



Jones Creek Adventist Academy

Student Handbook

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2023-2024

TABLE OF CONTENTS

Directory	1
Philosophy	2
Mission Statement	2
Objectives	2
Accreditation	3
Admission	3
General Information	4
Standards of Conduct	6
Threatening or Abusive Behavior	7
Standards in Dress	8
Dress Code	9
Parent’s Concern Policy	10
Financial Policy	12
Student Withdrawal	14
Asbestos	14
Disclaimer	14

DIRECTORY

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Baton Rouge SDA Church		225-755-1629
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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.

Pre-Kindergarten: 3 years of age *Depending if class available*

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 3:30 p.m. M-Th, and 1:15 p.m. Friday or they go to After Care (the charge for After Care is \$10.00 per hour if available).

3. Emergency Closing - School will have emergency closing for weather when East Baton Rouge Parish Schools are closed. The Principal and the Board Chair can make the decision as to when the school needs to close depending on unforeseen circumstances.

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. Three tardies is equivalent to 1 day absent. 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 a 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. If a student is absent, the school Secretary will contact parents.
- d. In case of early departure, students must be signed out by a parent or guardian. Parents will need to wait in the lobby for their child to come from the classroom.
- e. Acceptable excuses for tardiness, absence and early check-out are:
 - Verified illness of student
 - Death in the family
 - Medical, dental or vision appointments. 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 - Students may bring their cell phone, MP3 or other electronic devices to school, but must be turned over to the Classroom Teacher upon arrival to campus. The device must be in the "powered off" mode. It will be returned to the student at dismissal time. Students who are in violation of the policy will have their electronic devices 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. Devices 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 device 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 - Students are 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. Parents requesting additional conferences should be scheduled through the school office.

12. Field Trips - A signed permission slip from the parents must be on file for each student before a student is permitted to go on a school sponsored trip. 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 the teacher or principal. Refer to Standards of Conduct on pages 6 and 7.

14. Suspension/Expulsion - 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. Refer to Standards of Conduct on the next page.

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. If 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, and 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. For example, if the student misses two days, they will be given two days to make up the work.

19. Visiting Class - If a parent is interested in observing their child in the classroom, arrangements must be made in advance by contacting the school Secretary. These visits are limited to 20 minutes to keep distractions at a minimum in the classroom.

20. Carpool - For the safety of your child and other students, parents are to circle in line to drop off and pick-up their children. **Cutting the line is not permitted.** Students are to unload and load on the right side of the vehicle at all times.

21. Library – All books taken from either the main library or the classroom libraries must be checked out.

22. Computer – All computer use is monitored. Students are expected to use the equipment for school purposes only. See our Acceptable Use Policy for further details. When a student breaks the computer for whatever reason for the second time, they are liable to pay \$250 to be added to their account.

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 this 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. No chewing gum on campus at any time.
8. The wearing of colorful cosmetics, jewelry, and temporary or permanent tattoos is prohibited.
9. 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 or weapons of any kind.
 - g. Threatening, bullying, injuring, fighting, or wrestling.
 - h. Tampering with any fire alarm, firefighting or emergency equipment. (This is a violation of Federal Law.)
10. 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
- All shirts must have the school logo/ monogram embroidered.

Ties

- Navy blue cross bow-ties for Pre-K,
- Navy Blue Ties for K-8,
- Black ties for High Schools.

Pants, Shorts, Capris – Colors: solid navy only

- Pants are to be worn at the waist; pants must be the correct size; no sagging, no form-fitting, and no more than one size larger than waist will be allowed.
- Navy shorts are allowed.
- Pants must be hemmed-no frayed or torn items.
- High Schools under the APLE Program must wear solid black colored pants, shorts, or capris.

Skirts/Jumpers – Color: regulation plaid or regulation pleated #28

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

- High Schools under the APLE Program must wear solid black colored pleated skirt

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 solid white or navy blue uniform sweaters or solid white or navy blue pullover sweatshirts. **No hoods or hoodies allowed.**
- *All jackets are to remain in lockers unless going outdoors.*

SHOES:

- Athletic, tennis shoes, leather type shoes only.
- **No open toe or open heel shoes.**

SOCKS:

- Athletic, dress, or knee socks must be solid colors.
- Girls' tights or leggings must be solid white or navy blue and worn with a skirt.

HEAD COVERINGS

- **No hats....etc.**

PE CLOTHES

- Designated PE uniform only.

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 second 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.
- Third time, a student will receive a non-compliance disciplinary action.

PARENT'S CONCERN PROCESS *Complaint Procedure for Students and Parents*

Complaints between students should be handled by the classroom teacher. If the issue is not resolved, the next step will include the principal, followed by the school board.

Complaints pertaining to a teacher, it is recommended that the parent go first to the teacher before bringing the complaint to the head teacher/principal. Complaints brought directly to the head teacher/principal will still be addressed. If the issue is not resolved, a complaint can be sent to the school's personnel committee/school board (with Superintendent present) for discussion.

Complaints pertaining to the head teacher/principal, it is recommended that the parent go first to the head teacher/principal before bringing the complaint to the school board chair or pastor. Complaints brought directly to the board chair or pastor will still be addressed (in consultation with the Superintendent).

Complaints brought directly to the Superintendent will be referred to the local school if the local school has not been initially contacted.

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 (if available)	\$200
Grades K-12	
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

Technology Fee

\$100 (one time payment)

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 (if available)</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	
<u>APLE Program 9-12</u>		Monthly	Yearly
Full Service	\$ 450,00	\$ 4,500.00	

Payment Guidelines

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

1. Payment options include check, money order.
(Card payment is only accepted through adventist pay.)
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 10th 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

Due to the increasing costs for providing the utmost in quality Christian education, we are no longer able to provide financial assistance to any student other than the discounts offered above. Tuition Sponsorship is offered to help with the finances. The Partnership for Eternity PFE program is also recommended(if available).The Board has determined that the price of educating our students is extremely fair and reasonable when compared to the surrounding schools in our area.

Refund Policy

1. Registration fees are non-refundable.
2. First month tuition is non-refundable.

STUDENT WITHDRAWAL

If a student withdraws from school, the first month’s tuition charges will not be refunded. Starting with the second month, the refund will be prorated for the time the student attended school.

ASBESTOS

The Asbestos Hazard Emergency Response Act (AHERA) requires that parents and employees be notified annually when a school building contains asbestos. Per AHERA regulations JCAA was inspected and a management plan prepared in July of 1989. This inspection found JCAA to have building materials that contain asbestos. These materials were removed in compliance with AHERA regulations. The management plan is available for review at the school office

DISCLAIMER

Please note that JCAA reserves the right to make policy changes or alterations that may be necessary during the year. These changes may replace or supplement those that are printed in this Handbook. Regulations voted by the JCAA School Board or faculty have the same authority as those listed in this book or other published material. The interpretation and application of the policies set forth in this book rest with the Principal and the JCAA School Board.