

El Paso Adventist Junior Academy

Educating mind, body, and spirit for eternity



Student Handbook 2017-2018

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ACCREDITATION

El Paso Adventist Junior Academy is accredited by the Accrediting Association of Seventh-day Adventists Schools, Colleges and Universities and recognized by the Texas Education Agency by recommendation of the Texas Private Schools Accreditation Commission (TEPSAC) and affiliated with the Texico Conference of Seventh-day Adventists. Credits earned at El Paso Adventist Junior Academy are transferable to both public and private schools.

MISSION STATEMENT

The mission of EPAJA is to prepare its students academically; to provide an environment conducive to enhancing thinking abilities; and to help develop a personal relationship with Christ and fellow human beings.

PURPOSE

El Paso Adventist Junior Academy is owned and operated by the Texico Conference of Seventh-day Adventists. The primary reason for its existence is to serve the children of the Seventh-day Adventist Church community. The school is subsidized, in addition to the tuition charged by its constituent church. However, students of all faiths are also admitted provided they demonstrate a willingness to follow the objectives and philosophy of Adventist education. These objectives may be summarized as follows:

- **To** lead our students to know God as Creator and Redeemer and enjoy a personal relationship with Him through Bible study and prayer.
- **To** assist in the formation of a noble character by placing emphasis on self-discipline, honesty, reverence, purity, courage, patience, kindness, humility, and stamina.
- **To** offer a friendly, orderly and safe atmosphere for learning and interaction with teachers and students.
- **To** develop habits of accuracy, critical thinking, punctuality, and sound judgment.
- **To** train minds to view, with understanding and historical perspective, the religious, social, racial, and economic forces which shape our contemporary life.
- **To** develop social graces to recognize that every person is a child of God.
- **To** cultivate a sense of civic responsibility.
- **To** develop the educational foundation of the pursuit of lifelong vocational and professional objectives.
- **To** develop physical and mental health, and an awareness of the close relationship between the spirit, mind, and body through the teaching of health in the classroom, through a physical education program and through recreation.
- **To** develop an understanding that respect for God, others, and oneself is foundational to true education.
- **To** present the truth at all times in discussions regarding mythical, historical and Biblical customs and characters.

STUDENT PLEDGE

It is distinctly understood that every student desiring admission to the school thereby pledges to willingly observe all its regulations and to uphold the Christian principles upon which the school is operated. It is also a part of the student's contract that they will, to the best of their ability, perform all duties assigned to them in connection with the school.

PARENT PLEDGE

EPAJA expects willingness on the part of the parents to participate with the school in the education of their child and to uphold the Christian principles upon which the school is operated.

NON-DISCRIMINATORY POLICY

Recognizing that all are children of God, EPAJA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. The school does not discriminate on the basis of race, color, nationality or ethnic origin.

EPAJA 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 EPAJA and the Seventh-day Adventist Church.

ADMISSION REQUIREMENTS

Students are eligible for admission subject to three prerequisites: (1) satisfactory citizenship, (2) satisfactory scholarship, and (3) a genuine desire and interest in the development of a positive Christian faith. All new students are admitted on a nine-week probationary period. Students transferring to EPAJA from other schools may be subject to a review of any disciplinary actions open at the previous school. This would include any pending court actions.

Application Procedure

Students will be accepted only after completing and submitting the following:

1. Application, including signatures of the student and parent or guardian stating that they have read the Handbook and agree to abide by the rules of the school.
2. Birth Certificate
3. Verification Letter from Clerk indicating membership in one of the constituent churches, whenever applicable.
4. A Diploma or Transcript showing what grade level the student has completed (except for first-graders).
5. Financial Plan/Contract, completed and signed.
6. Proof of Immunization – DPT, MMR, HIB, and polio, as required by Texas.
7. Consent to Treat and Health Insurance Information/Emergency Card, completed and signed.
8. Student Reference form (x3) for students entering Grades 3-8.
9. Consent for Off-campus Trips (as needed)
10. Photo Release form

Registration forms are available at the school office or online. Registration is complete when tuition and fees have been paid, past-due accounts have been brought current, all physical examinations, immunization records, birth certificates and relevant forms are on file.

IMMUNIZATION REQUIREMENTS

The State of Texas requires that all student health and immunization records are current and on file. This information must be complete and submitted to the school office when the student starts attending EPAJA. Within two weeks of enrollment, submission of official evidence of a physical examination by a physical is required for Kindergarten, 1st, 4th 7th and all new students. The Texas State law requires the following immunizations:

DTP, DTaP, DT, Td, Tdap

- Four doses plus a booster given on or after the 4th birthday, and a booster every ten years

POLIO

- Four doses plus a booster given on or after the 4th birthday

MEASLES, MUMPS, RUBELLA (MMR)

- One dose given on or after the 1st birthday; second dose required upon entry into kindergarten

Hepatitis B

- Three doses

Varicella

- One dose on or after 1st birthday (two doses if vaccine given at 13 years of age or older)

Meningococcal (MCV4)

- One dose on or after 11th birthday.

Hepatitis A

- Two doses on or after 2nd birthday for grades K-3

HEALTH SCREENING

All schools in the State of Texas are required by law to perform the following health screenings:

- Hearing - Grades K. 1. 3. 5. 7. 9 (and all new students)
- Vision - Grades K 1. 3. 5. 7. 9 (and all new students)
- Scoliosis - Grade 6
- Acanthosis Nigricans

CURRICULUM

ART

BIBLE

LANGUAGE ARTS

- ENGLISH
- HANDWRITING
- PHONICS
- SPELLING

MUSIC

PHYSICAL EDUCATION

READING

SCIENCE

SOCIAL STUDIES

SPANISH

TYPING/TECHNOLOGY

MATHEMATICS

GRADING SYSTEM

GRADE K-2	MEANING	GRADES 3-8	MEANING	%
	INDEPENDENT	A+	EXCELLENT	100
I		A		96
		A-		91
	PROGRESSING	B+	ABOVE AVERAGE	89
P		B		85
		B-		81
	NEEDS MORE TIME TO DEVELOP	C+	AVERAGE	79
NT		C		75
		C-		71
		D+	BELOW AVERAGE	69
		D		65
		D-		61
		F	FAIL	59
		I	INCOMPLETE	

HONOR STUDENTS

Distinguished

- Maintain all A's (3-8) or all I's (K-2) on their report card

Excellent

- Maintain a combination of A's and B's (3-8) or I's and P's (K-2) on their report card

EDUCATIONAL TESTING

In harmony with denominational policy, EPAJA administers to all third through tenth grade students the **Iowa Assessment**. This test is given during the fall season. A readiness test will be administered to prospective kindergarten and first graders. In consultation with the principal, parents and teacher, a determination is made to the readiness of any child who is applying to the first grade.

ATTENDANCE POLICY

Parents should cooperate with the school in seeing that each student's attendance is regular and punctual. Texas Education Code (excerpted) that minimum attendance for class credit states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. In the event of illness or any other legitimate excuse the parent should contact the school immediately and send a written and signed excuse with the student upon his/her return to school. Long term absences of 5 or more days should be requested and approved by the school board.

INCLEMENT WEATHER POLICY

EPAJA will observe the closure policy of Socorro Independent School District. Students of EPAJA will be notified of school closure should such weather warnings and/or events occur. Make-up days will be scheduled as appropriate.

HOURS OF OPERATION

Monday – Thursday 8:00-3:15 pm

Fridays: 8:00-1:00 pm

CAMPUS SUPERVISION

EPAJA teachers are not required to provide supervision for children on the campus any earlier than 7:30 a.m., or any later than fifteen minutes after school is dismissed. There is no after school care. Parents MUST make prior arrangements to have children picked up by a person designated by the parent. If an emergency situation arises in which the parent cannot pick up their child by cutoff time, please provide name of designated person to staff.

In the event that anyone other than the custodial parent is picking up your child, the school must be:

- Informed in writing (with parent signature and date) ahead of time and
- Presented with official picture ID (required from person picking up your child)
- Provided with a list of people approved to pick up your child at registration

PARENTAL VISITATION

Parents are encouraged to visit the school and acquaint themselves with the program. Parents desiring to visit with a teacher should schedule an appointment for after school hours. If parents desire to visit a classroom, prior arrangements should be made through the principal. Preschool or other children not enrolled in the school are not permitted to visit except by special arrangement with the principal and the teacher whose classroom is to be visited.

TELEPHONE/ CELL PHONE USE

Only in a case of parental emergency will the student be called out of class for a phone call. Any other message will be delivered to the teacher to relay to the student. Student may make their call during breaks or during lunch. Cell phones MAY only be used with the permission of the teacher per occurrence. Cell phones will be taken away and given back after school for the first offense. Second offense - \$5 fine. Thereafter, fines will be doubled with each subsequent occurrence.

LIBRARY

EPAJA maintains a school library for the use of its students and staff. Textbooks, library books, and any other books or magazines belonging to the school are to be treated with the utmost care and respect. Keep books clean, tear-and fold-free, and dry; do not write in the books or harm the spine (return them in about the same condition in which you received them, with reasonable expectations for wear and tear). Library books need to be checked out according to set guidelines, and returned in the specified amount of time—do not loan books to others as they will remain the responsibility of the person who checked them out. Damage or loss of any book will require monetary compensation on the part of the custodial parent/guardian for the cost of replacement or repair. Overdue fines are 10 cents per day, excluding weekends and holidays. When a book is lost or damaged there will be a minimum charge of \$20 to replace the same book.

The library is small but growing. Anyone wishing to donate to the library should contact the principal.

DRESS STANDARDS

We love to see your smiles and natural charm!

Simplicity, modesty, neatness, cleanliness and appropriateness are the underlining standards of good dress. The standards of dress at EPAJA are based on Biblical standards of modesty, and upon the accepted social conventions of good taste.

To help our students in the application of the above principles of dress, the school has adopted a uniform that is to be worn daily, except when otherwise indicated. Each student is expected to be in uniform throughout the entire school day.

- **Uniform:** Clothing needs to fit properly, neither being too baggy nor too tight. Clothing may not be worn that is ripped, faded, or printed/embroidered with designs.
- **Pants, etc.-** modest and neat pants, skirts or shorts khaki or navy in color. For girls - skirts and shorts must **not be shorter** than the length of three finger's width above the knee. Blue or black leggings can only be worn **if** under a skirt. For all: Waistlines must be high enough so that no skin or underwear shows at any time.
- **Shirts-** polo shirts in the following colors: classic navy, blue, cobalt and deep purple with the school logo embroidered on them. **These polos with school logo must be purchased at Lands' End.** Sweaters and sweatshirts should be plain, adhering to our school shirt colors of classic navy, cobalt, or burgundy.
- **Chapel: students should wear their burgundy polo shirt that is tucked in with their khaki pants/skirts and a brown belt. Socks should be plain white or navy.**
- **Shoes:** any type of athletic shoes may be worn with the exception of no lights or wheels.
- **School outings-** when we go on school outings, students are to wear chapel attire.
- **PE:** Navy blue t-shirt and gray shorts
- **Fingernail polish and make-up** that may appear conspicuous is not to be worn.
- **Jewelry of any kind** – rings, necklaces, bracelets, earrings, chains, friendship bracelets, or other decorative ornaments are not to be worn on campus. Jewelry will be confiscated and returned at the school's discretion.
- **Hair** may not be of any unnatural color or styled in an extreme manner.
- **No head covering or sunglasses** in building, i.e., hats, caps, beanies or hoodies.
- **Any sweater or coat** may be worn to and from school, and outside in cold weather but not in the building
- **No tattoos** – temporary or permanent are permitted. This includes writing on the skin.

Free Dress Days will be at the discretion of the school and will be announced. On such days students are required to dress modestly, appropriately and to interpret the following guidelines:

- Tank tops, bare midriffs, tight or suggestive clothing or clothing that conforms to the extreme styles of the day will be discouraged and should not be worn. Clothing with negative influences is not allowed.
- Shorts worn on these days must meet the same length standards as school uniform short. Spandex shorts are considered inappropriate at all times.

SCHOOL UNIFORMS: Where to find them

EPAJA has uniform guidelines during regular school hours and school related activities which must be adhered to. Uniform polos must be purchased through Lands End in school-approved colors and with embroidered logo. Pants, skirts and shorts may be purchased at any local retailers so long as they are khaki or navy in color and adhere to the uniform requirements.

SCHOOL RULES:

General

- Always listen to authority figures' written and verbal instructions.
- Always use appropriate behavior and conversation.
- Always be kind, respectful, polite, inclusive, honest, cooperative, and safe.
- Take responsibility.
- Apologize and make amends for mistakes.
- Keep your hands and feet to yourself.
- Refrain from using inappropriate language or gestures
- Do not cause injury to any living creature
- *Bathroom*: one at a time; wash hands
- *Lunch and snacks*: no sharing of food; abide by allergy restrictions; wash hands before and after eating
- *Learning Environment*: use inside voices, no gum chewing, raise your hand and wait to be called upon whenever wishing to speak, work consistently and quietly--do not disturb others, participate in discussions and activities, complete and hand-in all assigned work

Safety

- *Fire Drills*: absolute silence, stand and push in chair, exit through assigned door immediately and orderly (first person out holds exit open for everyone else), teacher exits last, meet at assigned location, wait in silence for additional instructions
- *Hurt/Injured*: tell school personnel immediately, wash and dry wound, apply bandage or, whenever necessary, seek help from medical personnel.
- *Moving About*: walk, stay in designated school area
- *Storage*: put coats and other personal effects in designated areas, place whatever is taken out back where it belongs when done with its use
- *Outdoors*: obey game rules, watch where running, throw/kick balls so they hit participants only below the waist, stay out of trees and off the streets and within the set boundaries, leave rocks and sticks on the ground, use equipment only as intended, be positive and enjoy yourself
- *Health*: wash hands often, especially after restroom use, before and after eating, and after sneezing or coming into contact with any bodily fluids; leave any weapons, fireworks, or hazardous materials at home

Other

- *Recess Equipment*: handle carefully--appropriate usage, return to proper storage
- *Cleanliness*: do tasks thoroughly, neatly, and quickly; write only on appropriate surfaces (not in books, on walls or tables or chairs, etc.); keep work area, desks or tables, bins and containers neat and well organized; keep school property presentable and usable at all times
- *Electronic equipment and personal items*: please leave all electronic devices and money at home—the school will not assume responsibility for loss, damage, or theft of any personal items. Cell phones may be brought to school, but must be turned off and placed in an appropriate location until school is not in session. Students may use the school phone for acceptable and reasonable contact with parents or guardians as deemed necessary by the school personnel during the school day.
- No skates, scooters, or boards should be brought to school. Bicycles, and accompanying safety gear such as helmets, are to be used only to ride to and from school at appropriate times. **Restricted items may be confiscated.**

SCHOOL DETENTION, SUSPENSION OR DISMISSAL

The following student behavior will be disciplined.

- **Insubordination:** Disrespect to, resistance to, or defiance of the authority of teachers or staff, on or off the campus. Such behavior may be subject to a suspension or expulsion. Students are to render prompt obedience to the directions of the teacher.
- **Dishonesty:** Untruthfulness, cheating or falsification of any kind.
- **Vandalism:** Damaging, defacing, destruction or theft of any school property, or personal property; students, parents/Guardians will be held liable for the repair or replacement of any and all damage. Additional penalties may apply.
- **Fighting:** Fighting, provoking or encouraging a fight, threatening harm to the belongings or person of others, intimidating or bullying, or throwing items with the intention of causing harm. Such behavior will result in suspension of up to 3 days.
- **Inappropriate Language or Conduct:** Profane, obscene or abusive language, obscene gestures, or the possession of obscene literature. Demeaning or inflammatory comments or conduct, ethnic comments, degrading jokes, words or pictures used to describe an individual.
- **Harmful Substances:** The use, possession or distribution of alcoholic beverages, tobacco, legal or illegal drugs. Students who violate this may be subject to dismissal.
- **Dangerous Items:** The possession or use of any dangerous instrument such as a firearm, knife or lethal weapon. Students who violate this will be subject to dismissal from school.
- **Improper Use of School Computers:** Computer use will be limited to assignments made by the teachers. Any other use of the computers is not allowed and violators will be subject to disciplinary action, which may include suspension or expulsion from EPAJA.
- **Improper Student Relationships:** Any inappropriate physical contact and/or romantic display of affection is inappropriate.
- **Audio/Visual Articles:** Includes the use or possession of CD players, electronic games, MP3, iPods, tablets, and televisions either at school or school functions, unless authorized by the teacher.
- **Toys:** Children are not to bring toys, stuffed animals, games, etc., unless previously authorized by the teacher. If no approval has been given, such items will be confiscated and will be returned at the discretion of the teacher.
- **Cell Phones:** May be left in the backpack and NOT accessed during school hours (including field trips and other school activities). Violations will result in confiscation of the phone. The phone will be returned to the parent at the discretion of the Head Teacher.

A student whose progress or conduct is unsatisfactory or whose spirit is manifestly out of harmony with the standards and principles of EPAJA or whose influence is found to be detrimental may be dismissed at any time.

Disciplinary Process:

Step One: Daily infractions of classroom behavior will be addressed by the supervising teachers.

Step Two: For repeated infractions the parents, teacher(s) and student(s) will meet. The principal will be notified at that time.

Step Three: If corrective measures have not worked or the offense is severe, the student will be taken to the principal or designee. When a student's behavior becomes disruptive to the learning of others or his own, or threatens the well-being of the student or of those around him or her, the principal or designee will notify the parent/guardian that suspension will be assigned.

Suspension consists of the student remaining apart from classmates for a period of 1 to 3 days as deemed necessary. At this time, the student may be placed on disciplinary probation, and a written contract may be made with the student. The teacher, parents, and board chairperson will be made aware of the situation and all actions that might be taken from this point.

Step Four: Continuing or severe infractions will be taken to the School Board. The student and/or

parent/guardian will have the right to represent himself or herself to the School Board. The School Board will determine the appropriate action to be taken based on Christian principles. The action may include suspension or expulsion; or the parent/guardian may choose to withdraw the student.

SERIOUS OFFENSES REQUIRE THAT A STUDENT GO IMMEDIATELY TO STEP FOUR.

BULLY-FREE ENVIRONMENT POLICY

Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner. Bullying is anti-social behavior and will not be tolerated. Bullying is intentional, repetitive, and harmful behavior targeting another student. It may occur on school property, at extracurricular activities, or on field trips. Each student is responsible for his own actions and is held accountable.

Examples of bullying are as follows:

- Verbal: name calling, put-downs, threats
- Physical: pushing, hitting
- Social: rumors, trying to isolate and make victim feel rejected
- Psychological: acts that instill a sense of fear or anxiety

All school staff will be trained and watchful for bullying warning signs, closely supervising children at all times and in all areas of the school. Teachers will, on a regular basis, conduct class discussions and do activities to educate the students to respond assertively to the bully.

The students will be trained to understand that they have a responsibility to report bullying. The staff will address the reports on a regular basis. The situation will be assessed to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be handled through conflict resolution.

Disciplinary steps may include:

- Exclusion from certain areas or extracurricular activities at the time of the first incident
- Conference with parents after a second incident
- In or Out-of-school suspension
- Expulsion

GRIEVANCE PROCEDURE

The resolution criterion for EPAJA is to follow Matthew 18:15-17. Therefore the following steps are encouraged:

- ❖ If a parent is concerned about a teacher's action, please make an appointment with the teacher to resolve the issue.
- ❖ If the issue has not been resolved, please make an appointment with the principal.
- ❖ If there is further need to resolve the issue, then make an appointment with the School Board Chairman.
- ❖ In order to maintain objectivity and prevent further misunderstandings the EPAJA will make every effort to provide a third party to mediate, witness, and record meetings that deal with conflicts deemed significant by a teacher or a parent. The third party may be another teacher, principal, School Board Member, or a Constituent Church representative.

SEARCH AND SEIZURE

EPAJA shall maintain a safe, healthy environment of its students, faculty and staff at all times.

School authorities have the right to perform unannounced searches and to seize illegal, unauthorized material to

determine whether there exists any danger to the student or the school. A student's personal effects (e.g. locker, backpack, purse, etc.) may be searched whenever school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Illegal or unauthorized material is all substances or material prohibited by school policy or state or federal law including, but not limited to, controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons or incendiary devices.

Students may be asked to empty their pockets, purse, wallet, locker, book bag, etc. without parent's permission or the student's permission. **Registration of the child constitutes parental consent to such searches.**

All student desks, lockers and computers are the property of EPAJA and are at all times under the control of the school. School authorities may perform general inspections of desks, lockers and computers at any time without notice, without consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

In the case of possession of illegal drugs or weapons, EPAJA will report the student to law enforcement agencies. Parents will be contacted immediately upon verification of the violation.

SEXUAL/RACIAL/RELIGIOUS HARASSMENT POLICY

It is the policy of the EPAJA to strive for a learning environment for students that is free from sexual, racial and religious harassment. This policy will be enforced before during and after school hours on all school property, including school functions, and events held at other locations. Any action toward or by a student of this school to harass through conduct or communication of a sexual, racial and religious nature shall be a violation of this policy. The staff of the EPAJA will be guaranteed the same environment free of sexual, racial or religious harassment as due the student body.

In carrying out this policy, the EPAJA School Board recognizes that sexual, racial, and religious harassment are subject to the General Conference of Seventh-day Adventists policies and applicable state and federal laws.

The EPAJA School Board will act to investigate all complaints, formal or informal, verbal or written of sexual, racial or religious harassment and take appropriate action against any person who is found to have violated this policy.

Definitions:

- ❖ Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - ◇ Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's obtaining or retaining employment or of obtaining an education.
 - ◇ Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
 - ◇ That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.

- ❖ Racial or religious harassment consists of physical or verbal conduct relating to an individual's race or religion when the conduct:
 - ◇ Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

- ◇ Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
- ◇ Otherwise adversely affects an individual's employment or academic opportunities.
- ◇ Racial or religious harassment includes but is not limited to the following: subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race or ethnicity.

Procedures:

Any student who believes he or she has experienced any sexual, racial or religious harassment by a student or an employee of EPAJA or any unpaid instructor or volunteer, or any third person with knowledge or belief of conduct which may constitute harassment should report the alleged acts immediately to the principal, a teacher, school board member or pastor.

A verbal report in the presence of two authority figures will be required of a student reporting harassment.

The privacy and data privacy rights of all persons involved will be respected in accordance with the appropriate statutes. Upon completion of the investigation, a representative of the Education Boards of the Texico Conference of Seventh-day Adventists will meet with the complainant and discuss the outcome. The outcome will include disciplinary action when discipline is appropriate. Students who engage in any activity of a sexual nature are subject to expulsion.

There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will be considered a violation of the Student Responsibility Policy.

FINANCIAL POLICIES

A registration fee is to be paid at the time the child is registered each school year. Tuition is paid each month for a 10 month period (August-May). Monthly tuition is to be paid directly to the school by the third day of each month.

Parents/Guardians are responsible for the tuition, fees, and any other expenses (such as loss or damage to school equipment or property) related to their child(ren) attending school at EPAJA

- Previous school accounts, including past amounts due to EPAJA, must be paid in full before student is admitted for the current year
- Registration fee holds a place in school and is **non-refundable**
- Yearly tuition due in advance or in ten monthly installments beginning August 1 and ending May 1
- Notify school treasurer immediately when extenuating circumstances arise which prevent agreed upon financial obligations from being carried out
- **Tuition not paid by 30 days after due date will require immediate suspension of the student from school until financial arrangements are made**
- Withdrawal of the student is required when the account has become delinquent with no acceptable financial arrangements made
- Notify the school of official withdrawal two weeks prior to the event or charges will continue to accrue until proper notification is given
- Extra-curricular activities and field trips which cost additional money may be allowed only when account is paid-in-full
- Student may not be able to participate in graduation ceremonies until account is paid-in-full
- Official transcripts will not be release if student's account has not been paid in full.

REGISTRATION FEE

There are no discounts for the registration fee. This fee covers class setup costs, books, materials, etc. The fee will not be prorated. The fee is non-refundable unless the child/children are not accepted for enrollment.

By July 27 – \$375 Early Registration Fee
 After July 27 – \$450 Standard Registration Fee

TUITIONS FOR THE 2017-2018

The tuition rate that has been approved by the EPAJA school board is \$3,950

TUITION DISCOUNTS:

	Returning 5-8	Returning K-4	Discount for New students K-4 or from Las Cruces	Discount SDA Constituent Member
1st Child	FULL	FULL	15% (only child)	10 %
2nd Child	10%	20%	25%	10 %
3rd Child	20%	30%	35%	10 %
4th Child	40%	40%	40%	10%

RETURNED CHECK HANDLING FEE

The following handling charges will occur on any returned checks:

- 1st Instance - \$35.00
- 2nd Instance - \$40.00
- 3rd instance – Cash or Certified Check Only*

*After the second time, cash/cashier’s check or money order will be required until regular payments are established again.

REFUNDS

If a student withdraws during the month and tuition was paid by the first in advance, a refund will be pro-rated.

PAST DUE ACCOUNTS

- No student shall receive their diploma, report card or transcripts unless all their financial obligations have been met.
- No student will be admitted at registration time until all outstanding balances from the previous year are paid in full.
- If your account is behind by one month, you need to make financial arrangements with the finance committee before your child continues school attendance.

WITHDRAWING STUDENTS

In the event a student is withdrawn during the school year, it is the responsibility of the parent or guardian to officially withdraw their child by written notification to the school office on or before the date of withdrawal. Otherwise, all charges will continue until proper notification has been made. All accounts must be paid in full, library books and textbooks returned and any book charges paid before school records will be transferred.

STUDENT INSURANCE

School student insurance is secondary coverage and included in the registration fee. Full coverage is provided for any accident that occurs during school hours on campus or off campus during a school sponsored activity such as a field trip. It is the responsibility of the parent or guardian to see that all documentation is turned in to the school office with 20 days of the accident. The insurance will not accept late forms.

MISCELLANEOUS INFORMATION

Emergency protection: All changes in address, phone numbers, medical and other pertinent information should be reported immediately to ensure adequate protection in the event of an emergency.

Conferences: Parent-teacher conferences will be scheduled at the first and third reporting periods and as needed throughout the year.

Lost Articles: The school is not held responsible for students' personal articles lost on the school premises or during school activities.

PARENT / TEACHER FELLOWSHIP (PTF)

PTF meetings are held to enable parents to come together with school staff in kindred spirit. All parents are invited to join as your input is vital to a successful school environment. The administration of the school desires to have communication and input from each parent and the PTF serves as a good meeting time to share ideas and concerns. We at EPAJA appreciate all the extra help and volunteer work that is done. Our desire at EPAJA is to find true direction and unity in the fellowship that is provided. Opportunities for fundraising are also presented through the PTF and this is a vital link between school and parents in being able to hold tuition as low as possible.

FUNDRAISING

In a response to requests from our parents who were burned out from individual fundraiser (i.e. selling candy, VIP cards, wrapping paper, etc.), we have instituted a new plan which allowed us to eliminate school-wide fundraisers and make the process of funding our other non-budgeted school needs such as gas for field trips, extra P.E. equipment, etc., much more equitable in nature. The answer to the dilemma was a Program Fee that is charged as follows:

- Elementary (PK – 4th) \$100 yearly per student
- Middle School (5th-8th) \$150 yearly per student

Students and families are still expected to participate in any event or program the school might organize (i.e. Christmas program, Dinner, Fall Festival)