



Northern Ohio Adventist Academy  
School Bulletin  
2018-2019

# **Northern Ohio Adventist Academy**

**A Seventh-day Adventist K-12 School**

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**[www.northernohioadventistacademy.org](http://www.northernohioadventistacademy.org)**

Accredited by:

The Board of Regents

of the

GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS

and

OHIO STATE BOARD OF EDUCATION

and in partnership with

GRIGGS INTERNATIONAL ACADEMY

# Table of Contents

<b>Mission Statement .....</b>	<b>4</b>
<b>General Information .....</b>	<b>5</b>
<b>Admission.....</b>	<b>5</b>
<b>Financial Information .....</b>	<b>5</b>
<b>School Hours.....</b>	<b>9</b>
<b>Transportation .....</b>	<b>9</b>
<b>Communication .....</b>	<b>10</b>
<b>General Policies .....</b>	<b>10</b>
<b>Non-Discrimination .....</b>	<b>10</b>
<b>Sexual Harassment .....</b>	<b>11</b>
<b>Attendance .....</b>	<b>12</b>
<b>Field Trip .....</b>	<b>13</b>
<b>Technology Use .....</b>	<b>13</b>
<b>Internet Safety .....</b>	<b>17</b>
<b>Visitors .....</b>	<b>18</b>
<b>Dress Code .....</b>	<b>18</b>
<b>Lunch .....</b>	<b>19</b>
<b>Student Probation .....</b>	<b>19</b>
<b>Student Conduct .....</b>	<b>19</b>
<b>Discipline .....</b>	<b>20</b>
<b>Substance Abuse and Drug Testing .....</b>	<b>21</b>
<b>Parental Concerns .....</b>	<b>21</b>
<b>Academic Policies .....</b>	<b>22</b>
<b>Student Records .....</b>	<b>22</b>
<b>Grading Policy .....</b>	<b>23</b>
<b>Griggs International Academy .....</b>	<b>23</b>
<b>Music Department .....</b>	<b>24</b>

## **MISSION STATEMENT**

The Northern Ohio Adventist Academy family exists to

- *Show* children Jesus;
- *Nurture* their love for Him and others;
- *Teach* them to think;
- *Empower* them to serve.

### **Non-Discrimination Policy**

It is the policy of the Seventh-day Adventist Church in all of its church-operated schools, at all levels, to admit students of any race, color, ethnic background, country of origin or gender; to proffer all the rights, privileges, programs and activities generally made available to students at its schools; and, to make no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs.

### **Disclaimer**

Every effort is put forth to keep the handbook information current and up-to-date; however, in the event a discrepancy is found please contact the school office for immediate clarification and/or revision. Please note information is subject to change as deemed necessary throughout the school year.

### **Philosophy**

The Northern Ohio Adventist Academy is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- Develop a personal relationship with God and his fellow men as stated in Matthew 2:37-39;
- Master the basic academic skills;
- Value labor, physical and mental, as the
- Blessing God intended;
- Cultivate physical fitness, mental ability, and moral purity as the blessing God intended.

The Northern Ohio Adventist Academy operates in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church.

# **GENERAL INFORMATION**

## **Admissions**

### **New Student Admission Procedure**

New students must provide:

- Completed application form.
- 3 references for students entering grades 6-12.
- Copy of current academic report (unless entering school for the first time).
- A completed physical examination form.
- Immunization records as required by the State of Ohio.
- A birth certificate or approved copy as required by the State of Ohio.

These REQUIRED materials will be reviewed by the Admission Committee, and interviews will be scheduled for all students. All new students are accepted for the first year on probation. Official acceptance will not take place until ALL the required documents have been provided and the interview has taken place. Northern Ohio Adventist Academy reserves the right to test new applicants for the purposes of school/grade placement.

### **Current Student Readmission Procedures**

Each spring, students currently enrolled will be given the opportunity to preregister for the following school year. The preregistration process will assure the student of enrollment for the next school year, subject to review by the Admissions Committee. This review will be completed prior to the final reacceptance of a student across all grades.

## **Financial Information**

It is the goal of Northern Ohio Adventist Academy to operate the total education program as efficiently and economically as possible so that students may receive a quality Christian education at the lowest possible cost. The annual tuition and fees are established by the Northern Ohio Adventist Academy School Board. The current year's tuition rates and fees are outlined in the tuition and fees schedule, available in the school office and on-line.

### **Pre-Registration Deposit & Application Fee**

#### **Current Students**

Applications are to be submitted with a \$50 pre-registration deposit which will be applied to the \$150 registration fee in August. Students currently enrolled who do not pre-register by the deadline will be assessed a \$100 late registration fee. To enroll for the next school year all accounts must be paid in full. This is in accordance with Northern Ohio Adventist Academy's policy that each student must begin the new school year with a zero balance.

## **New Students**

Applications for new students are to be submitted with a \$150 registration deposit and application fee. This includes an application fee of \$50 which is non-refundable. The \$100 registration deposit is non-refundable unless the student moves more than 30 miles from the school or is asked to attend elsewhere. The deposit is applied towards the registration fee due in August.

## **Tuition**

The yearly tuition is divided into 10 equal installments, August through May. Monthly statements will be emailed at the first of each month. Tuition is due on the tenth(10th) day of the month. The first month's tuition is due on August 10. Tuition is considered late if payment is not received by the fifteenth (15th) day of the month for which it is billed. A \$25 late payment fee will be assessed after the 15th day.

K-12 students whose families are members of one of the seven constituent SDA churches in the greater Cleveland area will have a reduction in tuition, since these churches pay a monthly subsidy for both operations and capital improvements. Likewise, students from other SDA churches who are members of the Ohio Conference of SDA will receive a reduction in their tuition rate, since these churches; too, provide partial subsidies for the operation of the school.

The school reserves the right to withhold refund payment of any student's account or credit balance for a period of one month after he/she leaves school. This ensures that all charges have been recorded on the account. Any credit balance that the school is unable to refund due to the lack of an accurate address will be considered a donation to the Student Scholarship Fund.

## **Financial Clearance**

Each student must receive financial clearance to be eligible for an enrolled status. A student who is not officially enrolled will not be permitted to attend school. An enrolled status is given by the Principal.

## **Payments**

All checks, drafts, or money orders should be made payable to "Northern Ohio Adventist Academy". All payments should be sent to the attention of the treasurer. Payments may also be made on-line through the Northern Ohio Adventist Academy website by clicking on the payment button.

Second-party checks are not accepted.

A service charge of \$20 is assessed on each check or ACH returned because of insufficient funds. Any check or ACH that is returned a second time for insufficient funds must be replaced with cash, cashier's check or money order for the remainder of the year.

Payments are due on the tenth of each month. If payment is not received by end of the month, a 1% late fee will be assessed on the past due amount.

School records, transcripts and diplomas are held for 10 business days after final payments are made with a personal check.

## **Payment Discounts**

*Monthly:* Parent(s)/guardians(s) whose tuition payments are received by the tenth of the month or the next business day on accounts that are current (30 days) are eligible to receive an early payment discount.

*Semester:* A discount will be given to parent(s)/guardian(s) who opt to pay the semester in advance. Payments are due by August 10 and January 10. Refer to general tuition and fees chart found on the school's website.

*Yearly:* A discount will be given to parent(s)/guardian(s) who opt to pay the year in advance. Payments are due by August 10. Refer to general tuition and fees chart.

*Family:* A family discount is available for families with multiple children. See fee schedule.

## **Bring-a-Buddy Coupon**

Families who recruit new students to Northern Ohio Adventist Academy (and the family of the new student) are eligible to receive a \$100 tuition credit for each new student. Bring-a-Buddy coupons are available to the new student in the principal's office.

- One Bring-a-Buddy coupon may be redeemed per new student.
- A current student is one who attended at least the second semester of the previous school year.
- A new student is one who did not attend during the previous school year. He/she may be a family member.
- Coupons must be redeemed by the new student and signed by the parent of the new student.
- Accounts of each eligible student will be credited on the February statements.
- Both new and current students will be credited on the February statements.
- Coupons must be returned to the school office the time of enrollment.

## **Other Costs and Fees**

### **Graduation Fee**

Graduating seniors and eighth-grade students are assessed a graduation fee that covers some of the expenses associated with graduation, such as cap and gown. The fee is assessed in January. Refer to general tuition and fees posted on the school's website.

### **Late Registration Fee**

All returning students must submit an application and a \$50 pre-registration deposit by the deadline for the upcoming school year to avoid being assessed a \$100 late registration fee.

### **Library Materials**

Students will be assessed replacement costs for lost or damaged library materials. If lost library materials are found, they must be returned to the School Office by September 1 following the billing date in order for a refund to be given.

### **Property Damage Fee**

Should a student damage school property and/or equipment, a property damage fee may be assessed. The amount charged will depend upon circumstances surrounding the damage and the cost of repair or replacement.

### **Textbook Replacement Fee**

Should a student lose or damage a textbook beyond normal wear and tear, the replacement cost will be assessed to the student. If a lost textbook is found, it must be returned to the School Office by September 1 following the billing date in order for a refund to be given.

### **Trip Fees**

Trip fees vary by trip.

### **Late Admittance & Withdrawal**

A student enrolling or withdrawing will be charged on a prorated basis for actual days in attendance. To secure a tuition refund when a student withdraws from school, the parent(s)/guardian(s) should notify the principal of the withdrawal in writing. Refunds are not retroactive or allowed for ordinary or weather-related absences. No refunds are granted during vacation periods since these days are not included in the actual number of school days. Students who register for school but do not actually enter are refunded tuition minus the registration fee.

### **Student Financial Assistance**

Each year, through donations to the Student Scholarship Fund, limited funding is available to assist families with the cost of tuition. Applications for tuition assistance are available in the school office.

The local Seventh-day Adventist churches provide tuition assistance for families in their local congregations. Contact the local pastor for information.

*It is the responsibility of each family to make all necessary arrangements for tuition assistance through the school office prior to registration.*

### **Grades**

Fourth quarter/semester or exit grades will not be released until the account with the school is paid. Final grades and/or transcripts will not be issued to graduating seniors until their account with the school is paid in full.

### **Delinquent Accounts**

Northern Ohio Adventist Academy is committed to providing Christian education for all the young people in the Seventh-day Adventist churches served by the school. However, in the event that an account becomes more than 30 days past due, the family should contact the Treasurer or Principal to work out an acceptable financial plan. Families with special financial plans must meet the obligations of these plans if their students are to remain in school.

If an account should become 60 or more days in arrears, the family will receive notice of request to withdrawal their child(ren) from school until the account becomes current. Accounts that are not paid or in which monthly payments are not received may be turned over to an agency for collection.

Service Charge: Unpaid accounts of students leaving either during or after the school year are charged 1.5 percent (18 percent per annum) on the unpaid balance. The first billing begins 30 days after the time the student leaves school.

## **Student Accident Insurance**

*Excess-only* insurance coverage is provided for each student enrolled. Claims must be filed with any other insurance or coverage plan first, as the school plan provides secondary coverage only. A student accident report must be filed when the accident occurs in order to receive benefits.

## **School Hours**

School hours are 8:15am to 3:00pm Monday through Friday. It is Conference policy for staff to be on-site one-half hour before and after regular school hours. Students should be dropped off and picked up within 15 minutes prior to or after school hours. All students are required to be at the school on time. Multiple absences may incur investigation by the state under compulsory attendance laws.

A yearly calendar is on the school website. As a chartered nonpublic school, Ohio requires the school to be open for instruction a minimum of 910 hours for students through Grade 6, and 1001 hours for students in Grades 7-12.

## **School Closings and Delays**

Calamity days are no longer included in the school schedule. The school may elect to schedule “excess” hours above the minimum. Hours missed above the minimum do not have to be made up. Hours missed due to inclement weather may be made up by extending the school day or extending the school year.

Three “blizzard bag” days may be used throughout the school year.

Students follow the school closings and delays for the school district in which they reside. Northern Ohio Adventist Academy follows the school closings and delays for Sheffield/Sheffield Lake City Schools district. Northern Ohio Adventist Academy administration reserves the right to delay or cancel school, if multiple school districts affecting over 50% of the student population are closed or delayed. Students who may be tardy or absent due to their local school district closing or delay will be excused. Closings and delays will be posted at [www.northernohioadventistacademy.org](http://www.northernohioadventistacademy.org).

## **Transportation**

Free public school bus transportation may be available to students whose district school is within a 30 minute bus drive to Northern Ohio Adventist Academy. Some districts may offer transportation reimbursement to parent(s)/guardian(s), returning a portion of the tax dollars they receive to transport students in lieu of providing transportation. School enrollment and attendance verification information will be submitted to the districts upon parent request for those students residing in districts offering reimbursement. Parents should request these transportation options from their local school districts.

## **Communication**

### **School Web Site**

The web site may be accessed at [www.northernohioadventistacademy.org](http://www.northernohioadventistacademy.org). The site is updated regularly with current information, calendar of events, and photographs of school activities.

### **RenWeb**

RenWeb School Management Software makes it possible for our school to provide comprehensive and immediate information for parents and students via “Parents Web”.

Parents Web is an integrated, web-based communication system allowing families to securely login to password-protected data. Parents Web provides view-only data that is populated from the school’s data system. All information is posted in real time. Parents can only view their own child’s data. Areas of information families can access via Parents Web include: attendance, daily grades progress reports, transcripts, report cards, homework, missing assignments. Parents can log onto RenWeb via the internet at [www.renweb.com](http://www.renweb.com) or log onto RenWeb through Northern Ohio Adventist Academy’s website, [www.northernohioadventistacademy.org](http://www.northernohioadventistacademy.org) and click the RenWeb button.

## **GENERAL POLICIES**

The ultimate objective of education is the development of character. It should be the student’s purpose to observe the regulations and information of Northern Ohio Adventist Academy as a matter of honor, realizing that these regulations are considered necessary to the successful guidance and education of young people.

### **Non-Discrimination Policy**

It is the policy of the Seventh-day Adventist Church in all of its church-operated schools, at all levels, to admit students of any race, color, ethnic background, country of origin or gender; to proffer all the rights, privileges, programs and activities generally made available to students at its schools; and, to make no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs.

### **Handicapped-Student Policy**

Northern Ohio Adventist Academy does not have the necessary equipment or staff to meet the special educational needs of handicapped students. Therefore, students who have serious academic or physical handicaps or social maladjustment problems will not be accepted at Northern Ohio Adventist Academy. Should these problems be indicated after the student is enrolled, the school administration will assist the parent(s) in transferring the student to a school or program where assistance is available.

## **Child Protection Policy**

As mandated by Ohio law, Northern Ohio Adventist Academy administrators, counselors and teachers who have reasonable cause to suspect child abuse or neglect MUST file a report immediately with Children's Services, which, at their discretion, may conduct an investigation.

## **Conduct Expectations**

Students are to conduct themselves as Christians at all times. Obscene language, lewd remarks and conduct and/or those activities that are harmful to others have no place at Northern Ohio Adventist Academy. This standard of good conduct is expected at all assembly programs, social functions and religious services. Boisterousness, running in halls, scuffling anywhere on the campus or any conduct of a discourteous nature are always out of order. There is to be no loitering on the campus or in the school buildings during class or work hours, after school hours or during any program. During evening activities everyone is expected to be involved in the group activity.

## **Sexual Harassment**

Northern Ohio Adventist Academy is committed to eliminating and preventing sexual harassment at the school or during school-sponsored activities. Sexual harassment is improper, immoral, and illegal and will not be tolerated at Northern Ohio Adventist Academy. This policy is implemented to help inform both students and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the school.

### **Definition of Sexual Harassment**

Ohio and federal laws define sexual harassment as unwanted sexual advances and/or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to: 1. Unwanted sexual advances, including propositioning and repeatedly asking someone for a date after it is clear that the person is not interested. 2. Explicitly or implicitly offering employment benefits in exchange for sexual favors. 3. Making or threatening reprisals after a negative response to sexual advances. 4. Nonverbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons or posters. 5. Verbal conduct: making/using derogatory comments, epithets. 6. Slurs or jokes; making sexually based remarks about another person's or one's own body. 7. Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations. 8. Physical conduct: touching, assault, impeding or blocking movement. 9. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term sexual harassment is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

### **Sexual Misconduct**

Northern Ohio Adventist Academy does not admit or retain individuals who engage in sexual misconduct, which includes nonmarital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Northern Ohio Adventist Academy and the Seventh-day Adventist Church. - Columbia Union Policy

## Attendance

Students are expected to be in attendance each day that school is in session. In case of a student absence, the following policies apply:

**Excused Absence:** When a student is absent for a justifiable reason, he/she is allowed to complete the work missed. This work must be completed within as many school days as the student was absent, unless special arrangements are made with the teacher(s). Excused absences will be granted only for:

- Student illness;
- Pro-longed doctor's appointment/medical needs;
- Death in the immediate family;
- An emergency condition beyond human control. Parents should notify the school whenever a child is to be absent for any of the above reasons.

Dental and medical appointments should be attended to outside of school hours. If this is not possible, arrangements should be made ahead of time with the teacher

Upon a student's return to school after an absence, they must bring with them a note from home, signed by the parent(s), to be given immediately to their teacher stating the reason for their absence. Failure to do so will result in the absence being considered **unexcused**.

**Unexcused Absence:** All absences that do not meet the definition of an excused absence above are unexcused. All work missed must be made up within one day, or reasonable period of time as specified by the teacher.

**Prearranged Absence:** Prearranged absence must be requested in writing and approved by the teacher in advance. The teacher(s) will use his/her discretion when evaluating the request.

**Tardiness:** A student who enters the classroom after the beginning of the class period is considered tardy. An excused tardy will be granted only for:

- A student being involved in an accident;
- A pro-longed doctor's appointment;
- An emergency condition beyond human control.

**Suspension:** If a student is suspended from school for any reason, the absence is counted as unexcused. All work missed must be made up in accordance with the unexcused absence policy stated above.

For his/her safety, no student will be permitted or caused to leave school prior to the regular hour of dismissal, except with the knowledge of the parent(s) or guardian, and approval by the administration.

## Field Trip Policy

- **Drivers:** Any person driving for a field trip at Northern Ohio Adventist Academy is required to fill out the Volunteer Driver's Form which must be resubmitted every year. The Ohio Conference requires a \$100,000/\$300,000 policy. In addition, all drivers need to submit a copy of their state driver's license on file.
- **Volunteers:** Any adult that accompanies any Northern Ohio Adventist Academy's field trip must have completed *Verified Volunteers*. This includes all adults that meet the class at their field trip destination.
- **Cost:** Cost may vary, depending upon the field trip.
- **Students:** Only students enrolled in the class giving the field trip may attend. A parent may bring along younger siblings that are not enrolled in Northern Ohio Adventist Academy but must be able to chaperone other students as well.
- **Cars:** Students that require a car seat must be in a designated passenger car with a car seat provided by their parent(s).
- **Adult Age:** The adult age for a volunteer field trip driver is 25. The adult age for chaperoning a field trip is 21.
- **Notification:** Parents and teachers must be given a two-week advanced notice of a field trip that is to take place.
- **Student/Chaperone Ratio:** There should be a chaperone for every ten (10) students who attend a field trip.

## Technology Use Policy

### Privacy Notice

Northern Ohio Adventist Academy's computer technology network and internet system is to be used for educational and professional purposes. Users are reminded that all computer, network, and internet use may be monitored by the school and that there is no assurance of privacy or warranty of any kind, either expressed or implied, that all services provided through this system will be error-free or without defect. All users of the system agree to abide by all school policies as noted in the Northern Ohio Adventist Academy School Bulletin and Acceptable Use Policy.

### School Web Site

Northern Ohio Adventist Academy makes every effort to ensure that all links are operational and all information is accurate, appropriate, and of high quality. The viability of links that are not created through our school cannot be guaranteed. The linked sites are not under the control of the school and the school is not responsible for the content of any linked site or any sites contained in a linked site or any changes or update such sites.

*WWW.NORTHERNOHIOADVENTISTACADEMY.ORG is the only official website of Northern Ohio Adventist Academy. Any attempts to mimic this web site, create web sites advertising themselves as official web sites of Northern Ohio Adventist Academy and/or creating redirection links to or from this are illegal and are not condoned by Northern Ohio Adventist Academy. Students of the school engaged in any of these activities will be dealt with under school student conduct codes.*

## **Purposes for the School Web Site include:**

### **Educational**

Content provided in the Web Site should be suitable and usable by student and teachers to support the curriculum and course of studies within the school.

### **Informational**

Its content provides information for students, teachers, staff, parents and the community concerning schedules, events, curriculum and course of study and policies, etc. It also provides a repository for various applications and forms used by students, parents of students, and prospective parents and students in the normal course of operations.

### **Communication**

The Web Site serves as a means for the school to communicate information concerning the school and its activities to the members of the community and other parties that may be affected by the school's activities. This site provides a portal for the receipt of payments by using the "Pay Tuition Online" and "Donate" links at the top of the page.

**Guidelines for posting materials to the school web site:** a. All materials must meet the provisions of the federal Children's Internet Protection Act (CIPA). b. All materials shall be in compliance with Northern Ohio Adventist Academy policies, operating procedures, and applicable Federal and state statutes. c. No photographs or other information identifying individual students will be posted without prior written permission of the student's parent(s) or guardian(s) or the student (for students over 18 years of age). d. All materials shall meet the purpose of the school web site as stated above. e. Posting of grades, test results or similar materials for individual students will be done only within a well-defined framework of a secure password protected access system, limited to the student(s), parent(s), guardian(s), teacher(s), administrator(s), or the individual student. Northern Ohio Adventist Academy uses RenWeb for the purpose. f. Control of the posting of materials and editing of pages will remain with the principal or his designee.

### **Computer Technology Use Agreement**

Northern Ohio Adventist Academy is pleased to make available to students' access to computer technology, connectivity to the internet, and other school networks, use of software programs and peripherals (henceforth also referred to collectively as "the system," "network," or "technology resources"). The internet or World Wide Web (www) is the worldwide network that provides various means of accessing significant educational materials and opportunities via a connected computing device. In order for the school to be able to continue to make these technology resources and connectivity available for appropriate and lawful use of this system, students must understand that one student's misuse of the network and/or the internet connection may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of computers, network use, and internet access, they must have student cooperation in exercising and promoting responsible use of these resources.

In order to maintain and encourage appropriate and effective use of computer technology and connectivity, Northern Ohio Adventist Academy has defined a set of Rules for Computer and Network Use within the Acceptable Use and Internet Safety Policy. The AUP is part of a series of

Northern Ohio Adventist Academy policies and guidelines. All students and staff are required to sign a Technology User Agreement that signifies their understanding and commitment to follow these regulations.

### **Scope of Coverage for all Technology Policies**

Policies, guidelines, and rules described in this guide refer to all computing devices, including the following but not limited to:

1. Desktop computers
2. Laptop computers
3. Handhelds or PDA
4. MP3 players, iPads
5. Portable memory storage devices
6. Calculators with interfacing capability
7. Cell phones, iPhones, Smart phones, etc.
8. Digital cameras
9. Technology infrastructure, associated peripheral devices and/or software
  - a. Owned by, leased by and/or on loan to Northern Ohio Adventist Academy;
  - b. Any computing or telecommunication devices owned by, in the possession of, or being used by students and staff that are operated on school grounds or connected to any equipment on school grounds by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

### **Personal Responsibility**

Students agree to not only follow the rules in this policy, but are agreeing to report any misuse of any computer system to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **Electronic Devices during School Hours (Grades K-6):**

1. Electronic equipment and cellphones are not to be used between the hours of 7:50am – 3:00pm.

### **Electronic Devices during School Hours (Grades 7-12):**

- I. ***School Issued Chromebooks*** are to be brought to school. Classroom procedures must be followed with the use of Chromebooks, which are also subject to being confiscated by the teacher. **Student will be responsible for replacing the total or pro-rated cost of any damage, destruction or loss of school issued electronics and accessories.**
- II. ***Cell phones*** are to be put away, out of sight, and on vibrate during the designated class time, and study halls, between 7:50am – 3:00pm. Students who need to use their phone to make calls should do so in the main office only.
- III. ***Head Phones*** Listening to music or walking around with ear plugs on in any electronic device during school hours, 7:50am – 3:00pm, is prohibited on school grounds. ***Ear plugs*** should never be seen during school hours between 7:50am – 3:00pm.

## **Electronic Devices Consequences**

Failure to comply with these requests will result in the following steps:

- I. **Step One:** Confiscated Device which will be given back at the end of the day.
- II. **Step Two:** Parents will be notified that the device has been confiscated and will be returned to the parent/guardian.
- III. **Step Three:** Device is no longer allowed at school. Arrangements to be made with principal.

*Northern Ohio Adventist Academy will not be held responsible or liable for any lost, stolen, or damaged electronic devices.*

## **Rules for Computer and Network Use**

1. Do follow the rules.
2. Do not share passwords or logins.
3. Do ask a teacher or staff member when you're unsure of how to do something or you have a problem.
4. Do not remove or add any programs or files to computers.
5. Do not change system settings.
6. Do not change internet browser settings.
7. Do not unplug cables or open computer cases.
8. Do not have any food or beverage near computers.
9. Do not force discs, CD's, or flash drives into or out of drives.
10. Do not visit inappropriate internet sites.
11. Do not download programs from the internet.
12. Do not attempt to learn or steal other's passwords or access unauthorized systems.
13. Do not use any "hacking" software. Possession of and/or distribution of any software tools designed to facilitate hacking or compromise a computer or network will also be considered an offense.
14. Do not bring viruses, spyware, or other malware to the school's computers.

## **Unacceptable Use**

1. Uses that violate any of the computer rules listed in the section above.
2. Uses that violate or encourage others to violate the law.
3. Viewing, uploading, or downloading material to social media sites. (Facebook, YouTube)
4. Viewing, transmitting, or downloading pornographic, obscene, vulgar and/or indecent materials or offensive or harassing messages.
5. Uses that violate copyright laws.
6. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies or hearsay).
7. Uses that jeopardize individual computers, the network, or user account security.
8. Uses that contribute to the violation of any other student conduct code including but not limited to: cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances etc.
9. Uses that are designed to establish a commercial enterprise or provide system resources to an outside third party (including but not limited to: proxy server, remote access, file transfer, file sharing, or storage capability, etc.).

10. “Hacking” and other illegal activities. Use of computer resources to attempt to gain unauthorized access to other computers, files, or networks. Uploading a worm, virus, Trojan, “time bomb” or any other harmful form of programming or malware, bypass filters, install any type of server, proxy, aliasing/spoofing peer to peer networking or remote-control software (including but not limited to “Napster” like programs Grokster, Limewire BackOrifice, VNC, etc.). Possession of and/or distribution of any of the above software tools designed to facilitate any of the above actions will also be considered an offense.

## **Internet Safety**

### **Individual responsibility**

Users/parents/guardians are advised that use of any network includes the potential for accessing web sites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through prudent use of the internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and/or notify a staff member. If a student finds that other users are visiting offensive or harmful sites, they should report such use to the proper authorities.

### **Practice Personal Safety**

Do not reveal personal information such as your full name, home address, phone or credit card numbers or other information which might allow a person to locate you. Do not arrange a face to face meeting with someone you “meet” on the internet without your parent’s permission. Avoid the use of web sites that allow you to share such private information about you, your family, and/or friends with others. Do not share any personal information of another family, another student, faculty, or friends.

### **Confidentiality of Student Information**

Personal identifiable student information may not be disclosed or used in any way on the internet without the permission of a parent or guardian or a student who is 18 or older.

### **Active Restriction Measures**

The school, either by itself or in combination with the provider of internet access, will utilize filtering technologies to prevent students from accessing visual depictions that are obscene, child pornography, or harmful to minors. The school reserves the right to monitor student’s computer/online activities through direct observation and/or technological means to ensure that students are not accessing such depictions or other such materials. It is important to note that any filtering system is not 100 percent effective. Students should follow all school rules to avoid inappropriate web sites.

### **Privacy**

The school reserves the right to monitor, inspect, copy, review and/or store at any time and without prior notice any and all results of usage of computers, network and/internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of Northern Ohio Adventist Academy and users shall have no expectation of privacy regarding such materials.

### **Warranties/Indemnification**

Northern Ohio Adventist Academy makes no warranties of any kind, either express or implied in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly by any user by his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this policy. By agreeing to this policy, users are taking full responsibility for his or her use, and the user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, faculty, and staff harmless from any and all loss, costs, claims or damages resulting from their user's access to its computer network and internet.

### **Policy Updates**

Due to the rapidly changing nature of technology, this policy will be reviewed annually.

### **Visitors**

All visitors are required to sign in and out at the school office. From time to time a parent or guardian may wish to observe their child in their school environment for medical and/or personal reasons. We ask that the observer be a parent or legal guardian of a student that attends Northern Ohio Adventist Academy. However, in order to keep class interruptions at a minimum and to maintain safety of students, a parent observation form must be filled out one week prior to the visit and be signed by both the teacher and cleared through the superintendent of schools for the Ohio Conference of SDA. All visitors are required to report to the head teacher before entering any classroom.

### **Dress Code**

Parents are expected to see that their students come to the school dressed in appropriate clothing, in keeping with Seventh-day Adventist Christian standards of cleanliness, neatness, and modesty. Very tight and/or revealing clothing including spandex, jeggings, or leggings (unless under a dress of appropriate length), yoga pants and sweat pants are not acceptable. Neat slacks, jeans, dresses or skirts of length that are appropriate in sitting and running may be worn. If clothing becomes torn, it needs to be replaced or neatly mended. Sneakers or tennis shoes are needed daily for physical education class and recess. In harmony with Seventh-day Adventist principle and Biblical counsel the wearing of jewelry (rings, necklaces, bracelets-including friendship or bands, etc.) is not permitted. (I Timothy 2:9, 10:1, Peter 3:3,4; Education p.287) The use of cosmetics must be of a natural appearance. Unnatural colors including colored nail polish, hair colorings, etc. is prohibited. Friday's, and Field Trips as directed by teacher: School polo shirt with logo, Slacks/skirts (jeans, khaki, black).

Violation of the above dress code will result in guiding the student to become compliant. Repeat violations will incur a written notice, phone call, and if necessary, the student may be need to be picked up by parents.

## **Lunch**

Good nutrition plays an important part in a child's ability to concentrate and learn. It is, therefore, in the best interest of the students that parents/guardian make sure children have an adequate breakfast and are supplied with good nutritious lunches which limit sugar intake and junk foods. Fruits and vegetable are encouraged. In following the Seventh-day Adventist principles of health, the following items are discouraged:

- Caffeinated beverages such as coffee, tea or sodas;
- Unclean meats such as pork, shrimp, etc. (see Lev. 11:1-13; Deut. 14:1-21);
- Food and snacks with high sugar content.

Due to the increasing prevalence of food allergies and intolerances, students are to eat only the food sent by their parent/guardian. Any food allergies/allergic reactions should be noted on the registration form. If a student requires an epi pen, school administration must be notified and an epi pen must be kept at school. Occasional hot lunches or a school-sponsored treat may be served. These will be vegetarian with low sugar content.

## **Student Probation**

### **New Student Probation**

Students enrolling at Northern Ohio Adventist Academy for the first time are under a probationary period for the first year. At any time, we may ask a child to withdraw for the following reasons:

- Extreme attendance issues;
- Financial requirements are not met;
- Student is not academically motivated;
- Parent does not cooperate with teachers or administration;
- Consistent classroom or school wide behavior issues;
- Failure to demonstrate Christian standards

### **Regular Probation**

Students who are not new to Northern Ohio Adventist Academy but have been put on a reacceptance probationary status are on probation for the one year or until administration takes them off. At any time, the school may ask the child on probation to withdraw for behavior, academic, or attendance issues.

## **Student Conduct**

It is expected that each student shall conduct himself/herself in a Christian manner and shall comply with all school regulations and the following standards:

- To respect the Bible as the inspired Word of God.
- To practice the principles of Christian morals, ethics, and courtesy.
- To refrain from the use of profanity and suggestive conversation.
- To care for and respect all school property and to replace all property which he/she damages or loses.

- To respect and obey the teacher and/or appointed supervisor.

Any student engaging in any of the following activities during school hours or school related functions makes them liable to strong discipline, which may include suspension, dismissal from school, and/or review of the incident with the school board.

- Defiance or insubordination by a student toward teacher(s) or any school personnel, or volunteer.
- Drinking, handling, or possessing alcoholic beverages.
- Using narcotics, illegal drugs, or tobacco in any form, or having them in one's possession.
- Gambling in any form, or the possession of gambling devices.
- Using profane, indecent, or vulgar language, indulging in vulgar content, or possessing or accessing obscene literature or pictures.
- Dishonesty, stealing, cheating, or willful deceiving, including academic dishonesty and plagiarism.
- Undermining the religious principles of the school.
- Inappropriate Physical Contact: including fondling, touching, holding hands, sitting on one another, or kissing in school facilities, on school grounds or at school related activities or while on buses transporting students to and from school related events.
- Destruction of school property, including all loss, destruction, and defacement.
- Fighting or threatening to fight.
- Possession of a weapon or threatening to use any device as a weapon.
- Leaving the campus, after arriving at school, without responsible supervision.
- Bully in of the following forms: verbal, social, physical or cyber.

*Any bullying that takes place during school hours or outside of school that disrupts the school environment will be recorded and consequences will incur.*

## **Discipline**

“The true object of reproof is gained only when the wrongdoer himself is led to see his fault and his will is enlisted for its correction. When this is accomplished, point him to the Source of pardon and power. Seek to preserve his self-respect and inspire him with courage and hope.” Education, EGW, p. 291-292.

Redemptive discipline endeavors to restore each student to a right relationship with God and man. The teacher will enlist the student in the correction process. It is the earnest desire of the staff of this school, that each student learn self-discipline, along with a sense of responsibility for his/her own learning as well as respect for the other students in the learning environment. If in the process the student is not willing to cooperate, or the severity of the offense is such that reason suggests additional help, the following procedure will be followed.

- The teacher will contact the parent to discuss the difficulty. Depending on the amount of support needed, the parent may be notified by email, telephone, note, or face-to-face conversation.
- If further intervention is necessary, the teacher or parent may request a conference with or without the child present or any combination thereof.

- If either the teacher or the parent is not satisfied with the outcome of the conference, the matter may be referred to the school discipline committee through the school board chairman, as formed by the Northern Ohio Adventist Academy School Board.
- Suspension may be used to help the student think about his/her actions and can be applied at the principal/head teacher's discretion at any time during this process based on the severity or repetitive nature of the infraction.
- Students are required to complete all work missed during a period of suspension.

At what time as the student shall be referred to the Discipline Committee of the School Board for further action, written statement of such action will be provided in advance to the student and his/her parents.

Corporal punishment is not within the Columbia Union of Seventh-day Adventist policy, therefore no corporal punishment will be administered by school personnel.

## **Substance Abuse and Drug Testing**

The school reserves the right to test students for use of illegal substances (drugs, alcohol, tobacco) when it is deemed appropriate by the staff in consultation with the principal. The school will cover the cost of negative tests while positive tests will be billed to the student. Additionally, it will be assumed that students found to be in possession of banned substances have been using them.

If a student tests positive or is found through other means to be involved in substance abuse, he/she will receive disciplinary action ranging from suspension to expulsion. If the student is allowed to remain in school the following conditions will apply:

- The student will be tested periodically at the student's expense.
- The student will submit to mandatory counseling for a time period that is determined by the school. This will also be at the expense of the student.

## **Parental Concerns**

### **Parent-Teacher Grievance Procedure** (Columbia Union Code #1750)

On occasion, problems can arise between parents and teachers. The following conciliation procedure, based on Matthew 18, and I Corinthians 6 is suggested for resolving these problems. It is understood that the objective of both parent and teacher is to resolve the problem on an informal basis first and then, if such efforts do not succeed, on a formal basis. The goal of the conciliation is to help strengthen the teachers work in the school.

Procedures:

*Step One:* The parent(s) should first talk with the teacher involved and attempt to resolve the problem on an informal basis.

*Step Two:* If the problem is not resolved, the parent then asks the school's principal to help resolve the problem on an informal basis. (This step should be skipped if the teacher is the principal.)

*Step Three:* If the problem is not resolved on the school level, the parent(s) or guardians(s) should then contact the school board chair who will attempt to resolve the problem on an informal basis.

*Step Four:* If the problem is still not resolved, the school board chair will convene a formal meeting of either the school boards executive/personnel committee, or full school board, depending on procedures adopted by the school board for such situations. When such a meeting takes place, the conference superintendent of schools must be informed of the potential problem.

*Step Five:* If the problem is not resolved by the school board, the parent then contacts the conference superintendent of schools, and explains the problem in writing. The superintendent of schools will attempt to resolve the problem by meeting with the parent(s), teacher, principal, and school board chair.

*Step Six:* If the parent/guardian is not satisfied with the results of the preceding step, the matter shall be referred to the conference K-12 administrative bodies, or its duly appointed committee, which deals with such matters. Their decision shall be considered to be final.

## **ACADEMIC POLICIES**

### **Student Records**

Student records are maintained at Northern Ohio Adventist Academy. These records are private and may be seen by the following people:

- Parent(s) or legal guardian(s).
- Students who are at least 18 years of age.
- Students younger than 18 who have written parental permission.
- Administrators.
- Teachers.
- Others whom the principal has determined have legitimate educational interests (records will be kept of these individuals).

Parents and adult students must make a request to view a record a minimum of 48 hours in advance. An appointment will be scheduled with one of the administrators to review the record. If the parent or adult student has an objection to anything in the cumulative record, a letter may be placed in the file record that delineates their objection. This letter will become a part of the permanent student record. Often copies of records are asked for by schools and employers. Records will be released **if the student's bill at Northern Ohio Adventist Academy is considered current and proper written authority is given** by the parent, guardian or adult student.

Records may also be requested by:

- A school clerk or principal of a school to which a student is transferring or applying.
  - An employer for job-application-requirement verification.
  - An official responsible for the health and safety of a student during emergencies.
- Reproduction costs of copies of records for personal use will be borne by the adult student or parent(s)/guardian(s) requesting the copies.

Northern Ohio Adventist Academy reserves the right to release directory information, which includes the following: Student's name; names of parents and/or guardians; address; telephone number; e-mail address; date and place of birth; sex; participation in officially recognized activities; dates of attendance; awards received.

## **Grading Policy:**

### **Grades 1-2**

E 94 - 100  
E- 90 - 93  
S+ 86 - 89  
S 74-85  
S- 70-73  
N 0-69

### **Grades 3-10**

A 93-100  
A- 90-92  
B+ 88-89  
B 83-87  
B- 80-82  
C+ 78-79  
C 73-77  
C- 70-72  
D+ 68-69  
D 63-67  
D- 60-62  
F 0-59

Grades are issued every nine weeks. Parent-teacher conferences are held at the end of the first and third quarter. Grade cards will be sent home at the end of the second and fourth quarter.

## **Testing**

Each fall, students in grades 3-10 are given the ITBS (Iowa Test of Basic Skills) and COGAT (Cognitive Abilities Test). These are national normal tests used to assist in the evaluation of the academic progress of each student. The results will be made available to parent(s)/guardian(s) as soon as possible after the results have been obtained.

Prior to any other standardized or special testing of students at Northern Ohio Adventist Academy, permission of the parent(s)/guardian(s) will be secured. The results of all testing will be made available to parent(s)/guardian(s) as soon as possible after the results have been obtained.

## **Griggs International Academy APLE**

Northern Ohio Adventist Academy is an approved APLE school in the North American Division (NAD). Students in grades 11 and 12 are dual enrolled at Northern Ohio Adventist Academy and Griggs International Academy (GIA). These students are expected to follow the contents of Northern Ohio Adventist Academy's student bulletin as well as Griggs International Academy Handbook. Diplomas and accreditation are provided through GIA. All academic policies and requirements are governed by GIA. At times, administration may choose to use GIA classes for

9th and 10th grade to supplement Northern Ohio Adventist Academy curriculum and staffing. See [www.griggs.edu](http://www.griggs.edu) for details. Tuition rates for Northern Ohio Adventist Academy students apply.

### **ACT Testing**

ACT (American Collegiate Test)-This college entrance exam is used by many schools to assist in determining college acceptance and scholarships. Numerous test dates are available throughout the year. Test registration forms, information and practice materials are available to students available online at [www.act.com](http://www.act.com). Sunday test dates are available at limited locations. Students in grades 11 and 12 are required to take the ACT test yearly and submit their scores to GIA.

Students in grades 9 and 10 are encouraged to take the ACT test in preparation for taking college level courses while enrolled at Northern Ohio Adventist Academy.

### **Dual-Credit/College-Credit**

Students who have taken the ACT test and received qualifying scores, may make application to Northern Ohio Adventist Academy to take a dual-credit or college-credit class through Andrews University or Lorain County Community College. Final approval, financing, and class load will be determined in consultation with GIA advisor, Northern Ohio Adventist Academy teacher and parents.

### **Participation guidelines for Extra-Curricular Activities**

Students must have all grades a C- or better with no incompletes.

## **Music Department**

Northern Ohio Adventist Academy Music Department believes that God as our Creator has endowed each student with varying talents and abilities to be used in service and praise in glorifying God. We believe that each student will benefit by instruction, practice, and performance so that their talents may be cultivated and improved for God's service and professionally represent God and Northern Ohio Adventist Academy. The following guidelines will be implemented by the Music Department Chair and Administration.

Music Performance and Theory is a class that will be offered yearly and taken by all Northern Ohio Adventist Academy high school students. This will be an elective toward graduation requirements. The course description includes theory and performance. Each student will be assigned to participate in two music groups for performance. Students will acquire performance attire and be present at performances once a month. The music groups are: Performance Band, Performance Bells, and Performance Choir.

If a student desires to participate in a third music group, they must meet the participation guidelines for extra-curricular activities. This includes having all grades a C- or better with no in-completes. If this academic requirement is met at the end of a semester, then the student will make formal application obtained from the Music Department Chair and will audition at the beginning of the semester for the third group. The Music Department Chair will notify the student in writing.