

Worthington Adventist Academy

HANDBOOK



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*“Train up a child in the way he should go, and when he is old, he will not depart from it.”
Proverbs 22:6*

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Introduction

Our Vision

Our vision is to provide the highest quality Christian elementary education in central Ohio. Worthington Adventist Academy (WAA) believes that education includes the continual development of a child's intellect, physical body, and spiritual growth. Toward this purpose, WAA's core curriculum includes Christian Bible-based classes designed to introduce and strengthen the concepts of love and acceptance for each individual child through a personal relationship with Jesus Christ.

Our Mission

Our mission is to provide students with a Christian-based elementary education in a tolerant, accepting environment. Our academic curriculum and programs reflect our commitment to excellence, Christian values, and service to others. Underlying each student's education is our support and encouragement for a personal relationship with Jesus Christ.

Our Values

- **Academic Excellence:** WAA focuses on traditional core subjects, as required by our state and private accreditation agencies, not only with the goal of preparing each student at graduation to successfully satisfy the requirements for further education, but to achieve his or her full academic potential as well.
- **Health and Fitness:** WAA believes that each child's physical health and growth is integral to his or her intellectual growth. We will teach and practice healthy living and fitness, as well as give students the opportunity to learn how to interact appropriately in play and sports.
- **Fine Arts:** Believing that we are made in the image of a creative God, we seek to support each child's innate creativity through instruction and activities in music, visual arts, and drama.
- **Spiritual Growth:** WAA is sponsored and supported by the Worthington Seventh-day Adventist Church ("WSDA"). As a Christian Church, Seventh-Day Adventists are a faith community founded on the teachings of the Bible. WAA encourages each child to model his or her character and every aspect of intellectual, physical, and artistic growth after the example of Jesus Christ.
- **Community & Service:** WAA endeavors to provide each child with support and personal acceptance, within the context of a loving school, church, and community environment. We believe in teaching our children to reach out in service to those around them by providing opportunities for that outreach.

Our Philosophy

We believe that God has given parents the responsibility to "train up a child in the way he should go." It is our intent that WAA be an extension of the student's home, not a replacement for it. We see our ministry as using the gifts for teaching that God has given us. We use our gifts to help young people pursue a life of self-discipline, character growth, personal responsibility, and good citizenship based upon the principles of God's Word.

Our History

Christian education has been a high priority in the thinking and choices of Adventist parents and families from the very beginning of the Seventh-day Adventist World Church. Establishing church schools has closely followed the building of churches in most parts of the world. In many places, the building of a school has preceded the construction of a church. Much credit for the growth of the Seventh-day Adventist Church to more than thirteen million members has been attributed to its worldwide educational system. It is clear that Christian education has been one of the most, if not the most, effective evangelistic program of the church.

The Adventist church in Worthington was organized in 1920. With the arrival of the Weber and Mann families, a church school was opened in 1926 with eight students. Classes were held in the sun parlor of the nurses' residence of the Columbus Rural Rest Home, which in time, became Harding Sanitarium and later was renamed Harding Hospital.

As time went on, the need for a separate school building became very apparent. In 1938 a two-room building was constructed on land donated by Mr. and Mrs. D. K. Nicola and named the Twin Elms Adventist School. Classes began with 29 students enrolled. By 1948 it was necessary to enlarge the school at which time indoor plumbing was added. It is a reflection of the philosophy and the commitment of the church members to note they believed it was more important to have a school than a church building. Sabbath worship services were held in the parlor of the sanitarium from 1920 until 1951 when the church congregation was able to move into a new facility on Griswold Street.

By 1950 Harding Hospital had grown significantly and was providing health care to over one hundred in-patients. The food company, founded in 1939 as Special Foods and in 1945 incorporated as Worthington Foods, later moved its corporate office from 656 High Street in downtown Worthington to an office building adjacent to its plant on Proprietors Road. As the hospital and food company continued to grow, more Adventists moved into the community attracted to the area by the Adventist church and school as well as by employment opportunities.

Continued growth in enrollment called for further expansion of the school. Classrooms and administrative offices were added in 1956 together with relocation of the entrance from the East side on Proprietors Road to the West side facing the new church on Griswold Street. Brick construction became a part of the new structure. The Twin Elms School name was dropped due to the loss of several fine trees, which had become diseased.

In the early 1960s it became clear that a gymnasium that could also serve as an auditorium was needed. Plans for an Activities Center were prepared and with a generous gift from Elder Heber and Carolyn Votaw (formerly Carolyn Harding, younger sister of the 29th U.S. President Warren G. Harding). The building was completed in 1963 just in time for a community Christmas party.

By the early 1960s, enrollment in the school had exceeded 55. To meet the growing number of students, a decision was made to enlarge the school again. Four classrooms, a library, and a general-purpose room were added. Enrollment continued to grow and when grades nine and ten were added, reached a level of more than 125 students. In the 1980s the name Griswold Christian Academy was adopted and daycare services for pre-schoolers were initiated. This move strengthened the school financially and added a new source of students.

The school building that had served the school until 2002 is now operating successfully as the Stepping Stones Learning Center, a daycare facility providing care for infants through pre-kindergarten. Rather than discontinue a program that is going well, a decision was made to appoint a building committee to study ways and means for constructing a new elementary school building. In 2006 this vision became a reality when construction was completed on a new five-classroom facility.

Today, Alumni of the Worthington church school are rendering faithful service as ministers, missionaries, physicians, lawyers, educators, scientists, businessmen, and many other capacities. Every Adventist college or university in America has seen a former student of the Worthington Adventist church school join the ranks of their own student bodies. Many have moved on to graduate studies and lives of service.

It is clear the Worthington Adventist Academy has a rich heritage of recognized success and of support from the families that make up the church congregation and others in the community. WAA has enjoyed God's rich blessings during the years that have elapsed since the school was founded in 1926.

School Colors

Royal Blue/White

Mascot

Wildcats

Accreditation

Worthington Adventist Academy is a non-profit, private school chartered by the State of Ohio for grades K-8. WAA is supervised by the Department of Education for the Ohio Conference of Seventh-day Adventists and accredited through the North American Division of Seventh-day Adventists and the National Council of Private Schools. The school was founded by and continues to be sponsored by the Worthington Seventh-day Adventist Church. Christian principles have first place in determining the school's policies and standards.

Administrative Authority

The school board sets operating policy for WAA in accordance with the academic policies of the Education Department of the Ohio Conference of Seventh-day Adventists. The principal of the school is charged with interpreting and carrying out the directions of the board and Ohio Conference policy. Therefore, inherent in the office of the principal is the authority to interpret and administer, along with the school staff, all of the details and decisions pertaining to the policies outlined in this handbook as they relate to the school and its operations.

SCHOOL BOARD

School Board Authority

The Worthington SDA church board appoints the school board. The Superintendent of Education in the Ohio Conference advises the school board. The Columbia Union Conference has provided a school board manual outlining the educational and employment policies for the Columbia Union.

The school board reserves the right to make changes to policies, or to adopt new policies, within a school year. Such changes, once communicated to students and parents, will have the same force as any other policy written in the handbook.

School Board Meetings

School board meetings are held on the third Wednesday of every month at 6:30 p.m. If any parent has an item he/she wishes to be presented to the school board, this item must be presented in writing to the school board chairperson one week prior to the meeting.

School Board Members

Melissa O'Neill, Board Chair	Pastor Yuliyana Filipov	Pastor Jeremy Wong
Valerie Green, Principal	Cheri Retstatt, Treasurer	Chaplain Brooke Wong
Sherri Babcock, Parent Representative	Meade VanPutten	Barbara Maycock, Teacher Representative
Carmie Ouzounian, Teacher Representative Alternate		

Admission Policies

ELIGIBLE STUDENTS

Non-Discriminatory Policy

Worthington Adventist Academy (WAA) recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered or public school initiated desegregation.

Worthington Adventist Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Admission Limitations

Worthington Adventist Academy is not equipped to accept students who have serious mental, physical or emotional challenges, or who demonstrate serious academic and/or behavioral problems. In some cases, and with full agreement between parent(s) and WAA regarding expectations of outcome, students with special needs may be admitted.

Worthington Adventist Academy does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of the Worthington Adventist Academy and the Seventh-day Adventist Church.

Definition of Terms

NEW STUDENTS—Any student who has not previously attended school; this includes Kindergarten and home-schooled students.

TRANSFER STUDENTS—Any student who attended a school other than WAA for the previous school year.

RETURNING STUDENTS—Any student who attended WAA for the previous school year.

Immunization Requirements

IMMUNIZATION REQUIREMENTS 2004-2005														
GRADE LEVEL	DPT					POLIO				MMR				
	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 1	Dose 2	Dose 3	Dose 4	Dose 1	Dose 2	Dose 1	Dose 2	Dose 3
Kindergarten	X	X	X	X	X*	X	X	X	X**	X	X	X	X	X
Grade 1	X	X	X	X	X*	X	X	X	X**	X	X	X	X	X
Grade 2	X	X	X	X	X*	X	X	X	X**	X	X	X	X	X
Grade 3	X	X	X	X	X*	X	X	X	X**	X	X	X	X	X
Grade 4	X	X	X	X	X*	X	X	X	X**	X	X	X	X	X
Grade 5	X	X	X	X	X*	X	X	X	X**	X	X	X	X	X
Grade 6	X	X	X	X	X*	X	X	X	X**	X				
Grade 7	X	X	X	X	X*	X	X	X	X**	X	X			
Grade 8	X	X	X	X	X*	X	X	X	X**	X	X			
*The 5th dose is required if the 4th dose was received before the 4th birthday.					**Students who received all OPV or all IPV and received the third dose on or after the fourth birthday, do not need the fourth dose.					1ST DOSE must be on or after 1st birthday 2ND DOSE must be 28 days from 1st dose		2ND DOSE must be 28 days from 1st dose 3RD DOSE must be 2 months from the 2nd dose and 4 months from the 1st dose		
NOTE: A bolded "X" indicates that the item must be completed in order for the student to remain in school while completing vaccines, according to Ohio State Health Department laws.														

ADMISSION REQUIREMENTS

Returning Students

Acceptance of returning students is based upon the recommendation of the administration and faculty. Any decision to not accept a student will be based on the school's understanding of the best interest of the child, the needs of the classroom, and the overall requirements of the school program.

Returning students who are on a probationary status (social, academic, and/or financial probation) will be observed for the first five weeks of the school year. At the end of the five-week observation period, a new recommendation will be made to the school board for the student to be fully accepted or dismissed.

Returning students must complete the registration process before being admitted.

New and Transfer Students

All new and transfer students will be admitted with an **automatic probationary status for the first five weeks of school**. The student will be observed in the areas of social conduct, academic performance, and the parents' dependability in meeting their financial obligations to the school. At the end of that period, a recommendation will be made to the school board regarding the student's continued enrollment.

By September 30, Kindergarten students must be at least 5 years of age, and first graders must be at least 6 years of age. Parents must supply birth certificates to verify the age. Kindergarten students and any first graders who have not attended Kindergarten must take a readiness test before being admitted.

Transferring students and students who have been home-schooled, must take math and reading placement tests prior to admission. Placement tests must be taken in August, prior to the first day of school. Those applying after the first day of school must make an appointment with the classroom teacher to schedule this testing after school hours. The teacher will discuss the results of these assessments with the parent before the child may be enrolled. The student's placement within the instructional program will be based on test results.

Parents must complete the registration process before a student may be admitted.

REGISTRATION

Early Registration Deadlines and Fees

The registration fee for students completely registered by the last Friday of March is \$125.00 per student.

Registration Fees After Early Registration

Returning students have a place reserved in their class for the coming school year until the last Friday of March. New and transfer students may register before the last Friday of March as class sizes allow. After the last Friday of March, places for returning students who have not completed registration are no longer reserved. The registration fee for students who complete registration after the early registration deadline is \$175.00.

Registration Procedures for Returning Students

Submit all applicable registration forms to the office to complete registration:

- Student Information
- Family Information
- Medical Consent
- Physician's Report (only required for students entering Kindergarten, 1st, 4th, and 7th grade).
- Immunization Record
- Pay the non-refundable registration fee of \$175.00.
- Submit a Tuition Rate and Financial Agreement.
- All documents must be submitted before the child can attend school.

New and Transfer Students

In addition to the above forms, submit the following:

- Copy of student's birth certificate (only for new students & Kindergarteners).
- Record Release Form (only transfer students; submit this form to the student's previous school).
- Teacher Recommendation Form (only transfer students).
- Pastor Recommendation Form

Schedule the following:

- Entrance interview with the principal.
- Readiness Test (only for students entering Kindergarten and potential first grade students who have not attended Kindergarten).
- Math and Reading Placement Tests (only for students entering grades 1 through 8).
- All documents must be submitted before the child can attend school.

WITHDRAWAL POLICIES

When the need arises for a parent to discontinue their child/ren's enrollment in WAA, please make arrangements with the school office to withdraw the children as follows:

- Give notice of withdrawal in verbal or written form.
- Return all loaned materials (i.e. textbooks, library media, etc.) that belong to WAA.
- Remit any tuition owed.
- Fill out and submit a Records Request Form.
- Failure to comply with these requirements will result in the child's transcript not being released.

WAA will then

- Notify the classroom teacher.
- Release the academic records.

If a student is absent from school for five or more consecutive days and the school has not obtained an explanation as to why, nor received a request for transfer of records, WAA is obligated to contact the public school district in which the student resides to report the missing student.

Academic Information

Worthington Adventist Academy provides a wholistic learning environment. The faculty and curriculum will provide meaningful instruction and activities that nurture the spiritual, mental, physical, and social growth of its students. The spiritual is integrated into every area of curriculum throughout the school day and during extra-curricular activities. WAA's academic standards are high, as well as developmentally appropriate. Students will be given many opportunities to develop strong critical thinking skills and foster their innate creativity.

Worthington Adventist Academy's pedagogy is founded on the following principles:

- God is Love.
- The Bible is the inspired Word of God and an essential guidebook for living a Christian life.
- Jesus is our personal Savior.
- Prayer is a constant and direct means of communication between God and man.
- Love God with all your heart, body, mind, and spirit, and your fellow man as yourself.
- Whatever you are called upon to do, do all to the glory of God.

Students are expected and encouraged to do their very best in every subject and on every assignment. Parents are urged to echo this theme at home, and to support the school in its efforts to promote a high level of student scholarship.

GRADE REPORTS

Schedule

Grade reports are prepared approximately one week following the end of each quarter. Interim grade reports are sent home during the middle of the quarter with the exception of Kindergarten. If Parent-Teacher Conferences are not held, the grade reports are sent home to parents. In addition, parents and students in grades 1-8 will be able to access progress reports online at login.jupitered.com/login?84352 throughout each quarter to monitor the student's progress and performance.

Permanent Grades

The following grades are permanent and are recorded on the student's official transcript:

LEVELS PERMANENT GRADES

K-8 Final grade (average of four quarters)

Grading System

KINDERGARTEN	GRADE	MEANING	
	4	Consistently	
	3	Usually	
	2	Sometimes	
	1	Rarely	
GRADES 1-2	GRADE	MEANING	
91-100%	E	Excellent	
70-90%	S	Satisfactory	
0-69%	N	Needs Improvement	
GRADES 3-8	GRADE	MEANING	G.P.A.
94-100%	A	Excellent	4.00
91-93%	A-	Excellent	3.67
88-90%	B+	Very Good	3.33
84-87%	B	Very Good	3.00
80-83%	B-	Very Good	2.67
78-79%	C+	Satisfactory	2.33
73-77%	C	Satisfactory	2.00
70-72%	C-	Satisfactory	1.67
68-69%	D+	Needs Improvement	1.33
63-67%	D	Needs Improvement	1.00
60-62%	D-	Needs Improvement	0.67
0-59%	F	Not Passing	0.00

Honor Roll

Students achieving at least a 3.00 grade point average, with no D's, or F's in any class, will be honored as members of the Honor Roll.

Principal's List

Students earning all A's or A-'s in every class, will be honored as members of the Principal's List. In addition, students who receive an A- or A in a subject for each quarter of the year will receive special recognition at the Awards Ceremony at the end of the school year.

Valedictorian/Salutatorian

Upon the completion of eighth grade, a valedictorian and a salutatorian may be chosen from the class, based on the highest cumulative GPA from their seventh and eighth grade years. (A minimum cumulative GPA of 3.50 is required.)

Parent-Teacher Conferences

Regularly scheduled Parent-Teacher conferences are held twice each year and **participation is expected**. Parents and teachers are encouraged to arrange for other conferences during the year should the need arise.

Homework

Homework is defined as – assignments to be completed outside of school hours and/or unfinished class work to be completed at home. Generally speaking, students should be able to complete most assignments before the end of the school day, assuming they apply themselves and make good use of their time. While the amount of homework may vary, as a rule, progressively more homework and class work is assigned as the student moves up the educational ladder. As a general guide, ten to fifteen

minutes of homework should be expected per night for each grade level. Late assignments due to an excused absence will be given one additional day grace period for each day missed.

Jupiter Ed. (Grades 1-8)

WAA has adopted a leading-edge technology to assist with management and communication. The Jupiter ED School Management Software will make it possible for our school to provide comprehensive and immediate information for parents and students via the “Student/Parent” portal.

The Student/Parent portal is an integrated, web-based communication system allowing families to securely login to password-protected data. The Student/Parent portal provides view-only data that is populated from the school’s data system. In other words, when information such as a student’s attendance, grades, disciplinary action, etc., is generated at the school, parents can login from anywhere they have internet access and view their child’s records (parents are limited to viewing only their child’s data). All information is posted in real time. This means when any record is created or modified, parents can view that information instantaneously!

Jupiter ED has revolutionized the partnership between schools and their families across the nation. We are proud to make this amazing service available to our valued families here at WAA.

Areas of information families can access via Parents portal include:

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Homework (optional)
- Missing Assignments
- Citizenship/Discipline Records
- Staff and School Directory
- Teacher Email Addresses
- Teacher Websites
- Announcements
- Calendar Events

Instructions for accessing this information will be provided to families at the beginning of the school year. WAA believes this technology has the potential to increase the communication of accurate information resulting in improved student achievement.

Field Trips

The educational philosophy of WAA includes provision for meaningful off-campus trips and activities designed to coordinate with and supplement the academic curriculum. When a field trip is planned, a notice will be sent home to the parents requesting their signed permission for their child to go. If no written permission is received from the parent, the student’s behavior on the previous field trip was unacceptable, and/or the student did not come to school wearing proper field trip attire, the student may not be allowed to take part in the trip. While some field trips will be free of charge, most will require a fee in order to help cover expenses.

Attendance Policies

General Attendance Policies

- Students who are chronically tardy or absent will be subject to disciplinary action.
- State law 3321.13(B)(1) ORC requires regular and punctual attendance at school. WAA is required to enforce attendance regulations.
- Students will be recognized for good attendance with the following awards:
 - Perfect Attendance (0 absences, 0 tardies).
 - Excellent Attendance (0 absences, 3 or less tardies).

Absences

- According to state law, an absence may be excused if the student was ill, was in need of medical attention, or for bereavement.
- A student entering school after the first 60 minutes, but before lunch, will be recorded as half-day absent.
- A student dismissed after lunch, and prior to the last 60 minutes of the school day, will be recorded as half-day absent.
- Parents must provide an acceptable written or verbal explanation to the school office in order for the absence to be excused.

Procedure for Absences

- When a child is absent, parents are requested to call the school by 9:00 a.m. to provide notice and an explanation for the absence.
- If a student is absent and the parent/guardian has not contacted the school by 9:00 a.m., the office personnel will call the student's parents/guardians. This is a child safety procedure.
- Parents must provide an acceptable written or verbal explanation to the school office in order for the absence to be excused.
- Assignments missed due to absence may be picked up after 3:30 p.m. (2:45 p.m. Fridays).
- Late assignments due to an excused absence will be given a two-day grace period.

Unexplained Absences

- If a student is absent from school for five or more consecutive days and the school has not obtained an explanation for the absence, nor received a request for transfer of records, WAA is obligated to contact the public-school district in which the student resides to report the missing student.
- If during school hours a student cannot be located, or the student leaves the campus without permission, the parent will be contacted immediately, along with the proper authorities.

Tardiness

- Regular and punctual attendance is very important to the overall program of the school and to the success of the student.
- Students are to be in their seats, ready to begin the school day at 8:15 a.m. A student entering the classroom on the tardy bell (8:15 a.m.) or within the first 60 minutes is tardy. A demerit is assigned for each unexcused tardy.
- Students entering class at 9:15 or later will be marked half a day absent. If unexcused, a demerit will be assigned.

- Students arriving late disrupt the flow of classroom worship and/or instruction. The student who arrives late must report to the school office to acquire a tardy pass. The student may then enter the classroom. At that time, the parent should provide a written or verbal explanation for the tardiness to the school office in order for consideration to be given for excusing the tardy. Tardiness may be excused occasionally for unforeseen traffic conditions, hazardous road conditions due to inclement weather, and illness.

Arrival Procedures

- School begins promptly at 8:15 a.m. Monday through Friday. To give ample time to the student to be prepared for the school day, arrival at 8:05 a.m. is considered the ideal time to arrive at school.
- Students may arrive as early as 7:45 a.m. at no charge. All students arriving between 7:45 and 8:00 a.m. should report immediately to the gymnasium.
- For students arriving before 7:45 a.m., Latchkey services are provided from 7:00 to 8:00 a.m. under the direction of Stepping Stones Learning Center (SSLC). Latchkey is a pre-paid, flat rate service.
- At 8:00 a.m. students will line up with their classmates in the gymnasium and follow a teacher to their classrooms.
- Students who arrive after 8:00 a.m. should go directly to their classroom.
- Breakfast should not be brought into the classroom.

Dismissal Procedures

- School ends at 3:15 p.m. (2:15 p.m. on Fridays).
- For safety reasons, students are dismissed only to parents or legal guardians unless staff members are otherwise notified.
- Parents may pull up in front of the school. If you wish to get out of your car, please park in the lot in front of the school. Students should remain under the supervision of their parent and should not roam the campus.
- Students not enrolled in SSLC Latchkey must be picked up no later than 3:30 p.m. (2:30 p.m. on Fridays). If timely pick-up becomes an issue, parents will be asked to enroll the student in Latchkey. **Also, parents will incur a \$1.00 per minute fine after 2 incidents of non-compliance with our dismissal and pick up policy. Parents will have 30 days to pay their fine. Failure to pay could result in withholding of grades and/or non-acceptance of your child for the following quarter.**
- Latchkey is provided from 3:30 p.m. to 6:00 p.m. (2:30 p.m. to 6:00 p.m. on Fridays) under the direction of Stepping Stones Learning Center (SSLC). Latchkey is a flat rate, prepaid service. Financial accommodations can be arranged for occasional use.
- Students wishing to leave campus using other than the customary transportation must provide written parental permission, or parents must make arrangements with a WAA staff member via the phone.
- Once a student is dismissed from the campus, the school no longer assumes responsibility for him/her.

Early Dismissal/Appointments During School Hours

Should a student need to leave the campus during school hours, a parent must stop by the school office to formally sign the student out. A slip indicating that the child has been signed out will be given to the parent to give to the child's teacher.

Student Illness at School

If a child is running a fever or is noticeably ill at school, the parents will be contacted and asked to make arrangements to pick up the child as soon as possible. Students will remain in the office or infirmary until a parent comes to sign them out.

WAA Pick-Up/Drop-Off Procedure

Roundabout traffic travels counter-clockwise.

Morning Drop-Off

Before 8:00 a.m. – Drop off students in the Activity Center (gymnasium) parking lot. Teachers will take students to their classrooms at 8:00 a.m.

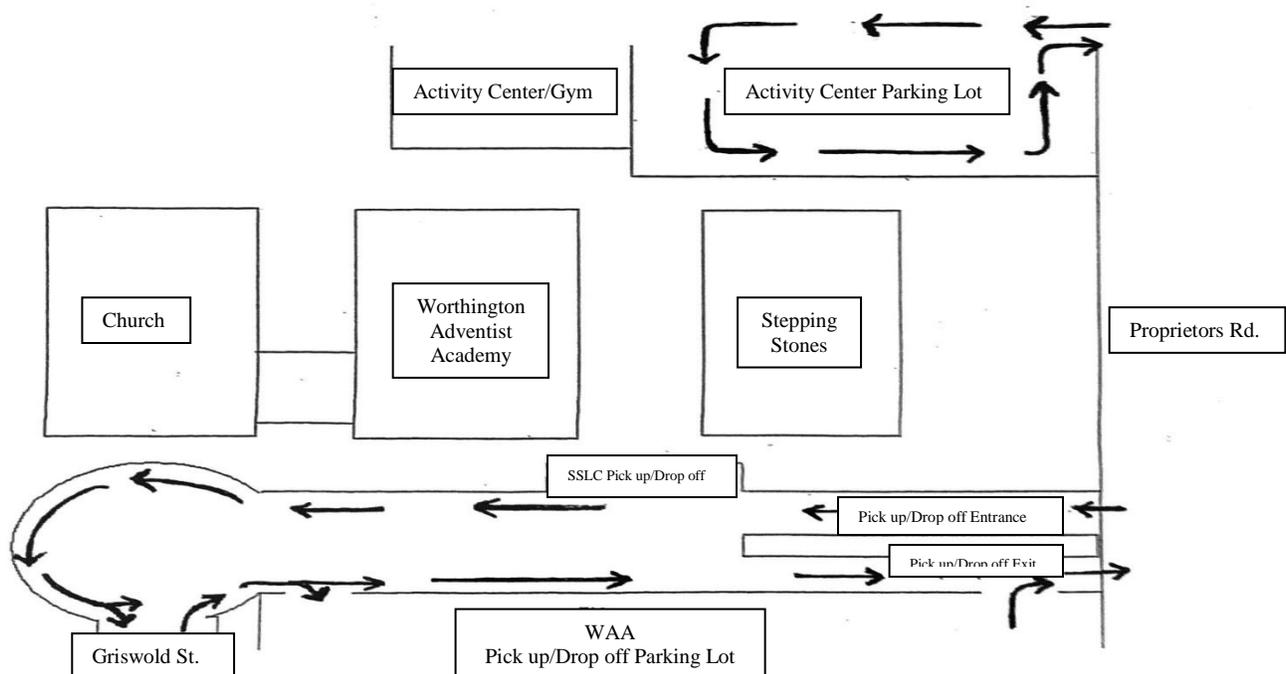
After 8:00 a.m. – Students should be dropped off at the front door of the school in a single-file line. This will eliminate students crossing in the traffic. If you want to come into the building, please use the WAA park lot. **Please do not park along the sidewalk.** It will be necessary for you to enter the lot from Proprietors Road to line up at the sidewalk. If you wish to park in the WAA lot, it may be easier to enter from Griswold Street. No U-turns are permitted in the parking lot. Students arriving after 8:15 a.m. will need to stop by the office for a tardy slip before entering the classroom.

Afternoon Pick-Up

Drivers will line up single-file along the sidewalk and wait in the car for their student(s) to be called. This will eliminate students crossing in the traffic. If you want to come into the building, please use the WAA park lot. **Please do not park along the sidewalk.** It will be necessary for you to enter the lot from Proprietors Road to line up at the sidewalk. If you wish to park in the WAA lot, it may be easier to enter from Griswold Street. No U-turns are permitted in the parking lot.

Our goal is for drop-off and pick-up to be as safe and convenient as possible.

The speed limit is 10 mph.



School Closings

In the event of inclement weather, WAA will typically close with the Columbus City Schools. Due to weather conditions or other unforeseen circumstances, the school may close at other times, at the principal's discretion, depending on the determined best interests of the school and its student population. Safety will always be our prime consideration. School closings will be announced on NBC (channel 4), WBNS (channel 10), WSYX (channel 6 and FOX 28), We may contact you via email or text message as well. NOTE: It is the parent's responsibility to check these media sources for the closing of the school.

Financial Information

Worthington Adventist Academy seeks to operate as efficiently as possible so that we can provide quality Christian education at a reasonable cost. It is important that each student's account be kept up-to-date so that WAA can meet its financial obligations.

Tuition and Fees

- Tuition is charged per year, not per month.
- The school's operational costs are subsidized by the Worthington SDA church and the Ohio Conference of Seventh-day Adventists. This allows WAA to charge a reduced rate for *ALL* students.

Tuition and Monthly Payment Plan Breakdown

	Yearly Tuition	10-Month Payment Plan
Grades K – 8:	\$4,650.00	\$465.00 per month
NON-REFUNDABLE REGISTRATION FEE	\$175.00	

Payments

We have contracted with the FACTS Management Company to manage our tuition collection program.

- Because tuition is charged per school year, not per month, payments are divided into ten equal monthly payments throughout the school year regardless of the number of school days in the month.
- Ten monthly payments will be automatically deducted on the 5th or 20th of each month (from August through May) in accordance with the FACTS Tuition Payment Agreement. FACTS Tuition Management Service will assess a \$25 fee in addition to any banking charges for insufficient funds.
- For new applications, FACTS will assess a \$50 user fee per family. However, this fee will be waived for families who are registered by the early registration date.

Student Account Policies

- Accounts that become overdue will be considered delinquent. Parents will be given approximately 15 days to bring the account current.
- **Accounts that become 30 days late may result in the suspension of the student until the account is brought current.**
- **Returning students may not be permitted to register with a delinquent balance.**
- For students enrolling late or withdrawing from school early, tuition will be prorated based on enrollment date.

The school board may make any adjustments deemed necessary during the school year concerning the financial policies published in this handbook.

Student Accident Insurance

Church Mutual provides secondary insurance coverage through a contract with the Ohio Conference of Seventh-day Adventists at no additional charge to the parents. The maximum benefit is \$5,000.00 per student. Additional coverage at a reasonable fee may be purchased, and is encouraged, if one's family does not have health insurance coverage.

Financial Assistance

- Worthy Student Tuition Assistance should be requested from students' local churches. Applications for such funds are available at the school office.
- Partnering for Eternity. This is a scholarship opportunity in connection with Southern Adventist University in which students are partnered with a Senior Mentor. Ask for further information at the school office.

Student Conduct

Worthington Adventist Academy expects students to abide by Christian standards of behavior as outlined in this section. Some practices are, of course, simply not permissible at a Christian school, and the first violation of any of the prohibited behaviors makes a student subject to discipline.

All of the student conduct guidelines explained in this section apply not only during regular school hours, but also at school-sponsored activities such as church performances, field trips, athletic events, etc. Regulations adopted by the administration, and publicly announced, will be as valid as if printed in the school bulletin. The following lists are representative, not exhaustive.

The staff of Worthington Adventist Academy has been trained under the Olweus Bullying Prevention Program which seeks to:

- Reduce existing bullying
- Prevent future bullying
- Improve peer relations

We believe in creating and maintaining a “Culture of Kindness” throughout our school in and every classroom.

REVERENCE

Expected Behavior

Students must show reverence for God, biblical teachings, and Christian principles at all times.

Prohibited Behavior

- God’s name (God, Jesus, Christ, etc.) is never to be said in a slang or casual way (Exodus 20:7). Students may not use euphemisms for God’s name.
- Students may not express support, verbally or otherwise, for activities and ideas that are counter to Christian values.

RESPECT FOR AUTHORITY

Expected Behavior

- Students must show respect to all adults they encounter in connection with the school program, as well as those who happen to be on campus.
- Students are expected to respond promptly and respectfully to the directions of all staff, whether or not the directions come from the student’s particular classroom teacher.
- Students are expected to obey classroom, as well as school-wide rules.

Prohibited Behavior

- Disrespect
- Disobedience
- Dishonesty, including theft, deception regarding violations of school rules, cheating on class work or examinations.

RESPECT FOR OTHER STUDENTS AND SAFETY

Expected Behavior

- Students must show respect for the other students of WAA, as well as children/peers that happen to be on campus.
- Students must conduct themselves in a manner that shows respect for the rights and safety of others, as well as themselves.
- Students are expected to move through the hallways and about the campus in a quiet, orderly manner, so as not to disturb other classes that are in session.
- While opinions with regard to self-defense vary, at WAA students are expected to follow the admonition of the Apostle Paul found in Romans 12:17-21 and “not return evil for evil.”
- Students are not expected to tolerate abuse. If a student is feeling put down or physically threatened, he/she should seek direct supervision and intervention from a member of the staff.
- Student communication, verbal and otherwise, should be positive and kind.

Prohibited Behavior

- Students are not permitted to be in any unsupervised situation.
- Students should not engage in rough play.
- Physical aggression, the use of hands, feet, objects, and biting to harm another, including in retaliation, is completely unacceptable.
- Bullying, or any other type of intimidation, including verbal/written threats, intimidating gestures, exclusion, and/or unwanted/hurtful teasing, is not permitted.

Our Kindness Code:

We will not bully.

We will try to help students who are bullied.

We will try to include students who are left out.

If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

- Students must refrain from the use of swear words and vulgar language/jokes.
- Tackle football is never permitted on campus.
- Hard balls may not be used on campus.
- Skateboards and scooters are not permitted on campus.

RESPECT FOR OTHER STUDENTS—OPPOSITE SEX

Expected Behavior

Appropriate conduct is to be shown with regard to members of the opposite sex on campus and at school sponsored events.

Prohibited Behavior

- Public display of affection and excessive physical contact are prohibited.
- Students should not conduct themselves in a lewd or suggestive manner. See the section on sexual harassment.

PERSONAL PROPERTY

Expected Behavior

- Students must be prepared for class by having textbooks and supplies on hand requested by the teachers.
- Students must respect the rights and property of other students.
- The school is not responsible for loss or damage to personal belongings brought to campus.
- School is a place of business. Students should only bring items to school that directly relate to the educational program.

Prohibited Behavior

- Students may not bring items such as radios, CD players, iPods, video games, video cameras, miniature televisions, pagers, cell phones, laptop computers, or any such electronic devices to school, except with the permission of an instructor for a specific activity.
- Students must not possess, or furnish to other students, obscene or inappropriate materials.
- Fire hazards or weapons of any kind are not permitted on school property.
- Students should not bring money to school with them other than monies to be collected for lunch or other school-sponsored activities. Gambling or betting in any form is not allowed.
- Jewelry is not to be worn on campus or on school trips.
- Gum is not to be brought onto the school campus.
- Items prohibited on campus will be subject to confiscation from students. Parents may claim the items from the school office.

SCHOOL PROPERTY

Expected Behavior

- Students must respect and use school property with reasonable care (facility, furnishings, equipment, and materials).
- Students are responsible for all textbooks and materials that are issued by the teachers. Students must be prepared daily as requested by the teachers.

Prohibited Behavior

- Willful destruction of any school property or another student's property will not be tolerated.
- If a student is careless in his/her use of school property or another student's belongings and causes damage, the parent(s) will be asked to assume financial responsibility for the repairs or replacement of the damaged items.
- Students may not at any time chew gum on campus. Gum may not be brought to school.

COMPUTER/INTERNET USAGE POLICIES

Expected Behavior

- Students may only use WAA's computers and access the Internet on campus under the supervision and direction of the instructor.
- Any student who violates the computer usage policies listed in the agreement may be suspended from use of the Internet and/or computers.
- Parents will be notified if a student violates any of these policies.
- Students should remember that all activity accomplished via the Internet will not only reflect on the user, but upon WAA.
- WAA reserves the right to log Internet use and to monitor user accounts.

Prohibited Behavior

- Users shall not modify settings, passwords, files, data, software, or hardware.
- Users shall not access unsafe files or install programs on the computers.
- Personal use is prohibited.
- Students may not use the computers to access e-mail accounts or chat rooms.
- No student enrolled in WAA may publish text, images or personal/denigrating information about WAA, its students, faculty or staff. Regardless of where a student accesses the Internet—at home, at school, or in any other place—the student is in violation of the school's Acceptable Use Policy, if the student violates this prohibition.
- Users should never reveal personal information such as addresses or telephone numbers for themselves or others.
- Use of the Internet to access or process inappropriate material is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- Malicious use of the Internet to develop programs that infiltrate a computer or computer system and/or cause damage is prohibited.

The school administration reserves the right to temporarily or permanently suspend access by any user who does not comply with the Acceptable Use Policies, or for any reason deemed inappropriate by the system administrator. Parents will be notified if a student violates any of these policies.

Please Note: The Internet is an electronic highway connecting computers worldwide, with millions of individual subscribers, government agencies, business and educational institutions, and much more. By receiving access to computers and people all over the world, there also comes the availability of material that may not have any educational value or be considered appropriate for students. Worthington Adventist Academy will take every available precaution to monitor/restrict access to such material. However, on a global network, it is impossible to control all materials.

HEALTH GUIDELINES

Expected Behavior

- Students should strive to follow healthful principles for living with regard to getting enough sleep, drinking plenty of water, getting exercise and fresh air.
- Parents should make every effort to ensure that students eat healthy, balanced meals—low in sugar, which will provide the energy needed for concentration at school.
- Vegetarian lunches are highly recommended.
- Sweets should be limited in quantity and available to the student only at lunchtime.
- Water, 100% juice, and milk are preferred beverages; caffeinated drinks are not to be brought to school.

Prohibited Behavior

- Alcohol, tobacco, and illegal drugs are prohibited. Any student who uses, possesses, or furnishes these items to other students, on or off campus is subject to expulsion.

DISCIPLINARY ACTIONS

The faculty and staff of WAA endeavor to follow Christ's example in the way that they deal with the students. Love and firmness will guide the disciplinary practices of the staff. The ultimate goal of all true discipline is self-government. We continue to look for ways to direct this type of growth in the student without undue control.

Conduct that interferes with the right of other students to be and feel safe, to maintain their self-respect, to study and learn, and to participate in school activities peacefully, will be subject to disciplinary procedures, as will any conduct that disrupts the flow of instruction. Typical classroom disciplinary measures will include but are not limited to the following: 1) The teacher will counsel with the student, 2) Loss of privileges, 3) Activity/written assignment, 4) Assigned demerits, and 5) After-school detention.

Demerits and Detention

- Students may earn demerits for behaviors that are prohibited in the *Student Conduct* regulations or violate the *Uniform Policies*, as outlined in this handbook.
- Unexcused tardiness and failure to return promptly to the classroom after breaks or change of classes will earn demerits.
- Demerits will be recorded on Jupiter Ed. A student will serve detention for every four demerits earned within each quarter. Demerits will not carry over into the next quarter.
- Detention is served after school on Thursdays beginning at 3:30 P.M. Students in Kindergarten through 2nd grade will serve for 20 minutes, Grades 3-5 will serve for 30 minutes, and Grades 6-8 will serve for 45 minutes.
- Parents will receive at least two days notice if their child must serve detention.
- A missed detention must be made up within one week. At that point the student may not return until the missed detention is served after school.
- If the student is not using Stepping Stones Latchkey services, parents are expected to provide prompt pick-up for their child after detention is served.

Administrative Discipline Policies

Most discipline problems are handled directly between teacher and student; however, the following behaviors may result in administrative disciplinary action:

- Frequent/repeated violations of the student conduct guidelines.
- Highly inappropriate behaviors such as, but not limited to, those mentioned under prohibited behaviors.

Should a student's behavior merit administrative disciplinary action, the administration and/or school board will most likely utilize the following course of actions (each of these tactics in progression may be used more than once, or not at all, depending on the circumstances):

- Principal will counsel with student and/or assign disciplinary consequences.
- In-school suspension.
- At-home suspension—The principal has the authority to suspend a student from school for up to three days. (The school board chairperson will be notified of such decisions.) A conference with the parents and student may be required before the student is readmitted to the school program.
- Concerning bullying behavior; the first incident will be handled between the teacher and the student. The second incident will be handled by the teacher and the student with a phone call to the parent for notification. The third incident will be referred to the principal for student suspension.
- Expulsion—The authority to expel a student rests solely with the school board.

The administration will document and notify parents of significant disciplinary action needed. The school reserves the right of final determination in any school-related discipline matter. Any work a student misses due to disciplinary action must be made up promptly in accordance with the school policy as it relates to absences.

Parental Concerns

Should a parent become concerned about the behavior of a student other than their own child(ren), they may address this concern with the respective classroom teacher. ***Parents are not to correct nor reprimand another family's child(ren) on the school campus.*** Discipline at school must be left to the discretion of the faculty.

SEXUAL HARASSMENT

The Ohio Conference is committed to eliminating and preventing sexual harassment at its schools and other facilities, and at school-sponsored functions. Sexual harassment is immoral and illegal, and it will not be tolerated at WAA. The following policy has been implemented to inform students, staff and parents as to what sexual harassment is, and what procedures should be followed when dealing with a harassment situation.

Definition

Ohio and Federal laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

- Unwanted sexual advances, including propositioning or repeated requests for a date when it is clear the person is not interested.
- Threatened or actual reprisals after a negative response to sexual advances.
- Non-verbal conduct such as: leering, sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal comments such as: derogatory comments, epithets, slurs, or jokes of a sexual nature.
- Verbal or other non-physical abuse of a sexual nature, including graphic verbal remarks about an individual's body or sexually degrading words directed at or intended to describe a person, suggestive or obscene letters, notes, or invitations.
- Physical abuse or unwanted contact of a sexual nature such as: touching, assaulting, or impeding or blocking movement.

Procedure for Dealing with Sexual Harassment

This policy is intended to protect against sexual harassment before it becomes actionable. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular and legal usage.

In the event a student is found to have engaged in sexual harassment on or off campus, the following sanctions may be applied. However, the school is not limited to, nor bound by this list.

- The student may be warned and/or placed on probation for the remainder of the school year. Training regarding sexual harassment, its definition, and effects may be required.
- The student may be suspended from school for a period not to exceed ten (10) days following a hearing as outlined in the *Columbia Union Code*.
- The student may be dismissed from school following a hearing as outlined in the *Columbia Union Code*.

Uniform Policies

Worthington Adventist Academy is part of the enthusiastic growth and use of school uniforms by private and public schools across the country. School uniforms project an atmosphere of loyalty and equality within the student population. The use of school uniforms, as opposed to the latest fashions, is conducive to modesty and neatness, eliminates unnecessary competition in dress, and focuses the attention on learning and growth.

Experience has shown that students required to maintain a neat appearance and to coordinate their wardrobe within established boundaries are likely to carry over these habits to the performance of their schoolwork. Using school uniforms is a positive method of establishing good habits and promoting a climate of self-discipline and responsibility.

The positive academic results associated with school uniforms are a result of coordinated effort by students, parents, and administration. It is intended that adherence to the school uniform policies be a cooperative effort by both home and school.

PERSONAL APPEARANCE GUIDELINES

Neatness

Students should have a neat and well-groomed appearance and clothing should be clean and in good repair. Hair should be combed or brushed and cut at an appropriate length.

Clothing should not be torn, frayed, faded or have holes. Clothing should not be excessively wrinkled or unkempt in appearance and should not be oversized so as to appear sloppy.

Cleanliness

Students are expected to be clean and maintain a clean appearance throughout the day. We realize that there will be times (such as after lunch or a play period) when some allowances will have to be made.

Modesty

Hair coloring should only complement the student's existing hair color; thus the "natural" color remains consistent throughout the entire school year. Hair dyeing (unnatural colors), bleaching, or styles that draw undue attention are not permitted.

Heavy or brightly colored make-up should not be worn to school. Fingernail polish should be limited to natural tones.

Clothing should not be too tight or too short (when standing or sitting).

Appropriateness

- Coats, jackets, and non-uniform sweaters and sweatshirts are not to be worn in the classrooms.
- Sunglasses, hats and headgear are not to be worn inside the school building.
- Proper gym shoes are required for PE classes and play in the gym.
- No jewelry is to be worn other than watches or an approved medical tag.
- Noticeable tattoos and body piercing are not permitted.

WAA UNIFORM POLICIES

- All uniform clothing must be “School Apparel” brand except for belts, socks/tights/nylons, and shoes. **Schoolbelles** is our preferred retailer. Schoolbelles is a distributor for “School Apparel” brand. “School Apparel” uniform items can sometimes be found in used clothing stores. Please note Schoolbelles will not be able to logo or monogram used clothing.
- Oxfords and polo shirts must bear the WAA logo. Turtlenecks and round collared blouses must bear the WAA monogram.
- A belt is required with uniform pants, slacks, and walking shorts and must be a coordinating, solid color such as khaki, navy, black, or brown.
- Socks, tights or nylons must be worn with shoes at all times. Hosiery must be black, white, or solid colors found in the uniforms. No footless tights. Leggings can be worn but must be a solid color found in the uniforms.
- Please use a non-chlorine bleach/whitener for all uniform garments, including white shirts, as bleach will discolor the logo.
- Students going to Latchkey after school, may change into play clothing.
- Students are to arrive at school in uniform every day and are to remain in uniform until the end of the school day, unless otherwise announced in writing.
- The principles of neatness, cleanliness, modesty, and appropriateness should be used to dress for non-uniform days at school and for any school-related functions where uniforms are not required.
- Shirts must be tucked in pants/slacks, shorts, and skirts.
- Oxford shirts must be buttoned to at least the second button from the top.
- All T-shirts and undergarments must be white or coordinate with the uniform and must be free from visible slogans or logos.
- All pants/slacks, shorts, skirts, and jumpers must be hemmed.
- Gym wear is not required for Grades K-8 for P.E. classes.
- The school principal is the final authority regarding uniforms.

Footwear

- All shoes must have enclosed toe and heel. Sandals may not be worn for safety reasons. In the interest of stewardship of our facilities, shoes should be non-marking.
- Shoes should coordinate with the uniform, be age-appropriate and suitable for a variety of school activities. Tennis shoes are permitted and encouraged.
- Heels/soles of shoes should not exceed two inches in height.
- Boots should be exchanged for shoes upon entering the classroom.
- "Heelys" are not to be worn to school.

Performance Attire

For school performances, students should arrive wearing the following performance attire:

- BOYS K-8 – Navy uniform pants with a black belt, a long-sleeved white oxford with a WAA logo, navy or black socks, and black dress shoes.
- GIRLS K-4 – A uniform plaid jumper, a long-sleeved round collared white blouse with the WAA monogram, white opaque tights, and black dress shoes.
- GIRLS 5-8 – A uniform plaid skirt, a long-sleeved white oxford with WAA logo, white opaque knee socks, and black dress shoes.

Field Trip Attire

Students must wear a white oxford or polo with the WAA logo. Students may wear navy or school plaid bottoms or jumper. Girls in K-4 may wear their round collared blouse with WAA monogram.

Dress Down Day Policies

For days when uniforms are not required, students should adhere to the following policies:

- Students are required to wear clothing which is clean, neat, and modest. Shirts should not be low cut and must cover the tops of shoulders.
- Clothes that show stomachs, backs, or bare midriffs and see-through clothing are unacceptable. As a test for appropriate length, student bodies should not be exposed when arms are raised above their heads.
- The length of shorts must be within the bounds of decency and in good taste as appropriate for school. As a test for appropriate length, shorts should be no shorter than the fingertips when students have their arms hanging at their sides.
- The above length requirements also apply to skirts and dresses.
- If leggings are worn, the student's shirt must come to mid-thigh.

Consequences for Uniform Violation

Student Violations – untucked shirts, wearing a hat in the building, not wearing a belt, etc.

Consequence: Teachers will advise student. Repeated or willful disregard of the uniform policies will earn 1 demerit per violation.

Parent Violations – sending a student to school in garments that are not in keeping with WAA's uniform policy. Consequences will be a maximum of 2 courtesy phone calls to the parent, after which time the student may be denied entrance into their classroom until their clothing is in compliance with WAA's uniform policy.

THERE IS FINANCIAL ASSISTANCE WITH UNIFORMS AND SHOES FOR THOSE WHO QUALIFY

Charity Newsies is an organization that will assist families in the purchase of school uniforms. They require a formal application and they have a three-step process to determine need. If you feel you might qualify, you might want to visit their website: 1) www.charitynewsies.com; 2) select Contact Us; and 3) Click on Application Procedures OR call 614-263-4300 to obtain more information.

Uniform Options

BOYS:

Pants: pleated or flat front: navy & khaki

Walking Shorts: navy & khaki

Shirts: LS/SS Oxfords – white, yellow, & blue

LS/SS Polo Shirts - navy, hunter green, red, yellow, & white

Turtlenecks – navy, hunter green, red, & white

Cardigan Sweaters

Please note that all shirts and sweaters must have WAA logo, and all turtlenecks must have WAA monogram.

GIRLS K-4 (NO SKIRTS PERMITTED FOR K-4 GIRLS. JUMPERS ONLY):

Jumpers: School plaid; drop waist style

Slacks: pleated or flat front: navy & khaki

Walking Shorts: navy & khaki

Skorts: navy, khaki & school plaid

Shirts: LS/SS Oxfords – white, yellow, & blue

LS/SS Polo Shirts - navy, hunter green, red, yellow, & white

Turtlenecks – navy, hunter green, red, & white

LS/SS Round Collar Blouses - white

Cardigan Sweater

GIRLS 5-8:

Jumpers: School plaid; drop waist style

Slacks: pleated or flat front: navy & khaki

Walking Shorts: navy & khaki

Skirts: School plaid, navy & khaki

Skorts: navy, khaki and school plaid

Shirts: LS/SS Oxfords – white, yellow, & blue

LS/SS Polo Shirts - navy, hunter green, red, & white

Turtlenecks – navy, hunter green, red, & white

Cardigan Sweater

Please note that all shirts and sweaters must have WAA logo, and all turtlenecks and blouses must have WAA monogram.

Schoolbelles

2759 Martin Road, Dublin, Ohio 43017

Phone: 614-336-2040

Website: www.schoolbelles.com

Internet Access Code: S2661

General Administrative Procedures

Parent Visits

If a parent desires to visit their child's classroom while school is in session, the visit should be arranged in advance with the teacher. If a parent has a problem or concern they wish to discuss with the teacher, they should schedule an appointment with the student's teacher after school hours. Lunches should be sent with the child in the morning. If a parent must bring a lunch later in the morning, please leave it with the administrative secretary at the front office.

For the security of the students, all visitors to the school are expected to check in at the main office before going to a classroom or other activity. School visitation should not be for social purposes and should be limited to a brief period of time.

Grievance Policy

If you have a problem concerning your child, please use the following procedure in order to effectively achieve a resolution. These guidelines are based on the principles outlined in Matthew 18:15-17. If they are followed and if all parties involved express their views in a reasonable, Christian manner, solutions will be found and relationships will be strengthened rather than weakened.

- First discuss your concern or complaint with your child's teacher or the staff member involved. Discussing the matter with others or in the presence of children is less productive and may damage relationships.
- If a solution is not achieved, please contact the principal. He or she will arrange a meeting of the parties involved and work to come to a satisfactory resolution.
- In the event the parent wishes to take the matter further, the school board chairman can be contacted.
- If these steps fail to resolve the problem, you may ask to have the matter considered by the school board. All sides of the issue will be presented and the board will work to develop a satisfactory solution.
- Finally, after all other steps have been followed; contact the educational superintendent and/or associate of the Ohio Conference.

Please understand that the faculty and administration are only at liberty to discuss a student with their respective parents or legal guardians.

In the event that an adult should lose self-control and resort to shouting, threats, and/or the use of profanity on campus, he/she will be asked and expected to leave the school campus immediately. If necessary the police will be contacted.

The school board is the final authority in cases dealing with financial or non-academic issues. Grievances relating to the educational program of the school come under the ultimate jurisdiction of the Education Department for the Ohio Conference of Seventh-day Adventists.

Parental Support

When a student is accepted at WAA, it is to be understood that parents and students will make a commitment to attend school programs. The success of WAA is dependent on parental support and involvement in the school program.

Parents are expected to attend the meetings and functions of the Home and School Association. Active support of this organization enhances its efforts to create a favorable liaison between the home and the school.

Birthday Celebrations

Birthday parties cannot be hosted at school. However, a parent may send in a simple treat to recognize their child's birthday. At the teacher's discretion, the birthday student may share this treat with their classmates either at lunchtime or near the end of the school day.

Invitations

Students may pass out invitations at school to parties/sleepovers under the following conditions:

- The student must first secure permission from the classroom teacher.
- Every member of the classroom (or same gender) must receive an invitation.

If a parent does not wish to accommodate the above, WAA recommends that the invitations be sent via e-mail or the U.S. postal service. WAA is willing to share addresses/phone numbers with permission.

Administering Medication

Teachers shall not diagnose a health condition nor dispense any internal medications except as indicated in the following statements:

For Prescription Medication:

School personnel may not administer prescription medication to students unless the school receives all of the following:

- The parent has completed the proper permission/ information form signed by the prescribing doctor.
- The medication is in its original bottle or prescription container bearing the pharmacy label.
- The label indicates the following information:
 - The child's name
 - The name of the medication
 - Date of the prescription
 - Name of the medical professional who prescribed the drug
 - The proper dosage and time to be given

For Over-the-Counter Medication:

School personnel may not administer over-the-counter medications unless parents provide written instructions regarding the dosage and indicate what dates and under what conditions the medication is to be taken. The medications must be stored in the school office closet and labeled with the child's name and grade.

Emergencies

Emergency telephone numbers of parents, emergency contacts, and family doctors are obtained at registration. If a serious health emergency involving a child arises, and the parents cannot be reached, the Worthington Emergency Squad will be called to assess the situation. If recommended by the EMTs, the child will be transported by the emergency squad to Children's Hospital. **NOTE: Please keep emergency information updated in the school office.**

Phone Use

The school telephone is a business phone. Please make arrangements for after-school plans and other needs outside of school hours, as far as possible.

NOTE: Students will be called to the phone only to receive emergency calls. Otherwise, the office manager will forward a message to the student. A student must have the permission of his or her classroom teacher or another staff member to use the phone.

Cell Phones

It is requested that students not bring cell phones to school. If it is necessary for a student to bring a cell phone to school, it must be kept in the office or with the classroom teacher during school hours.

Volunteer Guidelines

All volunteers are requirement to complete a background check through Sterling Volunteers. Information and specific instructions for this online course are available in the school office and through our website.

Volunteer drivers must be 21 years of age, properly licensed, and have proper insurance. Drivers must carry minimum insurance limits of \$100,000/\$300,000 PL/PD. All volunteer drivers must complete a "School Volunteer/Driver Application" each year before being approved as a designated driver. These forms will be kept on file for the duration of the school year. If you are interested in volunteering, contact the office for the necessary forms.

WAA Return To School Hybrid Plan 2020-2021

Worthington Adventist Academy will open for the 2020-2021 school year for hybrid instruction on September 14, 2020.

This return to school plan was developed using the Ohio Conference of SDA guidelines, Franklin County Public Health department guidelines, and Franklin County Schools Guidelines.

Considerations:

- Student and Staff safety and well-being are our number one priority
- Common schedule for students in same household
- Instructional gaps, new learning and student learning needs
- Remote learning needs
- Transportation

If remote: parents/guardians need to assure that the student has daily access to the Internet. A device will be provided by the school.

A-day/B-day Scheduling for Hybrid Learning Model

Students will be scheduled in Cohort A or Cohort B. Cohort A will be scheduled for in-person learning on Monday and Wednesday. Cohort B will be scheduled for in-person learning on Tuesday and Thursday. Fridays will be virtual learning for all students. For those who elect to learn 100% remote, they will be online with their teacher on their assigned day.

- Students (and staff) will wear facial covering in the building during in-person learning. Students will need to bring an extra mask to leave in the classroom.
- Students who are unable to wear facial coverings due to bona fide medical reasons may need to continue their education remotely. **Please contact the principal.**
- Transportation will be provided to schools for in-person learning through Columbus City Schools' transportation system. Student seating will be assigned with one student per seat. Students from the same household may be assigned to the same seat. Students are required to wear a cloth face covering while on the bus.
- During this time, students may opt to participate in 100% remote learning.

Students who decide to do remote learning will be required to stay in the remote learning option through the first semester which ends December 18th, 2020.

Instructional Points to Consider:

Parents/Guardians must assure that the student has daily access to the Internet.

- Students shall receive timely feedback and grades on in-person and remote learning.
- Student learning goals will be included in all lessons.
- Instruction will be offered to students opting for 100% remote learning. We will offer the assistance of a teacher aide to assist those students who need additional instruction. She will be available the following grades on the following days and times:

- Grades 1 and 2 from 8:00 to 9:00 a.m.
- Grades 3 and 4 from 9:00 to 10:00 a.m.
- Grades 5 and 6 from 10:00 to 11:00 a.m.
- Grades 7 and 8 from 11:00 a.m. to 12:00 p.m.
- Formative Assessments will be given to inform teachers of student understanding.
- We will administer grade level reading and math screening using STAR testing and MAP Growth testing three (3) times a year.

Attendance

- If a student is absent on a day they are scheduled to report to school, without an excuse, they will be marked absent. Franklin County Schools’ attendance policy will be followed.
- Parents are required to keep students at home who are exhibiting symptoms of COVID-19 or are required to quarantine. Parents should alert the principal and/or school secretary to determine a plan for continuity of instruction.
- Attendance will be taken for students who are participating in remote learning. If a student has not shown evidence that they have been online, communicated with their teacher, or turned in work for the day, the teacher or school secretary will contact the parent. If the parent is not responsive by the end of the school day, that student will be considered absent.

Health Plan for Reopening Schools

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand washing and staying home when sick), environmental cleaning, and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions we can take at the school level to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

PROMOTING BEHAVIORS THAT REDUCE SPREAD

Social Distancing:

The CDC advises that individuals maintain six feet of distance to reduce the risk of COVID-19. Social distancing should be practiced in combination with other everyday preventative actions to reduce the spread of COVID-19.

Upon arrival students will enter the building at the designated marked entrances:

1. Car arrivals—front door
2. Bus riders—rear entrance (facing the activity center)

There will be a staff member at each entrance to take temperatures, encourage hand sanitizing, and social distancing as they enter.

- School Bus – students will sit one to a seat and wear cloth face coverings
- Student desks are spaced 6 ft. apart
- Students will eat lunch in classrooms
- There will be no large groups nor assemblies
- No field trips

- Playground equipment may be closed, however, students will be allowed to go outside for recess, weather permitting.
- We have placed sticker-signs on the floor to promote 6 ft. of social distancing in the hallways and entrances to school, etc.
- We have displayed signage on the doors, windows and walls to promote social distancing, hand washing and wearing of masks from Franklin County Public Health department.

Frequently Asked Questions: Parent and Visitor Entering and Exiting Procedures

Q: What will the car rider line/area look like at WAA?

A: We will continue to call students out individually when their parents arrive. We ask that parents stay in their cars and wait for students to exit the building.

Q: How will students be grouped together at WAA and will my child mingle with students of other grades?

A: Students will do just about everything with their grade level (recess, eating lunch, masks breaks, etc.) This is considered their “family group.” They will not be intermixed with students of other grade levels.

Q: How will WAA handle procedures for parents and visitors to enter and exit the building?

A: If parents or visitors need to enter the building, they must ring the buzzer and wait to be admitted electronically. We will do a temperature check as the parent or visitor enters the building. The secretary will attend to their needs and require that they wait in the lobby while we retrieve their student or item.

Personal Protective Equipment

The following items are on hand for immediate use at our school:

- Facemasks (surgical/cloth) - We are asking that each student bring their own face masks from home, but we will have additional masks on hand in the event that a student or teacher forgets their own.
- Gloves
- Forehead thermometers
- Hand Sanitizer
- Soap and toilet paper
- Paper Towels
- Disinfectant Wipes
- Sanitizing spray/solution

Cleaning and Sanitizing

WAA is committed to reducing the risk of exposure to COVID-19 by cleaning and sanitizing classroom spaces.

WAA will be compliant by cleaning high touch areas multiple times per day.

Examples of **frequently touched surfaces** and objects that will need routine disinfection following reopening are:

- Tables and desks
- Door knobs

- Light switches
- Countertops
- Handles
- Phones
- Keyboards—students will not be sharing electronic devices but will be assigned one for their exclusive use.
- Toilets—Grades K-2 have their own bathrooms.
- Sinks
- Touch screens
- Desks
- Paper towel dispensers
- Drinking fountains will be shut down.
- When cleaning and sanitizing, we will wear latex gloves appropriate for the chemicals being used for routine cleaning and disinfecting. We will follow the directions on the disinfectant label for additional PPE needs. When we finish cleaning, we will wash our hands thoroughly with soap and water.
- At the end of each day, students may be asked to wipe down their own desks with a sanitizing wipe. Students will be given gloves to wear while they do so.
- Fridays will be virtual learning for all students, which will also provide additional opportunities for cleaning and sanitizing.
- We will make a point of removing any soft and porous materials, such as area rugs, stuffed animals, and plushy seating areas to aid in reducing the spread of germs.
- Outdoor areas (recess play equipment) do not require disinfection.
- If our school has been unoccupied for 7 days or more, it will only need normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.
- Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.
- Again, surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets should be cleaned and disinfected multiple times daily.

Protocol for staff or students with COVID-19 Symptoms

- We will immediately separate staff or students with possible COVID-19 symptoms and send them to the infirmary where they will be treated.
- Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms and follow CDC guidance for caring for oneself and others who are sick.
- Individuals will be encouraged to contact their healthcare providers.
- We will close off areas used by the suspected infected person(s) for cleaning and disinfecting.
- If symptoms continue, individuals should stay home until symptom free for at least 24 hours.
- If there is a confirmed case, the Franklin County Health department will handle contact tracing and advise schools on how to proceed.
- Individuals with a positive case will isolate for 14 days (FCPH will offer guidance to individuals and school).

- Individuals must be symptom free for at least 24 hours after the 14-day isolation in order to return to school.
- Individuals with direct contact to a positive case will quarantine for 14-days. (FCPH will offer guidance to individuals and school). They may return to school after the 14-day period if they are symptom free for 24 hours.
- The school will follow FCPH guidance for contact tracing and possible school closures.
- The school administration will inform staff and families immediately of any positive COVID-19 cases while maintaining confidentiality.

We will ask that our families help us in the effort to educate our students about how to reduce the spread of Covid-19 by:

Teaching and reinforcing hand washing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students.

If soap and water are not readily available, **hand sanitizer that contains at least 60% alcohol** can be used (for staff and older children who can safely use hand sanitizer).

Encourage students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Additional Items:

- Teachers will allow extra time for hand washing and mask breaks
- Water fountains will be shut down
- Trash will be removed frequently
- Instructional supplies will not be shared
- Library books -If used, will be sanitized and quarantined for at least 3 days (72 hours)
- Teachers will discourage sharing of items that are difficult to clean or disinfect.
- Teachers will keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- WAA will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g. assigning each student their own labeled pencil box with their supplies) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between each use.
- Students will not share electronic devices, toys, books, and other games or learning aids.

Communication Systems

- Teachers will be expected to come to work on their assigned days and teach from their classrooms unless we are shut down for a Covid-19 positive case.
- Any employee with an underlying medical condition that puts them at an increased risk of illness from COVID-19 may contact his or her immediate supervisor for guidance and reasonable accommodations, if possible. A letter from a physician will be required.
- The school principal and/or secretary will be responsible for responding to COVID-19 concerns such as notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g. limited hours of operation).

Support Coping and Resilience

WAA encourages their staff and students to take care of their mental health by:

- Reminding employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promoting healthy eating, exercise, getting a good night's sleep, and finding time to unwind.
- We encourage employees and students to talk with people they trust about their concerns and worries.

***In the event of an outbreak in a school, the health department may recommend a 2-5 day closure for COVID-19 tracing. Once the extent of the outbreak is determined, additional days of closure may be recommended up to 14 days.