



**Northern Ohio Adventist Academy
School Handbook**

2024-2025

Northern Ohio Adventist Academy

A Seventh-day Adventist K-8 School

**555 Kenilworth Avenue
Sheffield Lake, Ohio 44054**

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www.noaaeducation.org

Accredited by:

The Board of Regents

of the

GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS

and

OHIO STATE BOARD OF EDUCATION

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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.

LETTER FROM THE PRINCIPAL

Dear Parents and Guardians,

It is with great pleasure that I welcome you to Northern Ohio Adventist Academy. Our school is like a little piece of heaven on earth; a place where students in grades K-8th can feel safe, welcome, and loved, while receiving an excellent education. We are prepared for a school year full of learning experiences and excitement, and we can't wait to receive your child!

It is very important that you read this document from beginning to end, and that you make the time to share some areas of interest with your child, such as dress code, student conduct, and discipline. Both you and your child will be required to sign that you have read and agree to what this document says before he/she is admitted to class.

We continue to make the changes and improvements that we believe are necessary on our Journey to Excellence. We know that all work is a self-portrait of the person who does it. Here at NOAA, we want *Excellence* to be the signature in the work of each one of our students and teachers. As a parent, you can significantly improve the development of your child to the best of his/her abilities. We kindly request that you:

- Assure REGULAR and PUNCTUAL attendance and that all absences and tardies are properly excused.
- Insist that your child be clean and dressed in compliance with the school dress code policy.
- Ensure that your child receives daily 8-10 hours of sleep, a nutritious breakfast and lunch, and minimizing sweets.
- Engage in your child's education by volunteering frequently throughout the school year, during regular school days, educational activities, and fundraisers.
- Express earnest support for the school and staff, by attending our Open House/Orientation night, parent-teacher conferences, Home & School meetings, and school functions.
- Provide the proper school materials for your child, and the help needed at home to complete all assignments on time, including reading to/with your child for at least 15 minutes every night.

Northern Ohio Adventist Academy promotes a family-friendly environment in which we '*SHOW children Jesus, NURTURE their love for Him and others, TEACH them to think, and EMPOWER them to serve*'. Our school continues to take pride in our friendly and caring staff, multi-grade classrooms, highly qualified teachers, and a strong curriculum designed to introduce students to various forms of practically applying knowledge at the same time they learn to serve their families, communities, and churches.

I invite you to experience the advantages and blessings of Adventist Education by visiting our school, enrolling your student, and becoming part of the Northern Ohio Adventist Academy family.

Sincerely,

Wanda Lugo

School Principal

GENERAL INFORMATION

ADMISSIONS

New Student Admission Procedure

New students must provide:

- Completed application form.
- 2 reference letters for students entering grades 6-8.
- Copy of current academic report (except Kindergarten students).
- 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.
- EdChoice Application & supporting documentation: proof of residence. (If applicable)
- Tuition Financial Agreement (if applicable)
- Copy of Custodial Legal Documents (if applicable)
- \$150 Registration Fee

These REQUIRED materials will be reviewed by the Admission Committee, and interviews will be scheduled for all new students. All new students are accepted for the first year on probation. (See p.21) Official acceptance will not take place until ALL the required documents have been provided, and an interview has taken place. A student is considered enrolled when financial clearance is given. (See p.7) Northern Ohio Adventist Academy reserves the right to test new applicants for the purposes of school/grade placement.

Immunizations

Governmental immunization requirements apply to Seventh-day Adventist schools. Proof of immunization must be presented to the school as part of the application process before a child is registered. However, parents who conscientiously object to immunizations must obtain exemption from governmental health authorities and provide written proof of exemption before the student can be admitted.

Enrolled Student Readmission Procedures

Each Spring, students currently enrolled will be given the opportunity to re-register for the following school year. Parents will be given all re-registration documents and must return by April 15th. The re-registration 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 in order for students to 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 website.

Enrolled Students

Completed documentation to re-register students for the next school year, is to be submitted by the deadline of April 15th of the current school year. If the completed documents are not submitted by such deadline, a \$50 late re-registration fee will be assessed. 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. All parents paying out of pocket need to complete and sign a Financial Agreement Form. EdChoice Scholarship participants MUST have all required paperwork submitted before entering class.

New Students

Applications for new students are to be submitted with a \$150 registration deposit and application fee. This fee must be paid out of pocket, as it is not covered by the EdChoice scholarship. 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.

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 last day of the month. Tuition is considered late if payment is not received by the fifth (5th) day of the following month for which it is billed, and a \$25 late payment fee will be assessed.

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.

Student Financial Assistance

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

Each year, through donations to the Student Scholarship Fund, limited funding is available to assist with tuition, for those families with no other scholarships. The local Seventh-day Adventist churches provide tuition assistance for families in their local congregations. Contact the local pastor for information.

Financial Clearance

Each student must receive financial clearance to be eligible for an enrolled status. **An "enrolled status" means a student who has submitted ALL documentation and has paid registration fees. Students who are not considered "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 online through the Northern Ohio Adventist Academy website by clicking on the payment button. *Second-party checks and cash payments are not accepted.*

A service charge of \$30 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.

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

Payment Discounts

Semester: A 2.5% discount will be given to parent(s)/guardian(s) who opt to pay the semester in advance. Payments are due by August 15 and January 15. Refer to the Tuition Rate form found on the school's office and website.

Yearly: A 5% discount will be given to parent(s)/guardian(s) who opt to pay the year in advance. Payments are due by August 15. Refer to the general tuition and fees chart.

Other Costs and Fees:

Graduation Fee

Graduating eighth-grade students are assessed a graduation fee of \$30 that covers some of the expenses associated with graduation, such as cap and gown. The fee is assessed in January as an out of pocket expense.

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 1st 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.

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 withdraw 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% (18% 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 8:30am to 3:00pm Monday through Thursday, and 8:30am to 1:30pm on Friday. It is an Ohio Conference of Seventh-day Adventist's 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. If you have an emergency and cannot pick up your child on time, please **contact the school as soon as possible**. A fee of \$10 will be charged for every 15 minutes you are late after 3:15pm. This fee will not be covered by any scholarship or financial aid and must be paid in the week of the incident.

All students are required to be at the school on time. Multiple unexcused absences (13 for grades K-6, and 11.5 days for grades 7-8) may incur investigation by the state under compulsory attendance laws. Students who receive the EdChoice scholarship will lose this benefit for the following year if they have 20 or more unexcused absences during the school year.

A yearly calendar is on the school website as well as given to parents at the beginning of the school year. 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 7-8.

School Closings and Delays

The school may elect to schedule "excess" hours above the minimum. Hours missed above the minimum do not have to be made up. Please be aware that hours missed under the minimum 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 the 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.noaaeducation.org as well as social media accounts.

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 Website

The web site may be accessed at www.noaaeducation.org. The site is updated regularly with current information, calendar of events, and photographs of school activities.

AEConnect

AEConnect is our School Management Software. AEConnect makes it possible for our school to provide comprehensive and immediate information for parents and students. It is an integrated, web-based communication system allowing families to securely login to password-protected data. AEConnect 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 AEConnect includes: attendance, daily grades, progress reports, transcripts, report cards, homework, missing assignments. Parents can log onto AEConnect via the internet at www.aeconnect.com or log onto AEConnect through Northern Ohio Adventist Academy's website, www.noaaeducation.org and click the AEConnect button.

AEConnect will be the official way of communication between parents and teachers and/or the school principal. Parents are encouraged to call the school for questions, concerns, and/or emergencies. Please, do not use the teachers'/principal's personal phone numbers for school related communication. In order to keep class interruptions at a minimum and to maintain safety of the students, a parent wanting to have personal communication with a teacher, must request it ahead of time through AEConnect or through our school's administrative assistant. Teachers and/or principal will do their best to communicate back to the parents within 24 hours. It is required that parents have an AEConnect account set up before their student is admitted to class. We also benefit from using ClassDojo. With this platform teachers can share videos, photos, and messages to parents at any time of the day, communicating directly to parents' smartphone.

Principal's Office Hours

Monday, Tuesday and Thursday 3:30pm-5:00pm.

Change of Address and/or Family Status Changes

It is the responsibility of the parents to notify the school of changes in family status, custody agreements and/or contact numbers. Parents should email updatemyinfo@noaaeducation.org to notify the school of a change in email address, home address, and/or phone numbers. To change emergency contact information or health information (medical conditions, medications, etc.) contact the school's administrative assistant. For family changes such as divorce, guardian or custody arrangements, parents need to contact the school's principal. The information will be disseminated to those staff members who need access to the information.

If a court order exists concerning the legal custody of a child, the school must be made aware of who has access to the child during the school day. We want to be sure that we release children only to the authorized adult. The custodial parent **MUST** provide the school with copies of the original custody agreement as well as any changes in the custody agreement that may occur.

For parents who are separated and legally share the custody of a child, the school will provide two copies of the child's grades every quarter, and MAP test results will be prepared and sent to each of the parents as long as we have the parent's mailing information. Other communication, such as events that happened during the school day, behavior problems and field trips, will be communicated only to the parent who picks up the child on a given day. It will be that parent's responsibility to communicate these events to the subsequent parent.

Unless specified by a court order, if a child is under the custody of only one parent, it will be the responsibility of the custodial parent to share any school documents with the non-custodial parent.

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.

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.

Open Door Policy

Our Open Door Policy aims to enable parents to have regular contact with the school and develop strong home-school relationships without affecting the school environment and the learning and teaching program in school. We will do this by:

- Having regular but controlled access to classrooms in the mornings.
- Parent /Teacher Interviews twice yearly.
- Appropriate information meetings.
- Additional meetings by appointment if necessary.
- Parents are welcome to attend chapel every Friday.

We offer parents the opportunity to come into school in the morning between 8:15am and 8:25am, if necessary, to get their children settled in class. It also gives parents an opportunity to talk briefly to the child's teacher about any MINOR issues that may have come up overnight. This also allows parents to develop a sense of belonging and partnership with the school and with our staff.

Please understand that:

The 10 minutes in the morning does not provide enough time for parents to have an in-depth discussion or meeting about their child's progress. It is not a good time to discuss a difficult or emotionally charged problem.

It is not guaranteed that you will get to speak to a teacher during this period - sometimes there's just too much going on. If your child comes in after 8:25am, you must leave the child at the door, with the teacher in charge, who will take your child down to class.

At 8:30am we want to get lessons started and the open-door period is over. We ask that you are out of the school building by 8:25am. If you are still in the classroom, you are disrupting the teaching and learning of all the children. We also need to ensure that we have authorized persons only in school during the school day in keeping with Child Protection Guidance. Therefore, unless they are planned and authorized to volunteer that day, parents should not be in school after 8:25am.

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 after school activities everyone is expected to be involved in the group activity.

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). The Ohio Revised Code specifies ONLY 8 valid reasons as to why a student may have an excused absence/tardy:

1. Personal illness
2. Illness in the family requiring the child's presence
3. Quarantined in your home
4. Death of a relative
5. Medical or dental appointment
6. Observance of a religious holiday
7. Emergency set of circumstances
8. Academy (high school) visit

If your child is ill and absent for 3 or more days, a doctor's signed excuse will be required. Otherwise, absences after the 3rd day will be marked unexcused. Remember that excused or unexcused, we cannot ignore the fact that when a student is not in class, he/she misses a lot. Sometimes, the learning that was supposed to happen in those days is never recovered, leaving gaps that also affect future learning.

Attendance is a critical concern: students need to be present to engage with learning as student attendance directly impacts student achievement and graduation. "Chronic absenteeism, as defined by Ohio's Every Student Succeeds Act Plan, is missing 10 percent or more of the school year for any reason. It includes excused and unexcused absences".

If you or your family has a special situation that causes or will cause your child to be absent too many times, please approach the principal to discuss ways we can support you and your child to attend school.

Intervention Timeline for Excessive Absences

1. Four (4) Absences - Letter (A warning sent to alert parents will be sent by administration)
2. Seven (7) Absences - Meeting (A scheduled meeting with principal, teacher, and parents)
3. Ten (10) Absences - Already considered Chronic Absenteeism: 2nd meeting with principal, teacher, and parents to create an intervention plan.
4. More than Ten (10) - Report to the truancy office. If you have not approached the principal to explain the situation and work together on a plan, the school must report.

IMPORTANT: As already stated, students who receive the EdChoice scholarship will lose this benefit for the following year if they have 20 or more unexcused absences during the school year.

As a courtesy, 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 written note from home, signed by the parent(s), to be given immediately to their teacher stating the reason for their absence. Parents can also email the excuse through AEdConnect or ClassDojo. 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 a reasonable period of time as specified by the teacher. Please note that NOT every written excuse necessarily 'excuses' an absence. Please, see all the valid reasons above.

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 8:30am is considered tardy. An excused tardy will be granted only for:

- A student being involved in an accident;
- A prolonged doctor's appointment;
- An emergency condition beyond human control.
- Dangerous weather conditions.

All other tardies will require a written excuse EVERY TIME the student is tardy. This written excuse will serve as an "entry ticket". Do not leave your late child in school without a written excuse and leave. Expect a phone call requiring that you come back to write an excuse if this happens.

Intervention Timeline for Unexcused or Excessive Tardiness:

1. Three (3) Tardies - A warning letter will be sent by the administration.
2. Six (6) Tardies - A second stronger note will be sent by the administration.
3. Ten (10) Tardies - Parents will be required to meet with the principal and teacher to create a plan of action.

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 students' 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.

VISITORS

All visitors are required to sign in and out on our Visits Record Book and report to the head teacher before entering any classroom. If your visit is to talk to a teacher, please schedule an after school meeting through the administrative assistant.

FIELD TRIPS

- **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 advance 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.

VOLUNTEERS

Northern Ohio Adventist Academy gives you thanks for your interest in volunteering! Whether it's on campus or field trips, we greatly appreciate parents getting involved. Some areas to volunteer extend but are not limited to: Home & School Association, as needed, Classroom Volunteer-complete background check and communicate with the teacher directly about offering to help, Photographer for events, Bringing food/drinks to events, Preparation of Hot meals, and Marketing/Fundraising.

In order to ensure the utmost safety for our students, *every* volunteer (including parents) at Northern Ohio Adventist Academy must complete the **Sterling Volunteers** online training at <https://www.ncsrisk.org/adventist/index.cfm?> Select First Time Registrant and the online form will be self-explanatory from there. This is a two-part program will take about 35 minutes to complete, and it can be done in segments. The second part will ask you for information so a background check can be run. This background check is good for three years.

TECHNOLOGY USE

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 Handbook and Acceptable Use Policy.

School Website

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 sites or any sites contained in a linked site or any changes or updates of such sites.

WWW.NOAAEDUCATION.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 Website include:

Educational

Content provided in the Web Site should be suitable and usable by students 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 website: 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 website 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 AEConnect 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. MP3 players, iPads, tablets
4. Portable memory storage devices
5. Calculators with interfacing capability
6. Cell phones, iPhones, Smart phones, etc.
7. Digital cameras
8. 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-4):

Electronic equipment, cell phones, and/or smart watches are not allowed on school premises.

Electronic Devices during School Hours (Grades 5-8):

- ***School-issued Chromebooks.*** These are to stay in school unless specified by the teacher. Classroom procedures must be followed with the use of Chromebooks, which are also subject to being confiscated by the teacher. **Students will be responsible for replacing the total or pro-rated cost of any damage, destruction, or loss of school-issued electronics and accessories.**
- ***Cell phones.*** Parents who allow their children to have a cell phone on school premises must sign a permission slip. The cell phone must be checked in with their classroom teacher daily and will be returned at the end of the day. We strongly recommend that cell phones be left at home.
- ***Wired/Wireless Headphones/Earplugs.*** Listening to music or walking around with headphones/ear plugs on, or any electronic device during school hours, 8:15am - 3:15pm, is prohibited on school premises.
- ***Smart Watches.*** Not allowed on school premises.

Electronic Devices Consequences

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

1st Offense: Confiscated device which will be given back at the end of the day.

2nd Offense: Parents will be notified that the device has been confiscated and will be returned to the parent/guardian in a week.

3rd Offense: Device is no longer allowed at school. Arrangements to be made with the principal. The student will be suspended for failure to comply with guidelines. If the offense repeats after a suspension, the student could face expulsion.

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 or changed given passwords or logins or any personal information.
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.
15. Do not use the Internet for cyber-bullying.

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. (Site like but not limited to Facebook, YouTube, Instagram, TikTok, etc.)
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, bypassing filters, installing 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 websites 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 that 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 websites 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 websites.

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/or 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.

DRESS CODE

Northern Ohio Adventist Academy requires students to follow a formal 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. 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 of modesty and to avoid preoccupation with external ornaments, these rings, necklaces, earrings, bracelets-including friendship or bands, any type of piercing, etc., **are 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., are prohibited.

Dress Down Days

Fridays will be a dress down day as a privilege for all students who remain on a 4 or 5 in the behavior scale, all week. Otherwise, the student must wear their uniform on Friday. The use of external ornaments and/or cosmetics is still not allowed on dress down Fridays.

Birthday Dress Down Pass

Following the standards stated above, students can request a Dress Down Pass for their birthday. This can be requested in the office a week before the birthday. If the birthday falls on a Friday, the student can redeem the dress down day the following Monday (not any other day). This is not the case if the birthday is on the weekend. Sorry!

The school principal reserves the right to suspend this privilege to any student who is under a special behavior plan/consequence, such as in school or home suspension, detention, or being sent to the office because of behavior problems, the day before the birthday.

Dress Code Violation

Violation of the above dress code will result in:

- **1st Offense:** Guiding the student to become compliant and a written warning to parents.
- **2nd Offense:** Guiding the student to become compliant. A \$2.00 fine charged to the student. It must be paid before entering school the next school day.
- **3rd Offense:** For 3rd offense and all subsequent offenses: Guiding the student to become compliant. A \$5.00 fine charged to the student. Payment of this fine and meeting with parents will happen before the student attends class the next school day. If necessary, parents may be asked to pick up the student.

To avoid these problems please make sure your child is wearing the school uniform before leaving home.

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/guardians make sure children have an adequate breakfast and are supplied with good nutritious lunches that limit sugar intake and junk foods. Students must bring their own lunch. This can be a cold lunch such as a sandwich, warm food in a thermos, or precooked food that just needs to be warmed up. Please, DO NOT send anything in cans or that requires cooking as our kitchen is not allowed to do so. Fruits and vegetables 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 parents/guardians. Any food allergies/allergic reactions should be noted on the registration form. No food trading is allowed among students. 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.
- Bullying in any 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.

Bullying Prevention Program

Bullying is the intentional, repeated use of a written, verbal, or electronic expression, (cyberbullying) or a physical act or gesture, directed at a victim that causes any of the following: harms the victim physically or emotionally or damages the victim's property; places the victim in

reasonable fear of harm to himself/herself or of damage to his/her property; creates a hostile environment for the victim; infringes on the rights of the victim; or materially and substantially, disrupts the educational process or the orderly operation of the school.

Harassment, Intimidation, or Bullying behavior by any student or school personnel is strictly prohibited by Ohio State Law and Northern Ohio Adventist Academy. Northern Ohio Adventist Academy will annually communicate this policy to students, their parents/guardians, school personnel, and new hires.

We will continue to implement the Olweus Bullying Prevention Program in our school. Our Anti-Bullying Rules are:

- We will not bully others.
- We will try to include students who are being left out.
- We will try to help students who are being bullied.
- If we know that somebody is being bullied, we will tell an adult at school and at home.

The Olweus Bullying Prevention Program is a comprehensive program that includes staff and volunteer training, a parent orientation, a school-wide kickoff, and regular class meetings to foster good student relations.

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, and 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.

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

ZERO TOLERANCE POLICY FOR SEXUAL ABUSE

Statement

Northern Ohio Adventist Academy (NOAA) enforces a zero-tolerance stance on sexual abuse and molestation. Any form of sexual misconduct or abuse by employees, volunteers, or associated personnel is strictly prohibited and subject to severe disciplinary action, including termination and potential criminal prosecution.

Definition

Sexual abuse constitutes any sexual activity or conducts with a minor or non-consenting adult that includes, but is not limited to, non-contact actions (exposure, pornography) and contact behaviors (touching, sexual acts).

Prevention and Access Control:

- Mandatory screening for all staff and volunteers via the Sterling Volunteers program.
- Controlled building access with sign-in protocols and visitor identification.
- Regular monitoring of vulnerable spaces (playgrounds, bathrooms, etc.) by staff.
- Adult staff prohibited from using student bathrooms.
- Two-adult rule encouraged to prevent situations where an adult is alone with a student.

Identification

Children and adolescents may show various behavioral, emotional, and physical signs that could indicate sexual abuse. These signs include nightmares, being withdrawn, changes in eating habits, mood swings, sexualized behavior or language, regression to earlier developmental behaviors, secrecy, unexplained gifts or money, poor self-image, hygiene issues, substance abuse, risk-taking behaviors, and physical symptoms or self-harm. It's crucial to be attentive to these potential indicators, as they may warrant further attention and action.

Reporting Obligations

Any incident or concern should be reported without fear of retribution to the School Principal and/or School Board Chairman. All educators and staff are mandatory reporters as per Ohio law. Immediate reporting is required for any suspicion or witness of abuse.

State hotline: 855-O-H-CHILD (1-855-642-4453) for a direct link to local child welfare or law enforcement.

Investigation Procedures

Prompt and thorough investigation of all allegations, possibly involving an impartial third party. Full cooperation with law enforcement and protective services. Confidentiality is maintained to the highest degree possible.

Protection and Immunity

Legal protection from retaliation for anyone making a good-faith report of sexual abuse. Immunity from liability for individuals reporting in good faith.

Disciplinary Actions

Confirmed incidents will lead to disciplinary action, up to and including termination. Retaliation against reporters of sexual abuse is prohibited and subject to disciplinary action.

Review and Response

Regular analysis of incidents to revise policies and procedures as necessary. NOAA is committed to improving strategies to prevent future occurrences of sexual abuse.

This policy is a binding declaration of our unwavering commitment to the safety and protection of all individuals within the NOAA community. It aligns with legal mandates and our ethical standards. All community members are obliged to uphold the principles contained herein.

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 learns 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.

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

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 board's 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.

SAFETY

Searches

School personnel may authorize inspections of students' lockers, purses, backpacks, vehicles, or other belongings in the interest of student, faculty, staff, and property safety when due suspicion of probable cause is evident.

First Aid and CPR

Each one of our teachers has a current first aid and cardiopulmonary resuscitation (CPR) certificate, in compliance with all governmental regulations. Each classroom has access to a first aid kit.

Safer Ohio School Tip Line

Our school participates in the Safer Ohio School Tip Line reporting system. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety— whether that involves a threatened mass incident or harm to a single student.

Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Hazing;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety-related concerns.

Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up. Call or text to 844-SaferOH (844-723-3764).

School Emergency Operation Plan

This plan addresses our planned response to all hazards and emergency incidents. The plan outlines the expectations of school staff and students as well as providing authority for personnel to enact the plan as needed. The plan identifies internal and external communications; training and sustainability; authority and references as defined by state mandates and actions the school will use for prevention, protection, mitigation, response, and recovery. Every year we make time to practice with our staff and students the safe, planned response to different emergency scenarios.

Safety Cameras and Burglar Alarm

To increase the security in our school, our school has installed security cameras in our hallways, gym, entrances, and around our school building. Our alarms are directly connected to first responders near us.

BEHAVIORAL THREAT ASSESSMENT PLAN

Definition

In Ohio schools, behavioral threat assessment teams' function to conduct assessments and interventions for individuals whose behavior indicates they may pose a risk of harm to the school community and/or themselves.

Behavioral Threat Assessment: In K-12 schools, a behavioral threat assessment is a proactive approach to identify, assess, and provide appropriate interventions and resources for students who display a behavior that elicits concern for the safety of themselves or others.

A behavioral threat assessment:

- Focuses on behaviors, not traits or profiles.
- Involves multidisciplinary school staff.
- Identifies threatening and other concerning behaviors, and assesses them in context.
- Provides students with additional support.
- Utilizes existing school resources.
- Promotes a safe school climate.

Behaviors that trigger immediate intervention:

- Verbal and/or written threats
- Violent acts
- Weapons on campus
- Bullying
- Suicidal comments or threat

Ways of Communication

- School Safety Tip Line - 844-723-3764
- Principal - wluigo@noaaeducation.org
- ClassDojo - Communication is private, totally anonymous to those reporting concerns, and it is monitored daily.

Documentation

The Threat Report, Findings, Observations suggesting the need for intervention, and the Threat Outcome Summary, will be filed in the student's educational record. The interviews will be kept in a separate file identified as 'Threat Interviews'. The forms for Threat Assessment used by our school are found in the Comprehensive School Threat Assessment Guidelines: Intervention and Support to prevent Violence by Dewey Cornell.

Prevention

To create and promote a safe school climate, the teachers and administration of our school have established some practices to build a culture of safety, respect, trust, and emotional support. Some of these practices are:

- Encouraging communication and problem-solving by separating time every day to talk about conflicts and/ or concerns. (Circle Time)
- Character education and character trait of the month. A different character trait is emphasized every month. Certificates are given at the end of each month.
- Bullying Prevention Week is celebrated every year. Anti-bullying posters are posted in the hallways.
- Bullying Prevention Policy.
- Staff monitored time is given for students of different grades to eat together, play together, and help each other in class; ex. an older student who comes to read to a younger one.
- School personnel are trained in bullying prevention and threat assessment.
- Mental Health professionals and therapists are invited twice a year to teach students about anger management and self-control.
- A spiritual leader visits our building and spends time with students, once or twice a month.

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 K-2

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

Grades 3-8

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 every quarter and electronically available via AECConnect.

Participation guidelines for Extracurricular Activities

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

TESTING

Each fall, students in grades 2-8 are given the MAP Screening Assessment (Measures of Academic Progress). MAP Growth is a trusted and innovative assessment for measuring achievement and growth in K–12 math, reading, language usage, and science. It provides teachers with accurate, actionable evidence to help inform instructional strategies regardless of how far students are above or below grade level. 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.

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 students for a grade. The course description includes theory and performance. Each student will be assigned to participate in a music group for performance. Students will acquire performance attire and be present at performances. The music groups are Performance Band (beginners and advanced) and Performance Choir (beginners and advanced) for middle schoolers; recorders and/or bell choir for elementary students.

Our school performs at least twice a year at some of our local constituent churches. The dates for these presentations will be added to our school calendar no later than the last day of the first month of school each year. All students are expected to attend these performances. Not attending, unless there is a compelling reason, will negatively impact the student’s Music class grade.