

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

Some important information for upper school students and their parents/guardians:

- **New Times** - This year, the upper school day begins at 8:30 for most students and ends at 3:30. Some students will have a class in the morning at 7:45, and some will have a class that begins after regular dismissal at 3:35 and ends at 4:15 (5th Period).
- **Drop off each morning** - Upper school students may be dropped off each morning beginning at 7:00am. Students must enter the building through the main front entrance and report directly to the cafeteria where they will be supervised until being dismissed to class at 8:25. Students with the earlier period will be dismissed earlier in time to make it to their classes. Any student arriving after 8:25, must go directly to class. If the student arrives after classes have started, he/she 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 most students in the upper school. Please make arrangements to pick up students promptly as supervision for upper school students ends at this time. Those students who have the added 5th period class will need transportation after their class ends. Students with tutoring, club, athletics, or event passes will remain in the care of the teacher/coach supervising and will need transportation home at the time given by the sponsor. Parents may park in the front parking lot to wait for students to be dismissed each day.
- **Lockers** - Students will receive a lock and a locker the first week of school. Students are responsible for locking the lockers in order to keep items secured.
- **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.
- **Technology Agreement Form/iPads:** Students will receive iPads Wednesday morning. They must have the technology form signed and returned in order to receive the iPad. Students must also bring an iPad mini case. Textbooks for upper school classes as well as assignments will be accessed using the iPad minis.
- **Electronic Devices other than iPads-** For the safety and academic success of our students, no electronic devices may be used during the school day. Students who wish to bring phones to school must keep them put away. 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 and will be charged a fee. The school is not responsible for lost/stolen electronic devices.
- **Demerits/Merits** - The demerit system is outlined in the Student Handbook.
- **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.

- **Cafeteria/Lunch** - Students will be eating in the cafeteria this year. The hot lunch program will remain as last year, or students may bring their own lunch. Students may not order lunches to have delivered to the school. Emergency lunches will be provided for any student who forgets to bring a lunch, and the cost will be charged to the student's account.
- **Semester Exams** - In grades 9-12, semester exams increase in importance as we prepare students for success in college. 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 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.
- **Student Parking** - Students who will be driving to school will park in the front parking lot. These students need to complete some specific forms in the front office.

IMPORTANT: This is just a basic overview of the NDAA Upper 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!