have difficulty respecting the individual, creating a breakdown in that relationship that will be harmful to the educational process. Respect is a mutual endeavor.

- **THEREFORE:** When a parent/guardian does become disruptive at the school, the School Board (via the principal) will suspend their children and schedule a meeting with the board before the children can return.

Behavioral Consequences

Classroom Teacher Led Responses

Infractions in these areas include, but are not limited to:

- Cheating/lying/plagiarism
- Disruptive behavior in the classroom
- Refusal to do schoolwork
- Dress code violations
- Electronic devices/phone infractions
- Swearing/Inappropriate Language/Demeaning Behavior
- On-campus motorized vehicle violations
- Minor hands-on infraction

Potential Consequences Examples from the Classroom Teacher

- Personal Responsibilities Form
- Apology note
- Community service
- Restorative Practice
- Temporary relocation to work
- Teacher/Parent/Student Conferences

Note: If a student does not cooperate in a teacher-led intervention or follows through with agreed upon consequences, the relationship is broken between the student and teacher. Therefore, administration will get involved at this point to help restore that relationship.

Administrative Led Responses

Infractions in these areas include, but are not limited to:

Continued offense of

- Attendance Violations
- Racial, Sexual, or Sexist Slurs, Innuendos, Comments or Gestures
- Harassment (includes all forms: verbal, physical, sexual – purposeful conduct that offense, humiliates, and/or intimidates)
- Bullying/Intimidation (includes cyber-attacks and intimidation)
- Vandalism (includes a fine and equipment replacement)
- Leaving campus without permission
- Inappropriate use of Internet
- Insubordination – refusing to respect school personnel
- Pornography

Potential Consequences/Intervention from Administration

- Mentoring
- Parent Support
- Research Project
- 1 hour detention including a written report and Personal Responsibility Form
- 2 hour detention and Guidance Committee Meeting
- One (1) Day In-House Suspension (Board Chairman notified)
- Two (2) Day Suspension (Board Chairman notified)
- Three (3) Day Suspension (Board Chairman notified)

Guidance Committee/Board Led Responses

- Infractions in these areas include, but are not limited to:
 - Theft
 - Discrimination/Racism
 - Fighting
 - Threats of harm to school, students, and/or faculty and staff (note: this can also trigger law enforcement involvement)
 - Defiant insubordination – refusing to cooperate with school environment guidelines
 - Drug use and/or possession
 - Smoking/Vaping
 - Alcohol use
 - Network hacking
 - 2nd Offense-Bullying/Intimidation

Potential Consequences/Interventions of Guidance Committee and Voted by School Board

- One Week Suspension
- Two Week Suspension
- Student is asked to withdraw/expulsion from school.

Potential Expulsion Behaviors

- Supplier-cigarettes, alcohol, drugs, vaping products
- Weapons possession and/or use
- Physical attack on staff, students or property

Student Rights

In cases of serious disciplinary action, the student is entitled to

- An oral or written notice of the charges
- If the student denies the charges, they should be informed of the evidence against them and given an opportunity to respond to the charges.
- A formal hearing at the school board level in which the students and parents/guardians may be present.
- A fair and impartial decision by the school board.

Policies Concerning the use of the School Gym

Both the church and the school are aware of the advantages of having a gymnasium. We would like to make it available to anyone who wishes to use it within reason. Since it is on school property and will be used during school nights, certain rules must be followed to ensure that it will not interfere with the efficient operation of our school.

The gym is dedicated to Christian recreation, and it is hereby voted by the church board that the following rules be enforced:

1. Anyone desiring to use the gym for any purpose must contact the principal in advance so that arrangements can be made.

2. All activities within the gym are to be supervised by an approved supervisor. A responsible person must be in charge to see that there is no destruction of the building or its contents. The conduct of the people using the building is to be in compliance with the standards of the church. Bad language, smoking, vaping, or drinking will not be tolerated at any time.
3. The thermostat should be adjusted to the demands of the occasion by the supervisor. It is to be set at 55 degrees at night and during periods when the gym is not in use.
4. Persons using the gym shall not climb on the framework or otherwise deface the room or its equipment.
5. Exit lights should be on, and all the gym doors unlocked when the gym is in use.
6. Gym equipment should be properly stored when the play period is over (Note: Bringing your own equipment is requested)
7. Please wear non-marking gym shoes for athletic activities.
8. No one is to kick a ball in the gym except for children under the age of ten. The ball used for kicking should be soft. Under no conditions should the ball hit the ceiling or the metal walls above the reinforced area.
9. Individuals shall be financially responsible for any damage to the building or equipment.
10. After using the gym, the following should be done:
 - a. Sports equipment stored properly
 - b. All chairs and tables stacked neatly in racks.
 - c. Floor swept
 - d. Trash emptied
 - e. Thermostat turned to 55 degrees
 - f. Lights turned out, including the front entrance
 - g. All doors locked
11. After use of the kitchen, the following should be done
 - a. All equipment properly stored
 - b. Counters, sink, and refrigerator cleaned
 - c. Floor swept and mopped
 - d. Trash emptied

Curriculum

Grades 1-8

Bible	Handwriting
English	Reading
Mathematics	Music
Geography/History	Art
Spelling	

Grade 10 (Odd Year -2026-2027) Standard Units of Credit

Bible I	1
English I	1
Algebra I (9 th)	1
Geometry (10 th)	1
World History	1
Physical Education	1
One credit Elective	1

Grade 9 (Even Year – 2027-2028) Standard Units of Credit

Bible II	1
English II	1
Algebra I (9 th)	1
Geometry (10 th)	1
Biology	1
Physical Education	1
One-credit Elective	1

Wilson Junior Academy Staff

Michael Gusky: Grades 1-8, Principal (317) 997-7596 principal@wja-sda.org

Will Reed: Grades 9-10 (518) 410-3020 wreed@wja-sda.org

Jim Hakes: Pastor (906) 639-2440

Cyndie Priser: Board Chair (906) 250-1658

Greg Zinke: Head Elder (906) 399-7209

Gailyn Messersmith: Maintenance (906) 630-4120

Gary Berger: Maintenance (906) 280-0526

School Board: Vice Chair: Dana Zinke, Jerry DeGrave, Jake Miller, Grace Zinke, Austin Walechka, MI Conf Rep – Brian Kittleson

School Board Members by Elected Position: Treasurer: Stephanie Walechka, Bible Labs: Cortney Miller, Home & School: Nancy Messersmith

Note: Non-board member attendance of school board meetings is permitted during open meetings.