

Welcome to North Dallas Adventist Academy Middle School for the 2017-2018 School Year!

Some important information for middle schoolers and their parents/guardians:

- **Lockers** - Students will not have a locker this year. They will have a hook for jackets and gym bags and then will carry their backpacks to class.
- **Books** - Each student in grades 6-8 will receive a book number. All text or classroom books checked out to the student will have his/her same number. All books must be returned, or students will be charged the cost of replacing the book.
- **Academic Uniforms** - NDAA students must begin the year in the correct uniform. The uniform may be purchased online via the school website at ndaacademy.org. The complete uniform policy can be found on the school website as well. Please carefully review the updated policy.
- **P.E. Uniforms** - All middle school students must purchase a P.E. uniform through the online uniform store which can be accessed via the school website at ndaacademy.org.
- **Supply Lists** - The supply lists for grades 6-8 can be found on the school website. Students should bring all supplies to school the first day.
- **Drop off each morning** - Middle school students may be dropped off at the back of the building each morning from 7:00am to 8:05am to wait, supervised, in the cafeteria. Students will remain in the cafeteria until a middle school staff member picks them up at 8:05am to take them to the middle school building. Students dropped off after 8:05am must enter through the front doors. Classes begin promptly at 8:15 each morning. If students arrive after this time, they must stop at the front office for a tardy slip. Unexcused tardies receive demerits and impact citizenship grades.
- **Pick up each afternoon** - School dismisses each afternoon at 3:30pm for students in grades 6-8. Teachers will take students to the front of the building at this time and wait with students until 3:45. Any students not picked up by 3:45 will be taken to the after school program. Students with tutoring, club, athletics, or event passes will remain in the care of the teacher/coach supervising. Parents may park to wait for students to be dismissed each day.
- **After School Program** - The after school program is operated by Canyon Creek Daycare, not NDAA, this school year.
- **Electronic Devices** - For the safety and academic success of our students, no electronic devices may be used from 8:00am to 3:45pm. Students who wish to bring phones to school must keep them put away during the school day. If a student chooses to use an electronic device during restricted times or inappropriately, a parent/guardian will need to pick up the device from the principal. The school is not responsible for lost/stolen electronic devices.
- **Attendance/Tardiness** - Regular and timely attendance is important for student success. Please review the attendance and tardy policies in the school handbook

online. If a student is tardy to school, the student must check in at the front office before reporting to class.

- **Semester Exams** - In grades 6-8, semester exams increase in importance as we prepare students for success in high school. When making travel plans, please keep in mind that these exams are scheduled for the last week of classes each semester with material being covered and reviewed up until the test is given. A fee is charged for each test given early due to student travel absences.
- **Tutoring** - Tutoring will be offered by each teacher as needed.
- **Visitors** - We welcome parents/guardians to visit our middle school! If you would like to visit, please schedule a time with the principal through the office. Also, all visitors to campus must check in at the front desk and wear a visible badge.

IMPORTANT: This is just a basic overview of the NDAA Middle School policies and procedures. Please remember to read the Student Handbook online at ndaacademy.org. Students attending NDAA are responsible for following the guidelines in the handbook.

We are so happy you have selected North Dallas Adventist Academy for your educational journey this year! We look forward to serving you and are praying daily for each student's success!