

2018 - 2019 School Year Handbook

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General Information and Guidelines

Mission Statement

IAA is committed to excellence in Christian education while leading each student in a growing relationship with Christ.

Philosophy and Purpose

Our commitment is to a balanced experience in the areas of spiritual, intellectual, physical, emotional and social development that will enable students to face the challenges of life and to contribute to society. The vision we provide for our students depends on how we educate them today. Their legacy of inheritance will be determined by our ability to deal with the present. Our commitment to their future will only be realized when we inspire our children to achieve their greatest potential. Our school serves a diverse population and welcomes children of all faiths and ethnic backgrounds who desire an opportunity to have Christ and the teachings of the Bible as part of their education. The diversity of our school population is one of our strengths. We are committed to lift up each child as a special child of God.

Objectives

1. To help each child realize that true happiness and fulfillment can be attained only through a personal, living relationship with Jesus Christ.
2. To provide an atmosphere conducive to the child's highest level of scholastic, spiritual, mental, physical and social attainment.

Standards

Students of Intermountain Adventist Academy, along with help from their parents/guardians, will:

1. Be willing to exercise conduct that is befitting to the Christian character reflected by Jesus Christ.
2. Be considerate of the rights/property of other students, staff and community.
3. Abstain from those activities that hinder the development of the physical, mental or spiritual life.
4. Attend school and class regularly and punctually with proper books, materials and assignments completed.
5. Follow the regulations of the school and respect authority of the teachers and other staff members.

Accreditation

Intermountain Adventist Academy is accredited by the North Central Accrediting Association, NCAA, as well as the Accrediting Association of Seventh-day Adventist Schools, which is a member of the National Council for Private School Accreditation.

Admissions Policy

Intermountain Adventist Academy welcomes any young person (K-8) who desires a character-building education. As a Seventh-day Adventist Christian school, high moral principles and respect for God and others are expected from all who attend. Students must realize that when they present themselves for admission to Intermountain Adventist Academy they, thereby, willingly pledge to observe the regulations and uphold the Christian principles upon which the school is founded. Behavior contrary to this will forfeit a student's privilege to attend.

Prospective students for the following grades must meet the age requirements by September 15 of the current year. It may be determined if a child is ready for school by the administration of a readiness test.

Kindergarten – 5 years old

1st Grade – 6 years old

Non-Discriminatory Admissions Policy

Intermountain Adventist Academy is part of the world-wide Adventist Educational system. It is the policy of the Seventh-day Adventist Church in all church-operated schools to admit students of any race, color, sex, or national origin to all rights, privileges, programs, and activities generally accorded or made available to students at its school, and makes no discrimination on basis of race in administration of education, policies, application for admission, scholarship, and athletic or extracurricular activities.

Registration

For admission consideration, the child's parents or guardian must submit to the Admissions Committee the following:

1. A signed and completed registration form, which contains all pertinent student information, agreements and necessary consents.
2. Students transferring to IAA will be required to have cumulative records sent from the school previously attended. If necessary, proper grades is determined by testing.
3. A physical examination form completed by a physician for all new students.
4. The student's up-to-date immunization record, in compliance with Colorado state law.
5. Signed "Consent to Treatment" form.

6. Entrance fees are due at the time of registration. All previous school accounts must be cleared or satisfactory arrangements made in writing before registration.
7. Copy of birth certificate or other proof of birth.
8. Completed "Child Release Authorization" form.
9. All other required forms in the registration package.

Student Testing

The school may request testing for a student after evaluation by the teacher and principal. A student's attendance at IAA may be terminated if the parents/guardians are unwilling to have the child tested or are unwilling to follow the recommendations given after the testing.

Attendance Requirements

Colorado state law requires schools to maintain attendance and punctuality standards. School begins at 8:00 a.m. and ends at 4:00 p.m. Monday through Thursday.

Before / After School Care Program

School is open to students from 7:45 am to 4:15 pm; however, we know that some families need to drop their children off earlier so they can get to work on time. To meet this need, IAA provides a before-school care program. This program is available from 7:00 am to 8:00 am. If you utilize the program for any time period before 7:45 am, the charge is \$5.00 per day. This is true whether you drop your child off at 7:00 am or 7:40 am. If you want to avoid any morning charges, make sure your student arrives after 7:45 am.

There is also an after-school care program for all students who are not able to be picked up at 4:00 pm. The program runs from 4:15 pm to 5:45 pm, Monday through Thursday. The charge for after school care is \$5.00 per hour, or any part thereof.

Note: Students picked up after 5:45 pm will be charged a \$15.00 fee per each half hour, unless special arrangements have been made at least 24 hours in advance. We want to be respectful of our staff's time.

Charges are applied to the family statement at the end of each month. Unpaid fees may subject your student/s to suspension until balance is paid.

After School Pickup

At 4:15 pm all students, who have not been picked up, must go to the gymnasium for after-school care. They will be picked up there and signed out.

We request that parents/guardians notify the school if the student will be absent. If there has been no previous contact, parents/guardians are required to send a written excuse with the student the day he/she returns to school.

Sick Child Policy: Your child should stay home when he/she has:

Diarrhea/vomiting – 2 or more times vomiting. 3 or more watery stools in a 24 hour period.

Rash – body rash, especially with fever or itching. Heat rashes, and/or allergic reactions are not contagious.

Fever – temperature of 100 degrees F (orally) or higher and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion, A child must be fever-free without medication for 24 hours before returning to school.

Sore Throat – especially with fever or swollen glands in the neck.

Cough – lasting more than a week.

“Pinkeye” – teary, redness of eyelid lining, irritation followed by swelling and yellow drainage.

Green-ish nasal discharge – lasting more than a week.

When a child appears to have any active infections.

Children with ear infections without fevers do not need to be excluded, but the child needs to get medical treatment and follow up. Sending your child to school with any of the above symptoms puts other children and staff at risk of getting sick.

Unexcused Absences

Absences for family trips, vacations and all other absences are unexcused. Advance arrangements to complete missed work are required. Any assignments given to the student before leaving are due within two days after he/she returns to school. Unless pre-approved by the teacher or principal, there will be no credit for work missed due to unexcused absences.

Tardiness Policy

Each student is allowed three (3) unexcused tardies per nine-week period. After three (3) tardies, a letter or notice will be sent home.

Field Trips

Throughout the year teachers from all grade levels plan field trips to meet instructional goals. These well-planned trips have specific itineraries. Usually field trip announcements occur well in advance of the activity date. Most field trips occur in the Grand Junction area. Students may attend a field trip only if there is written parental/guardian authorization. If the student does not have his/her permission slip the student will not participate in that field trip. Inappropriate behavior on a field trip will jeopardize the student’s attendance on future field trips.

Parents/guardians helping with field trip transportation must have a current copy of their proof of insurance (the recommended level is \$250,000/\$500,000 liability coverage) and driver's license on file in the school office.

All students attending off-campus school-sponsored activities must ride in school-sponsored transportation. Any exceptions must have specific administrative permission in advance.

Medication

Students requiring medication at school, including over the counter medications such as Tylenol, Benadryl, Tums, etc., must, by law, have a form from the parent or the doctor stating that medication is required and giving a brief description of the medication and how to administer it. The medication must be left at the school office in its original container. The school office keeps a supply of acetaminophen and Ibuprofen in a locked cabinet that the students may request if necessary. A staff member will call the parent for permission before medication is administered to the student.

Grievances

If a Parent has an unresolved issue concerning their child, it is important that the parent first addresses the matter with the teacher or individual directly involved, and work to settle the matter. If not resolved, please share your concerns with the principal. If the issue remains unresolved at that point, you may contact the school board chairperson. If all of the above steps do not resolve the issue, you may contact the Rocky Mountain Conference Office of Education.

Asbestos Statement

Intermountain Adventist Academy is an asbestos free facility. Formal documentation to the effect will be provided upon request.

Library Usage

There will be a penalty of \$.25 per day per student for every book that is late. The student fee is not to exceed the price of the book plus the \$5.00 handling fee. Students will not be allowed to check out new books if they have unreturned books. If at the end of the year books are still unreturned, the replacement cost of the book plus a \$5.00 handling fee will be added to the student's school bill.

Reading Material

Reading objectionable material will hinder your relationship with God. Any literature that is contrary to Christian values is not allowed. Students should choose reading material that is in harmony with the standards of IAA.

Closed Campus

IAA is a closed campus. A closed campus means that students do not leave the school grounds after they arrive. Permission is needed from the office or principal to leave the school grounds any time during the school day. When it is necessary for a student to leave, parents must provide written notification and student must be signed out through the school office by the adult taking them off campus. Except in the case of an emergency, the principal must receive this written authorization in advance.

Visitors

Visitors are required to report to the office and secure permission to be on campus. Visitors must wear an identification badge which allows the staff and students to know the office has approved the visitor's presence on campus. Visitors are required to check out at the school office upon departure.

School Board Meetings

If parents/guardians have items they wish to have the board consider they should present these to the board chairman or principal one week prior to the meeting. Meetings are held the third Tuesday of each month in the evening.

Updates

IAA sends a monthly newsletter, the VIP, and a monthly calendar home with students to keep parents/guardians and students informed. Encourage your student to make sure these publications get home. This information can be also found on our website: www.iaagj.com, or our Facebook page, <https://www.facebook.com/IAAGJ/>

School Lunches

Students must bring their own lunches unless a hot lunch planned by a school organization is available for purchase. Hot lunches will be announced in advance. Typically, hot lunches are available for purchase on Tuesdays and Thursdays. Hot lunches begin the first week of

September. Parents/guardians are asked to provide a well-balanced lunch following the guidelines of the Seventh-day Adventist health principals according to Leviticus 11. This

includes a low sugar diet and no caffeine. High sugar intake slows learning abilities and increases disruptive behavior in the classroom. These guidelines also apply to parents/guardians when they are on school property.

Birthday Parties

Birthdays are recognized the first Tuesday of every month. This allows each child to have their birthday recognized without numerous monthly interferences.

Telephone Use

The school's telephone is not for use by the students except in an emergency and only by permission from an IAA staff member. Please leave all messages for students and teachers at the office to avoid disturbing the class time.

Weapons

IAA does not allow students to imitate violent language or bring weapons on the school premises (this includes threats). All weapons will be confiscated and further disciplinary action taken. The proper authorities will be notified.

Skateboards and Roller blades

Wheeled shoes, scooters, skateboards and roller blades are not permitted on the campus at any time.

Lock Down Procedures

In the case of a lock down a sign will be placed on the entrance door. Please wait in your vehicle for your own safety and remain there until we are permitted to dismiss your child(ren) at which time we will give you further instructions. When able, parents will be notified via text/posting on IAA Parent Connection Facebook Page.

Academics

Curriculum

The class content of Grades 1 through 8 follows a curriculum developed by the General Conference of Seventh-day Adventists, taught by certified teachers.

Grades 1-8

Curriculum follows a solid Biblical multi-grade classroom model. Text-based curriculum allows teachers to use their individual skills adapted to students' learning styles. Pre-packaged, programmed learning curriculum is not used.

Music Program

Students sing and learn about music theory in their classes. After school private lessons are available upon request at an additional cost.

Grade Reports

The school year is divided into four (4) periods of approximately nine (9) weeks each. A grade card will be provided for the parent/guardian at the end of each period, indicating the student's progress. Interim reports will also be sent.

Parent (Guardian)/Teacher Conferences

Twice during the year, after the first and third grading periods, scheduled conferences take place to give teachers and parents/guardians an opportunity to confer about their child's progress. It is important for parents/guardians to attend these conferences. Other conferences may be set up during the year as the need arises. Either parents/guardian or teacher may request a conference to clarify student progress, explain behavior, or offer potential solutions to any problem that may exist.

Health Needs

To provide for your child's needs it is important to tell the school about any special needs or health problems that can cause learning or safety problems at school. If your child is undergoing special medical treatments, or experiences life threatening allergic reactions, asthma attacks, diabetic reactions, seizures or any other serious problems, it is important that the school staff be aware of these conditions and recommended emergency reactions to such symptoms.

IAA may be able to work with children who have special educational needs. It is important to fully describe a student's special needs during the application process so that it can be determined if a student's needs can be met.

Student Conduct

Acceptable behavior is essential for the development of responsible and self-disciplined students and for the implementation of an effective school program. Respect for self and others is the basis of positive behavior. Development of such behavior is a dual function of the home and school.

In general, students must:

1. Exhibit support for the school's spiritual goals.
2. Not interfere with learning opportunities of others.
3. Treat adults with respect and consideration.
4. Respect the rights of other students by their actions both physically and verbally.
5. Use equipment in a safe manner.
6. Refrain from injuring others or damaging property.
7. Strive to do their best work.

Social Restrictions

As a co-educational facility, IAA encourages appropriate friendships among the student body. However, IAA students should follow a "hands-off" policy. A teacher may place the student on social restriction if they engage in inappropriate public displays of affection. This restriction continues until removed by the administration. The purpose of social restriction is to separate students so that they can pursue their studies without distraction. This includes all school functions.

Behavioral Expectations and Consequences

Prohibition Against Harassment

Students who engage in sexual and/or racial harassment on or off school premises or school-sponsored activities will be subject to appropriate discipline, including suspension or expulsion. The school's normal disciplinary procedures will be followed in determining the appropriate consequences for the harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.

Sexual Harassment is any activity of a sexual nature that is unwanted or unwelcome, including (but not limited to) unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Racial Harassment includes (but is not limited to), the following: subjecting students to derogatory remarks, insults, slurs, jokes or tricks based on race or ethnicity.

Philosophy of Discipline

The most effective discipline is self-discipline. One of the primary aims of IAA is to develop in each student a level of self-discipline in preparation for a successful self-directed life. IAA believes that when disciplining students it is important for them:

1. To learn to take control of their lives.
2. To think for themselves.
3. To have to make decisions and live with the consequences.
4. To experience logical cause/effect connections.
5. To develop strong self-concepts.
6. To view problems as opportunities for growth.
7. To treat teachers and all others with respect.

In dealing with minor disciplinary issues, the teacher will counsel the student and offer assistance assessing the problem. The teacher will also guide the student to find a satisfactory resolution. Parents will be notified as deemed necessary. In more serious disciplinary situations, the teacher may seek assistance from the administration. Resolution to the problem may include such actions as parental notification, recommendations for counseling, written behavior contract or written reports. In more serious offenses (such as theft, vandalism, possession or use of controlled substance, fighting, insubordination, use of outlawed materials that are dangerous to the health and safety of those in the school, or other unsafe behaviors that endanger the health, safety or welfare of others) strong disciplinary

action may be taken, including probation, suspension or expulsion, recommendation to counseling or referral to law enforcement.

The best lessons are learned when the consequence is experienced with an equal balance of understanding and empathy on the part of the adult.

Level One Regulations

Level One Regulations are basic rules.

Level One Offenses

1. Being late. Tardy arrival at any assigned place.
2. Loitering. The unassigned use of any area in or outside of the school building.
3. Littering. Intentional dropping or throwing items and not picking them up.
4. Boisterous behavior. Overly loud and obnoxious behavior, including loud talking or yelling in the hall and lunchroom. Bodily contact with another person in a jesting manner.
5. Running. Anything other than normal walking in the building except during recess in the gymnasium.
6. Failure to comply a disciplinary assignment. Failure to fulfill any assignment or agreement given because of misbehavior.
7. Chewing gum or providing it to others.
8. Eating. Eating food at inappropriate time without the approval of a teacher or the principal.
9. Dress. Violation of the IAA dress code.
10. Language. Unacceptable slang expressions.
11. Unauthorized sales. Sale of any item without the approval of a teacher or the principal.
12. IAA cannot be responsible for personal property of students, so electronic devices should not be brought to school. However, if a student carries a cell phone, it must be **out of sight** at all times. The phone must be turned OFF (not mute or vibrate) in the school building during the school day. Students may use phones on field trips or in the building after school hours **with the permission of a teacher or another adult in authority**. The school will take possession of devices that are in sight, on, or used inappropriately.

Level Two Regulations

Level Two regulations are intermediate rules that require a written record of the offense. The teacher will refer the student for a conference with the principal. Each time a student breaks a level two regulation, IAA will contact the parents/guardian and send a discipline report form home. A copy of the report is placed in the discipline file for future reference.

Level Two Offenses

1. Fighting. Hitting, Shoving, punching, kicking, slapping or grabbing.
2. Small vandalism. Acts that deface. Acts that create inconvenience but no permanent damage.

3. Inappropriate language. Swearing or using inappropriate language, remarks against or about others, included racial slurs.
4. Forging signatures. Improper use of another persons' name.
5. Disrespect. Speaking to adults or other students in ways that show a lack of respect for them as persons.
6. Lying. Being untruthful by word or action.
7. Repeatedly disrupting class. Words, actions, or non-compliance with requests made by teachers that cause the learning environment to become unsatisfactory.
8. Cheating. Using sources of information for doing school work or taking tests that are not approved by the teacher (i.e. getting or giving answers during quizzes, tests, copying another student's homework, bringing notes or answers to class for use during tests).
9. Skipping classes. Absence from an assigned activity without permission.
10. Bullying others. Any attempt to violate another student's rights. This can include physical or spoken harassment, mishandling another student's property, threatening another student, etc.
11. Aiding and Abetting. Urging another student to do something that is not right and in violation of the school rules.
12. Irresponsible use of school or private property, including jumping the fence.
13. Unauthorized material. Having in one's possession items not conducive to classroom learning or environment (i.e., matches, lighters, pocket knives, water guns, fireworks, inappropriate reading materials, playing cards, etc.)

Level Three Regulations

Level Three regulations describe rules that the school feels are very serious. Infractions of these regulations require students to be sent to the office. After an investigation of the circumstances, the principal will deal with the problem in one of the following ways:

1. Assign in-school suspension (may include a written assignment).
2. Schedule a meeting of the student and parents/guardians with the Discipline Committee. The Discipline Committee will then determine consequences for the type of behavior displayed. This will be one of the following:
 - Assign a 1 to 3 day suspension and probation.
 - In addition to number one, refer the student to a professional guidance counselor.
 - Refer the student to the school board with the recommendation that the student be expelled.

Level Three Offenses

1. Theft. Removing or using property belonging to the school, a teacher, or another student.
2. Controlled substance. Actual possession, use, transfer or sale of drugs, alcohol, cigarettes, or drug-related substances.
3. Physical or verbal assault. Violent body contact in a serious and/or dangerous manner. Words stated or written that harm or have the potential to harm someone.
4. Vandalism. Deliberate destruction that has a permanently damaging effect upon either the school or private property.
5. Forbidden materials. Weapons, pornographic materials, etc.
6. Insubordination or abusive language or gestures. A belligerent or abusive act, statement or gesture directed at any employee of the school that involves more than a simple refusal to do something. Aggressive insulting profane or disruptive behavior.
7. Unsafe behavior. Deliberate actions that endanger the health, safety or welfare of students, faculty, or guests of the school.

Dress Policy

The basic principle that regulates all the student dress at IAA is that the clothing should be neat, modest, in good state, and suitable for school activities. This applies to all school programs.

1. Uniform khaki pants, shorts, jumper, skirts or skorts for girls. Please note that all skirts and skorts must be 2" below the finger tips when arms are at sides.
2. Uniform short sleeve and long sleeve polo shirts in navy with IAA logo. Midriffs must be covered. Any shirts worn under uniforms need to be navy blue or white. These need to be tucked in and uniform shirts must cover such shirts. Navy Polo shirt with logo may be purchased at the school or on-line though frenchtoast.com with the school code: QS5SAEX.
3. Navy, white, or black tights.
4. Shoes should be suitable, or a change available, for physical activities.
5. Hair should be neat and clean.

The following are not acceptable at IAA at any time:

1. Patches, words or pictures on clothing that are suggestive of sex, immorality, or any kind of rebellion against God or man.
2. Necklaces, bracelets, earrings, rings and other non-functional jewelry.
3. Noticeable or unnatural make-up.
4. Nail polish (clear polish is OK).
5. Unnatural hair color.
6. Ill-fitting clothes such as baggy pants and shirts with low neckline or showing midriff.
7. Torn or ragged clothing.

8. No sweat pants or pajamas.
9. No spaghetti straps or tank tops.
10. No head coverings worn inside the building.
11. No flip-flop shoes or slippers.

Home and School Relationship

At IAA we strive to follow the Matthew 18 principle for solving school problems. When differences develop between individuals, some take matters into their own hands and bypass the biblical procedure of solving problems. Our school is made up of students, parents, administrators, teachers, and volunteers. Like anywhere, people associated with a Christian school have the potential for misunderstandings, disagreements, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. In Matthew 18:15-17 Jesus gives His formula for solving person-to person problems.

1. Keep the matter confidential. "A hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered."
2. Keep the circle small. "If thy brother shall trespass against thee, go and tell him his fault between thee and him alone..."
3. Be straightforward. "Tell him his fault"
4. Be forgiving. "If he shall hear thee, thou has gained thy brother."
5. The parent and teacher should agree to share the matter with the school principal. "Take with thee one or two more, that in the mouth of two or three witnesses every word may be established."
6. The school principal should explain the problem to the chairman of the school board. The goal of such a high level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; 4) forgiveness and wholehearted restoration of those who have made amends.

A Christian school is a ministry in Christ's name. Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving problems with the teachers, principal, or school board rather than discussing with other parents/guardians or members of the community.

Home and School Association

"In the formation of character no other influences count so much as the influences of the home. The teachers work should supplement that of the parents and teachers but it is not to take its place. In all that concerns the well-being of the child it should be the effort of parents and teachers to cooperate." (Education p283)

The faculty strives to conduct all school activities both in and out of the classroom in accordance with the principles and standards of the Seventh-Day-Adventist church and it is their desire that the home and school cooperate in maintaining the standards.

1. To make every possible effort to enhance the partnership of parents and teachers of the students enrolled in the school by encouraging understanding, cooperation and communication between the home and school.
2. To provide means and or personnel to enrich the teaching and learning experience.
3. To cooperate with the school board administration and faculty in meeting the goals and objectives of the school. Parents are invited and encouraged to make an appointment to visit the school in order to consult with teachers regarding the progress of their children.

The importance of parent commitment to our school is realized through your willing volunteerism. Your commitment is vital to our success. We have witnessed at IAA that when partnership between our families and us is strong, student achievement is also strengthened. Volunteers help with establishing support for our teachers and a lasting God-first relationship with our school community. One of its major goals is to raise money for school improvements that would be difficult to obtain otherwise.

Parent/Guardian Service Hours

IAA recognizes that the parents/guardians are the single most important component of school success. Parents/guardians are expected to show their support and commitment to the school by documenting 40 hours per year working on jobs around the school that need to be done. These jobs will be many and varied and can be done during school hours or outside of school hours. Please check with staff for a list of current projects. It is expected that you will be careful to complete every task for which you sign up.

Each time you work on these jobs you will be expected to make a written record of the work completed and the time you spent on the task. A binder will be kept in the school office to keep a running tally on reaching your goal of 40 hours. Each family should set a goal of completing 10 hours per quarter. Consistent work in short segments will be more value than a large amount of time spent all at once.

If the 40 hours are not met a **\$10 per hour** charge for your hours shy of 40 will be applied to your account.

2018-2019 Tuition and Fee Schedule

Finances and Tuition

IAA divides tuition for the school into ten (10) equal amounts. Payments are due on the 15th of each month. This schedule begins in August and continues through May. A 10% discount is offered if the bill is paid in full at the beginning of the school year. A discount of 5% is offered if paid in advance before the start of each semester.

First month tuition must be paid at the time of registration, and all previous school accounts must be cleared.

Tuition Rates

There are different rates for constituent and non-constituent students. A constituent student is a member or child of a member of the Grand Junction, Fruita, or Palisade Seventh-day Adventist churches. The non-constituent rate will apply if the student does not meet the constituent requirements of these three local churches.

Constituent Rate

Grades K-8	\$316.00 per month
2 nd child in school	10% discount
3 rd child in school	15% discount
4 th and subsequent child in school	50% discount

Non-Constituent

Grades K-8	\$360.00 per month
2 nd child in school	5% discount
3 rd child in school	10% discount
4 th and subsequent child in school	50% discount

Delinquent Financial Accounts

The school cannot operate without financial support. If an account becomes delinquent, administration of the following school board policy will follow:

1. An account becomes delinquent after the 30th of the current month. A 5% monthly interest charge will be assessed on all past due balances after the 30th of the month.
2. If an account remains delinquent after 45 days, the parents/guardians must make financial arrangements or appear at the IAA finance committee meeting to negotiate plans for delinquent payments.
3. If the parents/guardians fail to comply with the above policy, and the account becomes more than 60 days past due, IAA will suspend the student(s). Student(s) will not be allowed back in school until the full amount is paid and up to date.

The school administration and school board encourage immediate communication to help solve financial difficulties.

Students Transfer or Termination

When a student transfers or terminates, all accounts must be paid before report cards, permanent records or transcripts will be forwarded. IAA will not prorate entrance fees on late entrance or early withdrawals. However, tuition fees will be prorated based on the annual tuition cost and the number of days attended by the student before withdrawal.