



Jones Creek Adventist Academy

## Student Handbook

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## DIRECTORY

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Baton Rouge SDA Church		225-755-1629
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	Education Superintendent	
Linda Levin	School Board Chairperson	504-615-0924
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Judy Bourgeois	Secretary/Cook	225-313-8094

## PHILOSOPHY

Jones Creek Adventist Academy recognizes both the spiritual and secular aspects of the profound events transpiring in the world today.

The *secular* challenge of today is to prepare the students for the cutting edge of tomorrow's technical demands. The distance between those students who are prepared and those students who are not prepared for the future is widening.

The *spiritual* challenge of today is to assist the students in replacing any self-serving ideals with the Christian responsibility of service to others. Students will be guided into the knowledge that individuals, at any age level, can find true happiness only in serving Christ and in serving others.

Our goal is to assist the students to reach their full potential, both spiritually and vocationally. This goal will be accomplished through the development of critical and analytical thinking skills and through the development of reading capabilities.

At Jones Creek Adventist Academy education is dedicated to restoring man in the image of his Maker, promoting the development of the mind, body, and soul, by ever pointing to Christ and teaming up with Divine Agencies.

## MISSION STATEMENT

Jones Creek Adventist Academy exists to develop students academically, spiritually, and socially within a learning environment that is centered on Jesus Christ, with an emphasis on service to God and our community of faith.

## OBJECTIVES

The objectives of Jones Creek Adventist Academy are as follows:

- ❖ To uphold the message of the Bible as taught by the Seventh-day Adventist Church
- ❖ To promote the spiritual and moral development of the student
- ❖ To maintain the highest standards of scholastic excellence
- ❖ To develop the student's ability to think clearly and logically
- ❖ To instruct the student in the practical basic skills and dignity of labor
- ❖ To teach the principles of health and physical well being
- ❖ To teach the responsibilities and privileges of good citizenship
- ❖ To stress the preparation of the student for service to God, the church, the nation, the community, and to mankind

## ACCREDITATION

Jones Creek Adventist Academy is fully accredited by the Commission on Accreditation North American Division, the National Council for Private School Accreditation, the Southwestern Union Conference Board of Education and the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities.

## ADMISSION

1. Jones Creek Adventist Academy is operated primarily for the benefit of all Seventh-day Adventist families in our area. However, students of good character are welcome to apply for admission at the discretion of the school board.
2. 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. The church makes no discrimination on the basis of race, color, ethnic background, and country of origin, or sex in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.
3. A child must be the following ages by September 30, of the current year in order to enroll. Verification of a birth date is required.  
**Kindergarten:** 5 years of age  
**1st Grade:** 6 years of age
4. All admissions are subject to approval by the School Board.
5. All students must supply the school with the following:
  - a. Verification of birthdate is required for all Kindergarten, First Grade, and new students.
  - b. Certificate of a physical examination shall be required of all students entering Kindergarten or First Grade or entering the school for the first time. Returning students in the fifth and ninth grade are also required to have a physical exam.
  - c. Current immunization record showing the student has been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, and rubella as evidenced by a certificate of a licensed physician or Public Health Department.
  - d. Student transcripts from the prior school must be on file in the school's office before the student can be officially accepted.
  - e. Financial arrangements are to be made at the time of registration.
6. Should it become necessary, JCAA reserves the right to test a student for grade placement that is suitable to the child's ability.

7. The registration process must be completed before the student will be admitted to class. The process includes signatures on all registration forms and full payment of registration fee.
8. Jones Creek Adventist Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Jones Creek Adventist Academy and the Seventh-day Adventist Church.

## **GENERAL INFORMATION**

**1. School Hours** - 8:00 a.m. to 3:15 p.m. Monday through Thursday, and 8:00 a.m. to 1:00 p.m. on Fridays.

**2. Arrival and Dismissal** - Children should not be on the school grounds before 7:30 a.m. Please be considerate of our teachers and their planning time by picking up your child promptly at the close of the school day – no later than 3:25 p.m. M-Th, and 1:10 p.m. Friday or they go to After Care.

**3. Emergency Closing** - School will have emergency closing for weather when East Baton Rouge Parish Schools are closed.

**4. Attendance Record** - The official East Baton Rouge Parish School register states: "Cases of students who are repeatedly absent or tardy should be referred to the principal who will report the case to the school board for consideration and to the public school authorities as required by law in the area."

**5. Attendance Policy –**

- a. Any student who is tardy more than 20% of the time for a school period should be sent to the school board for review. A pupil who is absent as many as seven days out of the period of nine weeks for whatever cause, may forfeit his/her period grades unless it is evident to the teacher that his work has been satisfactorily made up.
- b. If there is a pattern of tardiness the parent will be invited to conference with the principal. If there is no change the parent may be asked to meet with the school board for review.
- c. Teachers will record daily student attendance. The school Secretary will be assigned to notify parents if student is absent for a session or day. Feedback from parent must be relayed to teacher/principal. Send home a written parent notification to report tardiness, absences, and early departures. No child will be excused for early departure without a written notice from their parent/guardian.

- d. Acceptable excuses for tardiness and non-attendance are:
- Verified illness of student
  - Death in the family
  - Medical, dental or optometry services. A doctor's note must be sent to the teacher/principal.
  - Quarantine
  - Vehicular accident
  - National disaster

**6. Closed Campus** – The parent or guardian of each student will be required to submit a list of designated individuals who may pick up their child. Any deviation from this list must be telephoned to the school office prior to the pick up of the student.

**7. Telephone** - The telephone is a business telephone and must not be used by the students except in case of emergencies or with permission from the teacher. Students may not have any long distance calls charged to the school.

**8. Cell Phones & Electronic Devices** - It is the policy of Jones Creek Adventist Academy to not allow electronic devices including MP3 players or cell phones on campus. If it is necessary for a student to bring a cell phone to school, it must be turned over to secretary upon arrival on campus. The cell phone must be in the "powered off" mode. It will be returned to the student when the parent arrives to pick up the student. Cell phones are not to be used on campus at any time. Students who are in violation of the policy will have their phones confiscated and returned to their parents upon the parent's arrival on campus. First offense for the observation or use of an electronic device including cell phones, would be a verbal warning and confiscation of the device. Parents may pick up the device at the end of the school day. Second offense includes a \$25 fine plus the confiscation of the device. Phones will not be returned until the fine is paid. Third offense includes a \$50 fine plus the confiscation of the device. After the fourth violation of the policy, the phone will be confiscated and returned to the parent at the end of the school year.

**9. Dietary Recommendations** – Please send a nutritious lunch with your child for the noon meal. Biblical principles (Leviticus 11) prohibit unclean meats such as pork and shellfish; therefore, these products should not be in your child's lunch. We also strongly discourage meat products of any kind in student lunches. Caffeinated drinks are prohibited. Please try to eliminate high sugared items from lunches.

**10. Respect For Others** - Each student is expected to respect teachers and fellow students along with their property and to demonstrate respect and regard for the religious ideals of the Seventh-day Adventist Church.

**11. Parent/Teacher Conferences** - Grades will be reported every nine weeks. Parent/Teacher conferences will be scheduled at the end of the first and third nine weeks. Additional conferences throughout school year should be scheduled through the school office as needed by the parent or teacher.

**12. Field Trips** - A signed permission slip, for a 50-mile radius, from the parents must be on file for each student before a student is permitted to go on a school sponsored trip. Should a trip exceed the 50-mile radius, a separate permission slip will be sent home in advance. All drivers will have proper insurance, background check, and driver's license on file. All students must be wearing seat belts.

**13. Classroom Discipline** - All classrooms should foster an atmosphere of order so that learning can take place. If the student displays unacceptable behavior, action may be taken by teacher or principal.

**14. Dismissal** - Students are expected to comply with the policies and standards established by Jones Creek Adventist Academy in the areas of conduct, dress, cleanliness, and scholarship. JCAA reserves the right to suspend or expel any student who violates the school's policies and standards. The principal may invoke a suspension of not more than two weeks with notification to the Board Chairman. In the event of continued unacceptable behavior, the School Board may recommend expulsion. A student whose progress or conduct is unsatisfactory or whose spirit is out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, may be dismissed by the School Board at any time.

**15. Transcripts and Grades** - Final transcripts and grades will be held until all financial obligations have been met.

**16. Grading Scale -**

Grades PK-2:

I -- achieves objectives and performs skills INDEPENDENTLY

P -- PROGRESSING toward achieving objectives and skills

NT -- NEEDS more TIME to develop

Grades 3-8:

A - 100 - 90

B - 89 - 80

C - 79 - 70

D - 69 - 60

F - 59 - 0

**17. Academic Probation** - Each student is expected to reach his greatest academic potential. When this potential is not met as reflected by one or more "Ds" or "Fs" on an interim or nine week report, the student, parent, teacher, & principal will meet to formulate a plan for academic success. This plan may include a forfeiture of recreational activities and extracurricular activities during school.

**18. Make Up Work** - It is the student's responsibility to determine what work needs to be made up after an excused absence. The student will be given the number of days he/she missed to make up the work.

**19. Visiting Class** - Parents are invited to attend school and to participate in their child's learning. Arrangements must be made with the classroom teacher for classroom visitation.

**20. Carpool** - Parents are to circle in line to drop off and pick-up their children from the entrance. **Cutting the line is not permitted.** Students are to unload and load on the right side of the vehicle. Visiting in carpool line is discouraged. Please park elsewhere to visit.

**21. Library** – Each classroom has a small library. All books taken from the library must be checked according to the classroom teacher’s direction.

**22. Computer** – All computer use will be monitored. Students are expected to use the equipment with diligence.

## STANDARDS OF CONDUCT

All educational institutions expect certain behavior from their students; Jones Creek Adventist Academy is no exception. Listed below are unacceptable behaviors for which students will be disciplined, including fined, suspended and/or expelled.

1. Undermining the religious ideals of the institution.
2. Using profane or immoral language.
3. Degrading or disgracing a fellow student.
4. Defacing of school or church property is subject to fine and replacement cost.
5. Bicycles, motorbikes, motorcycles, and automobiles are not to be operated by students on the school premises except for transportation to and from school. Permission should be obtained from the principal for this.
6. Students are expected to seek forms of entertainment which reflect the high Standards of Jesus Christ and which will be uplifting to the students morally, ethically, and spiritually.
7. Students may not bring players or audio storage devices, cell phones, beepers, radios, electronic games, video tapes, CDs and audio tapes to school or to any off campus school sponsored activity without administrative approval.
8. No chewing gum on campus at any time.
9. The wearing of colorful cosmetics, jewelry, wristbands of any type, temporary or permanent tattoos is prohibited.
10. The following behaviors are subject to discipline, possible suspension or expulsion.
  - a. Possessing or displaying obscene literature, pictures, or indulging in lewd or suggestive conduct.
  - b. Improper sexual conduct.
  - c. Use of, or possessing tobacco, alcohol, or any illegal drug or substance.
  - d. Gambling or betting.
  - e. Theft, any form of cheating, lying, willful deception or dishonesty with regard to schoolwork or conduct.
  - f. The use of, handling or possession of firearms, matches, lighters, firecrackers, or any other explosive material or knives.
  - g. Threatening, bullying injuring, fighting, or wrestling.



- h. Tampering with any fire alarm, firefighting or emergency equipment. (This is a violation of Federal Law.)
- 11. Any medication needed to be taken by a student during school hours must be turned into the school office by the parent or guardian. This must have the official medication permission slip with it, and all information completed.

## **THREATENING OR ABUSIVE BEHAVIOR GUIDELINES**

It is a primary responsibility of ARKLA SDA schools to provide a safe secure environment for students while they grow physically, mentally, socially, and spiritually in the system. The recent incidents of students killing other students and their teachers compel each school to closely examine how threats or abusive behavior by students or adults are dealt with on the local level. It is therefore important to place policy concerning safety in the hands of parents and students at registration, making them aware of procedures should behavior occur which demand extreme measures. The age of the students involved must be taken into consideration for appropriate response to threats or abusive behavior. (Two angry kindergarten students fighting demand a different response than two 8th graders fighting.)

1. **Students threatening student or adults:**

Students who threaten other students or adults with criminal behavior will be immediately suspended from school by the head teacher/principal until their behavior has been analyzed by a certified professional counselor or psychologist to determine if it is safe for the student to return to school. The head teacher/principal will notify the school board chairman immediately when the student is suspended. The student and parent must meet with the school board before the student is readmitted to school. The student may be accepted on a probationary basis when returning to school.

2. **Adults threatening student or adults:**

Adults who threaten students or adults with lawless behavior or who use obscene or abusive language will be asked to leave the school premise immediately, and the incident reported to the local prosecuting attorney for appropriate civil action. It is recommended that this inappropriate behavior is tape recorded\*. Abusive phone conversations should also be recorded\* and given to the prosecuting attorney. A written summary of the incident should be made immediately by the teacher/principal and signed by witnesses.

3. **Students intentionally injuring students or adults:**

Students who intentionally injure another student or adult, with criminal behavior and attitude will be immediately suspended from school by the head teacher/principal until their behavior has been analyzed by a certified professional counselor or psychologist to determine if it is safe for the student to return to school. The local law enforcement agency will also be notified of the injury. The head teacher/principal will notify the school board chairman immediately when the student is suspended. The

student and parent must meet with the school board before the student is readmitted to school. The student will be placed on probation if allowed to return to school.

4. **Adults intentionally injuring students or adults:**

Adults who intentionally injure a student or adult on school premises will be immediately turned over to the local police or sheriff's department for appropriate action. A restraining order may be obtained to prevent the adult from re-entering the campus.

\*It is recommended that each school and each teacher obtain a phone with speaker-phone capabilities and also a small hand held tape recorder to assist in the safety program of the school. Phone conversations that will be recorded must be identified to all parties involved.

## **STANDARDS IN DRESS**

All students will wear the official School Uniform Monday – Friday or as designated by the school administration. Outerwear may be worn to and from school and at outdoor activities. Caps will not be worn in the building.

On occasion, for casual dress day, every student is expected to dress in a modest, healthful manner. Simplicity, neatness, cleanliness, appropriateness, and modesty are the standards of good taste in dress. Recognizing that modesty is a matter of conduct as well as attire, pictures, slogans, advertising and wording that are contrary to Christian principles are not to be worn on any clothing at any school activities.

Radical and/or bizarre changes to hair color and/or hairstyle will not be tolerated.

The administration reserves the right to deal with each student on an individual basis. Decisions as to appropriate dress in particular instances will be made by the principal and faculty. When not deemed appropriate, the student may be asked to return home to change to appropriate dress and will not be allowed to complete the day's schedule until a change has been made.

Non-compliance will bring a fine, and/or in-house suspension. A continuance of non-compliance may lead to dismissal.

## **DRESS CODE**

**SHIRTS – Colors: solid white and navy blue. ONLY short or long sleeved collared shirts/polos or turtlenecks.**

- All shirts must be no shorter than waist length and no longer than back pocket.
- Solid color (white and navy blue) turtlenecks are allowed

**Pants, Shorts, Capris – Colors: solid navy or khaki only**

- Pants are to be worn at the waist; pants must be correct size; no sagging, no form-fitting, and no more than one size larger than waist will be allowed.
- Khaki/navy shorts are allowed.
- Pants must be hemmed-no frayed or torn items.

**Skirts/Jumpers – Color: solid navy blue or khaki—regulation plaid or regulation navy pleated.**

- Length: skirts/jumpers should not be shorter than fingertip length (arms extended at the sides)
- Must be worn at waist.
- Must be hemmed-no frayed or torn items.

**BELTS – Solid Color**

- Must be worn through belt loops and may not hang down.

**INDOOR OUTERWEAR**

- For additional warmth indoors, students are to wear only navy blue uniform sweater or navy blue pullover sweatshirt. No hoods or hoodies allowed.
- All jackets are to remain in lockers unless going outdoors.

**SHOES:**

- Athletic, tennis shoes, leather type shoes only.

**SOCKS:**

- Athletic, dress, or knee socks must be solid colors.
- Girls' tights or leggings must be solid white or navy blue.

**HEAD COVERINGS**

- No hats....etc

**PE CLOTHES**

- Shorts or exercise pants and t-shirt may be worn during Physical Education time.

**UNIFORM NON-COMPLIANCE**

- The first time a student doesn't wear the appropriate uniform there will be a written warning going home to the parent letting them know that their child was not in uniform.
- The next time a student doesn't wear the appropriate uniform the parent will be notified by phone to bring their child the appropriate missing item(s) to school.

## **PARENT'S CONCERN PROCESS**

### **STEP ONE: INITIAL CONCERN DISCUSSED**

1. When a concern arises, the individual with the concern must meet and speak directly to the teacher involved about that concern, seeking understanding and resolution. The concern may be expressed in writing as well as verbally.
2. The concern shall not progress to Step Two until Step One has been fulfilled.
3. Both parties are expected to write a brief summary of this initial meeting if the concern is not resolved.
4. It is considered unethical to discuss the concern with a third party before Step One has been completed.

### **STEP TWO: INITIAL CONCERN UNRESOLVED**

1. If the initial concern is unresolved at Step One, the principal/head teacher will set a time convenient to both parties to meet together to discuss the concern seeking resolution. Both parties will present the principal/head teacher with their written summaries of the initial meeting.
2. If the principal/head teacher is included in the initial concern, the school board chairman will become involved and follow the procedures outlined in Step Two A.
3. The principal or school board chairman will keep written documentation of this meeting, and request both parties to sign the completed summary.
4. It is considered unethical to discuss the concern with individuals not related to the problem.

### **STEP THREE: SCHOOL BOARD CHAIRMAN OR SUPERINTENDENT INVOLVED**

1. If the concern is unresolved at Step Two the school board chairman will set a time convenient to the principal/head teacher, the individual with the concern, and the teacher involved to seek resolution to the problem. The signed documentation from Step Two will be presented at this meeting.
2. If the school board chairman was involved in Step Two, the ARKLA Conference Educational Superintendent or designee will also be present.
3. The local church pastor(s) will be invited to attend this meeting.
4. The school board chairman or designee will keep written documentation of this meeting, and request all parties attending the meeting to sign a completed summary.

### **STEP FOUR: SCHOOL BOARD INVOLVED**

1. If the concern is unresolved at Step Three, the school board chairman will invite the concerned individuals to appear at the next school board meeting. The signed documentation from Step Three will be presented at the meeting.

2. The ARKLA Conference educational superintendent or designee will be present.
3. The concerned individuals will be given opportunity to express their complaint and the teacher or principal will be given opportunity to reply. The school board members may question both parties.
4. After this questioning period both the concerned individuals and the teacher or principal will be asked to leave the room while the board decides if this is a parent/student problem, a teacher/principal problem, or a combination of both.
5. If this is a parent/student problem it will be dealt with according to policy in the school handbook and Southwestern Union educational policy. This conclusion reached by the board will be given to the parent in written form and the matter will be closed.
6. If this is a teacher/principal problem this process will progress to Step Five.
7. The discussions and conclusions will be kept confidential by all parties involved. The school board will evaluate the situation to determine if new school policies and procedures should be implemented to avoid similar problems in the future or to correct the current problem. At no time during a school board meeting may a complaint against a faculty member be presented without first having followed the procedures outlined in the previous steps.

#### **STEP FIVE: TEACHER/PRINCIPAL PROBLEM**

1. If it is determined by the school board in the presence of the educational superintendent that the concerns are due to teacher/principal problems, the problems will be concisely outlined in writing by the educational superintendent and presented to the teacher/principal along with expectations to correct the problem. A procedure to evaluate the expected changes will also be determined. A copy of the problems, the expectations, and the evaluation procedure will also be shared with the school board chairman.
2. After approximately 60 days the teacher/principal's progress will be evaluated with a copy of the results given to the teacher/principal and the school board chairman. If expected progress is not evidenced the superintendent will send the teacher/principal a letter outlining the seriousness of the situation.
3. After a second 60-day period the teacher/principal's progress will be evaluated again with a copy of the results given to the teacher/principal and the school board chairman. If adequate progress has been made the concerns will be considered closed and a letter of appreciation given to the teacher/principal for their accomplishment by the superintendent. If adequate progress has not been made the superintendent will send the teacher/principal a letter informing the teacher that expected progress is not happening and that an administrative transfer to a new location may be necessary. If at all possible the transfer is not to take place during the school year.

4. At the end of the second 60-day period the school board, with the superintendent present, will determine if the teacher can continue to function effectively in the school or if the K-12 Board will be asked to transfer the teacher to a new location.

## **FINANCIAL POLICY**

The financial policies of Jones Creek Adventist Academy (JCAA) are based on directions from the Church and School Board of the Baton Rouge Seventh-day Adventist Church in conjunction with the Arkansas-Louisiana Conference of Seventh-day Adventists.

JCAA is a not-for-profit entity and makes every effort to keep school charges as low as is consistent with good business management.

Before a student is enrolled in the school, a parent or guardian must accept financial responsibility for the student by signing a contract stating that the account will be paid on a regular basis.

### **Registration Fees**

The registration fee is non-refundable and must be paid in full to JCAA before the student can be considered for admission for the upcoming school term. This fee covers the cost of items such as textbooks, student insurance, library materials, school yearbook, scholastic aptitude tests, etc.

#### **REGISTRATION FEES**

Pre-K	\$200
Grades K-8	
New students	\$400
Returning students, paid by May 1	\$300
Returning students, paid by June 1	\$325
Returning students, paid by July 1	\$350
Returning students, paid after July 1	\$400

### **Tuition**

The Baton Rouge Seventh-day Adventist Church and its constituent churches help to offset the operations of the school with a substantial subsidy each year. For this reason, different tuition fees are charged for some students.

The first tuition payment must be paid in full to JCAA in order to complete the admission process.

<u>Pre-K</u>	Monthly	Yearly
Full Time	\$360.00	\$3,600.00
Part Time (3 days)	\$260.00	\$2,600.00
<u>Grades K-8</u>	Monthly	Yearly
Constituent	\$325.00	\$3,250.00
SDA Non-Constituent	\$350.00	\$3,500.00
Non-SDA	\$380.00	\$3,800.00

### **Payment Guidelines**

Diplomas, transcripts, and year-end report cards will not be provided for students who have outstanding balances.

1. Payment options include check or cash.
2. If a check is returned due to insufficient funds, the check must be made good by cash, money order or certified cashier's check AND a \$25.00 charge will be levied against the account.
3. If a second check is returned due to insufficient funds anytime during the same school year a \$25.00 charge will be levied against the account AND all future payments must be paid by cash, money order or certified cashier's check.
4. No student will be allowed to register for a new school year until all past due tuition and fees have been paid and the account has a zero balance.
5. In addition to the registration fee there are ten monthly tuition payments due on the 1st of each month, August through May. The first month's tuition must be paid in full to JCAA in order to complete the admission process.
6. A tuition payment will be considered delinquent if it is not received by the school by the 10<sup>th</sup> of the month after which it is due. At that time, a late fee of \$25 will be assessed to the account and the school treasurer will send a letter notifying the parents that a late fee has been assessed and reminding them of the delinquency policy.
7. If an account becomes 30 days past due, the school treasurer will notify the parents informing them that the student will not be allowed to attend school until the account is brought current. If there are problems that prevent the account from being brought current, please contact the school administrator before the 30 days are over.

### **Constituent Church Member Rate**

Active members of Baton Rouge SDA Church and its constituent churches receive a tuition discount. An "active member" is one who is regular in attendance and supports that church regularly with tithes and offerings.

### **Multi-Student Tuition Discount**

Families with more than one student enrolled in Grades K-8 at JCAA during the same school year are eligible for the following discounts:

1st Student	Pays full tuition
2nd Student	5% discount on tuition
3rd Student	10% discount on tuition
4th Student	25% discount on tuition

*The largest discount will be applied to the youngest child.*

### **Pre-Payment Tuition Discount**

Accounts paid in full by August 1 will receive a 5% discount on the yearly tuition rate. No other discounts will apply.

### **Financial Assistance**

It is the goal of JCAA to provide a quality Adventist education to every child who desires such an educational environment. Seventh-day Adventist families that anticipate the need for financial assistance should obtain an application for financial assistance from the School Treasurer.

In the application for financial assistance the family will be required to provide information which will be used in determining their level of eligibility for assistance.

Each family applying for financial assistance will be required to submit their most current Federal Tax Forms along with a Student Aid Application Form. Falsifying information or failure to meet personal financial commitments to the school may disqualify families for financial assistance.

### **Refund Policy**

1. Registration fees are non-refundable.
2. Tuition will be refunded on the following basis for a student that withdraws or is dismissed during the school year:

Leaves prior to the 15th of the month      50% refund of that month's tuition

Leaves on or after the 15th of the month      No refund of that month's tuition

*A tuition refund will only be given if all other fees and financial obligations to the school have been met.*



## **STUDENT WITHDRAWAL**

If a student withdraws from the school, the tuition charges will be prorated for the time the student attended school. No refunds are given for registration or transcript fees.