

Enter to Learn – Depart to Serve

# Student Handbook

# 2023-2024

2777 Crooks Road Troy, Michigan 48084 (248) 649-3122 TAA.education

Denise Moore, Principal dmoore@misda.org 248-563-2214

Ben Chingono, Treasurer taatreasurer3@gmail.com

Updated August 1, 2023

Apple Orchard Field Trip 2022 (Top)



Christmas Program 2022 (Middle)



Worship with Pastor Conway 2023 (Bottom)

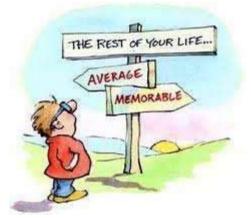


## **Table of Contents**

Welcome	5
NAD	5
Three Keys to Adventist Education from the Michigan Conference	5
Mission Statement	6
Logo Defined	6
Motto	6
Philosophy	6
Character Counts	7
Educational Objectives	7
Curriculum and Instruction	8
Testing Program	8
Grading Policy	9
Attendance	9
School Hours	10
School Cancellations / Inclement Weather	10
School Cancellations / Inclement Weather	
	10
Illness / Medication & Lice Policies	10 11
Illness / Medication & Lice Policies Rules of Conduct	10 11 12
Illness / Medication & Lice Policies Rules of Conduct Bullying Guidelines	10 11 12 12
Illness / Medication & Lice Policies Rules of Conduct Bullying Guidelines Dress Code	10 11 12 12 13
Illness / Medication & Lice Policies. Rules of Conduct. Bullying Guidelines. Dress Code. Admissions Policy.	10 11 12 12 13 13
Illness / Medication & Lice Policies. Rules of Conduct. Bullying Guidelines. Dress Code. Admissions Policy. Grievance Policy.	10 11 12 12 13 13 14
Illness / Medication & Lice Policies. Rules of Conduct. Bullying Guidelines. Dress Code. Admissions Policy. Grievance Policy. School Board Meetings.	10 11 12 12 13 13 14 14
Illness / Medication & Lice Policies. Rules of Conduct. Bullying Guidelines. Dress Code. Admissions Policy. Grievance Policy. School Board Meetings. Cell Phone Policy.	10 11 12 12 13 13 14 14 14
Illness / Medication & Lice Policies. Rules of Conduct. Bullying Guidelines. Dress Code. Admissions Policy. Grievance Policy. School Board Meetings. Cell Phone Policy.	10 11 12 12 13 13 14 14 14 14
Illness / Medication & Lice Policies Rules of Conduct Bullying Guidelines Dress Code Admissions Policy Grievance Policy School Board Meetings Cell Phone Policy Citizenship Other Guidelines	10 11 12 12 13 13 14 14 14 14 15

# Welcome to Troy Adventist Academy

The teachers and staff at Troy Adventist Academy extend to you a warm welcome and best wishes for the coming school year. Every child who attends our school is important to us because first, they are a child of God. They are on a spiritual journey of discovery to realize and experience the unconditional love and forgiveness through our Savior Jesus Christ and through the ministry of the Holy Spirit. Secondly, because they are on a journey to determine what God's will is for their lives and learn the discipline it will take to follow His will.



We would like to congratulate you for making the life-changing decision to invest in your child's future in a private school.

Troy Adventist Academy consists of elementary grades K-4, middle grades 5-6 and junior high 7-8. Established in 1985 to provide elementary and secondary education for Adventist youth. The academy exists to provide a Christ-centered environment where students and staff are challenged to:

- love and serve their Creator, Redeemer
- value themselves and others
- respect diversity
- think critically
- take responsibility for their choices

In a cooperative atmosphere with supporting families, the church and the resources are a part of a growing and culturally varied community. Troy Adventist Academy promotes academic excellence, fosters spiritual values, cultivates social skills, and encourages development of physical talents. Our purpose is to help students make "intelligent choices guided by eternal principles".

#### The North American Division of Seventh-day Adventists Non-Discrimination Policy Statement

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

### The Key Three to Adventist Education from the Michigan Conference

The Message Drives the Mission



- 1. Bring students to the foot of the cross.
- 2. Quality at all levels.
- 3. Train students in the message and mission of the Seventh-Day Adventist Church.

#### **Mission Statement**

Educating for this world and the next.

#### Logo Defined

The TAA school board chose a logo that was both attractive and meaningful.

- The three ribbons around the earth represent the three angels' messages, which embodies the prophetic messages that the Seventh-day Adventist Church teaches.
- The globe represents our world, to which these important messages are to be preached.
- The upward arrow corresponds to our school mission statement: Educating for this world and the next.

Logo Design by: Pastor Jacob Gibbs.

#### Motto

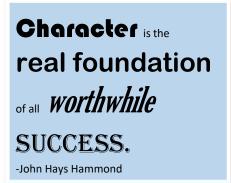
Enter to Learn - Depart to Serve.

#### Philosophy

At Troy Adventist Academy (TAA) our philosophy is very simple – we want every student who passes through our doors to have the best of both worlds.

We provide an education unsurpassed in its academic excellence, one that will prepare each student to step unashamed into any academic circle after he/she leaves. We desire that each student will learn to think his/her own thoughts rather than merely mirror the ideas of others. We will make it part of our curriculum to show each student how to get along with others, how to keep his/her body and mind healthy, how to work hard, and how to make good decisions about life. *We will teach our students how to be good citizens of the world they live in today*.

We seek to help our students fulfill what we feel is the ultimate goal of education – to recreate in each person the image of God who created him. We want each child to grow spiritually, as well as physically, mentally, and socially. We will try by word and example to show each child how to love God best of all, and to show his/her love in a life of service to others. *We will teach our students how to be good citizens of the world to come.* 



#### **Character Counts**

TAA recognizes the importance of developing strong character within our students.

What is character and how is it formed? Character is who we really are. It's what we do when no one is looking.

It's the accumulation of thoughts, values, words, and actions. These become the habits that comprise our character.

Please join us and help make Troy Adventist Academy a place where character truly does count.

"Students should be taught that they are not independent atoms, but that each one is a thread which is to unite with other threads in composing a fabric. In no department can this instruction be more effectually given then in the school home. Here students are daily surrounded by opportunities which, if improved, will greatly aid in developing the social traits of their characters. It lies in their own powers to improve their time and opportunities as to develop a character that will make them happy and useful." --- Mind, Character and Personality, Vol. 2,621

#### **Educational Objectives**

The following objectives reflect the general philosophy of Seventh-day Adventist Education at Troy Adventist Academy.

- 1. Aid students in gaining a growing knowledge of God as Creator and our Sustainer of life.
- 2. Provide an environment conducive to the development of Christian character.
- 3. Help students develop healthful living habits.
- 4. Help students acquire a strong academic foundation.
- 5. Encourage students to make ethical Christian decisions.
- 6. Provide opportunities for social growth consistent with church standards.
- 7. Provide learning experiences that are based on materials and methods of instruction that reflect Seventhday Adventist values.
- 8. Help students develop intellectual curiosity.
- 9. Encourage life-long learning.
- 10. Develop an appreciation for the Bible as the Word of God.
- 11. Help students develop a prayer, worship, and faith experience.
- 12. Challenge students to develop a personal mission for taking the Gospel message to the entire world in preparation for the soon return of Jesus.

#### **Curriculum and Instruction**

Troy Adventist Academy is a member of the National Council of Private School Accreditation. Staffed by certified teachers carefully selected by the school board in cooperation with the Michigan Conference of Seventh-day Adventists in Lansing, Michigan.

We provide a curriculum that gives our students a strong foundation in the basic skills (reading, writing, grammar, phonics, spelling, and mathematics) as well as in the areas of science and history/social studies. In addition to this, students have classes in religion, physical education, art, and music.

All of the students have access to appropriate computer technology, and are encouraged to use the computer in their work at home and at school.

We have a long history of success in multi-grade classrooms, where each student receives ample individual attention and individualized instruction as required. In this kind of small almost family-type setting, it becomes imperative to the teacher and other students that every child succeed, and students and teachers together cooperate to this end. Helping and being helped, teaching and being taught, caring and being cared for – it is this climate of cooperation that makes the small multi-grade classroom such a unique and successful learning environment.

We also consider it an integral part of our curriculum to teach students to treat others with compassion and respect. This, along with academic skills, will not only be discussed, but regularly practiced at TAA.

#### **Testing Program**

A comprehensive, standardized testing program is necessary to evaluate curriculum and instruction, as well as to assess individual student learning. The ultimate goal of any testing program is to provide useful information to students, teachers, parents, administrators, and counselors to help them make better decisions.

Troy Adventist Academy, in cooperation with the Lake Union Conference of Seventh-day Adventists, uses the NWEA Map testing for all students. Through easy-to-use technology and best-in-class test design, MAP Growth is built to reveal what each student knows—and what they are ready to learn—when it comes to standards. This is an online test. K-2 will need headphones, as the test will read to them at these levels. These tests will be given three times a year, so growth is shown over the school year. With MAP Growth, administrators have reliable insights and the support they need to lead, make decisions, and support learning for all students. MAP Growth helps teachers identify learning needs, plan for growth, and deliver effective instruction. Teachers will go over the results with parents during parent/teacher conferences.

Our students have always performed very well on these national tests, scoring above average in each area, with students tending to improve in test performance the longer they attend TAA. *No formal class time is given to test preparation. However, due to the online nature of this test, we will spend time in the NWEA MAP practice test to make sure students have the computer skills needed to navigate the test.* We expect the quality of our curriculum and instruction to provide all the curriculum preparation students need to succeed on this test, and we have never been disappointed in this expectation.

#### **Grading Policy**

Troy Adventist Academy teachers use the following grading scale for the grade levels listed below:

#### Grades K-2

NT - NEEDS more TIME to develop

P - PROGRESSING toward achieving objectives and skills

I – Achieves objectives and performs skills INDEPENDENTLY

#### Grades 3 through 8

• A 93 – 100	• B 83–86	•C 74-76	• D 63 – 66
• A- 90 – 92	• B- 80-82	• C- 70–73	• D- 60 – 62
• B+ 87– 89	• C+ 77– 79	• D+ 67 – 69	•F 59-0

#### Attendance

Students are expected to attend school regularly and to arrive promptly each day. If a student must be absent or tardy, parents should contact the teacher or principal. Excused absences will be given for student illness or death in the family. The amount of time given for students to make up work following excused absences will be determined by the teacher, in cooperation with the parent and the student.

Parents who wish to take their child out of school for vacations or special events should make arrangements ahead of time for appropriate make-up work or the opportunity to complete assignments in advance.

**Three tardies will equal one absence.** A student who is absent as many as seven days out of a marking period for whatever reason may forfeit his or her grades for that period in which he or she was absent, unless it is evident to the teacher and school board that the academic work has been satisfactorily made up.

Sometimes students must leave early for medical or dental appointments. If this is necessary, please contact the teacher in advance by a phone call or note at least the day before.

TAA is a closed campus. Students will not be permitted to leave the school grounds during regular school hours. No child will be released from school with anyone other than a parent or guardian (or those on a release form), unless there has been written permission from the parents.

#### **School Hours**

School begins at 8:30 am daily, and ends at 4:00 pm., Monday through Thursday. On Friday, the school day ends at 2:00 pm. Parents who leave children past 4:15 pm (M-TH) and 2:15 pm (F), will be charged an appropriate fee for latch key care. Latch-key is a service for parents who consistently require a later pick up due to their work schedule. Our 4-day schedule includes an optional 5<sup>th</sup> day, Friday, for those who prefer their child to be in school 5 days a week. Friday is optional and will be used as a review and strengthen day. Students who attend on Fridays will have a teacher's aide working with them in a smaller group setting.

Latchkey There is currently no Latchkey program, due to school ending at 4pm. If you need to pick your child(ren) up later, <u>PLEASE make arrangements with THEIR teacher at least 2 days BEFORE</u>. You can always CALL or text if you are running late or stuck in traffic, but **Please respect teacher's time, as they may have appointments or family obligations right after school.** This is not intended as a babysitting service for parents who want to run errands or as a time for children to play together after school. It is available as an **EMERGENCY or PREARRANGED time ONLY**. The cost is \$3.00 per hour per child or \$5.00 per hour per family. Parents will be charged in 15 minute increments beginning at 4;15 pm Monday through Thursday and 2:15 pm on Fridays. Latchkey is also available before school begins in the mornings; however, this is through the Preschool program. Please speak with the Principal and the director of the Preschool to set this service up ahead of time.

#### **School Cancellations / Inclement Weather**

Occasionally it becomes necessary to close the school due to dangerous weather conditions. Troy Adventist Academy invokes a broader severe weather standard than local districts due to students attending from a wider geographic area. Please keep this in mind when the school closes even when conditions in your area do not seem to warrant closure. We use a phone calling system to contacting parents; this is set up at the beginning of each school year. This system does sometimes show up as a "scam" call, as such, please check these calls or your voicemail.

#### LICE POLICY

Students with live bugs or nits will be sent home. If you suspect your child has lice, please keep them home until treatment has been successful. This will help your child be more comfortable at school and help reduce the spread of lice. It is also good to keep in mind lice do not spread any known disease, nor are they impacted by hygiene. Head lice are adept at moving from hair-to-hair because of their specialized "claws." They cannot jump, fly, or crawl great distances over hard surfaces. They cannot survive long away from a human host.

Symptoms of Head Lice Itching Sores on head Tickling sensation Sleeplessness and irritability Keep in mind, some people with head lice infestations have no symptoms. A lack of symptoms does not mean a lack of head lice. Illness / Medication Policy

No prescription medication may be administered during school without the written instructions of a physician. Nonprescription medicine will be given only with the written permission from parents. All medication should be given immediately to the teacher upon arrival. If it is absolutely necessary to give medication during the school day, and the proper written authorization has been provided, the medication will be given by an adult and record will be made in the student's file. At no time should students have possession of medications at school or even share any with another student. Doing so is cause for suspension and/or expulsion. The school will not be responsible for any emergency resulting from disobedience to this rule except to contact the parent and obtain medical care.

Should your child become ill during the course of the school day, it is expected that they will be picked up within the hour. Please make arrangements in advance in the event that this should happen. Students should **not** return to school until they have been fever-free for 24 hours without medication (including fever reducing over-the-counter medications). **10** 

#### **Rules of Conduct**

At Troy Adventist Academy, we want an atmosphere where teachers can teach, students can learn, and everyone can grow in an environment that is free from fear. We expect parents, teachers, and students to cooperate to make this possible.

Students are expected to be respectful of authority at all times. They should treat each other with kindness and respect as well. They should be thoughtful of others by walking quietly in the halls so other classes are not disturbed. There should be no rough, loud talking, or behavior.

Students must ask permission to leave the classroom. They will not be allowed to congregate in the halls or restrooms during school hours.

No student should engage in any inappropriate social or sexual behavior, such as holding hands, kissing, inappropriate touching, or suggestive behavior.

Radios, electronic games, trading cards, or other items related to movies or literature involving fantasy or witchcraft, CD players, guns, squirt guns, slingshots, firecrackers, knives, weapons, or drugs of any kind are not to be brought to school.

No chewing gum in school at any time.

Some types of behavior are absolutely unacceptable at Troy Adventist Academy, and will be grounds for **serious discipline**, **suspension**, **fines**, **or even dismissal**. These include:

- Undermining the ideas of the school or encouraging others to do so.
- Defiance or insubordination towards any staff member.
- Participating in the humiliation or degrading of a fellow student or conspiring with others to "gang up" on a fellow student.
- Swearing, including taking the Lord's name in vain, or using obscenity in any form, including lewd or suggestive conduct, dirty jokes, or obscene pictures or literature.
- Dishonesty, including lying, stealing, or cheating.
- Using narcotics, tobacco, or alcohol in any form or having them in one's possession.
- Improper moral conduct.
- Showing disrespect for our country or its flag.
- Wearing, displaying or possessing anything which might be construed to indicate affiliation with an unfavorable group of any kind.
- Physical violence with the intent to injure another, or possession of any kind of weapon.
- Willful destruction of the school's property. (\$25.00 fine plus the cost of repairs.)

Troy Adventist Academy does not use corporal punishment at any time. School rules apply to all school sponsored functions. Please note that the school board designates the principal and teachers to be responsible for enforcement of school rules. Any student who is dismissed during the school year will be required to appear before the school board if they wish to return to school the following year.

#### **Bullying Guidelines**

Bullying is defined as repeatedly and intentionally acting to hurt or frighten somebody else. It can take the form of teasing, assault, intimidation and extortion. It is deliberate harassment or an aggressive act of omission or commission which causes physical or psychological hurt, and may be inflicted by one or more persons.

Troy Adventist Academy takes bullying seriously. Here at TAA, we aim to:

- Take measures to prevent all form of bullying in school and at off-site activities.
- Support everyone in the actions to identify and protect those who might be bullied.
- Promote an environment where no retaliation results from telling someone about bullying.
- Promote positive attitudes in pupils.

Bullying will be taken seriously by all TAA faculty and staff. They will establish the details of any incident in order to evaluate whether it is a case of child abuse, which is illegal and requires notification to law enforcement. **All** educators are mandated reporters. All staff are aware of the Child Protection Laws. Anyone approached by a pupil expressing concerns about bullying, must ensure that the pupil feels that their concerns are being taken seriously.

#### **Dress Code**

The purpose of a dress code is to make clothing an aid, rather than a hindrance, to a positive educational and social environment. To implement this purpose in the most effective way, Troy Adventist Academy has chosen a uniform dress code. The basic uniform consists of uniform style pants, uniform style knee-length skirts, uniform style jumpers, or uniform style knee-length shorts/skorts in black, grey, khaki, or navy with uniform style polo shirts in any solid color. Solid color cardigans or pullover sweaters may be worn for warmth in the winter months. No sweatshirts or hoodies permitted in the classroom unless they are TAA sweatshirts, but may be worn outside. Shorts or solid color leggings should be worn under skirts and jumpers for modesty during recess and P.E. In addition, we present the following guidelines for dress.

All clothing should be clean and in good repair, and size appropriate. Nothing should be worn that is either oversized and baggy or too tight and form fitting. Pants should not hang from the hips or drag the floor. Skirts should not be too narrow to allow freedom of movement.

<u>Clothing should be appropriate to the weather conditions.</u> Sweaters and long sleeves are recommended in the winter. NO outer wear will be permitted in the classroom. This includes hats, scarves, gloves, jackets, hoodies (other than TAA hoodies), sunglasses, and boots.

<u>Clothing or hairstyles should not be extreme in any way.</u> No wild patterns, glaring and fluorescent colors, or iridescent or plastic fabrics.

<u>There should be **no jewelry** or obvious makeup.</u> If make-up is worn, it should be natural looking. Clear nail polish is acceptable. Students will be asked to take jewelry off. Teacher will hold if for safe keeping until the student is picked up.

<u>Shoes must be worn at all times.</u> Gym shoes with bottoms that do not mark the gym floor are required during recess and P.E. Platform shoes, high heels, open toed shoes, flip-flops or Crocs are **NOT** allowed.

<u>During Field Trips or special event days</u> families will be informed beforehand that students may wear jeans and TAA T-shirt (**no tight fitting jeans please**). **NO leggings.** All clothing should be clean and in good repair, and size appropriate. Nothing should be worn that is either oversized and baggy or **too tight**. Pants should not hang from the hips or drag the floor.

<u>Please note:</u> The classroom teacher has the final word on matters which are in dispute. She/he reserves the right to make judgments on any item of clothing which she/he feels does not respect the spirit of the dress code.

#### **Admissions Policy**

Troy Adventist Academy accepts students of all races and religions. Our student body has traditionally been one with a variety of cultures. While the school is owned and operated by the Seventh-day Adventist Church, membership is not required for admission.

While we try to provide a learning environment suited to meet many individual needs, the school is not equipped or staffed to deal with students who have serious emotional, physical, or academic disabilities. Nor do we knowingly accept students with a history of severe discipline problems.

The most important requirement for admission is a good attitude and willingness to cooperate with teachers and other students in making the best learning atmosphere possible for everyone.

Information required for enrollment is as follows:

- Application Form
- Current Medical Form for new students and those entering Kindergarten, first, and fifth grades.
- Current Immunization Records (including a **current state waiver** if applicable)
- Emergency Information Sheet
- Medical Consent Form
- Pick Up Permission Sheet
- Request to Transfer Records (new students)
- Copy of Birth Certificate (Students entering first grade must be six, and those entering kindergarten must be five on or before September 1, per MI Conference.)

Parents are responsible to keep records current at all times.

All students are accepted subject to the approval of the school board. Students and parents are expected to become familiar with the purposes, requirements, and regulations of the school before admission. The cooperation of the parents and students is expected.

#### **Grievance Policy**

If you have a question or are experiencing conflict with a classroom teacher, you should follow these steps to work towards a resolution of the problem:

- 1. Talk to the teacher first. Most difficulties can be resolved by the cooperation of the parent and the teacher.
- 2. If this does not work, take the problem to the principal.
- 3. If there is still unresolved conflict, go to the school board chairperson.
- 4. As a last resort, submit your grievance to the school board in writing.

The meetings of the school board are always open to all observers, and parents who wish to keep informed about the school. We ask that you follow these guidelines in planning your visit:

- Observers may not interrupt the regular proceeding of the meeting.
- If you wish to attend the board, you must make arrangements with the principal or school board chairperson in advance.
- Some issues (such as school accounts, school personnel problems, or disciplinary problems) are confidential and can only be discussed in executive session. If you wish to address the board on one of these matters, you must submit your request in writing in advance.
- Executive sessions are closed for observers.

#### **Cell Phone Policy**

**Students are not to use cell phones during the day.** If a student needs to bring a cell phone to school, please turn them into the teacher/principal for safe keeping until the student is picked up. If the student brings cell phone to school, and does not turn it in to the teacher/principal, the following will occur:

1<sup>st</sup> Infraction: Student will be given a warning, and cell phone confiscated.

2<sup>nd</sup> Infraction: Cell phone will be confiscated, and student will have to contact their parent. 3<sup>rd</sup> Infraction: Cell phone will be confiscated, student will have to contact their parent, and student will be sent home.

#### Citizenship

Troy Adventist Academy upholds the principles of Christian conduct. Therefore, honesty, courtesy, reverence, respect, purity, and obedience are emphasized. The counsels from the Bible and Spirit of Prophecy form the basic standards maintained in this school. Actions taken by the board or the faculty that are publicly announced will have the same authority as those published in this handbook.

#### **Other Guidelines**

<u>Visitors</u>: We welcome visitors at TAA. However, we ask that you make arrangements with the principal prior to your visit.

**Telephone:** Students should not expect to use the phone except to call their parents, and then only with permission from the teacher/principal. Students will not be allowed to receive calls during the school day except from their parents. Please avoid calling except in cases of emergency.

Lunch Guidelines: Vegetarian meals are recommended. Otherwise, kosher meats only. No caffeine drinks or sodas. Limit sugar and carbohydrate intake, these items are known to hinder student performance. Due to food allergies, students will not share or trade lunches. Microwave use is limited to two minutes per student. Hot lunches are available for purchase if you so choose. A hot lunch menu is provided to each family, at the beginning of each month, in the parent mailboxes. Please write your child's name on the menu and circle the day(s) you are purchasing hot lunch. There is a \$4.25 charge for each hot lunch day. Please return as soon as possible with the full payment to the office. Pizza Fridays include one individual pizza and sides, please choose garlic or plain. Extra individual pizzas can be purchased for \$1 each. Please mark the menu so we can get an accurate lunch count, extra pizzas are no longer being made. Lunchboxes and Backpacks should not have movie or TV show characters on them.

#### Family Work Program

At TAA, we work as a team to maintain our school. **Each family is expected to contribute a minimum of ten hours during the year to support and maintain our program.** This can be during regularly scheduled work bees or at a time you schedule with the principal or teacher.

This is an important program to help keep families involved with the school. We believe parents who support their children's school will be more satisfied with the outcome. There are many ways to help. Getting supplies ready (making copies, laminating/cutting, grouping for student use). Helping with Bible Labs, worship, classroom parties, fundraisers, recess, and lunch are just some of the ways parents can just in the fun. Please ask how you can help.

#### **Financial Information**

Every successful school must operate on a sound business basis. Prompt care of financial responsibility is not only appreciated, but necessary, if the school is to remain in operation. When the Admission Form is signed for school entry, the parent(s)/guardian is also accepting the financial responsibility to attending TAA. Commitment to monthly payments is essential to the continued benefits of Christian education offered at TAA.

#### PAYMENT PLAN

Registration (see 2023-2024 Payment Pla Early Registration is due 6/15/2023.	<b>an Table)</b> Kindergarten – Grade 4: \$250 Grades 5-8 - \$300
Regular Registration is due after Early Registration and before school begins 8/17/2023.	Kindergarten – Grade 4: \$300 Grades 5-8 - \$350

#### Tuition (see 2023-2024 Payment Plan Table)

Divided into nine (9) equal payments. A financial statement will be placed in your parent mailbox by the 10th of each month. First payment is due September 1st. The succeeding eight (8) payments are due the 1st of each month. We can **no longer accept cash payments**, holding cash at the school can pose a risk. Payments must be made by check or money order, addressed to **Troy Adventist Academy**. A 2% per month compounded finance charge will be added to accounts that are past due. A \$20.00 fee will be charged for returned checks due to insufficient funds. We also accept payments through **Zelle**, a banking app, please use the <u>taatreasurer3@gmail.com</u> email address and include your family name in the memo.

All students' previous balances must be paid in full before they are allowed to register. If a students' account runs more than 30 days overdue, and satisfactory arrangements have not been made, the student will be asked to withdraw from school.

Students who enter or leave school during the year will be charged for the month in which they enter or leave. The registration fee, which covers the cost of textbook rental, workbooks, use of equipment, and student accident insurance, is not refundable.

#### **Family Discount Policy**

The student in the highest grades pays full tuition and discounts are applied in descending order of grades.

**Financial Aid Assistance** is available. **A financial aid form** can be obtained from the principal or the treasurer, before the end of the school year in May. The form **MUST be completed in full and returned no later than August 31, 2023, so approval can be completed at our first school board meeting of the year.** Financial aid is granted only on a small portion of the tuition. Any remaining tuition balance from the previous school year can be cause for non-approval of the financial aid form. When the final financial agreement is signed, parent(s) are accepting responsibility to pay their portion of the tuition, by the 1st of every month – tuition due date.

#### **Past Due Balances**

Delinquent or no payments of greater than 30 days will be considered in violation of the Admission Form and/or Financial Aid agreement. Parent will be notified of the past due balance. After 50 days, delinquent account will be reviewed with the school finance/board for course of action. The principal and treasurer will review course of action with parent. If follow-up agreement is then not fulfilled by parent(s), upon board review, this can be cause for immediate student withdrawal, until unpaid balance is paid in full.

It is the responsibility of the parent to notify the principal or treasurer when a payment is expected to be late or an unforeseen situation may occur that will impact payment obligation. Notification can be made by phone call or in writing of a payment plan to bring the tuition balance current. Please be sure to communicate financial concerns we are here to work with you.



#### 2022-2023 PAYMENT PLAN TABLE

	-				
REGISTRATION	FEES	DUE NO Later - 6/	15/2023		
Grades K-4		Early Registration	: \$250	<b>Regular Registration</b>	: \$300
Grade 5-8		Early Registration: \$300		Regular Registration: \$350	
NON-CONSTIT	UENT RATES				
C	Tuition Full Rate	2nd Child	3rd Child		
Grade	2022-2023 Year	20%	40%		
	<b>A A A A A A A A A A</b>	\$ 3,200.00	\$ 2,400.00		
Kindergarten - Full Day	/9 mo = 444.45	/9 mo = 355.56	/9 mo = 266.67		
10 Month	/10  month =	/10  month =	/10  month =		
Pymt	\$400	\$320	\$240		
	\$ 4,350.00	\$ 3,480.00			
Grades 1-8	/9 mo = 483.34	/9 mo = 386.67	/9 mo = 290.00		
10 Month	/10 month =	/10 month =	/10 month =		
Pymt	\$435	\$348	\$261		
CONSTITUENT	RATES				
Create	Tuition Full Rate	2nd Child	3rd Child		
Grade	2023-2024 Year	20%	40%		
Kindergarten -	\$3,000.00	\$ 2,400.00	\$ 1,800.00		
Full Day	/9 mo = \$333.34	/9 mo = \$266.67	/9 mo = \$200		
10 Month Pymt	/10 month = \$300	/10 month = \$240	/10 month = \$180		
	\$ 3,320.00	\$ 2,656.00	\$ 1,992.00		
Grades 1-8	/9 mo = 368.89	/9 mo = 286.12	/9 mo = 214.59		
10 Month	/10 month =	/10 month =	/10 month =		
Pymt	\$332	\$265.60	\$199.20		
0 Month Dur	nt The yearly tuit	ion is hilled in hir	o oqual paymonts	(see table above), w	ith
9 Month Fyn			month, Septembe		
10 Month	Please make ar	rangements with	our Treasurer if yo	u would like a 10 moi	<mark>nth -</mark>
Pymt Plan		paymen	t play, Aug - May.		
Financial Assis	tance may be avai	ilable on a small p	ortion of the tuitio	n:	
			vork filled out and		
retur	ned to TAA <u>no late</u>	e <mark>r than</mark> August 31 t	o qualify.		

