



NORTH DALLAS ADVENTIST ACADEMY

Student Handbook

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theadventistacademy.com
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North Dallas Adventist Academy

A Seventh-day Adventist Educational Institution

HISTORY

North Dallas Adventist Academy (NDAA) is a K-12 day academy located in the community of Richardson, Texas. Adventist education began in the North Dallas area approaching 30 years ago as Richardson Adventist School. When it opened its doors in 1984 at the Richardson SDA Church the school was comprised of one classroom and eight students. The vision to grow this Adventist school to a full K-12 academy program has been present from nearly its beginning.

Fulfilling that vision has taken time. Finding and occupying a new school plant was facilitated by a special capital appropriation from the Texas Conference of Seventh-Day Adventists, a large matching donation from an anonymous donor, the constituents' willingness to shoulder the mortgage, board leadership that managed the school facility remodeling, and a school administration that effectively coordinated the program changes required by relocation and application for senior academy status.

To mark the significant change signaled by the move to a new location and application for senior academy status, the school changed its name. North Dallas Adventist Academy developed a new constitution to reflect a K-12 school program and prepared for the Senior Academy Status on-site visit in May 2009. The school year (2009-2010) was NDAA's first year as an NAD-recognized K-12 senior academy. It was not the first year for grade 12 graduates, however. During the preceding five years, RAS/NDAA has graduated 36 secondary students from a special affiliation program with Griggs International Academy.

Who We Are

North Dallas Adventist Academy is a pre-kindergarten through 12th grade day school. It is operated by the Texas Conference of Seventh-day Adventists and local constituent churches. The school is administered by the School Board which is elected by and reports directly to the constituency.

The policies in this handbook represent the guidelines, which the School Board has voted and feel are necessary for the administration of an Seventh-Day Adventist Christian school. Regulations adopted and announced by the School Board and staff during the school year are as binding as those printed in the handbook. Parents and students will be notified in writing of amendments to the handbook.

MISSION STATEMENT

North Dallas Adventist Academy (NDAA) is dedicated to providing a Christian experience for each student. We encourage and challenge each student to reach his or her fullest potential, allowing for the development of personal excellence.

Philosophy

Seventh-day Adventist education is based on the Biblical principle of service to God and man. We believe that God is the source of knowledge and wisdom. In His image God created man perfect. Because of sin, man lost his original state and Christian education aims to restore in man the image of his Maker.

We seek to assist each student to accept those values that are essential to the development of a Christ-like character. We will endeavor to help the student to discover the true source of knowledge and to develop the techniques of objective and creative thinking necessary to the search for truth throughout their lifetime.

The role of the school is to help students discover the valid sources and skills they need to make education and spiritual growth a lifetime experience. We recognize that the Bible and nature are the most important sources of revelation to man and are amplified by the writings of Ellen G. White.

Our school operates on the premise that students will receive a well-balanced physical, mental, moral and social education in harmony with the Seventh-day Adventist denominational standards and ideals.

Students are encouraged to make wise choices in their individual lives.

The cooperation of parents is essential to the realization of the school's objectives. The teacher's work serves as a supplemental extension to that of the home, but is not to take its place. In all that concerns the well being of the child, it should be the effort of parents and teachers to work together to achieve these objectives.

STATEMENT OF SPIRITUAL GROWTH

The purpose of Seventh-day Adventist education is to provide the student with every opportunity to develop a personal relationship with Christ through daily worship, Bible classes, fall and spring week of prayer, weekly Chapels and personal contact with caring Christian educators.

Purpose and Objectives

The purpose of North Dallas Adventist Academy is to provide an education that incorporates Christian values with a strong academic program. Parents and students seeking admission agree to support the school's principles, programs, and teachers, agreeing to act in harmony with the standards, requirements, and philosophies of the school.

As a school sponsored by the Seventh-day Adventist Church, North Dallas Adventist Academy supports the beliefs, standards and ideals of its church. Each school day begins with devotions for teachers and students. Chapel is conducted once a week by pastors of the Seventh-day Adventist churches, special guests, or teachers.

Lifestyle Statement

North Dallas Adventist Academy seeks to provide an environment consistent with the school's biblical positions. North Dallas Adventist Academy has certain responsibilities and concerns when considering a student's conduct or attitude. NDAA as a private institution, reserves the privilege of setting and maintaining these standards of conduct, dress, and cleanliness. Enrollment in NDAA should not be considered if the student's life style is not in accord with the NDAA standards of conduct. This includes, but is not limited to, inability to support the moral principles of the school, drug use (alcohol, tobacco, illegal drugs), or sexual promiscuity (provocative clothing, inappropriate physical contact, pre-marital sex, etc.). In such cases, the school administration reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student.

Accreditation

North Dallas Adventist Academy is accredited by the Texas Education Agency by recommendation of the Texas Private School Accreditation Commission (TEPSAC) and is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

ENTRANCE REQUIREMENTS

Kinder-Literacy Program

Admission to the Pre-Kindergarten program is granted to those students who have reached the age of four years by September 1. To enroll in Kindergarten, students must reach the age of five years on or before September 1.

Kinder Literacy Program - the Kinder program is divided into three levels: Early Literacy, Reading Readiness, and Accelerated Reader. Every student entering the NDAA Kinder Literacy Program will be assessed to determine the appropriate placement in the program. This process allows enables every student to learn at their own level and thus maximizing the learning experiences.

North Dallas Adventist Academy continues to look for new ways to improve and expand its curriculum and to provide an exciting and innovative way to nurture and educate the youngest members of our school.

First Grade

Admission to the first grade is granted to those students who have reached the age of six years old on or before September 1.

New students in the Kinder-Literacy Program or 1st grade, will have an observation period of 6 weeks. During this observation time, specialized testing may be requested. A student's placement will be based on the test results and/or the opinion of the teacher, administration and school board. North Dallas Adventist Academy may not be able to accommodate special needs children due to the limited staffing and resources available.

Transferring Students

Students transferring to North Dallas Adventist Academy will be required to present documentation of grade placement (copy of the most recent report card) and confirmation that prior school bills have been paid before they are officially accepted.

In order to provide the best possible Christian environment for its students, North Dallas Adventist Academy reserves the right to refuse admission to any student whose behavior has been deemed unacceptable. Most importantly, we strongly feel that students attending NDAA should either already have a personal relationship with God or genuinely desire a Christian education and be willing to act in harmony with the philosophy and objectives of North Dallas Adventist Academy..

New students will be accepted on an individual basis as they apply during the year. All new students will be accepted on a 6-week probationary basis and will be requested to complete the application process that includes:

- A completed application
- A copy of the student's birth certificate
- Previous year's report card & school records
- Request for Transcripts (grades 9-12)
- A current immunization form
- Previous years' standardized test scores
- Proof of a clear school financial account

Senior Residency

Seniors must be enrolled as full-time students at North Dallas Adventist Academy during the semester prior to graduation.

Non-Discriminatory Policy

North Dallas Adventist Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, nationality, or ethnic origin in the administration of its educational policies, scholarships and loan programs, and other school administered programs.

MEDICAL INFORMATION

Physicals and Immunizations

It is the policy of the General Conference of Seventh-day Adventists, and a Texas State law that all first grade students, and new students in other grades must have proof of immunizations before entering school. The law requires that students be fully vaccinated against the specified diseases.

A student may be enrolled provisionally if the student has an immunization record that indicated the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to NDAA.

If your child has any special medical conditions such as severe allergies, asthma, diabetes or other physical problems, please provide the office and teacher with the necessary information in writing.

Medication that needs to be administered by school staff must be properly labeled in its original container and a permission form from the parent/guardian or a doctor is legally required. This form can be obtained from the office.

Health Services

Health screenings will be given to Pre-Kindergarteners, Kindergarteners, 1st, 3rd, 5th, 7th & 9th graders and all new students as required by the Texas Health Department.

Physicals

All students participating in NDAA sports programs must provide a current physical to be eligible.

Lice

Head lice are a common pest in schools. They are not respecters of persons or places; anyone can get them. Lice are not a serious health hazard. They are simply a nuisance and can be easily handled if given prompt attention.

If your child has lice, please notify the school immediately. They spread rapidly from child to child if they are not isolated and treated as soon as possible. If your child is diagnosed as having head lice, he or she will be sent home until proper treatment has been administered. Please note that NDAA has a "no nit" policy. Your child will be checked by administration to confirm the removal of all nits.

Illness

The following are guidelines for parents/guardians in regard to when children will be sent home due to illness and when children should be kept home due to illness. Our primary concern in doing this is that our school remains as healthy a place as possible for the children and that we limit the spread of any contagious illnesses.

If your child has any of the following symptoms or illnesses, please keep the student at home until he/she is free from these symptoms and is ready to return to a working classroom.

- COLD and or FLU with FEVER: Keep child at home until symptoms return to that of a common cold (no fever for 24 hours and mild cold symptoms). A fever of 100° or more will result in the child being sent home.
- PINK EYE: See a physician. Keep children out of school until discharge clears up. Student must be on medication for a minimum of 24 hours before returning to school.
- NAUSEA/VOMITING: Remain at home until cleared up for 24 hours
- UNUSUAL RASHES: Remain at home. Student may return to school with a physician's note stating he / she is not contagious.

GENERAL POLICIES

Attendance

North Dallas Adventist Academy desires all students to arrive promptly and to have regular attendance. The objective of attendance standards is to develop lifetime habits of responsibility. Parents will be notified regarding tardiness in order to develop a solution for getting the child to school on time. The school should be notified by 9:00 a.m. if a child is not able to attend on any given day.

A TARDY or ABSENCE from school may be excused for the following reasons:

- Illness of the student or family
- Medical & dental appointments (efforts should be made to schedule all medical and dental appointments outside of school class hours)
- Death in the immediate family
- Weather or road conditions
- Religious holy days.

An ALLOWED ABSENCE may consist of the following pre-approved events: Pathfinder outings, school field trips, or

church related events.

Upon entering or returning to school after an excusable tardy or absence, it is required that an explanation requesting that the tardy / absence(s) be excused be presented to the administration office. This explanation must be made by each student's parent / guardian. A letter of explanation for an absence is not by definition considered an excuse for an absence. The explanation must be legitimate and meet guidelines. A period of three (3) school days will be the maximum number of days allowed to turn in an excuse. After this period is passed all absences are considered unexcused. It is the students' or parent/guardians' responsibility to respond to this requirement and not the attendance office.

A student detained by a teacher should submit an excuse note to the teacher for entry into the next class.

Daily attendance is a legal matter and the student who is absent without excuse is subject to disciplinary action.

- Notice will be communicated to parents or guardian reflecting the accumulation of any unexcused tardies or absences points when warranted.
- Additionally summary attendance reports will be mailed to parents at the end of each nine-weeks grading period.
- Make-up work may be allowed for unexcused absences at the discretion of the teacher.

ATTENDANCE CODES

AA – Allowed Absence
EA – Excused Absence
UA – Unexcused Absence

ET-- Excused Tardy
UT-- Unexcused Tardy

The attendance record will become a part of the student's permanent record and recorded on the student's report card.

High school students must have a 90% attendance in order to qualify for a VOE form required for driver's license renewal or permit.

Students are to take the initiative for making up any work missed. Requests for exceptions from the above policy need to be addressed to the principal.

Exams

All students are expected to take exams when scheduled. The days of semester exams are made known well in advance of the examination period. Families should avoid making travel plans that conflict with the examination period. Under extraordinary situations, a student may be given permission to take semester exams at a later time. There will be a fee of \$100 per exam that is rescheduled.

Severe Weather Closing

On days that North Dallas Adventist Academy must close due to bad weather, a message will be placed on the school website at www.ndaacademy.org and the school answering machine. You may call 972-234-6322 to hear the message which will play 24 hours a day.

In addition, attempts will be made to give the following stations information concerning school closings: NBC Channel 5 or on www.nbcdfw.com North Dallas Adventist Academy follows the same closing guidelines as the Richardson Independent School District. Anytime the Richardson ISD closes for bad weather, North Dallas Adventist Academy will also be closed, but we do not follow their schedule for delayed openings.

Before School

The school opens at 7:00 am. Students may wait in the Assembly Hall area until classes begin. High school students will be dismissed at 8:00 a.m. and are required to be at homeroom by 8:10 a.m. Elementary students will be dismissed by grades after worship.

After School Care

After-School Care will be provided from dismissal until 4:00 P.M. at no charge. Students who are not picked up by 4:00 P.M. will be charged \$10.00 per day, \$7.00 per day per siblings. The hours for After School Care are 4:00-6:00 P.M. Monday-Thursday, and 4:00-5:30 on Fridays. There is an additional late fee charged at the rate of \$5.00 the first 15 minutes and \$3.00 for every 5 minutes thereafter for any student not picked up by 6:00, Monday-Thursday, and 5:30 on Fridays.

School Lunches

Parents should send a nourishing lunch for the noon meal if not purchasing the school lunch. Parents are requested not to send caffeinated beverages in school lunches. Lunches consumed on campus are to follow the health practices taught by the SDA Church and be free from pork, ham, shrimp, crab, and lobster.

Lunches are purchased on a monthly basis from the school office for \$3.50 per lunch. Credits will be given for illness exceeding more than 3 days.

Students who forget their lunch will be provided a lunch. This cost will be added to the student's bill for each occurrence.

Students may not have food ordered and delivered for lunch.

Personal Property

Because school should be an environment of mutual respect, students and teachers rightfully expect that their possessions will not be harmed in any way or borrowed without the permission of the owner. Students must understand their personal responsibility in maintaining such an environment by: labeling their possessions, storing them in the proper places, and keeping their lockers locked. Students' locker contents and teachers' desk contents are personal property and are not to be touched or borrowed without permission.

Lockers

Lockers are provided to students in grades 9-12 as a convenience, and do not imply that the school assumes responsibility for the safety of locker contents. Lockers are owned by the school and there is no expectation of privacy associated with their use. Students who use lockers do so with the understanding that they retain all responsibility for both personal items and school property, which are stored in their lockers.

LOCKERS ARE SCHOOL PROPERTY AND ARE SUBJECT TO SEARCH BY ADMINISTRATION WITHOUT WARNING WHEN DEEMED WARRANTED.

Toys and Games

Electronic toys and game gear are not permitted at school without prior approval.

Lost and Found

Lost and Found items must be claimed by Friday of each week. Items not claimed by Friday of each week will be donated at the close of the day.

Telephone

Students must receive permission from the administration to use the school phone. Students will be asked for an explanation as to why they must use the phone. Remember, this is a business phone.

Note: The school respectfully asks that students and parents contact the teachers through the school during office hours. Please refrain from calling them at home except in an emergency.

Phone Messages

Please use your discretion when calling our office to leave messages. Students will not be disturbed during class

except in an emergency. We will be happy to relay messages concerning change of appointments, or unexpected transportation problems whenever necessary, but please make the arrangements concerning after-school activities, carpool arrangements, etc., before your child leaves home each morning. After 3:00 p.m. we may not be able to deliver last minute messages to your child unless it is an emergency. That time of day is particularly busy in the office. We appreciate your cooperation.

Electronic Device Policy

Electronic devices are permitted in non-instructional areas during school hours but must remain turned off and stored in their backpack or lockers during instructional time. Electronic devices may be used in the classroom, and other instructional areas at teacher/staff discretion when instructionally appropriate. It is the expectation that content viewed or listened to must be appropriate for a Christian school setting. Students that violate these rules may have their electronic devices collected by the teacher, administrator, or NDAA staff.

The following disciplinary measures outlined below will be followed:

- 1st Offense- Parents will be notified and the student may pick up the item after school. Student signature required.
- 2nd Offense- Parent/Guardian and student must pick up item. Parent/Guardian and student signature required.
- 3rd Offense- Parent/Guardian and student must pick up item. In-school suspension (ISS) will be assigned to the student, Parent/Guardian and student signature required, student loses all electronics privileges.
- 4th Offense- Parent/Guardian signature required. ISS may be assigned. Cell phone/music device will be returned after 5 school days. Parent/Guardian Conference will be held to resolve the issue.

Field Trips

From time to time classes will go on an educational field trip off campus for the day. A permission form with the information pertaining to the trip will be issued and must be returned signed before the student will be allowed to attend.

Parents driving groups of students on off-campus field trips are required to have "100/300" insurance coverage. Proof of such coverage must be provided to the treasurer's office before any trips are taken.

Outdoor Education

The fifth and sixth graders participate in the Texas Conference Outdoor School that is held at the conference campground. They spend one week during the spring studying, worshipping, and playing in God's second book, Nature. Each fifth and sixth grader attending North Dallas Adventist Academy is required to attend - this is not an optional activity. There is an additional fee; however, fundraisers are interspersed throughout the school year to help defray expenses.

FINANCIAL POLICIES

Student Accounts

In order for the school administration to maintain a fiscally responsible program, it is important that all school accounts be paid each month in a timely manner. North Dallas Adventist Academy must meet promptly its operation costs.

The first month's tuition, registration fee and cost of books are due at registration.

The entire balance at month end (including all additional charges) becomes due and payable on the first business day of the respective month. If a payment is not received by the 10th of the month a \$25 late fee will be applied. (See fee summary)

If your account is 30 days past due, you are obligated to contact the office to make payment arrangements. Students may be suspended upon accounts becoming 45 days past due until satisfactory arrangements are made with the finance committee or representative. Report cards and official transcripts will not be released until you have a clear account.

Students in grades 7-12 must have a current account or arrangements made to become current before a student's December and/or May semester exam grades will be recorded on report card or transcript. Accounts must be paid in full before students will be permitted to participate in any class trips or graduation service.

Family Discounts

Multi-student discounts are available for families with two or more students at NDAA.

Early Payment Discount

An early payment discount of 5% will be given if a full semester's tuition is paid in advance.

Art Fee

There is a fee per semester to cover the cost of basic art supplies.

Athletics/Sports Team Fees

There is a participation fee for each team sport: i.e. basketball, soccer, etc. This fee is to help cover costs for referees, equipment, gym rentals, etc. However this does not cover uniforms.

Graduation Fee

Kindergarten, 8th Grade and Seniors will be charged a graduation fee to cover the cost of a diploma, cap, gown and graduation expenses.

Music Fee

A fee will be charged per semester to each member of the choir to cover the cost of music. Members will be required to purchase the required choir attire.

UNIFORM AND DRESS CODE

The NDAA dress code is intended to enhance the learning environment, reflect our spiritual values, and to help students develop character. All students must agree to comply with the dress code as a condition of admission. Parental support is essential in this area.

All students are required to wear an approved school uniform. School uniforms may be purchased through Campus Uniform Store located on the NDAA campus. The uniform polo shirt (boys and girls) will be purchased through the Campus Uniform Store. Blue and khaki pants and shorts may also be purchased at these suggested stores:

- Old Navy
- Academy Sports
- JC Penney
- Or online at Land's End

Any uniform pieces purchased off campus must conform to the style and color of clothing items available in the Campus Uniform Store.

General information

School Patch - The school logo patch is required to be on all polo shirts and NDAA sweaters. These logo-clothing items must be purchased in the Campus Uniform Store.

Shirts - In grades 3-12, shirts worn with shorts or pants must be tucked in. Shirts worn with skorts or skirts may remain untucked. T-shirts or long sleeve shirts worn as undergarments must be solid white and must be tucked in.

Length of Shorts, Skorts, and Skirts – Skirts, Shorts and skorts are to be no more than 2 inches above the middle of the knee when standing. Shorts or other garments worn under a skirt must not be visible. **(shorts, skorts and skirts should be plain, solid color with no cargo pockets)**

Pants – Pants may be purchased onsite at the Campus Uniform Store or at the suggested stores listed above. Any pant or short must be the same style and color of the items available in the Campus Uniform Store. **(pants should be plain, solid color with no cargo pockets)**

Belt - Students in grades 3-12 are required to wear a belt with pants and shorts.

Condition of the Clothes - Clothes with rips, holes, slits or heavily frayed edges are inappropriate.

Field Trip Attire - On field trips, students are to wear their green polo shirt. Other clothing items will vary due to the nature of the trip and will be announced.

Cold Weather - NDAA sweaters, sweatshirts or hoodies can be worn. For the entire school, non-NDAA outerwear may be worn to school, during recess and PE, but must be placed in a locker, backpack or on a classroom hook during class time. Non-patterned tights may be worn during cold weather.

Accessories - Accessories (i.e. jewelry, wrist bands, silly bands, rubber bands, friendship bracelets, anklets, necklaces, earrings, etc.) are not to be worn on campus, to field trips or at school events. Unauthorized items will be confiscated and taken to the principal's office. New piercings are not an acceptable reason to wear studs. Hair accessories, (i.e. headbands, scrunchies), if worn, must be one of the uniform colors and not extreme in style.

Cosmetics - Cosmetics and fingernail polish must be natural in appearance. Deep or bright colors are not allowed.

Haircuts/ Styles - Hair must be neat, clean, natural colors, and not extreme. For boys, hair should be off the face and off the shoulders.

Casual Days/Spirit Days - Casual Days/Spirit Days are allowed as determined and announced by the Principal. Students are allowed to wear clothing of their choice within the following guidelines and in harmony with school values:

- All blouses, shirts, and dresses must have sleeves. Blouses and shirts must be long enough to be tucked in when arms are lifted above the head. T- shirts with objectionable wording or pictures and tank tops are not permitted at any time.
- Skirts must reach the top of the knee in length. Slits in skirts must not go above the knee.
- Slacks/jeans must be clean, well fitted without being tight or baggy, with no tears or frays.
- Low necklines front or back are not permitted.
- Jewelry and faddish adornments, toe rings, ear studs, or piercing protectors are not permitted.
- Shoes must cover the entire foot. Sandals or flip-flops are not allowed.
- No Athletic wear (sweats, basketball shorts, etc.)

High School Banquet Attire

For girls, banquet dresses will meet the following guidelines:

- Knee length or longer with no slit above the knee
- Back of the dress is to come to the shoulder blade or higher
- No visible cleavage
- Modest neckline with no low cut or revealing styles
- No jewelry

For guys, no denim and no jewelry.

	Girls' Uniform			Wednesday Chapel Day (no alternate uniform required)		
	Pre-K – 2nd	3 rd – 8 th	9 th – 12 th	Pre-K - 4th	5th - 8th	9 th - 12th
Shirts	Polo shirt in green, navy or yellow	Polo shirt in green, navy or yellow	Polo shirt in green, navy or red			
Shorts, Pants, Skorts, Skirts	Navy or khaki shorts or pants, or plaid skort or jumper	Khaki shorts or pants, or plaid skirt or skort or jumper (3/4 th only)	Khaki shorts or pants, or plaid skirt or skort			
Socks	Solid white, black or navy	Solid white, black or navy	Solid white, black or navy			
Shoes	Closed-toed shoes. No sandals or flip-flops	Closed-toed shoes. No sandals or flip-flops	Closed-toed shoes. No sandals or flip-flops			
P.E.	School t-shirt, shorts or non-graphic sports pants that approach the knee. Sport-appropriate shoes (i.e. court or field shoes). NDAA sweatshirts as needed.					

	Boys' Uniform			Wednesday Chapel Day (no alternate uniform required)		
	Pre-K - 2 nd	3 rd - 8 th	9 th - 12 th	Pre-K - 4 th	5 th - 8 th	9 th - 12 th
Shirts	Polo shirt in green, navy or yellow	Polo shirt in green, navy or yellow	Polo shirt in green, navy or red			
Shorts or Pants	Navy or khaki shorts or pants	Khaki shorts or khaki pants	Khaki shorts or khaki pants			
Socks	Solid white, navy or black	Solid white, navy or black	Solid white, navy or black			
Shoes	Closed-toed shoes, no sandals or flip flops	Closed-toed shoes, no sandals or flip flops	Closed-toed shoes, no sandals or flip flops			
P.E.	School t-shirt, shorts or non-graphic sports pants that approach the knee. Sport-appropriate shoes (i.e. court or field shoes). NDAA sweatshirts as needed.					

Social Policies

An important part of Christian education is that of cultivating social skills. Knowing appropriate social behavior and developing skill in relationships with others helps to bring greater success in any life.

Students are expected to uphold and encourage good reputations for themselves, others and the school. A staff member who observes inappropriate social relationships or physical contact will report it to the office for disciplinary action.

Substance Abuse

The goal of NDAA is to provide an environment that stimulates academic and spiritual growth. Substance abuse interferes with a student developing to his/her potential and, therefore, will not be tolerated. We expect our students to follow a drug-free policy that includes but is not limited to:

1. Not being under the influence of mood altering substances, alcoholic beverages, or illegal drugs.
2. No possession of drug-related paraphernalia.
3. No abuse of prescription drugs by any student.
4. No selling or distributing drugs.

Any infraction will result in disciplinary action, possibly including dismissal from NDAA, even for the first offense. The policy is in effect while a student is on school property, attending or participating in any school-sponsored activity, including any activity associated with NDAA (such as parties at a student's home).

Campus Leave and Driving

North Dallas Adventist Academy is a "closed campus". If a student leaves the campus during school hours without permission, the student(s) will be subject to disciplinary action.

For the protection of your child, students cannot leave campus with anyone other than their parent, guardian, or designated adult. If your child travels with someone else, rides public transportation or walks from North Dallas Adventist Academy the school office needs written documentation stating parent/guardian permission for this to occur.

Library

The following is a list of the library rules.

1. The librarian or an authorized person will be the only individual who will check out items in the library.
2. Books, cassette tapes, CD's, and periodicals may be checked out for a two-week period, renewable for an additional two weeks. A fine of ten cents per school day (or 50 cents per week) will be assessed for all items not returned on time. Nothing new may be checked out until fines are paid and overdue item returned.
3. DVD's and videos may be checked out for one week. A late fee of 50 cents per day (\$2.50 per week) will be assessed for overdue DVD's and videos.
4. After an item is 2 weeks over-due, late charges will be reported on the student's monthly statement. If after an additional two weeks, the item has still not been returned, the item(s) will be considered lost and a replacement charge will be added to the student's account. The student has the option of replacing the item.
5. Students in grades 7-12 who need books or materials that is not found in our NDAA library may reserve books from the Richardson Public Library using the school's library card. All items checked out must have an educational purpose. Please note that the late fee is different for the Richardson Public Library than for our NDAA library. For more information please contact the librarian or authorized person.

Home and School Association

All parents are members of the Home and School Association. The purpose of this organization is to promote a better understanding and cooperation between parents and teachers as they work together to educate the children

attending North Dallas Adventist Academy. The Home and School Association conducts several programs during the school year. All parents are encouraged to attend these functions.

Parent Parking

Parking is not allowed in designated "Fire Lane" areas as marked on the parking lot. This includes leaving your car parked in front of the main entrance while you are in the building. If you must leave your car please use a designated parking place.

Crisis Management Plan

In case of a crisis (tornado, fire, etc.) the school maintains a Crisis Management Plan. Please feel free to review this document. It is located in the main office.

DISCIPLINE POLICY

Discipline, when needed, will be designed to direct the student toward a more meaningful acceptance of Christian rules of conduct. If a student's activities or behavior is unsatisfactory, or his/her attitude is manifestly out of harmony with the standards of the school, or his influence is found to be detrimental, he may be asked to withdraw at any time, even though there may have been no specific violation of any specific regulation.

Classroom Discipline

- Classroom expectations or misbehaviors are dealt with in the classroom with the teacher involved. All misbehaviors and consequences will be documented.
- If this is ineffective and a student does not respond, the student will be sent to the office for discussion with the principal.

In school suspension (ISS) is temporary exclusion from classes and all NDAA sponsored activities. The student must remain in the designated area and work on the class work that is assigned by the teachers.

Suspension is exclusion from NDAA for a limited period of time because the student has had a trend of citizenship irregularities or a major citizenship problem. Missed work or assignments may not be made up.

Immediate termination and withdrawal from NDAA by action of the Discipline Committee may result from a trend of citizenship irregularities or major citizenship problems.

Suspension

In-school suspensions are given for an accumulation of violations of school rules. The student will be isolated from his/her peers and required to complete all work assigned.

At-home suspensions are given for serious violations and/or repeated infraction of school wide rules. These actions demonstrate refusal to repent and to change undesirable behavior. Any work or tests missed because of an at-home suspension receives a zero and may not be made up. At-home suspensions may range from 1 to 3 days.

A suspended student, whether the suspension is in-school or at home is suspended from any and all school activities for the days of suspension.

ACADEMIC POLICIES

Academics

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education, integrating Bible, Math, Social Studies, and Language Arts, etc. This includes an awareness of the principles of human growth and development, which encourages, guides, and sustains students as they seek to understand themselves and to relate to their fellow human beings and to their Creator.

Textbooks

High School students will be responsible for purchasing their textbooks. NDAA will provide the approved textbook list for the students. Textbooks will be available for sale from the main office or the required textbook may be purchased from independent sources. Immediate payment is expected for textbooks purchased from the school. Textbooks may not be charged to a student account.

Technology

Instruction in computer literacy pervades all levels and subject areas. NDAA views the computer as a tool that must be taught and integrated across the curriculum.

Grading Periods

The school year is divided into four quarters for all students. Each quarter is a marking period. At the conclusion of a quarter, a student receives an evaluation in each academic area.

For high school students, two quarters make a semester. Credit for the class is based on semester grades. Each semester successfully completed earns a 1/2 credit.

Parent/Teacher Conferences

Parent-student-teacher conferences are held twice a year, in the fall and spring. The main purpose of these conferences is to review the student's total progress and development and to help the student set goals for the future. Parent/teacher conferences may be requested at any time during the year by contacting the teacher.

Summer School

In the event that a student in 2nd-8th grade fails half a year or more of English, Reading, or Math, the student will be required to make up the work by attending a public summer school. If a student in grades 9-12 obtains a failing grade at the end of the semester (the first two grading periods or the last two grading periods), the student will be required to repeat this portion of the semester by attending a public summer school.

Honor Roll

At the end of a quarter the student's grades from each subject are averaged to obtain an overall grade point average. This number determines who qualifies for the honor roll, which will be posted.

Grade Scale

NDAA uses the following scale to determine grades and GPA:

A+	96.5 - 100
A	92.5 - 96.4
A-	89.5 - 92.4
B+	86.5 - 89.4
B	82.5 - 86.4
B-	79.5 - 82.4
C+	75.5 - 79.4
C	72.5 - 76.4
C-	69.5 - 72.4
D+	65.5 - 69.4
D	62.5 - 66.4
D-	59.5 - 62.4
F	59.4 or below

Music

Students in all grades are encouraged to experience the gift of music. Instruction in music is given primarily through preparation for school choir performances and musicals. Teachers of Pre-K-2nd grades will incorporate music into their daily class schedule. Students in 3rd – 6th grades will be participating in the String Ensemble program. Students in 7th-8th grades will participate in the vocal choir and students in 9th-12th grades will elect to participate in choir as a fine arts elective. Private piano lessons are also available, by appointment, after school.

Academic Notice

Should a student receive two D's, an F, or falls below a 73 overall average for any marking period, he/she will be placed on academic notice. Academic notice is a period during which the student works to improve his or her academic position. Should the situation warrant a parent/teacher conference, the teacher will arrange the conference with the parents/guardians and as many of the faculty as necessary. The notice will contain a statement of the student's needs and what corrective steps the student should take during an established time frame (usually until the next interim report or report card is issued). This attention is intended to help the student improve so that he/she will move off academic notice. A student on Academic Notice must:

- Meet with the principal to outline a program of study for success.
- Not violate the attendance policy (no unexcused absences).
- Bring grades up during the following grading period.
- Meet with teachers weekly to evaluate progress in classes with low grades.
- Not participate in trips if he/she has an F.

After the stated time period, the teacher and principal will review the student's progress and effort. They will have two options:

1. Remove student from academic notice.
2. Place student on Academic Probation.

If there has been no academic improvement after the remaining 4 weeks, the student will be placed on Academic Probation for the next 4 weeks until a new interim report or report card is issued.

Academic Probation

When a student continues to suffer academically, even though several methods of help and support have been previously agreed to and implemented, it will then be necessary to make arrangements by the school and the parents/guardians so that the student can succeed. Decisions are individualized to meet the needs of the student and the school. A letter detailing the conditions and expectations of the probation will be sent to the parents/guardians by the principal.

A student on Academic Probation will have the previous restrictions as well as:

- Must not miss any classes or study halls to participate in trips and/or organizational activities
- May not hold student leadership positions.

Students who violate these restrictions or continue to fail multiple courses may be asked to withdraw from school.

PSAT/NMSQT

The PSAT/NMSQT test is a nationally administered test given to students in October of the junior year. This is the test from which National Merit scholars are chosen and is considered to be a practice test for the SAT. Parents can visit the PSAT website at:

www.collegeboard.com/student/testing/psat/about.html

Juniors at NDAA are required to take the PSAT and sophomores are encouraged to take the PSAT.

SAT/ACT

The SAT / ACT test is a nationally administered test given to students applying to college. North Dallas Adventist Academy is a Sunday testing center for the SAT and is open for the SAT test on some of the dates scheduled by the Educational Testing Service. Please refer to the calendar in the front of the bulletin for exact dates. Students who do not take the SAT test during their junior year will be encouraged to take it in the fall of their senior year. Registration packets are available from the office.

Additional preparation information for both the PSAT and the SAT/ACT test can be obtained through local colleges; self-study courses can be obtained from various bookstores and/or online. Please note that Sunday test exemption is not available through online registration for the SAT.

High School Program

HIGH SCHOOL RECOMMENDED PROGRAM

Subject Area	Recommended Program
RELIGION	4 credits One unit required for each year in attendance at an SDA school
ENGLISH	4 credits English I, II, American Literature, English Literature
MATH	4 credits MUST INCLUDE Algebra I, Geometry, Algebra II & Pre-Calculus OR Algebra I, Geometry, Math Models & Algebra II
SCIENCE	4 credits Biology, Chemistry, Physics, and Human Anatomy & Physiology
FINE ARTS	1 credit Art, Music
SOCIAL STUDIES	4 credits World Geography, World History, US History, US Government (0.5 credits), Economics (0.5 credit);
SPEECH	0.5 credits Communication Applications
HEALTH	0.5 credits
COMPUTER TECHNOLOGY APPLICATIONS	1 credit
FOREIGN LANGUAGE	2 credits Foreign language must be 2 credits of the same language
PHYSICAL EDUCATION	1 credit
ELECTIVES	4 credits
TOTAL	30 credits

NOTE: Some Texas schools do not transfer grades below "C".

HIGH SCHOOL BASIC PROGRAM

Subject Area	RECOMMENDED PROGRAM
RELIGION	4 credits 1 unit required for each year in attendance at an SDA school
ENGLISH	4 credits English I, II, American Literature, English Literature
MATH	3 credits Algebra I, Geometry, and one other math course (Math Models of Application, Algebra II, or Pre-Calculus)
SCIENCE	2 credits IPC, Biology May substitute Chemistry or Physics for IPC but must use the other as academic elective credit
FINE ARTS	1 credit Art, Music
SPEECH	0.5 credit Communication Applications
SOCIAL STUDIES	3 credits US History, US Government (0.5 credit), Economics (0.5 credit), World Geography, or World History
HEALTH	0.5 credit
COMPUTER TECHNOLOGY APPLICATIONS	1 credit
FOREIGN LANGUAGE	None
PHYSICAL EDUCATION	1 credit
ACADEMIC ELECTIVES	1 credit World Geography, World History, Chemistry, or Physics
ELECTIVES	4 credits
TOTAL	26 credits
NOTE: Some Texas schools do not transfer grades below "C".	

COURSE OFFERINGS

North Dallas Adventist Academy covers KINDER through 12th grade curriculum. NDAA is accredited as a K-12 school.

COURSE DESCRIPTIONS

Religion

Bible I (1 credit)

This course begins with a study of the historical development of the Bible and its reliability. Lessons cover God's gifts of the Sabbath and salvation, the experiences and relationships within selected families in the Old Testament, and the application of biblical principles to one's family today. Second semester covers the life, ministry, death and resurrection of Jesus Christ as recorded in the first four books of the New Testament.

Bible II (1 credit)

This course begins with a study of the life and times of Israel and continues with a discussion of Christ and the Church. The second semester discusses Christianity as a world religion along with Adventism and the second coming of Christ.

Bible III (1 credit)

(Daniel & Revelation, Beliefs, Friendships and Romans)

The general themes studied are Daniel & Revelation and Beliefs (the doctrines of the Seventh-Day Adventist Church). The purpose is to help students gain understanding of the basic relationship between the books of Daniel and Revelation to the Adventist Christian faith. Although the fundamental beliefs of Seventh-day Adventists are spread throughout the four-year religion curriculum, the "Beliefs" unit of study provides a more comprehensive and systematic look at the individual beliefs themselves.

Bible IV (1 credit)

(John, Marriage & Family, Worldviews & Religion, and Life Philosophy & Moral Issues)

The general themes studied are John and Worldviews & Religion. Life Philosophy and Moral Issues is a study of relevant and contemporary advice for Christian living. The study of Worldviews & Religion is undertaken with a biblical perspective. The understanding of cultures and religion surrounding us is essential; this unit is designed to clearly demonstrate that Jesus Christ and His crucifixion is the heart of redemptive religion.

English

English I (1 credit)

This course consists of intense study into the mechanics of grammar, writing, research organization, and introduction to literature. The student will become more competent and confident in writing, reading and research.

English II (1 credit)

This course will include an analysis of grammar with emphasis on the mechanics of sentence composition. Besides the traditional short story units, other literature units include essays, biographical sketches, and poetry forms.

American Literature (English III) (1 credit)

This course is a study of the leading American authors from colonial days to the present with attention to the times in which they lived and the changes in literary thought that affected their work. Practice in composition is provided and the ability to analyze literary works is emphasized.

English Literature (English IV) (1 credit)

This course is a study of the major English writers in the context of historical time periods. Poetry, short stories, dramas and prose are included. Composition practice is included chiefly within the framework of the analysis of literary works.

Speech: (1/2 credit)

This course consists of the study and application of public speaking methods and techniques. This course will not only help prepare the student for speaking opportunities, but will enhance the confidence level and self-esteem of the student -- both in private and public settings.

Mathematics

Algebra I (1 credit)

Students will learn to manipulate complex formulas and equations, to write equations, to solve practical situations, and to develop reasoning ability useful to more advanced mathematics classes.

Geometry (1 credit)

Prerequisite: Algebra I.

This course introduces the student to logic, symmetry, shapes and measurement. Both algebraic and geometric models are introduced and developed throughout the course. Various proof formats are compared and used whenever appropriate.

Mathematical Models (1 credit)

Prerequisite: Algebra I & Geometry

This course builds on the foundations of Algebra I and Geometry. Students use algebraic, graphical, and geometric reasoning to recognize patterns and structure, to model information and to solve problems from various disciplines.

Algebra II (1 credit)

Prerequisite: Algebra I and Geometry

This course carries advanced students further into the field of mathematics as they begin to apply skills taught in Algebra I.

Pre-Calculus (1 credit)

Prerequisite: Algebra II.

This course provides extended investigations into functions, including logarithmic, trigonometric, and polar functions, as well as vectors, complex numbers, sequences and second-degree relations.

DUAL CREDIT PRE-CALCULUS (1/2 Unit)

DUAL CREDIT CALCULUS (1/2 Unit)

Science

Biology (1 credit)

This is a survey in the fundamentals of biology with emphasis given to basic structure and function of living matter along with comparisons of structure and function among living things.

Chemistry (1 credit)

This is an introductory course covering chemical theory and descriptive chemistry with emphasis on the structure and periodicity of the elements. Concepts are reinforced with numerous simple lab experiments.

Anatomy and Physiology (1 credit)

Prerequisite: Biology

Anatomy & Physiology is an in-depth study into the structure and function of the human body. It is especially designed for students interested in the medical or allied health fields. A basic background in health, biology, and some chemistry are helpful in understanding some concepts presented in this course.

Physics (1 credit)

A study in Newton's laws of motion and acceleration, forces, gravity, friction, curvilinear motion conservation of energy and momentum, phases of matter, thermodynamics, waves, sound, light (reflection, refraction, and diffraction), electrostatic, electricity, magnetism, atomic structure, nuclear reactions, and introduction to quantum theory and relativity.

Social Studies

World History (1 credit)

Students will study the western cultures beginning with the earliest records of time. Emphasis will be placed on the effects of the Great Controversy between God and His foes.

World Geography (1 credit)

This course consists of an intense study of the world community. Through this course students will develop an understanding of their world from many different perspectives. Students will view global patterns and be challenged to develop a sense of the earth, its people and the relationships that occur while continuing to value differences in culture.

American History (1 credit)

This class is an in-depth examination of the founding and development of the United States. Students will follow the growth of America from a handful of colonies to one of the world's most powerful nations.

American Government (1/2 credit)

This course is a comprehensive survey of the operation of federal, state, country and city governments. The course examines all aspects of government: statute making, diplomacy, labor policies, public finance, etc. Emphasis is placed on the work of the government in promoting the interests of the people and in addressing itself to current topics.

Economics (1/2 credit)

Students will study macroeconomic concepts such as prices, competition, and supply and demand as well as major economic systems used around the world such as free market, mixed and command economies. Heavy emphasis is placed on microeconomics and personal finance though the use of Dave Ramsey's "Financial Peace for the Next Generation".

Physical Education

Physical Education (1 credit)

This course is designed to teach the fundamental skills of various team sports as well as to improve general fitness.

Physical Education (1/2 credit)

This half-year course is designed to refine the skills of various team sports, as well as to improve general fitness.

Health

Health (1/2 credit)

Students learn about different perspectives dealing with their health. This course encourages students to look closely at their own life styles, learn the skills necessary for changing negative behaviors and set goals for improving their well being.

Spanish

Spanish I (1 credit)

This course covers elementary Spanish and basic verb conjugation in past, present, and future. Vocabulary consists of everyday activities, common objects, and entertainment. Students will be able to respond appropriately when questioned in Spanish, pronounce words correctly, and read and understand passages.

Spanish II (1 credit)

This course expands on the elementary Spanish learned previously in Spanish I. Basic reading, speaking, listening and writing skills are expanded and refined. Paragraph writing is developed. The culture of Spanish Speaking countries is explored. Grammar development includes conjugation of basic verbs, possessive adjectives and pronouns, and negative and affirmative words.

Fine Arts

Choir (1 credit)

Is a performance-oriented choir that focuses on singing at various churches and other events through the year. Skills such as reading music, sight-reading, and correct vocal production are developed throughout the year.

Yearbook/Journalism (1 credit)

Throughout the school year, students on the yearbook team will construct a layout, take photographs of students, write headlines and captions, and work toward ensuring a memorable school year.

Computer Technology

Computer Science (1 credit)

This course introduces the student to basic keyboarding and information processing. The student will learn Word, Excel and PowerPoint.

Advanced Computer Technology (1 credit)

This course introduces the student to basic digital photo and video editing techniques from popular editing software.

ATHLETIC POLICIES

North Dallas Adventist Academy provides an athletic program to develop a biblical display of godly character and behavior while promoting healthy growth and development.

Since the athletic program is considered to be extracurricular, a student must be academically eligible in order to participate in any athletic activity. A student is ineligible to participate when he/she has a D or a grade below 70 on their progress/report card.

Once ineligibility has been established, the student is ineligible for two full weeks, during which time the student may practice but may not participate in game play. If a student has received two grades below 70 on a progress/report card, the student may not practice with the team. The student will be declared eligible again if he/she receives no failing grades on the next progress/report card. If the student has still not met the requirements to participate, he/she will continue to be ineligible until the next report card.

PARENT/GUARDIAN RELATIONS

Parental/Guardian Involvement

In order to educate a child effectively, it is necessary that an alliance be formed between the home and school. Without parental/guardian involvement, success is improbable if not impossible. North Dallas Adventist Academy strives to impress all families to provide the needed input and service in order to create a support network of caring families that positively affects the school and the education of all students.

Grievance Policy

Comments of a positive, constructive nature, expressed in a Christian manner, are always welcome.

If one has a legitimate complaint or concern regarding the school personnel or program, the following procedure, based on Matthew 18:5, is recommended:

- 1) Talk to the individual involved privately about the concern.
- 2) Ask the teacher or administrator for assistance
- 3) If further discussion is needed, ask the principal to join in a conference with the personnel involved.
- 4) If the issue is still not resolved, ask the School Board chairperson to become involved.
- 5) If further help is desired, the matter is to be reviewed by the School Board with the Conference Superintendent of Education present.