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2024-2025 Student Handbook

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2024-2025 Student Council (StuCo)

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Secretary

Santiago Taylor Escárzaga
Activities Chairperson

Cynthia Nevaeh Muñoz Roach
Public Affairs Chairperson

Escuela Preparatoria Particular
Incorporada a la U.A.C.J.
Clave A015-0681

Escuela Secundaria Particular
Departamento de Educación
Clave 08PES0088H

The Juárez Academy is supported and guided by The Church of Jesus Christ of Latter-day Saints and operates under the direction of the Church Board of Education. The purpose of the Church Schools is to assist the youth to reach their earthly and eternal potential by helping them progress spiritually, physically, emotionally, academically, and socially. (See *Luke 2:52, D&C 88:77-80*)

The Objective of Seminaries and Institutes of Religion

Our purpose is to help youth and young adults deepen their conversion to Jesus Christ and His restored gospel, qualify for the blessings of the temple, and prepare themselves, their families, and others for eternal life with their Father in Heaven.

To achieve our purpose:

Live

We live the gospel of Jesus Christ and strive for the companionship of the Holy Ghost. Our conduct and relationships are exemplary in the home, in the classroom, and in the community. We continually seek to improve our performance, knowledge, attitude, and character. We listen carefully to God's living prophets and follow their inspired teachings and direction.

Teach

We center each learning experience on Jesus Christ and His example, attributes, and redeeming power. We help students learn the restored gospel of Jesus Christ as found in the scriptures and words of the prophets. We help students fulfill their role in learning for themselves. We strive to invite the Holy Ghost to fulfill His role in each learning experience.

Lead

We pattern our leadership after the example of Jesus Christ. We invite and encourage all youth and young adults to participate in seminary and institute. We seek to strengthen those we lead, effectively administer the work, and build unity with others. Our efforts assist and support individuals, families, and priesthood leaders.

Fundamentals of Gospel Teaching and Learning

Teachers and students should:

- Teach and learn by the Spirit.
- Cultivate a learning environment of love, respect, and purpose.
- Study the scriptures daily and read the text for the course.
- Understand the context and content of the scriptures and the words of the prophets.
- Identify, understand, feel the truth and importance of, and apply gospel doctrines and principles.
- Explain, share, and testify of gospel doctrines and principles.
- Master key scripture passages and Basic Doctrines.

Church Education System Mission

The mission of the Church Education System is to develop disciples of Jesus Christ who are leaders in their homes, the Church, and their communities.

Church Schools Mission, Vision, and Priorities

Mission

Church Schools help students to deepen their conversion to Jesus Christ and His restored gospel, to qualify for the blessings of the temple, to prepare for missionary and Church service, and to build the kingdom of God.

Church Schools provide students with an opportunity to obtain knowledge and skills that will assist them in their future educational and career endeavors.

Vision

The vision of the Church Schools is to assist students to be:

- converted to the gospel of Jesus Christ
- future leaders in their families, Church, and community
- meaningfully qualified
- lifelong learners

Strategic Priorities

1. Deepen Conversion to Jesus Christ
2. Improve Rates of Academic Success
3. Recruit and Develop Qualified Teachers

Foreign Students' Policy

The Policy of Sending Children to the Juárez Academy (*February 2, 2013*)

Church doctrine teaches that the family is the most important unit in this life and in eternity. The document "The Family: A Proclamation to the World" states, "Parents have a sacred duty to rear their children in love and righteousness, to provide for their physical and spiritual needs, and to teach them to love and serve one another, observe the commandments of God, and be law-abiding citizens wherever they live." The First Presidency's letter from February 11, 1999, states, "We call upon parents to devote their best efforts to the teaching and rearing of their children in gospel principles which will keep them close to the Church. The home is the basis of a righteous life, and no other instrumentality can take its place or fulfill its essential functions in carrying forward this God-given responsibility."

"We counsel parents and children to give highest priority to family prayer, family home evening, gospel study and instruction, and wholesome family activities. However worthy and appropriate other demands or activities may be, they must not be permitted to displace the divinely appointed duties that only parents and families can adequately perform."

If foreign parents send their children to Academia Juárez, they will hardly be able to fulfill these responsibilities as parents. For this reason, the policies of Academia Juárez regarding sending children to Academia Juárez are as follows:

- To enroll their children in Academia Juárez, parents must live in the area. They cannot register their children with the promise that they will move to the area. They must be established in the region before enrolling.
- If parents move from the area after enrolling their children in Academia Juárez, their children will not be able to enroll the following semester.
- Children must stay with at least one of their parents or legal guardians.
- We do not recommend that parents come to live in the area solely for the purpose of enrolling their children in Academia Juárez.
- Any exceptions to this policy must be approved by the Academia Juárez Council.

School Standards

Church schools are in a unique position to assist students in their spiritual and academic growth. As all learning is spiritual, a student's academic growth can be enhanced by living a life that is aligned with the gospel of Jesus Christ (*Luke 2:52*). By living His teachings and following His example, students receive the guidance of the Holy Ghost. The Holy Ghost will help students progress spiritually and excel academically. All students are expected to live the Honor Code, which serves as a guide to a Christ-centered life.

Honor Code

As a student, I will strive to follow the example of Jesus Christ and live the principles found in For the Strength of Youth by being:

- **Faithful**—I will attend and participate actively in my Church meetings. I will strive always to live my life so that I may have the companionship of the Holy Ghost.
- **Honest**—I will demonstrate integrity, tell the truth, and choose not to cheat at school in any way.
- **Chaste**—I will maintain sexual purity and be morally clean in my thoughts, words, and actions. I will abstain from all sexual relations and from the use of pornography.
- **Obedient**—I will obey the law of the land and follow school rules.
- **Respectful**—I will show love and kindness to everyone. I will care for personal and school property.
- **Clean**—I will abstain from the use of drugs, alcohol, tobacco, tea (*black or green*), coffee, and other harmful substances. I will use clean and appropriate language. I will honor the dress and grooming standards established by the school.

Honor Code Violations

All students who violate the Honor Code are encouraged to take appropriate measures to correct their behavior. This may mean apologizing to those who have been affected, correcting any wrongs, and counseling with their ecclesiastical leader to change and improve when necessary.

If a violation affects a student's standing in the Church or their continued ecclesiastical endorsement, the student should discuss it with his or her bishop or branch president. Violations that are academic or school-conduct based (*such as cheating, bullying, fighting, language, and so forth*), will be evaluated by the school administration. The school administration will determine appropriate consequences and may choose to inform the bishop/branch president and parents of the violation.

Ecclesiastical Endorsement

Students must have a current ecclesiastical endorsement to be a student at the school. The endorsement process is intended to foster communication between students and ecclesiastical leaders. In the endorsement interview ecclesiastical leaders counsel with the youth to evaluate whether the potential or returning student:

1. Understands the responsibilities of being a student at the school.
2. Is committed to contributing to the spiritual learning environment being promoted at the school.
3. Understands and is committed to living the Honor Code, including dress and grooming standards.

Ecclesiastical endorsements must be completed by:

Students of Our Faith: Must be endorsed by a member of the bishopric and stake presidency where their membership records are located.

Students of Other Faiths: Must be interviewed either by a member of the bishopric and stake presidency of The Church of Jesus Christ of Latter-day Saints of the area in which they reside, or by the school principal.

The school administration will keep endorsements confidential and store them in a secure location.

If a student does not have a current ecclesiastical endorsement by the beginning of the following school year if in Secundaria or by the beginning of the semester if in Preparatoria or intensive English, he/she will not be admitted back to school.

Academics

Academic Office

This department provides services and information about registration procedures, appointments with teachers, and everything to do with grades. The hours are Monday-Friday from 8:00-12:00 and 1:00-3:45.

Advance notice of 24 hours is required for all documentation requests at which time any necessary payments are due.

Fees

- Enrollment – \$1,900.00* pesos
- Student materials – \$800.00 pesos per school year for Secundaria and Preparatoria. Intensive students per semester.*
- Tuition for member students – \$2,140.00 pesos (*8 payments per school year*)
- Tuition for students of other faiths – \$7,600.00 pesos (*8 payments per school year*)
- Exámenes Extraordinarios – \$129.00 pesos per exam (*The UACJ establishes the cost and may change without previous notice.*) Additional fees may apply for late payment.
- EXCOBA – \$300.00 pesos (*The UACJ establishes the cost and may change without previous notice.*)
- Official transcript – \$250.00 pesos per copy
- Cardex – \$30.00 pesos, request 24 hours in advance
- Relación de Estudios – \$30.00 pesos, request 24 hours in advance
- Historial Académico – \$30.00 pesos, request 24 hours in advance
- Constancia escolar – \$30.00 pesos, request 24 hours in advance
- Print report card – \$1.00 peso per copy (*free online*)
- Student ID – 1st one is free, replacement is \$50.00 pesos
- Same day trip - \$50.00 pesos to help cover the expenses
- Overnight trip – \$500.00 pesos, per night, to help cover the expenses
- Lost book or damaged – cost to replace book
- Lost or damaged sport uniforms and equipment – cost to replace
- Class t-shirt – cost of shirt

Late payment fees may apply.

****There will be no refunds of the enrollment fee nor the purchase of student materials.***

Classes, Groups and Schedules

Each school year groups will be adjusted and may be reorganized to accommodate new students and balance the groups.

It is a lengthy and difficult procedure to change students from one group to another. Therefore, students

may not change from one group to another, except when petitioned by a parent only with reasonable justification.

Schedule changes must be requested during the first five class days of the semester. All students must attend class as it appears on their original schedule, regardless of requested changes, approved or not approved. Teachers should not let students out of class to request these changes. If approved, the parents and the student will be notified. Teachers will be notified in writing.

CANVAS

CANVAS is the learning management system we use at the Academy. Students are expected to use it daily.

CANVAS Parent App is available for parents. It is the parents' responsibility to monitor the student's progress.

Report Cards

Secundaria report cards are given out three terms per school year on the dates that appear on the School Calendar. Preparatoria and Intensive report cards are given out three terms per semester on the dates that appear on the School Calendar. During the semester, at least one report card will be sent home to be signed by parents.

It is the parents' and students' responsibility to check and/or print their report card and to review them for accuracy. If a mistake was made, they have five business days from the date it was published to request a correction. The errors that stay on the report card can cause the Secundaria or Preparatoria certificate to be delayed upon finishing their studies.

When a correction on your report card is needed, you need to take your report card to the teacher so that he or she can give you your grade and his/her signature; once it is signed by the teacher it should be taken to the registrar's office so that the grade can be corrected.

Report cards can be printed from the school webpage (*a-juarez.webescolar.net*) at the end of every term. Copies can be made for a fee upon request in the Academic Office.

Scholarships

The purpose of scholarships is to help those who need and deserve help. The following scholarships are available:

Student Work Scholarships: These scholarships are given to students who are interested in working to pay for their scholarship. This is an opportunity for students who do not meet the requirements for an academic scholarship. This scholarship is requested through the Activities office. It cannot be combined with other scholarships. It is conditioned to the student's behavior, his/her adherence to the Honor Code and completion of assignments.

Wilson and Wilkinson Scholarships: These scholarships are a blessing for the school which we hope to enjoy for many years. Applications can be printed from the school website during May and November. There are two scholarship periods

(August-November and January-April). Students need to pass every class and not have behavior or Honor Code problems in order to qualify for a scholarship. If the student does not qualify for a scholarship during one scholarship period, he/she can request a scholarship for the following period. This scholarship can be lost from one scholarship period to the next.

Academic Scholarships: These scholarships are for those who have a high-grade point average. The application is available in the Academics Office, and it is a semester scholarship.

Assessments

Semester Exams

Each term grade in Preparatoria is equivalent to 30% of the semester grade. The semester grade is equivalent to 90% of the term grades plus 10% of the Semester Exam.

Students with a 3-term average above 90% will be exempt from the Semester Exam and their 3-term average will be reported as the final Semester grade.

Students that are not exempt are required to take the Semester Exam as scheduled by the administration. Teachers must provide a guide and the necessary support to prepare the students for the Semester Exams. Semester Exams have no additional cost.

Extraordinarios

Preparatoria students must take Exámenes Únicos (Extraordinario) whenever they fail a class. These exams are given on the dates set by the UACJ and can be found on the school calendar. The cost for these exams is determined by the UACJ. The student must request to take these exams in advance. A student may take up to 3 exams at a time. The minimum passing grade is 7.0 (*seven point zero*). Only two grades will be reported to the UACJ: failing grade, 5.0 and passing grade, 7.0.

Secundaria students that fail a class must abide to the SEP policies for the specific situation.

ENLACE / PLANEA

These exams test basic knowledge and abilities and is for Secundaria students and 3rd year Preparatoria students. It is administered by the Secretary of Education personnel on the dates indicated on the SEP calendar.

EXCOBA (Examen de Competencias Básicas)

This is the graduation exam for Preparatoria students. This exam is mandatory to process the Preparatoria certificate. It is administered by UACJ personnel. Payment is requested in advance. Students must take their school ID and be in school uniform on the day of the exam. Dates and fees are determined by UACJ.

TOEFL Jr.

This is the admission exam for all incoming students, no matter their native language. It is also the exit exam for the Intensive English program.

This exam is supplied by an external provider. Dates are set in advance and cannot be modified.

TOEFL ITP

This is the exit exam required for all graduating students to assess their English proficiency. A B2 or higher score is expected and will be required to graduate with honors additional to the 90 and above average grade.

This exam is supplied by an external provider. Dates are set in advance and cannot be modified.

EXANI I & EXANI II

EXANI I is the exit exam for Secundaria. The results will be considered for Preparatoria admission.

EXANI II is the exit exam for Preparatoria. The results will be considered to graduate with honors.

Both exams are mandatory and are supplied by an external provider. Dates are set in advance and cannot be modified.

ACT

Students interested in taking the ACT must register and pay online. We offer the test in October and June. Other dates and locations can be found on the ACT webpage.

Students must comply with the Dress and Grooming Standards to take each exam.

Academic Support

Students with professionally diagnosed special needs may receive additional academic support upon a parent's written request at the beginning of the school year.

Parents must provide the school with a copy of the professional diagnostic that has been completed during the past 2 years. (*The diagnostic must be updated before the student is admitted to Preparatoria.*) Upon reception of the evaluation, an appointment will be made with the parents and team of staff members to review the student's needs and create an academic support plan. The academic support plan can be adjusted throughout a school year and at the beginning of every school year.

Intensive English

Students may not be simultaneously enrolled in the Intensive English program and another school. Students violating this rule will be dropped immediately from the Intensive English program.

Acceptance to Secundaria or Preparatoria is a privilege and is conditioned to the English exit exam and compliance to the Honor Code.

Secundaria – Preparatoria

Passing from Secundaria to Preparatoria is not automatic. A student enrolled in Secundaria III who does

not obtain a Secundaria certificate on time cannot be enrolled in Preparatoria. A *Secundaria Abierta* certificate is not accepted to be enrolled in Preparatoria.

Home schooling is not a recognized program in Mexico. In order for a student to enroll at Academia Juárez, they must have an official *Revalidación de Estudios* by the SEP.

As a private school we reserve the right of admission to any of our programs.

Preparatoria Students - UACJ

The Academic Department will store original documents needed for any enrollment or sports transaction. These documents will be stored for the three years of Preparatoria and will be available for those who are interested.

The UACJ policy for failed classes will be applied. As of November 2017, the following policy by the UACJ took affect:

ARTICLE 40. The following will cause Preparatoria students to be dropped definitively from a school incorporated with the UACJ:

- I. Not having a final passing grade in 50% (*fifty percent*) of their academic classes during the first semester.
- II. Not having a final passing grade after four opportunities for a class (*Taking the class is the first opportunity.*)
- III. Owing more than 4 (*four*) classes from any semester.
- IV. Not finishing the requirements for graduation within 5 (*five*) years from the date of the initial enrollment, and when the 'Plan de Estudios' of the school corresponds with a 3-year program.

Once a student has been dropped definitively for one of the reasons mentioned, the student will not have the right for readmittance in the same incorporated school of the UACJ.

ARTICLE 41. No students will be permitted to enroll in the sixth semester if they have any failed classes from previous semesters.

Graduation Requirements

For a student to graduate and receive an official Preparatoria Certificate the student must have met the requirements for the UACJ's international baccalaureate. To be accepted at universities in the United States and Mexico it is required to have a Preparatoria certificate. The students can ask for a partial certificate from the UACJ before they graduate so that they can meet the university registration deadlines. This document can take between 20-30 days to be ready.

For a student to participate in the Academia Juarez commencement exercises, a student must pass all classes, not just classes required by the UACJ. Additionally, he or she must complete all the requirements on the "Permission to Participate in Graduation" form.

Seminary/Institute must be taken and accredited during every semester while enrolled at Academia Juarez. Requirements for seminary graduation:

1. Have the 8 credits for the 8 official seminary semesters. For the 2024-2025 school year the students that will take Seminary in an official way are the ones born in the years 2010, 2009, 2008, and 2007. To receive the credit for each semester, the student must accomplish the following requirements:
 - Attendance.
 - Readings.
 - Semestral Evaluation.
2. In order to participate in the Seminary Graduation ceremony, the students must have an ecclesiastical endorsement from their Bishop or Branch President.

Class Rankings and Honors

The class valedictorian and salutatorian will be the Preparatoria graduates with the highest and the next highest Preparatoria school grade point average in their class respectively. All graduates with an overall grade average of 9.0 or higher according to their UACJ transcript and a B2 or higher level on the TOEFL ITP exam will graduate with honors and receive gold cords. The average will be taken from all 6 semesters of Preparatoria.

Students enrolling from other systems at some point of their Preparatoria experience, who take the set of Preparatoria courses from the time of enrollment in the Academia Juarez, are eligible for graduation with honors but not for consideration as Valedictorian or Salutatorian. These students class rank will be based upon the Preparatoria level courses taken at the Academia Juarez as well as at their previous school.

Extracurricular Honors

All Around Athlete Award. The school will recognize a male and/or female athlete who will be awarded the All-Around Athlete of the Year. The Sports Activities VP will choose the recipient according to their participation in the various varsity sports offered during the school year. Recipients must abide to the Honor code and be in good behavior standing.

Social Service

The school recognizes the senior students that have finished a social service at their selected and approved institution for a period of 160 hours. This will be achieved following the indicated procedure given by the school counselor. Social service can be started during the junior year.

Director's Award

The Director's Award is presented to a graduating Senior who exemplifies the Academy's principles and values, and serves as an outstanding role-model of a true Lobo.

Teachers and advisors are encouraged to propose a graduating Senior as a recipient of this award to the administration. This award recognizes the student who has shown outstanding achievement and personal growth during their time at the Academy.

Discipline and Behavior

Your circle of friends will greatly influence your behavior, just as you will influence your friends. Treat everyone with kindness and dignity. Invite your friends to Church activities where they can learn about your standards and the principles of the gospel.

The First Presidency

Attendance Policies

Daily attendance and participation in class are essential to learning. Students are allowed up to 4 excused absences per semester. Juniors and Seniors are allowed 2 additional absences during the year to visit a university, these must be on regular school days, not during project due dates, Semester or Extraordinary Exams. Absences due to participating in a school activity with a team or group are excused and do not count toward the 4 allowed excused absences.

For an absence to be excused, students must bring a written note from parents or a doctor's prescription when they return from any absence. Phone calls or text messages are not accepted as justification. Students must leave their note at the designated place before they report to their first period class the day they come back from their absence. The note will not be accepted at any other later time.

Ditching

Ditching will not be tolerated. Consequences will be enforced, including suspension. Parents will be informed, and the incident will be recorded in the student's file.

Tardiness

Students must arrive at school before 8:00 am. The main gate will be closed at 8:15 am.

On the first tardy, the student is warned; the second time, the teacher assigns a consequence. The third time, the teacher assigns a consequence and makes parental contact. The fourth time, the student is sent to the office. Every following tardy will result in an office visit. Parents will be informed, and the incident will be recorded in the student's file.

Three tardies make an unexcused absence.

Leaving School

Students must never leave class or school campus during class hours without notifying the administration. Any student who leaves the campus without permission will be subject to administrative consequences. Parents will be informed, and the incident will be recorded in the student's file.

A parent or guardian may give permission for a student to leave school through written notice or WhatsApp. Notes or messages must include the student's and parent's/tutor's full name and date and must be sent a day in advance. Parental permission does not excuse the absence. Students must follow the absence policy when returning to school.

Students from Colonia Juarez may leave campus to have lunch at home, but parents must inform the administration in writing in advance. Students from other areas may occasionally leave campus during lunch with a written note from their parents. This note must have been turned into the office the previous day.

Visits to the Office

Every time a student is sent to the office for disciplinary reasons, he or she will receive consequences as determined by the administration. Parents will be informed, and the incident will be recorded in the student's file.

Senior Legacy

We invite all students to leave a legacy of service. Seniors are encouraged to work on a project for which they can be positively remembered by, serving as an example for generations to follow.

Appeals

Whenever any problem arises between students and school personnel, parents should make an appointment to meet with the employee and administration and try to come to a mutual agreement.

Extracurricular Activities

School Clubs and Sport Teams

Students are encouraged to participate in clubs and teams. The lessons learned from participating in meaningful extracurricular activities will help achieve skills that will bless the student's academic and personal life. Participating in school clubs and/or sport teams is a privilege. Students that are part of a club or team represent the Academy and must comply with the Honor Code and always be on their best behavior. The student's academic success should not be compromised. The student's commitment is required, and his/her best performance is expected.

Trips

When we travel or attend activities, we represent the school and must be on our best behavior. This includes obeying our school rules as well as the rules of the institutions and establishments that we visit. Regular school day uniforms are always required, including appropriate shoes.

Students are required to always comply with the Honor Code.

Students are not allowed to leave the hotel or activity with friends or family without the permission of the coach or advisor. Parents must provide written permission before the trip.

The driver, advisors and chaperones must be respected, and students must always obey their instructions.

When traveling for sport, music or field trips students must have a signed permission from their parents or tutors

and pay the corresponding fees. Help is available for students who have economic difficulties and may be obtained by contacting the activity department.

All students should be in their rooms at the designated time after the school-sponsored activity, turn off the television and be in bed at the designated time. Students' music and literature must be in harmony with school standards. At no time and for no reason should there be persons of the opposite sex in the hotel rooms. Students are expected to keep the school vehicles clean.

Students will not be allowed to go shopping during these trips. Students may be allowed to purchase snacks at a gas station during a bathroom break.

Fundraisers

Fundraising activities for teams, groups, clubs or grade level activities must be pre-approved by the school principal. Handling of funds must be in accordance to the standards established by the Church Finance Department. (*Church Schools Policy Manual, p. 39, June 2021*) The teacher/advisor must closely supervise all fundraisers and detailed records must be kept. These types of activities will be limited.

Students may not sell food or other merchandise on campus during school hours. The food or merchandise will be retained and sent to the administration. The food and merchandise will be returned to the student at the end of the day, parents will be contacted, and the incident will be recorded in the student's file. After the second time this incident occurs, parents will be required to come to school and pick up the merchandise.

Admission Process

Application Process

This institution is the property of The Church of Jesus Christ of Latter-Day Saints and as a private institution, we reserve the right of admission. The application process for a new student at any level is:

- There are two admission periods, November and May.
- Go to <https://www.academiajuarez.net> and access the admissions section.
- Review the foreign student's policy, if applicable.
- Upload an electronic copy of the following documentation: current photograph, birth certificate, CURP, last report card, and proof of address.
- Fill in the requested information.
- Ecclesiastical recommend
 - If you are a member of the Church of Jesus Christ of Latter-day Saints, you should get your ecclesiastical recommend from your bishop or branch president.
 - If you are not a member, you must have the interview with the director of Academia Juarez the first time and the following years with the assigned bishop or branch president. The interested

student and his/her parents must attend the interview.

- The application will be reviewed, and you will be notified if the application is complete or if it needs to be corrected.
- Pay for the English diagnostic test (TOEFL Jr). Keep your proof of payment. All students, no matter their native language, must take the exam.
- Take the English diagnostic test (TOEFL Jr) at Academia Juarez on the designated date. You must arrive 15 minutes before and present an original photo ID and deliver a copy. This exam is supplied by an external provider. Dates are set in advance and cannot be modified.
- The administration will contact you with the result of the exam.

Selection Process

The program in which a student will be enrolled will depend on the English proficiency exam results. All students who do not meet the required level to enter Secundaria or Preparatoria will be considered for the Intensive English program.

Academia Juárez is owned and operated by The Church of Jesus Christ of Latter-Day Saints. The education of the Latter-Day Saint students is subsidized by the tithing and contributions of the members of the church. For this reason, member students are given priority.

Enrollment for members of other faiths will depend on the available space for each grade, available budget, and the criteria mentioned below. Unfortunately, because of these limitations, we are not able to accept all who apply. The following criteria will be used to select students:

- English proficiency results. The highest exam results will be identified for each group; Intensive English, Secundaria, and Preparatoria.
- Overall class average and grades for individual core classes. The grades for core classes (*Spanish, Math, Science, History, Civics, and English*) will be taken under consideration.
- Interview with the parents and the student. Parents will be asked why they want their child to attend Academia Juarez, if the parents are alumni, in which activities the student may be involved, and other topics.

Additional Information

Dances

School dances will be held throughout the year for all students that turn 14 during the current calendar year and older. Jr Prom and Graduation dances are formal dances for Preparatoria. Appropriate attire complying with the Honor Code is required for students and guests.

Emergency Drills

Emergency drills will be held periodically. Evacuation routes will be posted in each classroom. Students must leave buildings quietly and orderly and wait for further instructions. Inappropriate behavior during drills will warrant disciplinary action. Students that activate, tamper with or damage the alarm and fire safety devices may be expelled and/or prosecuted.

Lockers

All lockers are property of Academia Juarez. At any time, the school administration can check inside the lockers to ensure school safety. The student assigned to the locker is responsible for its contents. Do not share or exchange your locker with someone else. Keep your locker combination confidential.

Students are expected to keep their lockers in a clean and orderly manner. Open food or drinks should not be stored in the locker. Stickers, pictures, names, or graffiti are not permitted. Permanent decorations are not allowed; but the locker exterior may be temporarily decorated for Sadie Hawkins and Junior Prom. (*Only use masking tape or magnets. Stickers and contact paper are not allowed.*)

The school assumes no responsibility for loss or damage of any item in a locker.

The locker must be cleared out at the end of the school year. Any items left in lockers will be properly disposed of or donated.

Problems with lockers must be reported to the administration. (*Sis. Adriana Ruiz is currently assigned to lockers.*)

Lost and Found

Uniforms, coats, backpacks, school supplies and other items should be labeled with the student's name. All items presumed to be lost or misplaced will be displayed in the foyer, on the Lost and Found table. Underwear and personal items will be disposed of.

Lost and found items must only be claimed by the owner. Items that are not claimed by mid/end of each semester will be donated. Notices will be sent home prior to donation. The school assumes no responsibility for lost items.

Medical, Neurological, Psychological Issues

Parents must inform the school in a medical diagnostic of any allergies, health problems, chronic disorders, neurological and/or psychological issues. Any student that cannot participate in P.E. classes for health reasons must provide the teacher and administration with a written doctor's explanation.

Sick students must be picked up by their parents or a person designated by their parents. Students will wait in the main building hall. Sick students will not be taken home nor will be allowed to ride the bus at the end of the day.

All medications should be given to students at home. However, if it is necessary for a student to take medication

while in school, the student must keep a copy of the current prescription with his/her medication.

The school cannot provide medication or medical supplies to students. There are no school infirmary or medical staff on campus.

Student Accident Insurance

The student accident insurance provides coverage for medical costs that may result from a covered accident while the student is participating in a school's supervised and sponsored sport, activity and/or event.

In case of an accident, the student must immediately inform the teacher/advisor/coach. The teacher/advisor/coach will contact the Administrative Vice Principal who will authorize the medical attention at the Centro Medico Madero. This within the first 24 hours of occurrence.

The student accident insurance is limited to \$41,000.00 pesos. If the medical costs exceed the limit, parents must cover the difference.

School ID

Students may obtain an ID card from the Stationery Office every year. Replacements have a cost.

Electronic Communication

Electronic communication may be used but should not replace personal contact. If needed, you can communicate with your teachers through Canvas.

No one-on-one electronic communication is permitted between teachers and students.

Class WhatsApp Groups

Class WhatsApp groups are a very useful and efficient way of communicating with the whole class. The Class Advisors and the Class Presidency must be the group administrators. All class members must be included. All communications must comply with the Honor Code.

Tuition

To continue attending school, all payments of tuition and fees must be current; and paid before the 10th day of every month. If a problem arises, be sure to contact the School Accountant in a timely fashion to make the necessary arrangements. Future enrollment will depend on the prompt payment of tuition. Students who unenroll on or before the 15th of the month will not be charged tuition for that month. Students who unenroll after the 15th of the month will be charged the full month of tuition.

In the event that there is a lack of payment of tuition for 3 accumulated months, the provision of services will be suspended, so the student will not be able to enter the campus, use the facilities and take classes.

Vehicles

The Academy encourages parents to not allow students to drive private vehicles to school or ride with other students who might drive. Student drivers are responsible for their vehicles and passengers. The school

assumes no responsibility for private vehicles or students who choose to ride in them. Students are not allowed to use the school's parking lot. The use of private vehicles driven by students will not be permitted in Homecoming or civic parades.

Student deliveries

All items must be dropped off at the director's assistant's office for students to pick up when appropriate.

Visitors

All visitors to campus must report at the front gate. Permission is required to be on campus. Guests must comply with all school rules and instructions from school officials, including the Honor Code. Students cannot bring guests to accompany them during the school day. Any visitor who would like to get to know the school may visit outside school hours.

--- Library ---

The school library is a valuable resource that students are encouraged to use. The library will be open from 8:00 am to 5:00 pm. During class time a student must have a hall pass to visit the library.

The purpose of these regulations is to guide users on the proper use of the library, the study and reading room, and the computer lab.

- **Services Offered**
 - Library Loan is the opportunity given to students to borrow books.
 - Use of computers for research and print schoolwork.
- **Obligations of General Users:**
 - Users must enter in order and maintain discipline within the consultation area.
 - Users must leave their backpacks in the drawers at the entrance designated for this purpose.
 - Keep quiet and maintain an atmosphere of respect and consideration for other users and the librarian.
 - It is forbidden to bring food, drinks, and sweets (chewing gum, candy, cookies, etc.)
 - It is forbidden to damage in any way the library furniture.
- **Loans:**
 - The user may borrow up to 3 books at the same time.
 - The late return of books will result in a fine of \$3.00 MXN per calendar day, per book.

- **Computers for research and print schoolwork:**
 - It is forbidden to download game applications or social networks on computers.
 - During class periods, users must carry their hall pass.
 - There is a charge for printing, which can be consulted with the librarian.
- **Computer Lab:**
 - It is forbidden to bring food, water, or candy into the computer lab.
 - Use only authorized internet sites or download applications.
 - Use the equipment appropriately.
 - During a class with the teacher users have two free printing sheets.
- **Applicable Sanctions:**
 - Users who misuse the facilities or damage computer equipment will be charged a fee.
 - In case of loss or damage of any book, the cost of the book must be paid.
 - Failure to comply with these regulations may result in the loss of library use rights.
 - Any case not described in this document will be reviewed by the school administration.

It is important that students and parents study the information in this Handbook because not being aware of the information does not excuse the failure to follow the standards.

It is signed and accepted in accordance with the commitment to comply with the established guidelines.

Student's full name

Full name of parent/guardian

Signature of the student

Parent/Guardian Signature