



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 over thirty 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 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 a 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 his/

her 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, and 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 weeks 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 lifestyle 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.

When a student chooses to attend North Dallas Adventist Academy, he/she agrees to adopt a Christian lifestyle. The student agrees to accept the moral responsibility associated with a Christ-centered education, whether on or off campus. NDAA knowingly accepts and retains only those students willing to make that commitment. It is NDAA's desire that each student adhere to this commitment while in attendance and to make a lifetime commitment to the principles of honor, courage, and support.

Student Pledge

As a student of North Dallas Adventist Academy, I recognize that every effort will be made to stimulate and inspire me to develop to my full potential. I pledge to support the school's effort to provide a safe, positive environment where learning can happen. I promise to become familiar with and follow the policies in the Student Handbook. I also will choose to be a student both on and off campus who:

- seeks to develop my physical, mental, and spiritual abilities to serve and honor God.
- respects and protects the rights of all people.
- practices the principles of honor, encourage, and support.
- endeavors to influence and assist fellow students in supporting these ideals.

NON-DISCRIMINATORY POLICY

North Dallas Adventist Academy does not admit individuals who engage in sexual misconduct, which includes non-marital 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 North Dallas Adventist Academy and the Seventh-day Adventist Church.

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.

ADMISSION/REGISTRATION

ADMISSION AGE REQUIREMENTS

Kindergarten	4 years or 5 years of age by September 1 **
First Grade	6 years of age by September 1

** NDAA offers a 2-year kindergarten program with all five year olds being prepared to start first grade the following fall.

KINDER LITERACY PROGRAM

The Kinder-Literacy Program is a literacy immersion developmental program where students are educated through individual and group instruction. Concepts are reinforced through learning centers, class projects, and individual exploration. The Kinder-Literacy Program is divided into three levels:

1. Early Literacy
2. Reading Readiness
3. Accelerated Reader

The purpose of the Kinder-Literacy Program is to prepare young children for experiences they will encounter later in their education. The program has been carefully structured to allow teachers to consider the emotional and social needs of each child. Our goal is to see each of the students adapt in a comfortable way, at their own pace, and with the maximum degree of motivation, to the more formal setting of school. In the Kinder classroom, the day is structured with distinct routines and developmentally appropriate activities designed to meet each child's needs. The student will be exposed to activities in which they learn to focus, follow teacher directions in a group, and other important skills. We place great emphasis on the acquisition of social skills. The kinder children learn to interact with and show respect for others.

Every student entering the NDAA Kinder-Literacy Program will be assessed to determine the appropriate placement in the program. This process enables every student to learn at his/her own level thus maximizing the learning experiences.

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.

APPLICATION TO SCHOOL

New or transfer students must make formal application to enter any of the grades K-12 by completing the appropriate forms online at www.theadventistacademy.com. The Admissions Committee will review the application, and the student will be notified of his/her acceptance.

New student application will be considered on an individual basis during the year. To be considered for admission, all new students must complete the application process that includes:

- A completed online application
- A copy of the certified birth certificate
- Social security card

- Previous year's report card and a copy of all academic records including standardized test scores
- Request for Transcripts (grades 9-12)
- Current immunization records
- Copy of a current physical from a medical care-giver
- Proof of a clear school financial account if transferring from another Seventh-day Adventist school

Students are accepted on a six-week probationary basis.

North Dallas Adventist Academy does not admit individuals who engage in sexual misconduct, which includes non-marital 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 North Dallas Adventist Academy and the Seventh-day Adventist Church.

REGISTRATION

Registration for returning and new students is held during the first part of August. It is highly recommended that parents and students come to the announced registration days. Students unable to register on the days announced may complete registration by appointment only. To be eligible for registration, the student must have completed and submitted the online application and submitted the above documents.

It is important for both students and parents to attend Registration Day as this is an opportunity for financial plans to be made for the year with the business office, to ensure that all paperwork is completed, and upper school class schedules will be made.

STUDENT RECORDS AND TRANSCRIPTS

In accordance with FERPA, student records, including attendance records, test scores, grades, disciplinary records, counseling records, applications for admission, health and immunization information, teacher/counselor evaluations and reports of behavioral patterns are considered confidential. Release of records is restricted to:

- Parents - whether married, separated, or divorced, unless the school is given a copy of a court order terminating parental rights or the right to access a student's educational records.
- Legal guardians - documentation must be provided showing legal guardianship.
- School officials who have a legitimate educational interest in a student's records.

TRANSFER GRADES

Transcripts from Within the United States

When a transcript is received from an accredited school within the United States, the list below will be used to determine the numerical equivalency to letter grades, when letter grades are all that is listed on the transcript. Midpoint will be calculated and used.

If a numerical range is listed on the transcript, the

91 for A -	81 for B -	71 for C-
95 for A	85 for B	75 for C
98 for A+	88 for B	78 for C+

If prior district awarded credit of a D, a grade of 70 would be transferred.

Transcripts from Outside the United States

Parents are responsible for providing a transcript translated into English. Transcripts that require translation into English will not receive a letter grade or numerical equivalency. A "P" for passing will be assigned to designate that credit was earned. The maximum number of transcribed courses per year is eight.

Accredited international schools that deliver the majority of instruction in English and use an American-based curriculum, as well as Department of Defense schools, will be reviewed in the manner as transcripts received from accredited schools from within the United States.

GRADE PLACEMENT

New students in the Kinder-Literacy Program or first 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.

NDAA reserves the right to administer grade placement tests to any new student. The final decision as to grade placement is left to the NDAA Administration Committee and the school principal.

ENRICHMENT & ACCELERATION OF STUDENTS (LOWER & MIDDLE SCHOOL)

Seldom does a child benefit by advancing more than one grade per year. When acceleration occurs, the student may miss valuable steps in his development. The student frequently does not have the maturity and experience to do the work and establish the necessary social relationships for the next grade and may display academic and social maladjustment. Therefore, it is recommended that a teacher provide enrichment rather than acceleration. This enrichment may be hobbies, research on related subjects, crafts, art and music, and additional subjects taken by use of current technology.

NDAA discourages accelerated grade placement until the 3rd grade when formal testing begins. Our program appreciates and recognizes how God has made each child differently, developing at different rates, especially at this time of a child's life. We will continue to work with each student to create an individualized program that meets the child's cognitive, emotional, social, and academic needs. This approach minimizes student frustration, maximizes the joy of learning, and offers the most productive learning experience.

If a parent is considering this, contact must be made with the principal and Principal of Academics no later than October 1 of the year prior to acceleration.

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.

CONFLICT RESOLUTION & LEGITIMATE CONCERNS

Comments of a positive, constructive nature, expressed in a Christian manner, are always welcome. When a misunderstanding or disagreement occurs between two persons in our school community the following steps are recommended in sequence (based on the printed guidelines in the Southwestern Union Conference *School Board Manual*):

- In even the best schools, individuals sometimes have concerns regarding the school's operation or perhaps some action of an individual employee or teacher. Most of the time, these concerns can be explained or corrected by an earnest, prayerful visit between the parties involved. (Matthew 18:15-18), On occasion, the head of school or one of the principals may be requested to serve as a consultant regarding specific concerns.
- In the event that the individual's concern continues after a personal visit and consultation with the head of school and/or principal, the individual is requested to express the concern in writing to the school board chairperson.
- The chairperson will call a special meeting of the concerned individual, any involved employee, the head of school and/or the principal, the chairperson, and the local conference superintendent (or associate) of schools to discuss the concern and attempt to achieve a resolution satisfactory to all.
- If satisfactory resolution does not seem possible within this group then the concerned individual and the employee will be invited to appear at the next board meeting for a confidential discussion of the concern with this group, including the superintendent (or associate) of schools.
- Only after the above suggestions have been carried out, should concerns regarding an employee be brought to the board for its consideration and discussion. After the concern has been stated and questions asked by board members, the board should go into executive session to complete discussion and determine resolution.
- Since such resolutions are sometimes of a sensitive nature, the head of school and/or principal (if not personally involved), board chairperson and the superintendent (or associate) of schools should share the board's resolution with the person involved. Every effort should be made to come to a caring, peaceful conclusion among God's people.

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.

All new students are required to bring current immunization records at the time of registration. If the needed immunizations are not current, students in grades 2-12 will be allowed two weeks in which to receive the needed immunizations. After that time, the student will not be allowed to return to school until the required immunizations have been received. Students in grades Kinder-1st must have all immunizations completed (or in progress) before the first day of class.

All international students are required to show documentation of a negative tuberculosis test prior to the first day of school.

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.

HEALTH SERVICES

All schools in the state of Texas are required by state law to perform the following health screenings for all new students and selected grade levels for returning students:

Hearing And Vision	Grades K, 1,3,5,7,9
Scoliosis	Grades 6 and 9
Acanthosis Nigricans	Grades 1,3,5,7

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 the spread of any contagious illnesses be limited.

If your child has any of the following symptoms or communicable diseases 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°F 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.

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.

MEDICATION

Whenever possible, medications should be scheduled to be given at home. When necessary, designated school employees may administer medications with strict adherence to the following:

- Medication must be brought to school by parent/guardian.
- Medication must be in original container with correct pharmacy labels and student's name.
- Documentation for the administration of medication by school personnel must be signed by both the physician and the parent. It must include: name of medication, dosage - amount, time and route of administration, any possible side effects, condition for which prescribed and doctor's phone number.

Authorized students may need to carry emergency medications (asthma inhalers, insulin, severe allergic reaction kits or anti convulsants). Documentation for students who are required to carry and self-administer medication must include the signed consent of physician, parent, and student. Without the signed consent form in the school office, no medication either prescribed or over-the-counter may be carried or self-administered by any student.

PHYSICALS

Physical examinations are required of all students entering NDAA for the first time. All students participating in NDAA sports programs must provide a current physical to be eligible to practice, try out, or participate in the varsity sport.

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 6-12 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

A 7% early payment discount will be given if full years tuition is paid in advance. Early payment discount must be paid in check or cash. NDAA will not accept a Debit or Credit card payment.

For international students, a 5% early payment discount on second semester tuition if tuition is paid for the full year in advance.

Art, Science Lab, AP class, & Music Fees

There is a fee per semester to cover the cost of basic art supplies, music, science lab supplies and Advanced Placement (AP) classes.

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.

Upper School Music

Members will be required to purchase the required choir attire.

DAILY OPERATION

SCHOOL HOURS

Official school hours are from 8:00 a.m. until 4:00 p.m. Students in grades K-8 that are dropped off on the NDAA campus before 8:00 AM must be signed into the Before School Care program. Before Care School Care or teacher supervision is not provided for students in the Upper School grades (9-12) unless they are enrolled in the school-sponsored classes or activities that meet at that time. All school regulations apply during this time including:

- conduct
- uniform compliance
- restrictions on leaving campus

Students in grades K-8 must be picked up at dismissal time listed below or be will placed in the After School program provided by the Canyon Creek Day Care . Please see www.canyoncreekdaycare.com for hours of operation and fees.

DAILY CLASS SCHEDULE

Kinder- 5th Grade	8:15 - 3:15 Monday - Friday	Lunch time: 11:00 AM - 11:40 AM
Grades 6-8	8:15 - 3:30 Monday - Friday	Lunch time: 11:00 AM - 11:41 AM
Grades 9-12	8:30 - 4:25 Monday- Thursday 8:30 - 3:30 Friday	Lunch time: 11:47 AM - 12:24 PM

BEFORE SCHOOL PROCEDURES

NDAA opens at 7:00 AM for Before-Care students only. Students in grades Kinder-8th grade will supervised in a designated area until the official beginning of the school day. Students are not allowed on campus before 7:00 AM. K-8 classroom teachers will pick up students from the designated Before-Care area at the beginning of the school day.

Students in grades 9-12 are not provided school-sponsored care before 8 AM. The Upper School doors will open at 8 AM unless students are involved in before-school classes or activities. Students in grades 9-12 that arrive before 8:00 AM will be restricted to the NDAA entry way or front lobby area.

AFTER SCHOOL PROCEDURES AND CARE

LOWER SCHOOL (K-5)PROCEDURES FOR DISMISSAL: Students in Lower School will have a dismissal procedure where parents drive up to dismissal door for pick up. Lower School students remaining on campus after dismissal procedures are placed in the Canyon Creek After School program at 3:45 p.m.

MIDDLE SCHOOL (6-8) PROCEDURES FOR DISMISSAL: At dismissal in Middle School, students will be escorted to the exit door by their last period class teacher. All Middle School students will be asked to

vacate the building as there is no after-school supervision in the classrooms. Middle School teachers will wait with students at the assigned exit location until 3:45 for parent pick up. Any students without a pass will be taken to the Canyon Creek After School program.

After-School Passes will be provided by classroom teachers for tutoring, club meetings, Student Association meetings, class meetings, music lessons, students assisting teachers in their classroom, etc. Once the teacher has issued a pass, the student must stay with that teacher until picked up. A list of students with passes will be given to the office each day. Students with an After-School Pass must sign-out as they exit the building

Please see the NDAA website (www.theadventistacademy.com) for instructions on pick up and drop off. All Lower School and Middle School students are to be picked up promptly after school by 3:45 p.m. unless they are involved in a pre-arranged school activity. Students not involved in an authorized, supervised after-school activity (such as an athletic or academic appointment) must be picked up within 15 minutes of their last appointment or they will be placed in the After-School Care program.

UPPER SCHOOL PROCEDURES FOR DISMISSAL: At the end of the 4th period (3:30 PM) students who have completed their school day in Upper School must exit the building at the front doors. Students enrolled in elective classes that end at 4:25 PM must exit the building at the front doors immediately at the end of their class.

Parents/guardians must pick up students or make arrangements for students to access public transportation to go home. Students in grades 9-12 will not be allowed to remain in the building after dismissal from their last period class. Special arrangements must be made in advance with the Upper School Principal if the student cannot vacate the campus at the appointed time.

Passes will be provided by classroom teachers for tutoring, club meetings, Student Association meetings, class meetings, music lessons, students assisting teachers in their classroom, etc. Once the teacher has issued a pass, the student must stay with that teacher until picked up. A list of students with passes will be given to the office each day.

Students involved in after-school sports will be under the direct supervision of the Athletic Director and varsity coaches. Athletes involved in practices or games will be given an after-school pass.

After school supervision by an older sibling is not allowed.

Middle School and Upper School students who are participating in the sports program will need to remain with their coaches and Athletic Director during practice, and once practice ends, students will remain with their coaches and/or Athletic Director until they are picked up by parents/guardians. Elementary age siblings of students participating in the sports program that remain on campus are required to be in the After-School Care program provided by Canyon Creek After School program. Regular charges will apply.

All students participating in school-sponsored, extracurricular activities are to be in an area designated by their sponsor.

STUDENT PARKING AND DRIVING

The following general regulations apply to all student vehicles including cars, scooters, bicycles, motorcycles, and skateboards:

- Bicycles and skateboards are not to be used on the NDAA Campus. Park bicycles in the designated spot when arriving on campus. Skateboards need to be checked in to the Principal's office for safe keeping during the school day.
- All student vehicles on campus are to be parked in the student parking area. NDAA does not assume responsibility for damage or loss.
- Vehicles are not to be used during school hours, except by permission granted from the principal or

administration office. Permission will not be granted for a student to leave campus in a borrowed vehicle.

- Students are to obey posted signs at all times and are held responsible for their driving habits and the use of their vehicles.
- Students with irresponsible driving habits may not be allowed to bring their vehicles on campus.
- No loitering in the parking lot. The parking lots is off-limits unless the student is entering or leaving campus (except by permission).
- Permission will not be granted for students to ride with people other than his/her parents or guardians, immediate family members, or faculty member -- unless proper arrangements have been made with the principal's office and proper document is on file in the administration office.

The following guidelines must be met and followed for students to operate a vehicles on campus for purposes of transportation to and from school:

1. Student must have a current valid driver's license and a copy of the valid driver's license must be submitted along with a completed NDAA Student Driver Registration Form.
2. Vehicle must be covered by Texas auto insurance, and a copy of proof insurance must be submitted along with the NDAA Student Driver Registration Form.
3. Vehicle is to be locked and parked in the student's assigned parking space. Students will park their vehicles in the parking lot east of the campus.
4. Students are not to leave campus during school hours for any reason unless prior arrangements have been made between parent and principal.
5. Student drivers are not allowed to take other students off-campus during lunch, after school, or on school-sponsored outings and events.
6. Vehicle is to be operated in a safe and legal manner at all times.
7. Students are not to be in the student parking area during school hours.
8. Vehicles are to be operated by their designated drivers only.

SCHOOL PROVIDED TRANSPORTATION

To ensure the safety of all trip participants, students are expected to ride to and from school trips (field trips, overnight trips, team members and student-coaching assistants for athletic practices and games) on school provided transportation.

VISITORS

All students must obtain permission at least 24 hours in advance from their principal and teacher before bringing visitors to school. When any visitor arrives, he/she must sign in at the security desk to receive a Visitor's Identifican Badge. The Identification Badge must be visible at all times during the visit. Badges should be returned to the security desk upon exiting the building. Visitors will be escorted to their designated visiting location.

LOWER SCHOOL PROCEDURES : Permission must be obtained from the administration at least one day prior to the planned visit. No unannounced guests will be allowed. Generally, only prospective students, out-of-town visitors, approved assessment individuals, and parents will be approved.

Parents are welcome to visit classes in session when appointments are made with the principal and

teacher. Parents must sign a Confidentiality Agreement for Classroom Observation and follow classroom observation guidelines.

UPPER SCHOOL OR MIDDLE SCHOOL PROCEDURES: Visitors may visit during the set lunch period only. To maintain the appropriate levels of student privacy, we request all visitors to refrain from photographing and videoing students on campus during the school day.

Parents are welcome to visit classes in session when appointments are made with the teacher and principal. However, as a courtesy to both the teacher and students, no parent should interrupt a class to converse with the teacher or student. At any time throughout the day including drop off and pick up times, visitors or parents wishing to meet with teachers need to enter the school through the administration of office.

SECURED CAMPUS

North Dallas Adventist Academy strives to create a secure campus for the safety of our students. NDAA is a closed campus. Students are not permitted to leave the school grounds once they arrive without having received proper authorization from a parent/guardian and school designee to leave. No student should leave or be taken off campus without notifying teachers (K-8) and/or office (K-12). If someone other than the parent/guardian is taking the K- 8 student, the office must have permission in writing.

Students in grades 9-12 that may have a unique schedule (late arrival time because they don't have a 1st period class or early release time because they may not have a 4th period class) must arrive on campus no earlier than 5 minutes before their schedule class time and check in at the Main office and if leaving early the student must leave campus within five minutes of their last class.

AFTER SCHOOL PICK - UP & PARKING LOT SAFETY

All students and parents must observe safety rules in the parking lot. All drivers, students and parents alike, must also observe traffic lanes, drive slowly, and carefully watch for children.

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.

CHAPEL/ASSEMBLY

Worship services and assemblies are a very important part of our education program at NDAA. They allow for spiritual growth and building school spirit. A regular chapel/assembly period is built into the weekly schedule of all grade levels, and all students and staff are expected to attend chapels and Weeks of Prayer. Occasionally special chapels or assemblies will be announced. Students may be assigned seats.

Students show respect to the speakers by:

- leaving books, backpacks, IPADS and school supplies in their classroom or in the student's locker
- not bringing food or drink into the chapel
- not sleeping or studying during the program

TELEPHONE & PHONE MESSAGES

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 office during office hours. Please refrain from calling them at home except in an emergency.

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.

Student Cell Phones are not permitted on campus from 8: 00 A.M. to 3:30 P.M. . Outside of these times they are permitted in the Student Center only as allowed by an NDAA administrator.

FIRE DRILLS & OTHER EMERGENCY DRILLS

Fire drills and other emergency drills will be conducted in accordance with county and state regulations. During a fire drill all students and staff are expected to exit the building to the designated area in an orderly fashion, proceed to the location directed by the teacher and remain there silently until the signal is given to return.

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. Meals 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. 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 order food and have it delivered for lunch.

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 items 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 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.

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' desks (Lower School) and locker contents (Middle and Upper School) and teachers' desk contents are personal property and are not to be touched or borrowed without permission.

Student's personal games and gaming devices are not allowed on campus.

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 office to set up appointments.

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.

LOCKERS

Lockers and locks are provided to students in grades 9-12 as a convenience and will be assigned in the Upper School principal offices. A locker/lock fee will be charged at registration. If the locker assigned to the student is not returned at the end of the year, then an additional replacement fee of \$15 is charged.

North Dallas Adventist Academy maintains the right to inspect a student's locker whenever necessary. NDAA is not responsible for items taken from lockers. A student should not leave his/her locker unlocked. **LOCKERS ARE SCHOOL PROPERTY AND ARE SUBJECT TO SEARCH BY ADMINISTRATION WITHOUT WARNING WHEN DEEMED WARRANTED.**

LOWER/MIDDLE SCHOOL OUTDOOR EDUCATION WEEK

Each April, the fifth and sixth graders participate in the Texas Conference Outdoor School. 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 may be interspersed throughout the school year to help defray expenses.

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.

GUIDELINES FOR PUBLIC PROGRAMS

All programs presented for the public must meet the high standard of North Dallas Adventist Academy in content, costumes, music, and the manner of presentation. To achieve this, it is requested that all materials and details of each program be approved by the faculty advisor and principal of the group presenting the program. This must be done early enough so that any changes can be made and resubmitted to the administration for final approval.

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.theadventistacademy.com 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. Any time 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.

TECHNOLOGY POLICY: GRADES K-12

All students and all electronic devices (computers, tables, cell phones, cameras, IPODs, and other music playing and communication devices, etc) whether student-owned or school-owned are subject to the following acceptable use policies and procedures. These policies and procedures govern student use of electronic devices while at school and while on school-sponsored trips and events. School-owned devices are covered by this policy at all time and in all places.

North Dallas Adventist Academy embraces the appropriate use of electronics as a learning tool in our academic environments. School-owned electronic devices are intended to enhance learning while limiting overuse or distractions from superfluous personal electronic devices.

Student-owned personal electronic devices including: cell phones, computers, tablets, cameras, IPODs, other music-playing devices, headphones/earbuds or any other device restricted by the School Principal must be powered off and stored out of sight during school hours of 8:00 AM to 3:30 PM for Lower and Middle School students and 4:15 PM for Upper School students .

Parents may apply for a technology acceptable use exception with documented medical conditions or documented learning differences.

USE OF COMPUTER RESOURCES

The technology network, and internet resources provided by the school for the use of its students are expressly for the purpose of advancing the educational mission of the school. Students should refrain from downloading or accessing videos, music, games, etc. Technology resources should not be used for personal, nonacademic purposes. The Academy reserves the right to access, intercept, retrieve, and/or read the entire content of any electronic message, document, telephonic, telefax (FAX) or voice mail communication transmitted to/from or stored in any school-owned device to the maximum extent permitted by law, including communications and computer data that have been deleted by users.

Note: The term “school-owned device” also applies to any off-campus storage device or company which the Academy uses for electronic storage.

USE OF PERSONAL ELECTRONIC DEVICES

Student’s use of personal electronic devices, including cell phones, iPhones, cameras, personal laptop computers, PDA’s and Blackberries on campus or school-sponsored activities is governed by the school’s acceptable use policy. Students have a responsibility to know and follow school guidelines regarding what is appropriate and permissible in this area. The school reserve the right to confiscate and examine the contents of students’ personal communication devices, including cell phones, laptops, etc., if we have reason to believe there is evidence of harassment, bullying, pornography, the transmission of sexual material/inappropriate pictures or videos, illegal activity, etc. Students who refuse to surrender their phone or to make the information accessible to us may be subject to further discipline, up to and including expulsion.

ELECTRONIC COMMUNICATION

Correspondence via electronic communication on the Academy’s network or on personal electronic devices during school hours is to be used primarily for education and administrative purposes. The content of electronic messages, documents, and/or images must conform to the Academy’s ethical and educa-

tional standards. The use of profanity, vulgarity, ethnic, or racial slurs, and other inflammatory language in any communication is prohibited. Electronic messages must not misrepresent the identity of the sender and should not be sent as chain letters, or broadcast indiscriminately. Electronic messages by students during school hours are not private and may be monitored to ensure appropriate use.

If students receive any inappropriate or offensive electronic communications, students shall refrain from forwarding the communications to others and to notify a faculty/staff member immediately.

In addition, any electronic communication sent by or to NDAA students and/or faculty/staff members which is contrary to the Academy's ethical and educational standards is strictly prohibited, regardless of whether the communication is sent on an Academy-owned or privately-owned device. If inappropriate communication is sent or received by academy students or faculty/staff members which is contrary to the Academy's ethical and educational standards, including, but not limited to, any communication which includes the use of sexual, threatening or abusive language, profanity, vulgarity, ethnic or racial slurs, derogatory epithets, innuendos, or other inflammatory language, NDAA shall have the right to inspect any electronic device and the entire contents of the device, no matter if the device is on or off school property.

NOTE: The term "contents of the device" includes any physical or electronic information stored on the device.

SECURITY AND CONFIDENTIALITY

NDAA shall implement, monitor, and evaluate networked and non-networked devices including personal electronic devices, electronic media resources for instructional and administrative purposes, including ensuring the appropriate and proper use of those resources. The Academy does not guarantee the security, accuracy, quality, or confidentiality of data accessed, prepared, stored, transmitted, or otherwise developed through the Academy. The Academy will not be responsible for any damages suffered as a result of an individual's use of the Academy's computer system, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the Academy's negligence, errors, or omissions.

Information prepared, stored, transmitted, or otherwise developed through NDAA, including but not limited to email transmissions, shall not be considered private. The Academy may access individual files or activity logs at any time. All computer files students save or work on may not be kept confidential from students' parents/guardians.

USER RESPONSIBILITIES

- Students assume personal responsibility for the use of their network user account and are responsible for maintaining the security of the account. Students are prohibited from disclosing their network use password and from otherwise making the Academy's computer or network resources available to unauthorized individuals, including family and friends. Students' possession or collection of passwords, personal identification numbers, private digital certificates, or other secure identification information belonging to other users is prohibited. Use of another user account is prohibited.
- Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectional information, internet sites, language, or images. If such information is accessed, students must notify a faculty/staff member immediately. The Academy cannot completely protect students

from accessing inappropriate materials and specifically denies any responsibility for students accessing inappropriate, offensive, illegal, or obscene materials.

- Use of the internet should be primarily for academic purposes as directed by faculty/staff members. Students shall not reveal personal information about themselves. Students shall not arrange meetings with anyone met online. Students shall not enter any internet “chat rooms” unless authorized by faculty/staff. Any inappropriate use of the internet should be reported to a faculty/staff members.
- Transmission of any material in violation of federal or state regulations is prohibited. Students shall not violate copyright laws or plagiarize the work of another. NDAA shall not be liable for students’ inappropriate use of electronic communication resources, violations of copyright restrictions, or other laws, students’ mistakes or negligence, or costs incurred by students.
- Use of any Academy computer or network for commercial or political purposes, is a violation of these terms and conditions of use.
- Students are prohibited from installing, storing, or using unlicensed or illegal copies of software on NDAA computers. Transmission of such software over the Academy’s network is prohibited. Only the IT Department is authorized to install or uninstall software on the Academy’s computers and devices.
- Students may use only the computing resources for which they are authorized and only for the purposes specified.
- The introduction of data or programs which in some way endangers computing resources, or the information of other users, (e.g., a computer worm, virus, or other destructive code), or which infringes upon the rights of other Academy computer users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.
- Students may not attempt to circumvent security systems or to exploit or probe for security holes in any NDAA network or system, nor may students attempt any such activity against other systems accessed through the Academy’s computers. Execution or compilation of programs designed to breach system security is prohibited.
- If students’ personal electronic devices are encrypted and the Academy deems it necessary to inspect the devices, students must make all data available in an unencrypted format.
- The printing facilities of NDAA should be used sparingly. Unnecessary printing may result in the loss of printing privileges. There is a per page charge for printing any copies and must be paid to the business office prior to printing.
- Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with NDAA policy and the discipline code. Vandalism includes any malicious attempt to access, copy, use, harm, or destroy data of another user, of the the system, or of any of the agencies or other networks that are connected to the internet, and as the intentional damage or destruction of Academy-owned hardware or software.
- All hardware, software, peripheral equipment, data files, cabling, and programs are the property of the Academy.
- Access to NDAA’s electronic computer system is a privilege, not a right. Students shall be required to acknowledge receipt of these policies. Students will be required to comply with these guidelines.
- These procedures, guidelines, and/or policies are subject to modification at any time.

SOCIAL NETWORKS

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of NDAA, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. Students should refrain from making derogatory, defaming, threatening, or profane comments against fellow students, faculty/staff, and school. Students found to be posting such comments are subject to disciplinary action by NDAA’s discipline committee.

CONSEQUENCES OF VIOLATIONS

Any use of NDAA's computer resources which violates the Academy's policies and procedures involving the use of computers and networks may result in disciplinary action, including, but not limited to, the Academy removing data and programs that are found to be inappropriate, terminating the computer privileges of the violating user, suspension, or expulsion. Administration will determine when a policy or procedure has been violated and appropriate consequences.

In addition to violating NDAA policy, certain computer misconduct may be prohibited under state and/or federal law and may, therefore, be subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system, illegally gaining access to data, causing a computer to malfunction, or interrupting the operation of a computer without the effective consent of the owner. Violators of such misconduct may be reported to appropriate law enforcement.

Student-owned personal electronic devices including cell phones, computers, tablets, cameras, IPODs, other music playing devices, headphones/earbuds or any other device restricted by the School Principal must be powered off and stored out of sight during school hours of 8:00 AM to 3:30 PM for Lower and Middle School and 4:15 PM for Upper School.

Violation of student-owned personal electronic use policy results in the following procedure:

1st Offense:

Complete cell phone/device will be confiscated, given to the School Principal for 24-hour hold, and a \$10 fine that must be paid before the device is returned. Device will be released with confirmation from Parent/Guardian. Demerit consequence: 1

2nd Offense:

Complete cell phone/device will be confiscated, given to the Principal for 48-hour hold and \$20 fine that must be paid before the device is returned. Parents/Guardians will be communicated with from the Principal Office so that device will be released to parent/guardian only. Demerit consequence: 3

3rd Offense:

Complete cell phone/device will be confiscated, given to the Principal for a 7-day hold and a \$50 fine that must be paid before the device is returned. Device will be released only to parent/guardian. Demerit consequence: 5

Any Further Offenses:

Student is not allowed to have a personal device on campus at any time. Student will turn in device to Principal at the beginning of the school day and the device will be returned to the student upon leaving campus at the end of the day.

GENERAL ATTENDANCE POLICY: GRADES K-12

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 and dental appointments or treatment (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
- Required court appointments
- Religious holy days
- College visitations

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 has passed, all absences are considered unexcused. It is the student's or parent/guardians' responsibility to respond to this requirement and not the attendance office's.

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 guardians reflecting the accumulation of any unexcused tardies or absences 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.

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.

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.

MIDDLE SCHOOL & UPPER SCHOOL ATTENDANCE POLICIES

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore,

the student and parent/guardian should make every effort to avoid unnecessary absences. NDAA seeks to have the student develop good attendance habits each year through the collaboration of parents, staff, and administration.

State law requires North Dallas Adventist Academy to maintain regular attendance and punctuality records. To receive credit in a class, a student must attend at least 90% of the days the class is offered. According to the state of Texas, if a student misses more than 10% of instructional time in a semester, they may not receive credit for that class for that semester and could be dropped from the class.

Students seeking to apply for a driver's permit or license will need to have the Principal of Academics complete a VOE (Verification of Enrollment) form which states that the student is in compliance with the state of Texas attendance requirements.

Students are expected to know and abide by the attendance policy. Students must take responsibility for knowing and handling their own attendance records and attendance grade for each quarter. Attendance grades will be reported quarterly on student report cards. Students must monitor their attendance record on RenWeb and must check the Daily Attendance Report that will be posted on the bulletin board outside the Principal's office. Attendance will not be factored into the over-all GPA of students.

Parents are urged to know and understand the attendance policy. Parents are expected to help their student comply with the attendance policy and develop good attendance habits. Parents should stay fully aware of their student's current attendance record and attendance grade. Attendance records can be monitored through RenWeb.

Teachers will take and record attendance daily in each class. Teachers are urged to model quality class time management and to design class incentives for good attendance. Teachers are expected to notify administration when they become aware of a student demonstrating a pattern of poor attendance.

Administrators will keep accurate and current records of student attendance and attendance grades. Administrators will regularly communicate attendance records to students and parents through email communication, phone messages, quarterly attendance grades and communication sent home when a student reaches 2, 5, 8 absences in a class.

Daily Attendance Reports will be posted at the end of the school day. The student has 3 days to get an unexcused tardy/absence changed to an excused tardy/absence. Absences that may be excused are: a court appearance, the death of a relative or significant other, illness/medical with a doctor's note; pre-arranged absences, or school-required activities.

TERMS TO KNOW

Excused Absence is an absence due to illness, a medical appointment, a court appearance, a funeral in the immediate family, or any other emergency approved by the Administrative Committee.

Consequences: The student will be allowed to make up school work according to the specific time frame of individual instructors as outlined in the class syllabus. These absences do count towards the 10% of missed instructional time.

School Event is an absence or tardy due to a school related activity.

Consequences: The student is able to make up all class work, and there are no further consequences.

Pre-Arranged Absence is an absence due to a planned family outing or trip that has been pre-approved by Administrative Committee. Only one prearranged absence request is allowed per semester.

Consequences: General class work can be completed, however learning experiences such as discussions, group projects, and laboratory experiments are difficult to make up. Teachers are not expected to provide the missing work ahead of the pre-arranged absence. These absences do count towards the 10% of missed instructional time.

Semester exams not taken at the scheduled time will be assessed a fee of \$100 per exam. The \$100 fee must accompany the request for the pre-arranged absence.

Unexcused Absence is an absence that does not qualify as excused, pre-arranged, or school event. This also counts for students who do not attend field trips, class trips, and whole-school events such as Community Service Days. These events are not optional and are counted as part of the instructional time.

Consequences: The student is subject to consequences outlined in the attendance grade scale found in the Attendance Policy of the Student Handbook. The student cannot make up the work. These absences do count towards the 10% of missed instructional time. Students will receive absences for each academic class they miss through 8th period.

Excused Tardy is a tardy that is out of the control of the student, such as a meeting with another staff member. The student must obtain a tardy slip from the staff member they are meeting with and present it to the teacher for whose class they are tardy.

Unexcused Tardy is a tardy that does not meet conditions for excused tardy. Three tardies in a class will equal one absence. Any tardies later than 10 minutes will equal an absence for the class and be marked as such by the teacher.

Chapel Absences and Tardies – Since this worship period is core to the mission of North Dallas Adventist Academy and short in length, being late to the worship period is counted the same as being absent.

Community Service Days are required school days. – Community service is an integral part of our citizenship and Christian calling; therefore, all community service days count as school days.

ATTENDANCE FORMULA

Unexcused tardy = 1 point per class period
Unexcused Absence = 3 points per class period

When a student receives the following points in a quarter the following will happen:

9 points (Attendance grade of B)a formal written notice will be sent to the student and parents/guardians

18 points (Attendance grade of C)a formal written notice will be sent to the student and his/her parents; a conference with student, parents/guardians and the Principal of Academics is required prior to the student returning to classes

27 points (Attendance grade of D)The Administrative Committee will determine if the student is eligible for continued enrollment at North Dallas Adventist Academy. The student and parent/guardian will meet with the Administrative Committee to determine eligibility of re-admission and to create an attendance contract for the student. If the student is allowed to remain enrolled, a \$100 re-application fee is to be paid to the NDAA Business Office before the student returns to class.

ATTENDANCE GRADES

Quarter attendance grades will be based on the following points:

A	0-2 pts	C	18-20 pts
A-	3-5 pts	C-	21-23 pts
B+	6-8 pts	D+	24-26 pts
B	9-11 pts	D	27-29 pts
B-	12-14 pts	D-	30-32 pts
C+	15-17 pts	F	33+ pts

CONSEQUENCES OF POOR ATTENDANCE

- A student will not be eligible for any elected office if he/she receives a Quarter Attendance Grade of C- or less prior to elections.
- Class and Student Association officers will forfeit their office if receiving a Quarter Attendance Grade of C- or less.
- Students involved in varsity sports must maintain a Quarter Attendance Grade of C or above to remain eligible to play.

WHAT TO DO WHEN A STUDENT IS . . .

Late to class:

If a student is late first period, the transporting adult should come to the Main Office by the front door to sign the student into school and provide the documentation if tardy or absence is excused. If the student drove to school, they are to come to the office to sign in and provide appropriate documentation if the tardy or absence is excused. Occasional tardies due to transportation problems or accidents on the freeway may be excused. Repeated first period tardies will not be excused.

If a student is late for another class period because they were meeting with a staff member, they shall get a signed tardy slip from the staff member and submit this tardy slip to the teacher of the next class.

Excused tardies are not issued for students who are late from changing clothes after PE class.

Sick:

A parent/guardian should notify the school office by 8:30 a.m. that their child is sick. They may contact the office by e-mail at academicoffice@ndaacademy.org or by phone at 972.234.6322. If a student is sick for more than 3 days, they will need to present a written excuse with a doctor's signature as a proof of sickness. Although the absences are excused, the student will still need to meet with each teacher to get any assignments, readings and notes that were missed while the student was gone. This absence will count towards the 10% of missed instructional time.

Should a student become sick during the day, they should go to the Main Office after notifying the classroom teacher or principal. Sick students will wait in the office until a parent/guardian can come and sign them out at the front office.

Absent from class for a doctor's appointment:

As much as possible, doctor's appointments should be scheduled before or after school. Parents or guardians should notify the Academic Office of the appointment with the date and time or submit a written notice from the doctor's office when the student returns to school. Students should meet their parent/guardian in the Administrative Office and have them sign the student out. A doctor's appointment is considered an excused absence and students will be able to make up assignments. This absence will count as 10% of the missed instructional time.

Gone on a school-sponsored, over-night event (not a field trip or sports game):

Students should go to the school office and ask for a "Request for Permission to Leave" Form. It is their responsibility to complete this form with signatures of the teachers of the classes the student will be missing. They should also obtain the signature of their parent. This form must be submitted to the office at least one week before the student will be missing class. The Administrative Committee will meet on Monday afternoon to approve/deny each request.

The Administrative Committee will consider:

- financial clearance,
- academic grades are a C or better, and the
- student's attendance record, and if
- the absences will negatively affect the student's grades

If the student's previous attendance record has been poor, this may also persuade the committee to deny their petition to be absent. Students will be responsible to collect all homework and missing materials from their teachers. This absence does not count as the 10% of missing instructional time.

Gone on a family event:

Students should go to the school office and ask for a "Request for Permission to Leave" Form. It is their responsibility to complete this form with signatures of the teachers of the classes they will be missing. They should also obtain the signature of their parent/guardian. This form must be submitted to the office at least 1 week before they will be missing class.

Since this type of absence does count towards the 10% of missed instructional time, the parent/guardian should take into consideration all of the issues when scheduling an event that requires a student to miss school.

The Administrative Committee will meet on Monday afternoon to approve/deny each request.

ATTENDANCE AT SEMESTER EXAMS

All students in grades 6-12 are expected to take semester 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.

HOMEWORK POLICY: GRADES 6-12

WHAT IS HOMEWORK?

Homework is a school-related assignment which requires completion by the student outside of the classroom. Homework will be meaningful and have a purpose aligned to core guidelines and content standards. Assignments will vary depending on grade level and subject. NDAA homework expectations are:

- The amount of homework given should vary based on student grade level.
- A moderate and controlled amount of homework is an important learning tool.

Homework should not be used as a behavioral tool or a form of punishment. Homework can validate the learning partnership between home and school. Teacher feedback is a vital learning tool; homework should have written and verbal feedback. Research shows that students who receive verbal feedback in class on homework achieve at a much higher level than those who simply get a letter grade marked on their work.

- Homework provides students with opportunities to deepen their understanding of concepts presented in the lessons during the school day.
- Homework should be used for practice, not to learn a new skill; it should reinforce the learning of the day.
- Homework is where the mastering of concepts through focused practice or repetition occurs.
- Homework is different than in-class work or learning activities (particularly within the lower elementary grades).
- Students should be able to complete a homework assignment within a reasonable amount of time.

PURPOSE OF HOMEWORK

Homework needs to have a meaningful purpose. It should allow the student to:

- practice and drill newly taught skills
- review previously mastered skills
- extend and enrich curriculum
- prepare for projects
- develop independent study habits and management skills
- provide time for required and personal reading.

The purpose of homework changes as the student moves through elementary to middle school and then upper school grades. Homework assigned in the elementary grades should allow the student to:

1. Practice skills by improving accuracy or speed of completing a skill; or to reach a self-sufficient level of expertise.
2. Prepare for the study of a new topic by allowing the student to reflect on past experiences or connect past learning opportunities with new topics of study.
3. Elaborate on or extend introduced material by comparing, contrasting, researching, or completing graphic organizers.

TARGET AMOUNT OF CLASS HOMEWORK

Grade Level	Minutes per Subject (M-Th)	Classes	Total Minute/ Night
6	15	Language Arts & Math each day; rotation of science & social studies during week	30-45
7-8	20	Based on A and B day rotation	40-60
9-12	30	Based on A and B day rotation	90-120

* For students in grades 6-8, coordination of projects, tests, & amount of homework between teachers so as not to overburden the student.

** Every student in grades 6-8 should spend 15 minutes daily in personal reading in addition to homework times listed above.

WHO IS RESPONSIBLE?

STUDENT'S RESPONSIBILITIES

- Get the assignments and ask for help if the assignment is not clear.
- Copy all assignments into student planner book, carefully recording due dates and other important information.
- Set a time each day to do homework.
- Take home all necessary resources, reading, books, packets, textbooks, notes, or study guides.
- Bring the completed work back to school when it is due and turn into teacher.
- Be responsible for taking care of and returning any borrowed resource materials.

PARENT'S RESPONSIBILITIES

- Promote a positive attitude toward homework.
- Understand and reinforce expectations of quality of student work.
- Provide a desk or table and tools needed to help student organize and complete homework.
- Be available to provide supervision and support to the student.
- Communicate with student and teacher frequently. Give feedback to teacher when there is a homework concern.
- Regularly check the online grade book or grade reports handed out by teacher.

TEACHER'S RESPONSIBILITIES

- Provide a variety of learning experiences during the school day and provide the appropriate amount and type of homework that follows the NDAA Homework Policy.
- Identify the purpose of homework assignments and homework expectations to parents and students.
- Post all assignments on eBackpack (grades 9-12) and provide time for students to complete and return them.
- Review homework and return it to students in a timely manner (All assignments, homework, quizzes, tests and projects should be returned to students or parents in a timely manner with specific feedback included). Types of feedback may be (1) direct instructional feedback when completed class work is

reviewed in class; (2) graded work returned with relevant and meaningful written comments; (3) peer evaluations with clearly outlined objectives

- Post or record a minimum of three graded entries per week for each student in the grade book program, RenWeb. **Teachers are to provide supporting data for grades assigned.**
- Communicate frequently with parents about student's successes, challenges, and achievements.

PRINCIPAL'S RESPONSIBILITIES

- Ensure that homework is consistent with the school-wide educational goals.
- Monitor and support teachers in the implementation of homework guideline.
- Encourage teachers to use homework as a tool to reinforce learning.
- Be aware of the assignments of major projects and their impact on the students' overall educational program.
- Support the need for balance between school and other student activities.
- Facilitate the communication between the school and home and help maintain the partnership with school, parents, and students.

INCOMPLETE OR MISSING WORK

It is the goal of the NDAA that teachers and parents will work together to develop skills and behaviors of success and responsibility in each student. The level of student responsibility and accountability increases as the student progresses through school. The ultimate goal is to have students graduate from NDAA who understand the importance of meeting deadlines and developing personal responsibility in all areas of their lives. NDAA has developed a "graduated" program where expectations increase as the student enters a "new" grade level group.

GRADES 6-8 MISSING & LATE WORK POLICY

"In class assignments" are intended to be completed in class or completed as homework the day it is assigned. Homework at this level of school may consist of in class work not completed, studying and reviewing activities, or enrichment, extension, or practice of concepts learned. These daily assignments are due the next time the class meets and will be considered late if submitted after the teacher-designated due date. Penalties will be in effect for

- 30% off penalty for one day late - if an assignment is given on Monday (an A day) and the teacher states that the assignment is due the next day the class meets, the assignment will be turned in on Wednesday which is the next A day. If the assignment is not turned in on time, the student has to turn in the assignment within 24 hours to receive partial credit.
- 60% off penalty for two days late - If the student turns in the assignment 2 days after it is due, which is usually the next time the class meets, there will be a 60% penalty.
- 80% off penalty for three days late - The student will have until Friday to turn in the late assignment with an 80% penalty for being late.

No work accepted after three days late. The teachers want the student to get into the habit of turning their work in completed and on time.

GRADES 9-12 MISSING & LATE WORK POLICY

Homework, which is practice, reinforcement, and extension to classroom learning, is due at the beginning of the next class period or as directed by the classroom teacher. **Penalties will be in effect for all late work:**

- 50% off penalty for homework or classwork not turned in at the beginning of the period of the next day that the class meets. To receive 50% partial credit, the late assignment must be turned in within 24 hours of being due.
 - ◆ For example, a homework assignment is given on Monday (A day). The assignment is due on Wednesday (the next A class day). The assignment is not turned in on time, the student receives 50% off penalty on the work turned in. The student must turn in the work the following morning even though the class does not meet on that day to receive half credit.
 - ◆ Another example: the homework assignment is given on Thursday (B day) and is due on Friday (the next time the class meets, B day). The student does not turn in the homework when due. The grade is reduced by 50% and the student must turn it in on Monday morning (within 24 “school day hours”) to receive half credit.
- **No late work accepted after 24 hours of being due.**

MIDDLE SCHOOL LATE HOMEWORK PASS

Each student will be given one “Late Homework Pass” per core class (Math, Science, Social Studies, Language Arts or English) per quarter. This pass will allow a student to turn in a daily work or homework assignment late for full credit one class period after it is due. This pass may not be used on a project, major assignment, review, or study guide for a test.

UNIFORM AND DRESS CODE

Appropriate dress for all students will reflect modesty and Christian values. Students are expected to adhere to the dress code while on campus during regular school hours. Students who choose to violate the dress code will be subject to the Code of Conduct/Citizenship policies. Parental support is essential in this area. The administration has the right to make interpretations and changes to the school dress code as needed.

The official school uniform provider (polos, plaid skirt and skorts, outerwear, approved head covering, physical education uniforms) is: Logotology, 1750 Alma Rd, Richardson TX. Uniform pieces may be purchased online at ndauniforms.com or on site at the Logotology store.

Blue pants (Grades Kinder-2nd) and khaki pants, shorts, skirts, and skorts may be purchased at these suggested stores: Old Navy, Academy Sports, JC Penney, Or online at Land's End

GENERAL INFORMATION

- All clothing must be in good repair. Frayed, torn, ripped, or otherwise defaced uniform is not acceptable. All uniforms must be appropriate size.
- Shoes or closed-toed sandals must be worn at all times and must be appropriate and safe for the situation. Flip flops, sandals, or open -toed shoes are not allowed as part of the dress code.
- Head cover (hats, sweatshirt hoods, bandanas) is not appropriate for either gender during school hours unless warranted for a medical condition and requested in writing by a physician.
- No jewelry (rings, bracelets, necklaces, earrings, etc) is to be worn.
- Tattoos (permanent or temporary) must be covered.
- Physical Education uniform for students in grades 3-12 enrolled in a PE class must be worn. NDAA PE uniforms are to be purchased at NDAUniforms.com or Logotology store.

Embroidered School Logo - The school logo patch is required to be on all polo shirts and NDAA outerwear worn inside the buildings.

Shirts - In grades 3-12, shirts worn with shorts or pants must be tucked in. T-shirts or long sleeve shirts worn as undergarments must be solid white or black 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 a plain, solid color with no cargo pockets, or skirts and skorts may be the school uniform plaid)**

Pants – Uniform style pants may be purchased at the suggested stores listed above.

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

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 approved outerwear including sweaters, sweatshirts or hoodies are the only approved outerwear to be worn inside the school buildings. 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 class-

room hook during class time. Non-patterned tights may be worn during cold weather.

Accessories - Accessories (i.e. jewelry, wrist 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 students in Middle School and Upper School will face consequences of Code of Conduct/Citizenship infractions. New piercings are not an acceptable reason to wear studs. Hair accessories, (i.e. headbands, scrunchies), if worn, are not to be distracting nor 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, and a non-distracting color, and not extreme.

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			
	Pre-K – 2nd	3rd – 8th	9th – 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, skirts, pants, or plaid skirt or skort or jumper (3/4 th only)	Khaki shorts, skirts, pants, or plaid skirt or skort
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			
	Pre-K - 2nd	3rd – 8th	9th - 12th
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.		

ATHLETIC POLICY

North Dallas Adventist Academy provides an athletic program and extracurricular activities that are intended to compliment the overall mission of the school. Emphasis will be placed on teamwork, the development of positive group participation, and good sportsmanship. NDAA expects that the student-athlete will cooperate within the rules of play guided by an attitude of fair play and respect for authority, fellow team members and opponents.

ELIGIBILITY FOR ATHLETIC GROUPS & OTHER EXTRACURRICULAR GROUPS/ORGANIZATIONS

The primary emphasis at NDAA is academic excellence. Students participating in athletics, although extremely important to the development and experience of many students, should be secondary to performance in the classroom. An Upper School student-athlete will be enrolled in at least four accredited academic courses and must:

1. Demonstrate a Christ-like character that is in harmony with the philosophy and goals of North Dallas Adventist Academy.
2. Maintain a good attendance record with a minimum attendance grade of C-.
3. Maintain all passing grades (from A to C-). D's and F's are considered failing grades. Continued eligibility will be determined every week on Monday morning. If a student athlete is deemed ineligible on Monday morning, the student will not be eligible to practice or play for that week. If a student has two consecutive weeks of ineligibility, the student will lose their team position.
4. Maintain a good citizenship grade of a minimum of C- with no involvement in major discipline.

A Middle School student-athlete must maintain passing grades and demonstrate appropriate behavior in all school related activities as a prerequisite for participation in athletics, and must not be failing more than one course when graded are reported.

If a student, who is failing more than one course during the sport season, will be placed on academic probation and becomes ineligible to participate in scheduled contests until eligibility is regained.

The Athletic Director, along with the Principal of Academics, will complete a weekly grade check on Monday morning of all athletes in Middle School and Upper School.

All athletes must possess a current sports physical due by the beginning of the school year. Student athletes may not try out nor participate in any sporting event or practice unless they have a current physical on file in the Administrative offices.

A student is ineligible to participate in a game and practice if he/she was unable to attend all his/her classes or meet his/her school appointments the day of the game/activity unless the absence is excused. If a student is sick and does not attend school, they shall not participate in that day's sporting events although sickness may be an excused absence from class.

Any student who participates in a sport tryout, subsequently makes the team and attends one practice will be considered part of the team. Accounts for all team related fees will thereafter be assessed and are not refundable. If a student-athlete makes the team, they may prohibit another from the benefit of participating in that sport due to size limited of the team as determined by the coach and therefore should forfeit repayment of fees.

Extracurricular activities may cause some absences from class. It is the athlete's responsibility to ensure their work is current with their respective teachers.

Playing time is not guaranteed in any varsity sport. Players are continually evaluated by a highly competent coaching staff that has the individual player's and team's interest at heart. Players will be given an opportunity to succeed when the coaches determine they are ready for the task. Parents are highly encouraged to attend all sporting events. If a student athlete has any issue with a coach they should approach the coach during practice or afterward to discuss any issue related to that sport. During or immediately after a game is not a time for an athlete or parent to discuss issues with a coach. Issues should proceed in a logical manner, coach, athletic director, principal until the issue is resolved.

SPORTS OFFERED AT NDAA

NDAA participates in the Texas Christian Athletic Fellowship (TCAF) for most sports and may schedule events with other schools outside the TCAF. Tournament trips out of state may occur and will be approved by the NDAA Board, NDAA Administrative Committee, and principal.

Men's Soccer

Women's Volleyball

Men's and Women's Basketball

Co-Ed Cross Country

MIDDLE & UPPER SCHOOL

CODE OF CONDUCT & CITIZENSHIP GUIDELINES

North Dallas Adventist Academy maintains the ideals of the Seventh - day Adventist Church in morals, dress, and conduct. Students are expected to conduct themselves on and off campus consistent with Christian principles.

We can best achieve our climate of growth by working together as a community of faith and learning. The standards of conduct are intended to improve the student's role in society, enrich their character, and increase their happiness as Christian young people who are preparing for life on this earth and eternal life in heaven. Students and faculty at North Dallas Adventist Academy pledge to uphold academic honesty and integrity for the purpose of creating trust, respect, and growth in our commitment to God in all our academic endeavors.

The academic Code of Conduct outlines the basic responsibilities, and is to be used as a guide for conduct.

HONESTY

- Tell the truth
- Present your own work only
- Give credit for all sources

INTEGRITY

- Act in accordance with high moral principles
- Cooperate with efforts to maintain high moral principles
- Encourage high moral principles in others

RESPECT

- Consider each action as a chance to gain trust
- Create a community that values learning and learners
- Demonstrate self-respect as one of God's creations
- Demonstrate respect for others as God's children

RESPONSIBILITY

- Be willing to own what you do and say
- Embrace and advance the common good of North Dallas Adventist Academy
- Have the courage to do what is right

Students involved in the following may jeopardize their privilege of attending NDAA:

1. Undermining the philosophy and objectives of the Seventh-day Adventist church and of North Dallas Adventist Academy.
2. Leaving the campus or any school-sponsored activity without proper permission.
3. Defiance, willful disrespect, or insubordination of any school or classroom policy or to any faculty member or adult during any school activity or event.
4. Using profane or indecent language, improper conduct involving persons of the same or opposite gender, practicing lewd conduct or suggestive activity, possessing or displaying obscene literature, pictures, or articles.
5. Possessing or using weapons of any size, firearms, matches, lighters, or explosives of any type, or any instrument used as a weapon to threaten or injure others while on campus.
6. Vandalism and/or careless use of school property or that of another student.
7. Tampering with school fire equipment or fire alarm or other school equipment along with unauthorized use of keys and facilities.

8. Gambling and/or betting
9. Possessing, using or furnishing to others, any form of tobacco, alcoholic beverage, or other intoxicants, illicit drugs, or drug paraphernalia
10. Participation in dishonesty including theft, cheating, lying, and willful deception regarding violation of school regulation in any phase of school work, or business.
11. Conspiracy to, or participation in hazing, initiations, bullying, committing any act that injures, degrades, or disgraces a fellow student or faculty member.
12. Inappropriate use of electronic devices.
13. Any student who becomes a clear and present danger to the life or safety of school personnel or students.
14. Failure on the part of a student to conform to the stipulations of any discipline which has been administered.

It is North Dallas Adventist Academy's goal to help students mature into considerate, honest responsible young adults. Any time before, during, or after school hours, and at any school-sponsored activity, on or off campus, NDAA students are expected to display the highest standard of conduct.

Students are expected to conduct themselves in a manner consistent with Christian living. Courtesy, honesty, and integrity are fundamental qualities necessary for creating a positive school environment.

UNIFORM CODE OF DISCIPLINE

NDAA has established this *Uniform Code of Discipline* in response to the *Code of Conduct* stated in the Student Handbook so that clear rules and guidelines are communicated to all students, parental involvement may be maintained, and the administration of consistent and timely discipline.

CITIZENSHIP

Citizenship at North Dallas Adventist Academy is a reflection of a student's overall behavior. This includes, but is not limited to, dress, respectfulness, attendance, and classroom behavior. Violations will result in deductions of points based on infractions. Discipline beyond deduction of points may also occur.

Demerits are given to a student when they do not follow the North Dallas Adventist Academy Student Code of Conduct. When a demerit is given, an email is sent to parents/guardians.

OVERVIEW

- 100 points will be allocated to each student per semester
- The citizenship grade is based on the points remaining after any deductions due to violations and will be on the same grade scale as academic grades.

A 93-100	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F 0-59

- At the end of each grading period a citizenship grade will be issued for every student and will be included as part of their permanent record without impacting the student's grade point average.

MIDDLE & UPPER SCHOOL DEMERIT SUMMARY

Chewing gum or Uniform code violation	1 demerit
Technology Plan violations (cell phones, personal devices out, being used without principal permission)	1 demerit for 1st violation, 3 demerits for 2nd violation, 5 demerits for 3rd violation.
Unauthorized access to school property (climbing fences, propping doors or gates)	5 demerits
Inappropriate public display of affection	2-5 demerits
Talking back to a teacher or refusing a reasonable direct request	5 demerits
Willful disobedience of the Lifestyle commitment/Student Handbook or Code of Conduct	5 demerits
Use of profanity or vulgarity	5 demerits
Truancy or “ditching” a class (or a portion of a class)	5 demerits
Cheating or plagiarism	10 demerits & receive on F on test or assignment (second occurrence in any class = 20 demerits & expulsion from the class)
Destruction of property/vandalism	10 demerits & pay for property damage
Threatening, bullying, or ill-treatment of student or teacher	10-20 demerits
Fighting (play fighting included)	20 demerits
Leaving campus without permission	15 demerits
Question of substance use or abuse	drug testing at student expense
Involvement in criminal activity	40 demerits & suspension, length of suspension or expulsion to be determined by NDAA Disciplinary Committee
Use, sale, or possession of alcohol, tobacco, or drugs on campus or at a school event	40 demerits & 1 week suspension & entry into intervention program (In-house suspension possible option depending on circumstances)
Use, sale, or possession of alcohol, tobacco, or drugs on a school field trip or any off campus trip	40 demerits & 2 week in-house suspension, entry into an intervention program, early trip home (cost borne by student)

Suspicion of violence, weapons, or threats	40 demerits & immediate suspension, length of suspension or expulsion to be determined by NDAA Disciplinary Review Committee
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CITIZENSHIP GRADING POLICY

When needed, discipline will be designed not only as punishment, but to help the student progress toward a more meaningful acceptance of Christian guidelines for behavior and conduct. Discipline can include, but is not limited to, loss of school trips, tours, varsity team practices and membership, leadership office and other extra-curricular activities.

The student's citizenship grade needs to be maintained at least at a C level for the student to be eligible to participate in the following activities:

- field trips,
- class trips,
- off-campus activities & trips
- athletic sports and tournaments,
- student government elected offices
- honor roll
- National Honor Society

Student Conference: One or more school officials may meet with the student.

Parent Conference: A meeting may be held with the student, parent/guardian in person or by phone with one or more school officials regarding the student behavior.

On-Campus Intervention or In-School Suspension: Student may be removed from one or more classes and be assigned a supervised location to meet during the school day to complete all classwork assigned.

Suspension: A student may be suspended by the principal or designee for up to ten days when serious offenses occur or when other means of correction fail to modify a student's behavior. The student will be notified as to the reason for the suspension. Parents will be notified of the suspension by phone and a letter will be sent as written confirmation of the reasons for and the duration of the suspension. Any school work or tests missed may not be made up and the student will receive a zero.

Withdrawal: A student may be asked to withdraw from school by the principal or the designee when serious offenses occur or when other means of correction fail to modify a student's behavior. The student will be notified as to the reason for the request that he/she formally withdraw from school. Parents will be notified of the withdraw request by phone and a letter will be sent as written confirmation of the reason for the withdrawal request. If the student withdraws from school voluntarily, it will not become part of the student's permanent school record.

Expulsion: When a student's behavior is consistently outside the expectations for student behavior and all efforts to provide a quality education to a student are unsuccessful, or when the student's influence is detrimental to other students, a formal expulsion hearing by the NDAA Executive Board Committee will be scheduled. The student will be notified that they are being suspended for ten days pending an expulsion hearing. Parents will be notified by phone for the suspension and of the scheduled expulsion hearing and a confirmation letter will be sent. A formal expulsion does become part of the student's permanent record.

CITIZENSHIP PROBATION

Students are automatically placed on probation when the student's Citizenship grade falls below a C-.

The probation period is the equivalent of a quarter or nine weeks. Students must meet with the principal weekly to review their citizenship behavior. Class and SA officers will forfeit their office if placed on any probation for a second consecutive quarter. If a student continues on probation for subsequent quarters, student may be restricted from co-curricular classes/activities or asked to withdraw from school. If significant improvement has been noted in a student's citizenship, a petition will be accepted by the NDAA Administrative Committee to review a request to participate in restricted events.

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).

SOCIAL CONDUCT/PUBLIC DISPLAY OF AFFECTION

A friendly wholesome association between all students is desirable. Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, their teachers, as well as younger, lower school students, parents, and other persons who enter the campus.

NDAA has a "hands off" policy. Displays of affection, such as holding hands, kissing, snuggling, etc. are not conducive to a learning environment, are not allowed and will result in disciplinary action. Creative social restrictions may be implemented to help students maintain their boundaries.

SEXUAL MISCONDUCT

North Dallas Adventist Academy prohibits students from engaging in sexual conduct/activity. Sexual conduct/activity includes any consensual sexual behavior that occurs outside of marriage. This includes sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same sex relationship, pornography, and action that may lead to situations of temptation, regret, and immoral conduct.

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.

UPPER SCHOOL GRADE PLACEMENT

The following guidelines must be met to be a member of each class:

- Freshmen are first year upper school students having an 8th grade graduation certificate and who are enrolled in enough classes to give them a minimum of six (6) academic credits.
- Sophomores are second year upper school students having completed a minimum of six (6) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of twelve (12) academic credits at the end of the year.
- Juniors are third year upper school students having completed a minimum of twelve (12) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of eighteen (18) academic credits by the end of the year.
- Seniors are fourth year academic students who have earned a minimum of eighteen (18) academic credits and who are enrolled in an acceptable course of study that will enable them to meet graduation requirements that equal a total of 24 credits or more.

ACADEMIC STANDARDS FOR MIDDLE & UPPER SCHOOL

Parents and students have immediate access to grades through the online RenWeb site.

1. Progress Reports (4 1/2 week grades): Official notification will be given to parents/students regarding issues at 4 1/2 week grading period. Prior to the end of the grading period there will be ongoing discussions between the teacher, student, and parents. Tutoring options will be given to the parents and students. Emails, phone calls and meetings with parents and students will be documented.
2. A list of student receiving failing grades will be provided by the Principal of Academics to the applicable Principal at each grading period. The Principal will meet with each student that is on the list. These meetings will be documented and will be followed up with documented communication (letter, email, or phone call) to the parent/guardian of the student.
3. A student will be placed on Academic Probation if the student's GPA at the end of the nine (9) week grading period is lower than 1.75. The parents will be notified that if the student's GPA is not higher than a 1.75 at the end of the next nine (9) week grading period, the student will be asked to not return to NDAA until after the student has completed one (1) semester at another accredited campus. The student must have passing marks in all subjects at the other institution.
4. Students in Academic Probation will not be allowed to participate in extracurricular activities:
 - a. Sports
 - b. class field trips and overnight trips
 - c. Student Association activities (with the exception of spiritual activities); and
 - d. senior privileges revoked

GRADE SCALE

NDAAs uses the following scale to determine grades and GPA:

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

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 the Upper School student, the permanent grades will be recorded at the end of each semester. Each semester successfully completed earns a 1/2 credit.

The upper school semester grades are calculated through the following breakdown:

- each quarter grade makes up 42.5% of the semester grade
- the final exam/project grade makes up 15% of the semester grade

A student may receive an Incomplete (I) in a subject because of illness or at a teacher's discretion. An incomplete is not a permanent grade on a report card or transcript. If a student has not been able to turn in sufficient work to merit a grade, the work must be completed within two weeks of the end of the quarter.

CARNEGIE UNITS

A class which meets a minimum of 200 minutes per week for two semesters (36 weeks) receives one (1) Carnegie Unit of credit. Laboratory classes must meet 240 minutes per week.

GRADE REPORT MARKINGS

The following non-credit markings may be used by the Principal of Academics on transcripts:

I = Incomplete

Assignments are not completed due to circumstances beyond the student's control, and arrangements have been made for completion. Completion date must be specified.

W= Withdrew

Given when a course is dropped before the published drop date for the semester.

WP= Withdrew Passing

Given when a course is dropped after the published drop date for the semester, and the student has a passing grade.

WF=Withdrew Failing

Given when a course is dropped after the published drop date for the semester, and the student is not passing.

DROPPING OR CHANGING A COURSE

Permission to enter or discontinue a course must be obtained from the Principal of Academics, the parents/guardians, and the teacher concerned. No student is considered dropped from any elective until he/she goes through the process of dropping a class.

Students entering a music organization after the fourth week of the semester will not receive any credit for that semester. Students dropping any class after the fourth week of a semester will receive a WF (Withdraw Failing) and the grade will be figured in the GPA.

TEXTBOOKS

The Upper School textbooks will be loaded on the iPad that each student rents from NDAA. The textbooks are approved textbooks from the North American Division approved textbook list.

Textbooks for students in grades K-8 are provided within the classroom setting. Each student in grades 3-8 rents textbook for the year. Students are expected to return the textbook at the end of the year.

COMMUNITY SERVICE

NDAA students and faculty are encouraged to be active in community service. As our goal is to be like Jesus as Matthew 20:28 states "just as the Son of Man did not come to be served, but to serve" we must also "serve wholeheartedly, as if [we] were serving the Lord [and] not men" in Ephesians 6:7. NDAA developed this policy to provide opportunities that give students space to serve God and to encourage students to serve in their local and global communities.

Each Upper School student is required to complete 25 hours of community service or outreach for each school year they are in attendance at NDAA. Community service hours can be obtained by volunteering for Vacation Bible School, participating on a mission trip, participating on school-sponsored community service days or a combination of these activities. Any other volunteer activities must be pre-approved by the NDAA Administration.

COURSE WORK DEADLINE

All classroom course work must be completed by the close of the last day of classes prior to graduation. Students must complete any courses taken off campus (correspondence courses, independent study, distance education, dual credit, etc) by May 1 with a final grade/transcript being received in the Office of the Academic Principal at least 48 hours prior to graduation.

GRADUATION ELIGIBILITY

Seniors eligible to participate in graduation services must meet the following requirements:

1. Be a full-time student during the final semester of the senior year.
2. Complete all graduation requirements (including the classes enrolled in during the final semester) by the specified deadline.
3. Submit all transcripts from previous schools. Transcripts must verify completion of requirements for NDAA, the Texas Department of education and the North American Division Office of Education.
4. Complete all "off-campus" course work by May 1 with a final grade received by the Office of the Academic Principal at least 48 hours prior to graduation.
5. Complete all community service hour requirements by May 1.

6. Have financial clearance by the NDAA Finance Office.

GRADUATION HONORS

Graduation with honor will be awarded to students who earn a cumulative GPA to fit the following scale:

Graduation with Honor	3.500 - 3.749
Graduation with High Honor	3.750 - 3.999
Graduation with Highest Honor	4.000

NATIONAL HONOR SOCIETY ELIGIBILITY AND SELECTION

NHS is more than just an honor roll. The Nation Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership and character. These criteria for selection form the foundation upon which the organization and its activities are built.

Scholarship: Students who have a cumulative grade point average (GPA) of 3.50 (on a 4.00 scale) meet the scholarship requirement for membership. These students are then eligible for consideration on the the basis of service, leadership and character.

Service: This quality is defined through the voluntary contributions made by a student to the school, or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitude about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

SELECTION OF NEW MEMBERS

1. To be eligible for NHS membership, the student must be a member of the sophomore, junior or senior class. A student must have been in attendance at the school for an equivalent of one semester. The faculty council in consultation with the principal may waive this requirements.
2. A student must have earned a cumulative grade point average (GPA) of 3.5 or above.
3. The candidate shall then be evaluated based on outstanding character, leadership, and service. Candidates are to submit supporting information for this evaluation. The Student Activity Information Form and/or Essay must be completed and returned to be considered for NHS selection.
4. The selection of members to the chapter shall be by a majority vote of the NHS Faculty Council based on the criteria detailed below.
5. The chapter advisor will review the selection results with the principal before notifying any candidates. The National Council of the National Honor Society and then NASSP shall not review the judgement of the faculty council regarding the selection of individual members to local chapters.

HONORS AP AND HONORS COURSES

NDAA offers advanced placement (AP) courses and honors classes. All AP classes are approved and cleared through the College Board under the coordination of the AP coordinator. The AP coordinator is a designated member of the NDAA staff. Upon completion of an AP course, a student is prepared to take the AP exam which is offered on site and proctored by the AP coordinator. The cost for the AP Exam is \$93 per test.

Students wishing to take AP Exams should speak with the AP coordinator for test dates, registration information and any applicable fees.

Honors classes are also available. At the beginning of the year teachers will give the students an opportunity to participate in an honors section in certain courses. Students must maintain the honors standards and requirements set by the teacher. The students must successfully complete the requirements of the honors courses, with no lower than a B in any of those courses. If a student should receive a grade lower than a B in an honors course, the course will be labeled as the regular course section on the student's transcript.

DUAL CREDIT OR CONCURRENT ENROLLMENT OF COLLEGE COURSES

Dual-credit or Concurrent enrollment college courses must meet the requirements of the Southwest Union Education policy. NDAA students may enroll in these courses from a Seventh -Day Adventist college or university. NDAA students must meet the enrollment requirements of the college or university and be prepared to put time and effort into completing the college course requirements.

See the Principal of Academics for more information on Dual Credit or Concurrent Enrollment College courses.

CURRICULUM SEQUENCE

Students are encouraged to stay in sequence and not alter their class schedules. NDAA does not promise to meet the scheduling requirements for students needing courses out of sequence. Class schedules may change from year to year. The administration reserves the right to change class offerings and time schedules based on need, enrollment, or staffing. Specific class offerings, especially electives, cannot be guaranteed for each year.

ACCELERATION OR EARLY GRADUATION

North Dallas Adventist Academy does not recommend early graduation. For the intellectual, physical, social, and spiritual development of young people, it is usually in the best interest of the student to attend four (4) years of high school. Individual exceptions will be considered. The Southwest Union Conference of Seventh-day Adventist's Board of Education has established specific guidelines for acceleration. Please see the Principal of Academics for more information.

APPROVAL OF OUTSIDE CREDIT AND CORRESPONDENCE

Students must receive permission from the Principal of Academics before enrolling in an off-campus course, credit recovery course, private lessons, correspondence work, or summer work, for which they wish to receive credit. Seniors taking off-campus work must have it completed before the end of the first semester. If a transcript is not received by the end of the first semester, the student may be asked to join the on-campus class that addresses the credit deficiency.

NOTIFICATION OF GRADES & LESSON PLANS

Student grades and teacher lesson plans are posted to RenWeb.com on a weekly basis. Each student in grades 1 - 8 should have a minimum of three grades entered weekly for each enrolled class. Students in grades 9-12 should have a minimum of one grade entered for each day that class met that week.

RenWeb allows parents/guardians and students to have online access to the student's progress reports. Each student and parent/guardian should have their own account access. Information on setting up accounts will be given during the registration process.

Even though notifications are sent by email alerting students and parents of grades being entered by the teacher, it is a wise habit to check the RenWeb site or use the Renweb app frequently. Parents using RenWeb are better informed about the student's progress. Using RenWeb is not a substitute for visiting with the classroom teacher.

For high school students, the 9-week (midterm) grades are only progress reports. Semester grades are the permanent grades recorded on the transcript.

UNSATISFACTORY GRADES

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 enrolled in Upper School classes obtains an F at the end of a semester grading term for a required course at NDAA, the student must re-take the course to receive a passing grade. These deficiencies in course work are to be made up by the completion of an approved online course or summer school course, or if scheduling allows, at NDAA. The Principal of Academics has a list of accredited educational options.

Students receiving a D in a course at the end of the semester grading term may be given permission to re-take the course to improve the grade on the transcript. The original grade will remain on the cumulative transcript and the new grade will show also. Permission must be granted by the Principal of Academics to re-take the course and the coursework must be taken at an approved school or program.

HONOR ROLL

At the end of a semester 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. The Honor Roll divisions are:

Principal's Honor Roll	4.00 GPA
High Honors Honor Roll	3.50 GPA
Honors Honor Roll	3.00 GPA

** A "D" or "F" grade in a class will disqualify the student from honor roll status.

ACADEMIC NOTICE

Should a student receive two D's, an F, or falls below a 70 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.
- May not participate in athletic and extra-curricular activities including trips, tournaments, and programs.

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

PSAT 8/9

The PSAT 8/9 is a new test offered beginning the 2017-18 school year for 8th or 9th grade students. This exam tests the same skills and knowledge as the SAT, PSAT/NMSQT in a way that makes sense for eighth and ninth graders. The test measures what the 8th-9th grade student is learning, shows them whether they are on track for college and lets them know where they need the most improvement. The PSAT 8/9 will be given in the spring (Late February to April)

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.

FIELD TRIPS/ TOURS

The trips that each teacher plans throughout the school year are meant to be experiences where the students will feel and be safe. The school and faculty are liable for each student in their care throughout the school day. The field trips are also meant to stimulate growth in the students' personal, spiritual, and/or academic life. The administration has set the following guidelines:

1. All students must use school sanctioned transportation throughout the field trip.
2. Trips are only for eligible students, faculty, administrators, and invited sponsors.
3. There will be a male and female sponsor for all field trips.
4. There will be an administrator when possible as well as male and/or female faculty sponsors for all overnight trips.
5. Faculty sponsors will be utilized as much as possible before inviting outside sponsors.
6. Reduced rates and discounts available on field trips or study tours are available only to the eligible students, faculty, administrators, and invited sponsors.
7. Students are not to invite or encourage ineligible peers to attend field trips or study tours.
8. Students on restricted status of a C- or below (academic, attendance or citizenship) will not be permitted to attend field trips/tours.
9. Students who possess a grade lower than a C- will not be permitted to attend the field trip/tour until the grade is raised to a C or better. This policy will not be enforced during the first two weeks of any semester and may be waived at the principal's discretion.
10. Students participating in any field trips or off-campus trips understand that all school rules and policies apply during the transport process and during the event. All students are expected to show the same level of respect towards fellow students and faculty and other adults in authority as would be expected on campus.
11. Students and their parents/guardians understand that if a student participates in activities that not in accordance to the NDAA Code of Conduct, the student will be sent home at the expense of the parent/guardian and the appropriate discipline actions will be faced.

NDAA sponsors a variety of upper school, over-night trips each year: mission trip, senior class trip, Washington DC history trip, 9th grade biology trip, outdoor education trips, leadership camp, music tours, varsity sports tournaments, and a variety of day -field trips. All standards contained in the Student Handbook or announced by the faculty apply to all school-sponsored trips and the mission trip.

All organizations requesting overnight trips must submit their agenda to the NDAA Board for approval two scheduled board meetings before the trip. All school trips that take place during regular school days are

considered under the stated attendance policies of the school. Students not going on the scheduled NDAA trip must attend school or have permission from the Administration to not attend. If permission is not received to miss school then the student will receive unexcused absences. Students going on trips will be expected to make up any work missed in their classes.

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.

GRADUATION REQUIREMENTS

Beginning with the student who entered grade 9 in the 2014-2015 school year, the default graduation program in Texas is the Foundation High School Program with an endorsement. Endorsements consist of a related series of courses that are grouped together by interest or skill set and provide students with an in-depth knowledge of a particular subject area.

NDAA offers two endorsements: (1) Multidisciplinary studies and (2) STEM endorsements.

ENDORSEMENTS

Students may earn an endorsement by successfully completing:

- curriculum requirements for the endorsement
- a total of four credits in mathematics
- a total of four credits in science
- two additional elective credits

1) STEM ENDORSEMENT: The student will complete a coherent sequence or series of courses selected from one of the following

- Career and Technical Education (CTE) courses with a final course from the STEM career cluster
- Computer science
- Mathematics
- Science
- A combination of no more than 2 of the categories listed above

2) MULTIDISCIPLINARY STUDIES ENDORSEMENT : The student will complete a coherent sequence or series of courses selected from one of the following:

- 4 advanced courses that prepare a student to enter the workforce successfully or postsecondary education without remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence
- 4 credits in each of the four foundation subject areas to include English IV, chemistry and/or physics
- 4 credits in AP, IB or dual credit selected from English mathematics, science, social studies, economics, languages other than English, or fine arts.

NDAAS LEADERSHIP ENDORSEMENT: The student will complete a sequence of courses selected from the following:

Core Requirements

9th Bible and Leadership
Leadership 10
Leadership 11 and/or Psychology
Leadership 12

Leadership Electives

Electives in Communication
Digital Media
Current Events
Personal Finance
SA Leadership

The goal of the Leadership Endorsement is to provide opportunities for each student to develop important personal leadership characteristics through the core requirements and elective classes. Students will be given opportunities to use the leadership characteristics in a variety of hands-on activities throughout their Upper School year, including mission trips, service to the school and local churches, peer-mentoring, and other activities.

DISTINGUISHED LEVEL OF ACHIVEMENT

Distinguished Level of Achievement Plan (26 + 4 Religion classes, one for each year attending a SDA school = 30 credits) The Distinguished Level of Achievement (DLA) is the highest graduation plan in the state of Texas. This is the default plan for NDAA. The Distinguished Level of Achievement will ensure the best preparation for the student's future. Successful completion of this Graduation Plan positions the student among those first in line for TEXAS Grants* to help pay for university tuition and fees, and will ensure the student is a more competitive applicant at most colleges and universities.

* must be financially qualified

A student may earn a Distinguish Level of Achievement by successfully completing the curriculum requirements that meet and exceed the Foundation Plan and successfully competing the following:

- A. The curriculum requirements for one or more Endorsement(s) to include a coherent sequence of courses that are content specific to the chosen endorsement
- B. Additional coursework to include:
 - Four credits in Mathematics, including Algebra II
 - Four credits in approved science courses

The only difference between the Foundation + Endorsement Program and the DLA is the requirement that Algebra II must be one of the four credits in mathematics.

HIGH SCHOOL GRADUATION REQUIREMENTS
Based on State of Texas & Southwest Union of SDA Requirements

FOUNDATION HIGH SCHOOL PROGRAM

Subject Area	FOUNDATION	RECOMMENDED PROGRAM
RELIGION	4 credits 1 unit required for each year in attendance at an SDA school	4 credits 1 unit required for each year in attendance at an SDA school
ENGLISH	4 credits English I, II,III, & advanced English course	4 credits English I, II,III, & advanced English course
MATH	3 credits Algebra I, Geometry, and advanced math course (Algebra II, or Pre-Calculus)	4 credits Algebra I, Geometry, Algebra 2, Pre-Calculus or Algebra 1, Geometry, Math Models, Algebra 2
SCIENCE	3 credits IPC, Biology, & advanced science course (Human Anatomy, Physics, Environmental Science)	4 credits IPC, Biology, Human Anatomy, Physics, or science elective
FINE ARTS	1 credit Art, Music	1 credit Art, Music
SPEECH	0.5 credit	0.5 credit
SOCIAL STUDIES	3 credits US History, US Government (0.5 credit), Economics (0.5 credit), World Geography, or World History	4 credits World Geography, World History, US History, US Government (0.5 cr), Economics (0.5 cr)
HEALTH	0.5 credit	0.5 credit
TECHNOLOGY	1 credit	1 credit
FOREIGN LANGUAGE	2 credits in same language	2 credits in same language
PHYSICAL EDUCATION	1 credit	1 credit
ELECTIVES	4 credits	
TOTAL	26 credits	
NOTE: Some Texas schools do not transfer grades below "C".		

LEADERSHIP ORGANIZATIONS

UPPER SCHOOL STUDENT ASSOCIATION

The NDAA Student Association (SA) is an organization of elected student officers that plans various activities for the student body during the school year. The officers of the SA are elected by the students each school year.

CLASS OFFICERS

A student seeking class office must meet and maintain the same criteria as a student seeking office in the student Association. A student may not hold more than one major office.

CAMPUS MINISTRIES

Campus Ministries is an organization developed to provide ministry opportunities for the students at North Dallas Adventist Academy. NDAA has a chaplain who works with student leaders, partnering specifically with Student Association and class pastors to develop a vision for ministry on our campus. Together they enable the entire student body to have opportunities for worship and service, both on and off campus.

NDAA seeks to get all students and staff involved in service opportunities each year.

OFFICER ELIGIBILITY

The candidates for any office must be approved by the NDAA Administrative Committee. They will evaluate each candidate on the basis of grade point average, citizenship (behavior) record, and attendance. The following qualifications must be met by the candidates for Student Association, class office, and other leadership positions:

1. Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of NDAA.
2. The positions of president, vice president, and spiritual vice president for Student Association and class office are considered major offices. These candidates must have a GPA of 2.5 or above and have not failing grades for the preceding grading period, a minimum of a C- or above in attendance and citizenship grade. Other officers must have a GPA of 2.0 and have no failing grades, a minimum of. Once elected, these qualifications must be maintained and will be evaluated every grading period.
3. Students may hold only one major elected office at a time.
4. Candidates must have been in attendance at NDAA from the beginning of the school year during which the office is held. The senior class president must have attended NDAA for at least one semester of his/her junior year.
5. Candidates must have good citizenship. Citizenship is evaluated weekly and is a reflection of the student's attendance record, discipline record, and dress code compliance. Loss of office or eligibility for office may result if a student does not improve the citizenship, attendance, or academic record for the second quarter in a row.

LOSS OF OFFICE

Any student who holds an elected office or office of responsibility and falls below a C- in citizenship (which may include major discipline or repeated minor discipline, or does not maintain the required academic standards (including attendance), automatically forfeits his/her right to continue in office. A student not meeting the requirements in GPA or receiving an F or 2 D's will be removed from office immediately following any nine-week grading period. The class or organization will need to meet to elect a new officer.

UPPER SCHOOL COURSE DESCRIPTIONS

BIBLE

Bible 1-Encounter Curriculum (1 credit)

This course begins with an interactive study of God: the reality of who He is, His character, and finally a focus on the personal relationship with Him. Emphasis is placed on Jesus' life and ministry on earth, the cross, and His resurrection. During the second semester, students will study the gifts of God of Creation and the Sabbath, giving the students an understanding of origin and the restoration that God desires with us. Secondly God's gifts of Grace and Identity will be discovered through the Old Testament narrative giving the students a correct understand of God's grace and our identity in Him.

Bible 2-Encounter Curriculum (1 credit)

This course begins with a study of the stories of Hosea, David, and Ruth, examining God's relentless pursuit of humanity and what it means to be a person after God's own heart. Students will then study the messages of Jesus, finding in them encouragement, inspiration, and a deeper connection with Jesus. During the second semester students will study the early Christian church, their servant leadership, and desire to live their lives after God's own heart. Students will also analyze and discover how we can daily live after God's own heart in each area of our lives.

Bible 3-Encounter Curriculum (1 credit)

Bible 3 begins with a study on God's Word. Students will examine and discover the trustworthiness and reliability of God's Word, the Bible, in both history and our lives. Students will then study God As Our Victor. Here students will study the Book of Daniel, discovering how the prophecies of the past help us trust that God will continue to lead in the present and future. Students will then study the Book of Revelation to understand that God is My Victor. Students will discover in prophecies past and future that as long as we cling to Jesus we will be saved and conquer! Finally students will study the history of the Adventist Church discovering that God is My Guide. Students will learn that as He has led His people in the past He will continue to do the same now and in the future.

Bible 4-Crossroads Curriculum (1 credit)

This course begins with the Gospel of John, a gospel written around AD 90 to the those who had never seen Jesus. This uniquely relevant gospel allows us to study Jesus' ministry with stories of miracles, teachings, and Jesus' passion for humanity, written for those just like us. Students will analyze current world views and major world religions and compare them in light of the Bible and Christianity, determining the need for truth and reliability, and a God that we can trust. Students will learn about how to start and maintain a successful marriage and family that is God centered in our world today. Throughout the two semesters students will be forming and determining their life philosophy including beliefs, moral code, and future life goals.

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.

Computer Technology (1 credit)

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

ENGLISH

English I (1 credit)

English I is the required, first-year course for the secondary language arts curriculum relating to the development of oral and written communication skills. A specific emphasis is placed on enhancing reading, writing, listening, and speaking skills through the critical interpretation of literature. Students will read and analyze literature, gain and refine a more complicated voice in their essay writing, learn to recognize literary elements in literature and drama, and develop the speaking and listening skills needed in discussion.

English II (1 credit)

English II is the required, second-year course for the secondary language arts curriculum. Emphasis is placed on higher levels of student performance with more complex assignments. Students will more keenly develop higher-level thinking skills, as well as be able to demonstrate the ability to critically analyze specific writing styles and more sophisticated pieces of world literature and drama. Students will hone their writing, reading, and oral language skills in English II. Students will develop the speaking skills needed in both small and large-group discussions, write essays of greater length and level of sophistication, demonstrate the proper use of the MLA format for all assignments, do research of a more in-depth nature with a broader range of sources and an original thesis, and read and analyze a higher level of literature in terms of language, literary elements, and thematic content.

English III (1 credit)

English III is the required, third-year course for the secondary language arts curriculum relating to the development of oral and written communication skills. Emphasis is placed on higher levels of student performance with more complex assignments and materials. Students will read and analyze literature of higher levels of difficulty in terms of language use and thematic content, use more precise language, do research of a more in-depth nature, develop the speaking skills needed in discussions, and write essays of greater complexity. Through their study of literature and drama, students will also develop knowledge of and an appreciation for American literary traditions.

English IV (1 credit)

English IV is the required, fourth-year course for secondary language arts curriculum relating to the development of oral and written communication skills. Emphasis is placed on higher levels of student performance with more complex assignments and materials. Students will read and analyze literature of higher levels of difficulty in terms of language use, rhetorical strategies, and thematic content, while using more precise language, completing research of a more in-depth nature, developing the speaking skills needed in discussions, and writing essays of greater complexity. Through their study of literature and drama, students will also develop knowledge of and an appreciation for British literary traditions.

AP English Language and Composition: AP III (1 credit)

The AP English Language and Composition course aligns to an introductory college-level rhetoric and writing curriculum, which requires students to develop evidence-based analytic and argumentative essays that proceed through several stages or drafts. Students evaluate, synthesize, and cite research to support their arguments. Throughout the course, students develop a personal style by making appropriate grammatical choices. Additionally, students read and analyze the rhetorical elements and their effects in non-fiction texts, including graphic images as forms of text, from many disciplines and historical periods.

AP English Literature and Composition: AP IV (1 credit)

The AP English Literature and Composition course aligns to an introductory college-level literary analysis course. The course engages students in the close reading and critical analysis of imaginative literature to deepen their understanding of the ways writers use language to provide both meaning and pleasure. As they read, students consider a work's structure, style, and themes, as well as its use of figurative language, imagery, symbolism, and tone. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works.

Creative Writing (1/2 credit)

This course may be accepted as the 4th year of English for a student working towards the Foundation Diploma or may be accepted as an elective for a student working towards the Foundation + Multi-Disciplinary Endorsement. This is a rigorous composition course that is offered to student in grades 11 or 12. Students must have completed English III or be concurrently enrolled in English III. The student's writing skills are strengthened through a study different forms and genres in a writing workshop environment. The course emphasizes the use of the writing process and the effective applications of language. Students will become familiar with self- and peer-evaluation and goal -setting.

Research & Technical Writing (1/2 credit)

The study of technical writing allows students to develop skills necessary for writing informative texts such as reports, proposals, memoranda, and essays. This rigorous composition course has students skillfully research a topic or a variety of topics andn present information through a variety of media. All students ar expected to demonstrate an understanding of the recursive nature of the writing process, effectively applying the conventions of usage and the mechanics of written English. The students will be given opportunity to become familiar with self- and peeer-evaluation and goal-setting.

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.

FINE ARTS

Choir (1 credit)

Choir is a performance-oriented vocal group that focuses on singing at various churches and other school and local church events throughout the year. Skills such as reading music, sightreading, musicality, and correct vocal production are developed throughout the year.

Bell Choir (1 credit)

The bell choir is a performance based class open to all upper school students. The bell choir will perform throughout the school year at school programs, church services and school concerts. Rhythm, performance skills, and musical interpretations are emphasized. The student will need to purchase a choir outfit that is to be worn at performances.

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 documenting a memorable school year. Students will receive experience in the areas of journalism, graphic design, editing, photography, etc.

Art (1 credit)

Students produce media specific designs using basic techniques in relation to historical and cultural contents. The focus of the first semester will be drawing, and the focus of the second semester will be painting.

Theater Arts (1 credit)

This course is designed as introduction to the fundamentals of theater production, including the role of the actor in the interpretation of dramatic literature, the development of the physical theater, theater history, and dramatic literature.

FOREIGN LANGUAGE

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.

HEALTH

Health (1/2 credit)

Personal Health emphasizes the importance of knowledge, attitudes, and practices relating to personal health and wellness. This health class will be designed to help the students become exposed to a broad range of issues and information relating to the personal health triangle which are physical, social, emotional/spiritual. Topics we will explore, but not limited to: nutrition, physical fitness, stress, friendships, neglect recognition, schools against violence in education and weight management.

MATHEMATICS

Algebra 1 (1 credit)

This course provides development of critical-thinking and problem-solving skills in the areas of operations with real numbers, linear equations and inequalities, relations and functions, polynomial and non-linear equations.

Geometry (1 credit)

Prerequisite: Algebra 1 This course surveys the properties and applications of common geometric shapes using definitions, theorems, and postulates in the study of angles, parallel lines, congruent and similar triangles, rectilinear figures, polygons, circles and arc, and the Pythagorean Theorem. Trigonometry and the process of "proving" theorems is introduced.

Algebra 2 (1 credit)

Prerequisite: Algebra 2 and Geometry This course is a review of skills learned in Algebra 1 as well as development in the areas of linear equations in one and two variables, systems of linear equations, polynomials, and rational expressions, quadratic equations in one and two variables, quadratic systems, logarithms, sequences and series, and trigonometric functions.

Mathematical Models (1 credit)

Prerequisite: Algebra I and Geometry This course builds on the foundations of Algebra I and Geometry and is designed for the student that needs an in-depth review of algebraic and geometric concepts. Students use algebraic, graphical, and geometric reasoning to recognize patterns and structure, to model

information and to solve problems from various disciplines.

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 credit). College Credit through SDA college or university - See Principal of Academics for more information.

Dual Credit Calculus (1/2 credit). College Credit through SDA college or university -- See Principal of Academics for more information.

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.

SCIENCE

Integrated Physics & Chemistry (IPC) (1 credit)

This two-semester course is a broad and introductory study of physics and chemistry, typically taught as a first year high school science class.. The student will conduct field and laboratory investigations, use scientific methods during investigations, and make informed decisions using critical-thinking and scientific problem-solving. Major topics of study will include energy, machines, stability, atomic structure, organic and biological compounds, waves, sound light, electricity, magnetism, and nuclear chemistry and physics.

Biology (1 credit)

This two-semester courses provides the student the opportunity to appreciate the beauty and order of the living organisms of God's creation during this one-year survey study of life science. Emphasizes basic understanding of cell, genetics and heredity, and ecology.

Chemistry (1 credit)

Prerequisite: Integrated Physics and Chemistry. This two-semester course is essential for the college-bound student. The scope and sequence of the course allows the development of basic chemistry concepts and principles. Students are given opportunities to apply mathematical and analytical reasoning to problem solving in chemistry. Topics of study are scientific measurement, classification of matter, atomic structure, periodicity, chemical formulas and naming compounds, nuclear reactions, balancing chemical equations and stoichiometry, and behavior of gases and the energy of equations.

Anatomy and Physiology (1 credit)

Prerequisite: Biology and Chemistry. This two-semester course examines the human body, system by system, while expounding on how God designed the parts to function together as a harmonious, living unit. Students will gain a deeper understanding of how their own bodies work, the importance of healthy lifestyle choices, and the best practices for the prevention and treatment of disease.

Physics (1 credit)

Prerequisite: Integrated Physics and Chemistry, This course is the study of Newton's laws of motion and acceleration, forces, gravity, friction, energy, momentum, thermodynamics, waves, sound, light, electricity, magnetism, atomic physics, and nuclear physics.

Environmental Science (1 credit)

Prerequisite: Biology. This course focuses on the natural processes at work on earth, human and ecosystem interactions, resource management and conservation, and environmental issues and ethics. Students will be given the opportunity to take action to make a difference locally.

Earth/Space Science (1 credit)

Earth and Space Science is a 11th or 12th grade science course that focuses on three major scientific concepts: The Earth in Space and Time, Solid Earth, and Fluid Earth. Topics included in this courses include geology, oceanography, meteorology, cosmology, and astronomy.

SOCIAL STUDIES

World Geography (1 credit)

This two-semester course will study the relationships between people, places, and environments that result in patterns of geography on earth. The students will use geographic methods to compare and analyze land forms, climates, and natural resources, as well as cultural, political, economic, and religious characteristics of the world regions.

World History (1 credit)

This two-semester course will exam the history of mankind and the formations of the different civilizations and societies in order to to understand geography, economics, political processes, religion, ethics diverse cultures, and humanities

American History (1 credit)

This two-semester class is an in-depth examination of the development and growth of the United states since the Reconstruction

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".

OTHER ELECTIVES

Outdoor Education (1 credit)

This is a practical class emphasizing team building, learning more about who you are as a person while developing more appreciation of others, acquiring new camping and emergency preparedness skills, investigating the wonders of the natural world, developing a deeper relationship with God, and enjoying recreational activities within the context of the outdoors. Four weekend camping trips are required as part of this course.

Introduction to Psychology for Leadership (0.5 credit)

As it pertains to Leading groups and organizations, survey of topics and approaches in contemporary psychology. Includes the biological basis of behavior, sensation, perception, attention, learning and memory, thinking, language, personality, and individual differences.