



# GRAND RIVER ACADEMY

## Parent & Student Handbook

### 2018-2019

This handbook should serve as a guide to the procedures and rules that operate Grand River Academy. As with every organization, the rules governing it may need to be changed or adapted throughout the course of the year. We reserve the right to modify the rules at any time in order to make the running of the school more efficient or safer. Our Code of Conduct applies to all students while enrolled at the Academy.

Grand River Academy does not discriminate on the basis of race, gender, color, creed, national origin, disability, or handicap in admissions, hiring, or access to its programs or activities.

# Table of Contents

MESSAGE FROM THE HEAD OF SCHOOL	3
PHILOSOPHY OF GRAND RIVER ACADEMY	4
MISSION STATEMENT OF GRAND RIVER ACADEMY	5
HONOR CODE	5
DIVERSITY STATEMENT	5
CONTACT GRAND RIVER ACADEMY	6
COURTESY AND MANNERS	10
ACADEMICS	12
COLLEGE COUNSELING & PLACEMENT	20
STUDENT LIFE	22
CONDUCT & DISCIPLINE	38
ATHLETICS	45
SAFETY & SECURITY	48
ATTENDANCE, ABSENCES, AND WEEKENDS HOME	50
MEDICAL INFORMATION	53
STUDENT ASSISTANCE PROGRAM	57
GRAND RIVER ACADEMY CAMPUS MAP	60

# MESSAGE FROM THE HEAD OF SCHOOL

Dear GRA Parents, Guardians, and Students,

Welcome to the 2018-2019 school year at Grand River Academy! I hope that each of you had the opportunity to relax over the summer and return with your batteries recharged. The Faculty and staff eagerly await your arrival on campus. Without the student body, the campus is quiet in anticipation for the action and life that you all bring!

With a new school year comes new opportunities: Opportunities to build on academic, social, and emotional successes of last year; opportunities to grow, try new ideas and thoughts, and to expand your comfort zone; opportunities to reach new heights and build on your passions. A new canvas awaits your fresh brush and the Faculty and staff at GRA stand ready to guide you as you fill in that canvas and create your school year.

I encourage everyone to take pride in their opportunity to be part of the GRA community, a community that has been in existence since 1831. The dedicated Faculty and staff will work tirelessly with you to ensure your success and development, always with an eye toward your future and preparing you for lifelong success.

To help you reach that success, and in order for our school and each student to have an enjoyable year, it is necessary for students to have the highest standards of personal conduct. Please review this book carefully; it is very important for the continuation of the Academy's traditions.

Go Eagles!

Tim Oditt  
Head of School

# PHILOSOPHY OF GRAND RIVER ACADEMY

Grand River Academy believes that small classes, mandatory study periods, and special help sessions inspire Academy students to take a personal interest in their education, often for the first time. A traditional all-male boarding environment in a rural setting focuses students in their preparation for college. An integral part of the program is the dedicated faculty and staff, who emphasize individual attention for every student.

Grand River Academy values independence, which allows us to implement a college preparatory curriculum that enables students to experience significant academic growth. As one of the oldest single sex, non-military boarding schools in the country, many traditions are evident in our fully accredited program. Students gain pride and develop self-reliance in our challenging academic atmosphere, structured sports and afternoon activities programs, and the leadership opportunities afforded by our small community.

We believe that responsible, college-prepared students are developed through our structured, yet flexible program. The Student Assistance Program enables many boys to experience not only academic success, but also personal and social growth for a better understanding of the society in which they will function. The Academy believes that with the support of our Learning Center, selected students with learning differences can also meet the requirement of admission to a college or university prior to graduation.

As a secular school, Grand River Academy embraces diversity by welcoming boys not only from many states and countries, but also from many ethnic, cultural, and religious backgrounds. We believe our success is due to our nurturing family atmosphere, our understanding and compassion, and our persistence.

*Reviewed and Approved by the Grand River Academy Board of Trustees in April 2004.*

# MISSION STATEMENT OF GRAND RIVER ACADEMY

Grand River Academy is a college preparatory boarding and day school that helps young men activate their academic, emotional and social potential and prepares them for lifelong success.

*Reviewed and Approved by the Grand River Academy Board of Trustees in November 2014.*

## HONOR CODE

Mindful of the importance of honor and integrity in our lives, we ask our students to follow a code of honor. We expect all students to adhere to this code while enrolled at the Academy. Failure to comply with this honor code could result in community service, suspension, or dismissal depending upon the circumstances.

I (we) pledge to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. I (we) pledge to respect my (our) self and the community.

## DIVERSITY STATEMENT

Grand River Academy believes that a diverse and inclusive community is an essential element of a rich, wholesome and educational experience. We are committed to promoting an atmosphere in which all persons feel included and valued. Grand River Academy aims to nurture respect for diversity through its policies, curriculum and programs.

*Adopted by the Grand River Academy Board of Trustees on July 12, 2013*

# CONTACT GRAND RIVER ACADEMY

Office Hours: 7:30am – 4:30pm

Main Office: 440-275-2811 Fax: 440-275-1825

Address: Grand River Academy  
3042 College Street  
P.O. Box 222  
Austinburg, OH 44010

Website: [www.grandriver.org](http://www.grandriver.org)

## STAFF MEMBERS

Title	Name	Contact
Head of School	Mr. Tim Oditt	x222
Director of Admission	Mrs. Kari Roberts	x239 Cell: 440-228-4870
Dean of Students	Mrs. Amy Roth	x224 Cell: 440-812-5180
Director of Teaching and Learning	Mr. David Crowell	x269 Cell: 440-855-1441
Director of Student Life	Mrs. Nichole Ngom	x264 Cell: 440-206-6465
Counselor	Mr. Thomas Polak	x243 Cell: 440-462-0628
Counselor	Mr. Scott Schlachter	x245
School Nurse	Mrs. Tammy Matthews, RN	x227 Cell: 440-661-1553
Student Services/ Travel	Ms. Beth Hedrick	x221 Cell: 440-228-8142
Head of School Secretary	Mrs. Robin Nagle	x228
Financial/Billing Secretary	Mrs. Tammy Stokes	x229

## FOCUSED INQUIRIES

Reason	Name	Contact
Academics	Mr. David Crowell	x226
Admissions	Mrs. Kari Roberts	x239
Athletics	Mr. Frank Shreve	x261
Attendance	Ms. Beth Hedrick	x221
Car Permission	Ms. Amy Roth	x224
College Placement	Mrs. Sheila Liu Mr. Thomas Polak	x260 x243
Counseling	Mr. Thomas Polak	x243
Counseling	Mr. Scott Schlachter	X245
Discipline / Weekend Restrictions	Ms. Amy Roth	x224
Early Dismissal / Late Return forms	Ms. Beth Hedrick	x221
Head of School	Mr. Tim Oditt	x222
Lost & Found	Ms. Beth Hedrick	x221
Library	Mr. Joe Zappitello	x231
Medical Concerns	Mrs. Tammy Matthews	x227
Parent Conferences	Mr. David Crowell	x226
Parent Conferences	Mrs. Amy Roth	x224
Student Life	Mrs. Nichole Ngom	x264
Schedules/ Tutorial Assistance	Mr. David Crowell	x226
Student Accounts & Student Ctr.	Mrs. Tammy Stokes	x229
Transportation/Travel Arrangements	Ms. Beth Hedrick	x221
Tuition Payments	Mrs. Tammy Stokes	x229

*Please Note: After hours, please contact your son's head dorm master in the event of an emergency.*

# HEAD DORM MASTERS

Dorm	Head Dormmasters	Cell Phone #
Administrator on Duty (this phone is monitored after office hours)		440-661-1127
Mastin Hall	Mrs. Nikki Ngom	440-661-1145
North Hall	Mr. Zac Inman	440-661-1583
Shepard Hall	Mr. William Hare	440-661-1065

# EMAILING FACULTY & STAFF

To email a faculty/staff member, follow this format: [firstname.lastname@grandriver.org](mailto:firstname.lastname@grandriver.org). For example, [tim.oditt@grandriver.org](mailto:tim.oditt@grandriver.org).

# BEST TIME TO REACH SPECIFIC PEOPLE

All of the following can be reached at 440-275-2811 during the following office hours:

Director of Teaching and Learning, David Crowell	8:00 a.m. to 4:30 p.m.
Dean of Students, Amy Roth	8:00 a.m. to 4:30 p.m.
Nurse, Tammy Matthews	7:00 a.m. to 3:00 p.m.
Travel, Beth Hedrick	8:00 a.m. to 4:00 p.m.

# AFTER HOURS EMERGENCIES

After office hours, please call your son's head dorm master.



## DAILY SCHEDULE

Students Rise	7:30
Breakfast Served	8:00 -8:30*
Classes begin	8:35
Lunch	12:15
Classes end	3:05 (No Homework Study Hall)
Interscholastic Sports Practice	4:00
Afternoon Activity	4:15 – 5:30
Dinner	6:00 – 6:30
Student Center Open	6:30-8:00
Evening Study Period	8:15-10:00
Lights Out	10:30 (11:00 on Friday & Saturday)

*\*student must arrive by 8:15, in dress code, and rooms ready for inspection*

## WEEKEND SCHEDULE

### Saturday

Brunch	10:30
Activities	12:00 – 5:30
Dinner	5:30
Activities	6:00 – 11:00
Lights out	11:00

### Sunday

Brunch	10:30
Study Hall	12:00 – 4:00
Activities	12:00 – 5:30
Dinner	5:30
Free Time	6:00 – 7:45
Study Hall	8:15-10:00
Lights out	10:30

# COURTESY AND MANNERS

If there is a fundamental theme that underlies all courteous behavior, all gentlemanly conduct, it is consideration for the rights and feelings of others. While social customs seem rather involved, all proper conduct starts from this principle. A man who conducts himself in a way that causes embarrassment, discomfort, and inconvenience to other people will always make a bad impression, whatever other talents he might wish, as an independent free spirit; they will assume he has been poorly educated. Good manners are a key to how others respond to an individual.

## Courtesies:

A general rule for courtesies is to treat the other person as you would wish to be treated. Consideration of others and a little common sense provide a good guide.

## Conversation:

You should always do your best to avoid interrupting someone who is speaking. If it is absolutely necessary to interrupt, then say, "Excuse me." Speak clearly and do not use slang with people you do not know well. For example, when a student addresses a visitor "sir" or "ma'am" is used as a designation of respect.

## Forms of Address & Modes of Reference:

As a general rule all teachers and administrative staff should be addressed as " Sir, Mrs., Ms., or Miss." Students should always treat Academy personnel (kitchen, maintenance, custodial, etc.) with courtesy.

## Dining Hall:

Many people tend to think that proper table manners are reserved only for special occasions. In fact, good table manners for all meals should be a continual practice. Bad habits are not easily broken. Careless, slovenly habits in the dining hall will betray you when dining out or as a guest in a home. A good rule to follow in the dining hall is "Take what you'll eat and eat what you take." Wasting food deliberately shows a lack of concern for others. No hats or hoods should be worn at any meal. Comments or corrections at the table directed at another student's eating habits should be made by a teacher or staff member.

Good manners always say something about a Grand River Academy student. They show that he is thoughtful and considerate about other people. Knowing how to behave is part of a person's education, and it is a part that shows very quickly. There are no diplomas or certificates for good manners, but

there are many rewards. A man with good manners feels better about himself; he feels more sure of himself in new situations, and he is always a welcomed guest.

# ACADEMICS

*For questions about Academics, please contact Mr. David Crowell x226 or*

*via email at [david.crowell@grandriver.org](mailto:david.crowell@grandriver.org)*

## PLUS PORTALS

All students are required to sign up for Plus Portals. Students will use their GRA email account which they will be required to activate and monitor during the school year. They are expected to check their school email daily prior to noon. Students will have homework posted on Plus Portal as well as the student portal page for the gradebook program.

During evening study hall, teachers will use the portal page to monitor student progress with the homework.

## CLASS ATTENDANCE

Students are expected to be in attendance, on time, to all classes, help sessions, study halls and other required activities. A student may be excused from one of these only with permission from the school nurse or from a dormmaster when the nurse is not on campus. Excessive absences from school (7 in one semester or 14 for the year) could result in credit not being granted. If another activity requires a student to miss class (athletic event, college-recruitment representative, etc.), that activity's advisor or coach will excuse the student's absence.

A parent or guardian must notify the Dean of Students when a student is not in school. A phone call by 8 a.m. will be appreciated when a student is not in attendance.

If a student has been mistakenly recorded as absent or tardy and can have his absence or tardy excused; he should correct the error as soon as possible with the Dean of Students.

Each day students will receive notification of all unexcused attendance violations.

# ACADEMIC "SAFETY NETS"

## Afternoon Study Hall:

Monday through Friday there will be a study hall after school for all students not finished with their work. The classroom teacher assigns these students, and the supervising teacher is issued the assignment that was missing. That teacher will collect the completed assignments at the end of the period.

## Special Help Sessions:

Students with a grade below a 70% in a course will be required by their teacher to attend a special help session at least once a week, as long as the grade is below a 70%.

## Weekend Study Hall (Sunday):

Each weekend, there will be study hall on Sunday for students not having the work for the week finished. The Weekend Study Hall list is finalized on Friday. Students have until then to turn in missing work.

## Evening Study Hours

Sunday through Thursday, all students participate in a 90-minute evening study hall in their dorm. During this period, students have access to faculty members. Students on the D/F list will not be permitted to miss evening study hall for trips such as indoor soccer, weekday off-campus residential life activities, etc. The only exception is when participating on an interscholastic athletic team. Seniors who are not on the afternoon study hall list and whose room is clean, they may leave after 60 minutes of study hall time to go to the BFSC or they may remain in the room and read or clean their rooms quietly.

# LIBRARY

The library is open all day Monday through Friday during the school day. Access to and use of the library shall be under the control of the librarian, and all rules for use of the facility and student behavior will be posted and enforced by the librarian and staff members.

# VALEDICTORIAN, SALUTATORIAN AND GPA

The Valedictorian and Salutatorian are the seniors with the highest and second highest grade point averages. Grades for these honors are tabulated from the beginning of the freshman year through the end of the 7<sup>th</sup> term of the senior year. To be eligible for these honors, students must be enrolled at the Academy during their junior year.

The determination of grade-point average is based on a four-point system. This is true for all courses with the exception of Pre-Calculus, and Calculus. In these classes a five-point system is used.

If a student retakes a course, duplicate credit cannot be awarded; however, both grades will be averaged for the benefit of the student's cumulative GPA. GPA is calculated based on the following scale:

A (90-100) = 4.0

C (70-79) = 2.0

F (59 & below) = 0

B (80-89) = 3.0

D (60-69) = 1.0

# INTERNATIONAL PROGRAM

We believe our International Students play a key role in our total education-for-life approach to learning. We value our International Students because we know we can help them learn about America and life – but equally because they help our American Students learn about the world and life from different and important perspectives.

# NATIONAL HONOR SOCIETY

The National Honor Society was founded by the National Association of Secondary School Principals in 1921 to honor students in grades 10, 11, and 12 who effectively demonstrate *excellence* in four areas: Scholarship, Leadership, Character, and Service. Membership is offered as an honor; there is no application process. In accordance with the National Charter, selection at Grand River Academy is made by a 5-member Faculty Council after consideration by the full faculty.

Examples of excellence in each area include, but are not limited to:

Scholarship

- Always completes assignments thoroughly and on time
- Works to ones fullest potential
- Takes pride in academic achievement
- Has at least an 80% average in core classes over the last 3 semesters
- Follows strongest academic track capable of

Leadership

- Helping other students make positive choices
- Student Council
- Athletic Teams
- Clubs and Activities
- Dorm Leaders
- Leadership positions in Boys Scouts, 4-H, Youth Groups, other groups outside of school

Character

- Integrity
- Trust
- Taking personal responsibility
- Standing up for what is right
- Defending others
- Making positive choices
- Academic honesty
- Respect for others regardless of race, religion, or gender
- Taking constructive criticism positively and accepting recommendations graciously

Service

- Contributing to the welfare of others
- Volunteering time to one's school
- Volunteering time to one's community
- Active in one's church
- Working for the betterment of the environment
- Willing to take on difficult or inconspicuous responsibilities
- Willing to represent the dorm or school in inter-dorm or interscholastic competition
- Does committee work without complaint
- Mentors in the school or the community

# HEAD OF SCHOOL'S LIST, DEAN'S LIST, HONOR ROLL, EAGLE LIST

At the end of each term of the academic year, grades are averaged and those students with all grades of a 90 or above are placed on the Head of School's list. Students achieving an average of 90 and above with no single grade less than 85 are placed on the Dean's List. An 80 to 89, with no single grade less than 75, places a student on the Honor Roll. Advanced classes are weighted on a 5-point scale. Students must have a minimum of four academic classes to qualify for each list

The Eagle's List recognizes those students without a discipline violation in a term.

Students achieving academic honors will receive appropriate recognition including an award during the May Awards Assembly.

Students on any of these lists may go to the Bud Field Student Center during their evening study hall on Sundays and Thursdays. Students abusing this privilege will have it taken away for the remainder of the term.

## GRADUATION REQUIREMENTS

The Grand River Academy requires 21 units of credit to be successfully completed in grades 9 through 12. The 21 units required for graduation include:

- 4.0 Units of English
- 4.0 Units of Math (minimum requirements include Algebra II)
- 3.0 Units of Science
- 3.0 Units of Social Studies (including U.S. History and Government)
- .5 Unit of Health
- 1.0 Unit of technology
- 1.0 Unit of Fine Arts
- 5.5 Units of Foreign Language/ Electives

Each senior must be accepted by a college.

Each senior is encouraged to complete 5 hours of community service.



The College Preparatory Curriculum -The following subjects are recommended by grade level:

Credit Grade 8

1. Algebra 1 or Pre-algebra (no credit can be granted for pre-algebra)  
English 8  
Integrated Science  
US History until 1860  
Learning Foundations  
Art

Credit Grade 9

- |      |  |
|------|--|
| 1.00 | Introduction to Literature & Composition |
| 1.00 | Biology I or Earth & Physical Science    |
| 1.00 | Foreign Language                         |
| 1.00 | Algebra I/Geometry                       |
| .50  | Technology                               |
| .50  | Art                                      |

Credit Grade 10

- |      |                                |
|------|--------------------------------|
| 1.00 | World Literature & Composition |
| 1.00 | Biology I or Biology II        |
| 1.00 | Foreign Language I             |
| .50  | Health                         |
| 1.00 | Geometry/Algebra II            |
| .50  | Technology                     |
| .50  | Art                            |
| 1.00 | World History & Cultures       |

Credit Grade 11

- |      |                                   |
|------|-----------------------------------|
| 1.00 | American Literature & Composition |
| 1.00 | Chemistry                         |
| 1.00 | Foreign Language II               |
| 1.00 | U.S. History                      |
| 1.00 | Algebra II/Pre-Calculus           |
| 1.00 | Electives                         |

Credit Grade 12

- |      |                                   |
|------|-----------------------------------|
| 1.00 | European Literature & Composition |
| 1.00 | Physics                           |
| 1.00 | Pre-Calculus/Calculus             |
| 1.00 | Government                        |
| 2.00 | Electives                         |

# AWARDS

In addition to awards for athletic participation which are given at seasonal sports banquets held throughout the year, the Academy also recognizes outstanding achievement in other areas as listed:

## Annual Awards:

*MOST IMPROVED and OUTSTANDING STUDENT* of each grade level, considering citizenship, scholarship, attitude, and contribution to the school.

*TRUSTEES' BOWL*, awarded to the senior with the most distinguished record during the senior year.

*BAUDER CUP*, awarded to the student who excels in character, leadership and friendliness.

*HEADMASTER'S CUP*, awarded to the student who best combines the attributes of scholar, athlete, and gentleman.

*WATSON AND JAN KALLAY AWARD*, awarded to the outstanding senior athlete.

*CASSIDY-SCHWARTZ SERVICE AWARDS*, awarded to the students who unselfishly and generously give of their time and effort in service to the Academy.

*FISHER ACHIEVEMENT AWARD*, awarded to a returning junior whose support of the Academy and whose service to his fellow students are exemplary.

*GEORGE E. ARMINGTON, JR. MEMORIAL PLAQUE*, awarded to the senior who best personifies the philosophy of the Academy.

*DIEMER AWARD*, is awarded to the student who exhibits a positive attitude and exemplary citizenship and who works to his fullest potential.

*NATIONAL HONOR SOCIETY*, honoring those students in 10th, 11th, and 12th grades who represent the best in character, service, leadership, and scholarship.

*OUTSTANDING INTERNATIONAL STUDENT*, voted by the faculty.

*WILLIAM H. JEFFERY AWARD*, awarded to the student who has attended GRA for two years and excels in art, drama or music.

*THE NONNEMAN FINE ARTS AWARD*, awarded to the student who produces the outstanding work for school publications.

*THE MASTIN SCHOLARSHIP*, awarded to the outstanding Junior science and math student.

*THE DR. WILLIAM M. LESUER AWARD* awarded to the student whose citizenship is exceptional and who has excelled because of hard work.

*LAWRENCE J. WILSON SOCIAL STUDIES AWARD*, awarded to the student who has shown a sincere interest in how the social sciences relate to both the present and the future, and who has gone beyond the textbook and the classroom and expanded his knowledge on the subject matter.

Other Awards:

*STUDENT OF THE MONTH*, awarded to the student who excels in an area of school life (academic, athletic, or social) during a particular month.

# COLLEGE COUNSELING & PLACEMENT

*For questions about College Counseling & Placement, please contact Mr. David Crowell x226 or via email at [david.crowell@grandriver.org](mailto:david.crowell@grandriver.org)*

## COLLEGE VISITATION POLICY

Juniors and seniors are encouraged to visit prospective colleges. All attempts should be made to schedule a college visit over a weekend or holiday. If a student must visit a college on a regularly scheduled school day, an early dismissal form needs to be signed by the student's teachers, guidance counselor, and the Dean of Students. Parents must also give either written or verbal permission for the student to miss school. Seniors are allowed 3 excused absence days for college visits.

## TESTING DATES

### SAT

- All Juniors take the SAT in May and all seniors take the SAT in October, November, and December.

### ACT

- Contact David Crowell if you would like to take the ACT.

### PLAN

- All sophomores are required to take the PLAN Exam. It is the pre-exam for the ACT.
- The PLAN Exam is taken during a Saturday in November.

### PSAT

- All juniors are required to take this exam. It is the pre-exam for the SAT.
- The PSAT is taken at Grand River Academy in October.

## COLLEGE PLACEMENT ADVISORS

Each Senior will be placed with a College Placement Advisor. This adviser will help students identify and apply to colleges best suited for their individual goals and strengths.

College Advisors are:

Ms. Sheila Liu	x260
Mr. Thomas Polak	x243

# STUDENT LIFE

*For questions about Student Life, please contact Mrs. Nichole Ngom x264 or*

*via email at [nichole.ngom@grandriver.org](mailto:nichole.ngom@grandriver.org)*

## STUDENT COUNCIL

The Student Council will consist of members from each dorm elected by their fellow dorm mates. All candidates must be in good academic and social standing. The president shall be a member of the junior or senior class and have at least one-year prior enrollment at the Academy.

The purpose of the organization shall be to promote goodwill; to provide a forum of discussion among students, faculty, and administration; coordinate affairs of student groups, and to promote an appreciation of and concern for the academic, social, and athletic qualities of the Academy.

## CAMPUS ACTIVITIES

The Academy fields interscholastic teams in soccer, golf, cross country, basketball, wrestling, indoor soccer, baseball, lacrosse and tennis. Games are scheduled at the junior varsity and varsity levels, and all students are encouraged to participate, regardless of ability. In addition to the gymnasium, sports facilities include two soccer fields, three tennis courts, one softball field, and one baseball diamond.

All students are required to participate in selected afternoon activities if they are not in a junior varsity or varsity sport. These activities are Monday through Thursday from 4:15 – 5:30. Choices are limited and are announced each day at lunch. Attendance is recorded each day.

Students publish the Scimitar, which is the Academy's yearbook. The Student Council is responsible for many campus activities. Qualified students at the Academy are inducted into the National Honor Society.

Other activities in which students may participate are bowling, fishing, floor hockey, paintball, weight lifting, canoeing, bicycling, movies, dances, horseback riding, and Cleveland Indians, Browns, and Cavs

games. Weekend trips are scheduled to Peek n'Peak for downhill and cross-country skiing and snowboarding. Special trips may be arranged to major cities or other ski resorts.

## STANDARD OF APPEARANCE

We seek to encourage traditional, neat, and tasteful dress, for all our students.

While our dress code does allow for a "comfortable" image, there are defined limitations. Students have a choice in style and appearance, but the ultimate decision of compliance or non-compliance will rest with the Administration.

Academic Day (Students should be in dress code by breakfast):

- Button down dress shirt with an appropriate matching necktie; shirts will be properly tucked-in and wrinkle free; if an undershirt is worn, it should be solid white. No flannel shirts.
- Seniors and 2<sup>nd</sup> semester Juniors may opt to wear a GRA polo (tucked in) any day.
- Casual/dress pants (belt required). Pants are not to be made of denim material. The back pockets cannot have exterior stitching. No cargo pants.
- Appropriate socks (must go over the ankle) with leather oxford dress shoes or deck shoes (no athletic shoes).
- In the classroom or special events, students must wear clothing that completely covers any tattoos.
- All clothing must be in good condition, properly maintained, and an appropriate size.
- In cool weather, only a GRA sweatshirt or sweater may be worn over the shirt and tie. Hooded sweatshirts may not be worn during the school day.
- Boots are allowed in the winter season or when it is raining.

Special events:

- Dress Shirt, Pants, Tie and Blue Blazer

Dinner/Weekend Meals:

- Clothing of students' choice; clothes must be clean, in good repair, and not promote tobacco, alcohol and other drugs. These clothes must not be oversized, indecent, or have inappropriate decorations
- No cleats may be worn in dining hall

### Clarifications

- Students need not bring anything that draws attention to himself on or off campus (i.e. large rings, multiple rings, chains, necklaces, large printed belt buckles).
- Appropriate boots may be worn in winter weather
- Hats/hoods should be removed indoors (excluding dorms). . Hats/hoods can be worn in hallways and lobbies as you enter and exit a building. Baseball style caps are not permitted during the school day. Only appropriate hats/hoods are permitted at any time. The Administration will determine appropriateness.
- When the local school district (Geneva Area City Schools) is closed due to weather conditions (snow, ice or temperature) blue jeans or sweatpants, sweatshirts, and tennis shoes may be worn to class.

## HAIR POLICY/JEWELRY POLICY

The Hair Policy is written in such a way that it allows the student some freedom in choosing hair styles, without allowing "drastic hairstyles." The Administration will have final say on whether or not a haircut is acceptable.

Hairstyles that are unacceptable are pigtails, ponytails, ornaments in or hanging from the hair, mohawks or hair less than  $\frac{1}{4}$  inch long and sculptured hair. Students may not possess or use hair clippers for personal haircuts. Facial hair is not permitted.

Students who do not meet our policy will be given time to comply, then will receive appropriate consequences by the Administration.

Students may not wear earrings during the school day in any part of their body. Students are permitted to have one earring in each ear after the school day, but they are not allowed to wear gauges or other earrings for the purpose of enlarging the holes in the ears. Students are not allowed to have any other piercings besides their ears. Students should understand that if they get their ears pierced during the school year it must be at home and they will not be allowed to wear any earrings during the school day in order to keep the holes open.



# ROOM CARE

Room Cleanliness: Students are expected to keep their rooms in a presentable fashion at all times. The desk should be in order, clothes off the floor and put away, wastepaper baskets emptied, and the room free from dirt. Each student is also required to assist with the overall daily housekeeping chores in the dormitory. Rooms should be ready for inspection by breakfast. If a student's room does not pass inspection, he will be required to clean it immediately after dinner and wait until the person on duty in the dorm for the evening gets a chance to inspect it before he is allowed to have free time or use his electronics. Other rules and regulations concerning dormitory care have been developed and will be explained to students in dorm meetings. Any damage done to dorm rooms will be assessed to the student(s).

Absolutely no pets are allowed on campus (including reptiles, fish, and insects, etc.).

# DORM ROOM FURNISHINGS, DECORATION AND ELECTRICAL EQUIPMENT

Curtains: The Academy provides curtains for dormitory rooms and these must remain in place. No student will be permitted to use additions or substitutes such as a sheet, blanket, or flag. There will be no exceptions. Students will be responsible for damaged curtains

Hanging Material: Hanging materials of any type used in an attempt to drape the ceiling, divide the room, block off the window or decorate will not be permitted, flameproof or not.

Furnishings: Lounge chairs and couches placed in rooms to supplement the standard furnishings provided by the school are not allowed. Such furniture will be taken out of the room and discarded. Lobby / Common Area furniture is not allowed in the dorm rooms.

Decorations: Wall decorations of the poster type, including prints, artwork and photographs, will be permitted. Such decorations should be placed on the walls in such manner that their removal will not damage the walls. Nude pictures (hands are not considered clothing and may not be the only thing covering the individual), obscene/offensive material and material depicting alcohol, tobacco, and other drugs will not be permitted. It is a fourth-degree felony in this state to possess a traffic sign or signal.

Open Flames: The use of candles, incense burners or open flames of any kind is prohibited.

Appliances: No electrical appliances intended for the storing, warming or cooking of food or drink shall be permitted in any dormitory room. In addition, electric blankets, hand irons, and portable heaters are forbidden. Auxiliary lamps must be placed on desks or tables and not used on the bed; no halogen lamps. Bulbs should be the recommended wattage and lamps cannot be draped or covered by any material. Black lights and/or black light bulbs are prohibited. High-intensity lamps should not be used. Computer monitors can be no larger than 32" diagonal.

It should be noted that the Academy's insurance carrier will exercise its right of subrogation in the event of a fire loss. This means that the student, his parents and his insurance company will ultimately be responsible for the cost of all losses of the Academy's real and personal property as the result of a fire caused by the student's failure to adhere to the conditions of this policy.

Dorm Damage:

Damage to common areas in the dorms such as the bathrooms, lobby and hallways will be assessed to the entire dorm, unless a specific person can be identified.

## MEAL ATTENDANCE

All students are required to attend breakfast and lunch daily and sign-in at dinner and all week-end meals, as attendance is taken. Good manners and conduct are insisted upon at meals. Students will have assigned seats at assembly and week-day breakfasts and lunches.

## ELECTRONIC EQUIPMENT

It is strongly recommended that the students use headphones when possible. Any and all such equipment shall be operated only with due consideration of others. Projectors are not allowed in dorm rooms.

Gaming systems are allowed to be used on the weekends. During the week, game systems must be disconnected and put out of sight in the closet. The academy reserves the right to confiscate gaming systems if they are not put away or if they become a distraction to the student's learning environment. Computer monitors can be no larger than 32" diagonal.

# TECHNOLOGY AND COMPUTER USE POLICY

Grand River Academy is dedicated to offering students an academic program that utilizes educational technology in a manner that is consistent with the philosophy of the school. Grand River Academy students are encouraged to utilize technology in a responsible and acceptable manner. Grand River Academy expects students to use the network to pursue academic activities. Grand River Academy students utilizing school technologies are expected to:

- Respect the privacy of others. Students will be issued an email account and network access. This information is private and should not be shared with other students.
- Respect the integrity of Grand River Academy computing systems. Students should never intentionally use programs or other technologies that may damage or alter the software on the school's network. Tampering with hardware or software, or any vandalism of computer equipment are serious offenses which will result in immediate suspension of all network privileges.
- Respect the legal protection provided by copyright and licenses. For example, users shall not make unauthorized copies of proprietary software for their own use, even when that software is not physically protected against copying.
- Respect the finite capacity of the system, and limit your own use and size of your own files so as not to interfere unreasonably with the activity of other users.
- Respect the procedures established to manage the use of the system.
- Report any violation of these guidelines by any other individual. You are also expected to report any flaw in or bypass of computer facilities to security.

All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws. Violations can lead to prosecution.

*The following technology uses are considered unacceptable and may result in disciplinary actions;*

- Using the network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle;
- Using the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;
- Intentionally disrupting network traffic or crashing the network and connected systems;

- Degrading or disrupting equipment or system performance;
- Using the computing resources for commercial or financial gain or fraud;
- Stealing data, equipment or intellectual property;
- Gaining unauthorized access of others' files or vandalizing the data of another user;
- Gaining or seeking to gain unauthorized access to resources or entities;
- Forging electronic mail messages or using an account owned by another user;
- Wastefully using finite resources;
- Invading the privacy of individuals;
- Posting inappropriate anonymous messages;
- Possessing any data which might be considered a violation of these rules in paper, magnetic (disk) or any other form.

*Consequences of violations include, but are not limited to:*

- Suspension or revocation of Internet access;
- Suspension or revocation of network privileges;
- Suspension or revocation of computer and computer access;
- School suspension;
- School expulsion;
- Legal action and prosecution by the authorities.

Any questions about this policy or the applicability of this policy to a particular situation should be referred to the technology department. The system administrator has the right to restrict or terminate network and internet access at any time for any reason. The system administrator further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the network.

## CAMPUS VISITATION

All guests, other than the immediate or extended family, must have parent/guardian permission prior to having contact with the student and must sign-in with the dorm master. Off campus guests are discouraged from visiting campus Monday through Thursday.

- Female visitors must stay in the lobby area of the dormitories; absolutely no visiting beyond the lounge.
- Walks on campus must be limited to the main quad; no trips to the athletic fields without permission.
- No displays of affection permitted on campus.
- The host should be in the company of the guest at all times during the visit; he is responsible for his guest during the entire visit.

# SEXUAL CONDUCT

Sexual contact between students or visitors is prohibited on the Grand River Academy campus or any school sponsored trip. Students that engage in any type of physical intimacy will be reported to the Dean of Students. The Dean and the Headmaster will determine the consequences based on the situation.

## ROPES PROGRAM: RITE OF PASSAGE ENRICHMENT SERMONETTE

### Objective:

As one of the Rites of Passage into the next grade or for graduation, each student will perform a sermonette in front of the entire school. Each sermonette will last 3-5 minutes depending on grade. These sermonettes are not only to help us learn from and better understand one and another, but to also acclimate students to speaking in front of an audience. Recently at the Pro Football Hall of Fame induction ceremony, Jim Kelly cited the following statement as his mantra: *Make a difference today for someone who is fighting for tomorrow.* These simple sermonettes could make a positive impact on the lives of all members of the GRA community.

### Process:

Each advisor will help their advisees decide on their specific sermonette topic. Each grade level has a specific theme (see below). The advisor will work with their table on sermonette dates and will review the each sermonette before it is given. Sermonettes will be conducted weekly at community meetings. We will complete one a day. Advisors will go first. This process will continue until all staff and students have gone. With rolling admissions, we will simply add on to each table and continue to go around the dining hall.

### Themes and time requirement:

Grade 8 and 9:	New Beginnings, 3 minutes
Grade 10:	Lessons Learned, 3 minutes
Grade 11:	Appreciation for Others, 4 minutes
Grade 12 and PG:	Appreciation for One's Self, 5 minutes

### Structure for Sermonette:

We will conduct the sermonettes during all-school community meetings. Each day's presenter will start by introducing him/herself and then state their Theme and their specific Topic. Make sure to be aware of the sermonette time frame.

Please note that these sermonettes are not meant to glorify previous poor choices nor are they meant to take away from a student's fresh start. Advisors will need to approve each sermonette for their advisees before it is delivered. It is also important to understand that these are not graded but are a requirement to pass into the next grade. Finally, we do not want any clapping or cheering after the sermonette. We want these to be taken seriously and not turned into a popularity contest or turn a serious moment into a disruption.

### Examples of different themes:

#### Grade 8/9:

- Hopes and aspirations in attending GRA
- Reinventing oneself
- What can I do different this year to have a different outcome than last year
- A time when you or someone around was changed by an event they experienced
- If I could be someone from the past, who would I be, why, and what would I do differently

#### Grade 10:

- How are you better off today from learning from a mistake in the past
- What is a profound memory from the past and what did you learn from it
- Who is someone you admire, and what have you learned from them
- If you could travel back in time to one spot in YOUR life, what would you tell the 'old' you to do differently

#### Grade 11:

- Those who made attending GRA possible for you
- What it means to 'think about the other guy'
- What does the 'Golden Rule' mean to you
- Who is someone you admire and why do you feel that way toward them
- Who is the nicest person you know and why do you consider them nice
- Has anyone done a random act of kindness to you and how did it make you feel
- Have you ever done a random act of kindness to someone and how did that make you feel
- The power of friendship both negative and positive

#### Grade 12/PG

- What are the your core beliefs that you hold true to yourself
- What do you value most
- As a person, how have you positively evolved in the past couple years
- What is your best trait
- What draws people to you
- When you are alone, what do you like to do and why
- What one thing would you do differently that would change your future from that point on
- What do you do to take care of yourself.
- What are my priorities in life and how are they beneficial to me

In addition to the sermonette, returning students will then advise younger students on their first ROPES. Students, by the time of graduation, will learn many Rites of Passage and learn lifelong skills necessary for success at the next level including: proper meal etiquette, budgeting, forming healthy relationships, how to navigate through typical college pitfalls (drinking, skipping classes), the importance of proper hygiene and personal and professional presentation. By the end of each grade, students will have completed or shown mastery in the below listed specific areas:

#### Grade 8

- Read *The Outsiders* (S.E. Hinton)
- Tie a tie
- Clean a room
- Change sheets and make a bed
- Pack for travel
- Perform a sermonette to the school on new beginnings

#### Grade 9

- Read *A Separate Peace* (John Knowles)
- Perform 2 hours of volunteer work
- Pass room inspection
- Demonstrate proper hygiene
- Proper table etiquette
- Join a sport or club
- Perform a sermonette to the school on new beginnings

#### Grade 10

- Read *Things Fall Apart* (Chinua Achebe)

- Perform 2 hours of volunteer work
- Perform a sermonette to the school on lessons learned
- Learn about a different culture

#### Grade 11

- Read *Rite of Passage* (Richard Wright)
- Perform 2 hours of volunteer work
- Demonstrate how to work on a group project
- Demonstrate proper organizational strategies and skills
- Balance a checkbook
- Explore college options
- Explore college majors
- Perform a sermonette to the school on appreciation of others

#### Grade 12/PG

- Read *A Portrait of the Artist as a Young Man* (James Joyce)
- Create and prepare a meal
- Demonstrate overall academic improvement from start of high school
- Demonstrate leadership by running a hall duties crew
- Perform 2 hours of volunteer work
- Participate in an overnight travel experience
- Apply to a college
- Gain acceptance to a college
- Explore career options
- Lead a group
- Perform a sermonette to the school on appreciation of self
- Mentor an underclassman on their sermonette speech
- Become certified in CPR
- attend an etiquette class
- learn and practice interview skills

## TOWN VISITATION, OFF-CAMPUS HIKES, DELIVERIES

The Academy owns over 200 acres of land. Students wishing to go on hikes must first receive permission from the dorm master. Otherwise, campus boundaries are shown on the map at the back



of the Student Handbook. It should be noted that Ashtabula County has curfew laws covering the unincorporated areas, which includes Austinburg Township. The woods are off limits after dark.

For the safety of the students, no food deliveries are allowed to students on campus.

Students off campus without authorization can receive a \$100 fine and in-school suspension for the first offense, and more severe consequences for further violations.

## BICYCLING/SKATEBOARDING

Students are encouraged to bring their bikes. The rails-to-trails bike path is easily accessible. Students should obtain permission from their dorm master on duty prior to leaving campus to bike ride. All bikes should be ridden with safety in mind – helmets are required – and with respect for pedestrians. Bike riding is limited to daylight hours. No bike riding at night.

## TELEPHONE CALLS/COMMUNICATION

Students will be permitted to have cell phones at the school under the following conditions:

- Cell phones must be registered. The form will be part of the registration packet.
- Students are not permitted to use their cell phones during the academic day, at meals evening study hall or after lights out except with permission in advance.
- On the weekends, cell phones can be used during the entire day.

If you are planning on providing a cell phone for your son, the most prominent services in our area are Verizon, Alltel, and Sprint. All 3 of these companies provide service that can be accessed from the campus.

The school reserves the right to check cell phones for evidence of inappropriate use.

Failure to comply with the cell phone rules will result in loss of the cell phone.

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> offense: | Loss for one day  |
| 2 <sup>nd</sup> offense: | Loss for three days   |
| 3 <sup>rd</sup> or more: | Consequence determined by Dean of Students and Head of School |

Parents are requested to contact their carriers on how to limit cell phone use during restricted times, as most carriers have parental controls for text-messaging and times when the phone is active.

All students can receive messages by contacting the school from 7:30 to 4:30. Any call in the morning will result in a written message handed to your son during lunch (e.g. – call home: don't forget your sister's birthday).

All students can receive printed e-mail messages, also delivered at lunch to your son, by emailing [beth.hedrick@grandriver.org](mailto:beth.hedrick@grandriver.org). The travel secretary, Beth, checks these messages every morning.

Communication to campus in the evenings or on weekends can be accomplished by calling your son's head dorm resident (that number was distributed to parents on registration day and is in the front of this handbook).

## STUDENT MAIL /PACKAGES

Any mail sent to the school on a student's behalf will be given to the student as it arrives.

Packages sent to students are delivered to Student Services and all packages are inspected before students receive the package.

## STUDENT EXPENSE ACCOUNT

An expense account is maintained by parents for each student. Each month a detailed invoice and a statement is sent to the parents showing the account's activity and the ending balance. The parents are then required to replenish the account to maintain the appropriate credit balance. Only authorized school activities/materials are charged to this account such as weekend activities, trips off campus, textbooks, lab fees, and the Bud Field Student Center which includes snacks, clothing and school supplies.

A weekly spending amount should be designated for snack items purchased in the Bud Field Student Center; the average range is \$20 to \$35.

Under no circumstances will Cash advances be permitted through the Student Expense Account. Parents are encouraged to use programs similar to VISA BUXX cards to meet any cash needs

of their student. Most items your student feels he needs at boarding school can be purchased at Amazon.com or other internet sources and shipped directly to campus.

Additional Financial Fees:

The following are items that may appear on the Student Expense Account during the school year, including:

- |   |                               |
|---|-------------------------------|
| Laundry   | Interscholastic sport items   |
| Property damages  | Activities                    |
| Field trips   | English as a Second Language  |
| Doctor exams  | Books                         |
| Gym clothes   | Lost keys                     |
| Chromebook  | Graduation fee                |
| Transportation costs  | Prescription Distribution Fee |
| Weekend in the dorm (5-day boarders)  |                               |
| Student Center Charges (snacks, school supplies, toiletries, batteries, etc.) |                               |

We can put restrictions on the monthly amount a student may charge in the Bud Field Student Center, on clothing, and weekend activities. Please call the Business Office to make arrangements.

Financial Obligations

The business office may hold academic transcripts, diplomas and report cards if financial obligations are not met. Once the obligation is met, records will be released.

## LOST AND FOUND

Misplaced articles may be reclaimed in the office area of Armington Hall. Items found or lost in the dormitory should be given to the Head Dormmaster. Each student's possessions are his own responsibility and should be marked with his name or initials. The Academy will not be responsible for students' possession at any time or for any reason. A lost report can be filed with the Head Dormmaster or Dean.

## BORROWING, TRADING, SELLING

Occasionally students may be involved in the trading or selling of personal property. The school does NOT sanction this. Any trading or selling of possessions must be approved by the parent/guardian. All possessions should be properly marked by the owner, and it is expected that these items will leave the school premises with the identified student, unless authorized by a parent.

## PROPERTY DAMAGE

Each student is expected to care for all school property, and under no circumstances may any student alter, add to, remove, or damage anything real or personal belonging to the Academy. Any damages must be reported to the dormmaster or a teacher. The student responsible for the damage will be required to pay for the cost of repair or replacement. If the student responsible for any damage cannot be determined, in some cases, all members of the dormitory will share in the cost.

Acts of intentional destruction and theft (both on and off campus) can be subject to immediate dismissal.

## ADVISOR PROGRAM

All students are assigned an advisor starting the first day of school. The advisor and his/her advisees will sit together at every assembly, breakfast, and lunch. Advisors communicate regularly with parents and guardians. There are also designated meeting times during the week.

## LAUNDRY

The following guidelines should be observed:

- Laundry must be in a laundry bag with a drawstring that is provided by the school that can be permanently marked with the student's name on the outside of the bag. (No pillowcases, garbage bags, laundry baskets, etc., please.)
- The cost of the laundering will be charged to the name on the outside of the bag. Therefore, students should not loan bags to others. Students may need more than one marked bag.
- Laundry will be picked up from the dorm and dropped off on the stage in Armington Hall:

	<u>Pick-up</u>	<u>Return</u>
North Hall	Monday 8am	Tuesday noon
West Hall	Tuesday 8am	Wednesday noon
Mastin Hall	Wednesday 8am	Thursday noon
Shepard Hall	Thursday 8am	Friday by 4pm

Clean laundry will be retrieved in a designated area at a specified time to be announced.

- To avoid loss and mixing of clothing, all laundry must be permanently marked with names.
- Grand River Academy will not be responsible for losses or damage.

## MOTOR VEHICLE POLICY

No students are permitted to have cars on campus.

Day students are permitted to drive vehicles to school provided that they do not visit the vehicle during the day and do not transport students anywhere without the school's permission.

# CONDUCT & DISCIPLINE

*For questions about Conduct & Discipline, please contact Mrs. Amy Roth x224 or via email at [amy.roth@grandriver.org](mailto:amy.roth@grandriver.org)*

## HONOR CODE

Mindful of the importance of honor and integrity in our lives, we ask our students to follow a code of honor. We expect all students to adhere to this code while enrolled at the Academy. Failure to comply with this honor code could result in community service, suspension, or dismissal depending upon the circumstances.

I (we) pledge to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. I (we) pledge to respect my (our) self and the community.

## ACADEMIC HONESTY & INTEGRITY POLICY

Academic dishonesty is defined as presenting someone's work or ideas as your own without giving them the proper credit. Taking someone's work and presenting it as your own not only denies the original author of the credit that they deserve, but it also robs you of the opportunity to learn about a subject and create your own ideas and thoughts on that particular material. These thoughts will be critical for you as you move on to college and not having them formed in high school will be very detrimental as you move on to the next level of education. We feel it is imperative for your future to make sure that what you present as your own is truly just that, your own words.

### *1<sup>st</sup> offense:*

- Teacher handles it in their classroom and it is documented with the Dean's office.

### *2<sup>nd</sup> offense or 1<sup>st</sup> Major offense:*

- Teacher gives the student a zero on the assignment/test. The teacher may allow a retake if they wish but the student cannot receive more than a 59% for the work overall. It is turned into the Dean, the student gets a choice of being campused for the weekend or writing a 1.5-page hand written paper in Sunday study hall regarding the negative effects of cheating on their

grade and knowledge of the material. Note: The Dean determines if the violation is a major offense.

*3<sup>rd</sup> and subsequent offenses:*

- The student receives a zero and does not get a chance to make up the work and they will be campused and must do hall duties or campus service. Consequences for subsequent offenses will increase in severity up to and including dismissal.

## Code of Conduct/Statement of Disciplinary Policy

It is the intent of Grand River Academy to provide an environment conducive to a positive learning and living environment for students, staff, and families. In order to accomplish this, it is necessary to implement rules of order. No boarding school can endure or operate effectively without some rules of order for the people it serves. This control at the Academy is in the form of the student handbook.

The rules and regulations set forth herein have been developed over a long period of time and revised each year. It is in regard for the health and welfare of all, the benefit of the Academy, and the protection of each individual, that these rules are set forth.

The Head of School reserves the right to exercise flexibility in the administration of all disciplinary action. Individuality of student infractions and other considerations may necessitate disciplinary action other than that specifically listed. The Head of School reserves the right to incorporate such action that could include suspension or dismissal including being removed from campus.

The Academy stands in loco parentis in regard to discipline and redemption. Minor disciplinary actions are based on the philosophy of progression. Therefore, as teachers and dormmasters refer violations to the Dean of Students and Head of School, more severe consequences will be progressively implemented.

For certain violations, based on severity and/or repetition, the Head of School can call a Discipline Committee meeting. The action of this committee can lead to in-school suspension, out-of-school suspension, or dismissal.

## HALL DUTIES

Hall duties will be assigned as a result of minor disciplinary infractions. The student will be notified of this assignment by email and by their advisor by the end of the academic day. A student's responsibility in fulfilling these duties is considered as important as class attendance. If a student is unable to be on campus to fulfill these duties, unless it is a school activity, he must alert the Dean. Returning seniors will be assigned a leadership role as a captain in the kitchen area.

## DRUG AND ALCOHOL POLICY

*(See Student Assistance Program for more information)*

Simply put, Drugs, Alcohol and other mind/mood altering substances are forbidden at Grand River Academy and not to be used "while enrolled" by The Academy. Selling and/or distribution of drugs, alcohol and/or other mind/mood altering substances is grounds for immediate dismissal and the involvement of the local authorities.

## SEARCHES

To assist in the full compliance of the Academy's previously stated rules, the administration/dorm masters reserve the right to search automobiles and dorm rooms including contents. They may request that locked trunks and other lock boxes be opened. When there is a reasonable cause to believe that a student may be in possession of contraband, the staff may initiate a search of the person. If a student is unwilling to submit to a search of his person, then the adult will get another adult witness to assist in the search. Failure of the student's cooperation in ruling out the suspicion of concealing contraband will result in the involvement of the sheriff's office and/or dismissal. With all searches, the primary purpose is the protection of the health, safety, and welfare of our students, faculty, school property, and the educational process.

## DISCIPLINE COMMITTEE PROCEDURES

Rule infractions by students, which exceed circumstances a teacher, head dormmaster, or Dean of Students should handle, will be brought to the attention of the Head of School. The Head of School may bring the student's violation before the Discipline Committee. This committee consists of the



Dean and three teachers. The committee makes a recommendation to the Head of School for final decision.

## DISCIPLINE CONSEQUENCES

### Minor Consequences:

- Morning Chair Duty: Un-stacking chairs before breakfast begins.
- Room Campusing: May not leave his room after study hall.
- Hall Duties: Will help in the dining hall with clean-up after dinner.
- Campus Service: Will be assigned to a meaningful campus improvement project during activities period.
- Campus Restriction: Will not be allowed to participate in any off-campus activities.

### Major Consequences:

- Detention:
  - Runs from after school until after hall duties at dinner.
- 1/2 Day In-School Suspension:
  - Runs from after school until lights out. Room campusing after dinner.
- Full Day In-School Suspension:
  - Runs from breakfast until lights out. Room campusing after dinner.
- External Suspension:
  - The family will be responsible for any additional expenses involving the suspension and there will be no financial reimbursements from the Academy of any kind when a student is suspended. External Suspensions are an immediate consequence. A suspension means that the code violation warrants immediate separation from the GRA community for a certain length of time. In the event transportation cannot be arranged immediately, students will be sent to an off-campus option at the parents' expense. Suspended students are not permitted to participate in any school activity until their suspension has been served. Suspensions begin and end as dictated by the discipline committee. Suspended students are required to make-up any missed classroom work by deadlines assigned by each teacher. Students must make up all work missed during the suspension.

# WEAPONS

The possession of fireworks, firearms, knives, air pistols, martial arts weapons, and any other items capable of doing harm to others is prohibited. Possession of any type weapon is grounds for immediate dismissal.

# TOBACCO POLICY

No student is permitted to use and/or be in possession tobacco at the Academy or during any off-campus activity.

Violations of the Tobacco Policy will result in Hall Duties (starting at the FIRST violation) and may progress to suspensions & hearings before the discipline committee. An educational component addressing tobacco cessation may be made mandatory after the 1<sup>st</sup> violation, the cost of which will be charged the parents. Possession of dip cups/bottles, empty cigarettes / smokeless tobacco packs, bottles of liquid nicotine or electronic cigarettes / vaporizers will be considered a violation of the tobacco policy and treated as a tobacco violation. Students in the presence of others violating the tobacco policy may also receive a tobacco violation.

Smoking in a building is extremely dangerous. The screened enclosed balcony in Shepard Hall is considered part of and inside the building.

Violations will result in the following consequences:

- 1<sup>st</sup> Violation                      3 days out-of-school suspension
- 2<sup>nd</sup> Violation                      Subject for dismissal

# VAPING POLICY

Part of Grand River Academy's mission in helping young men to activate their academic, emotional, and social potential in preparing them for lifelong success is recognizing the importance of health and wellness. "Vaping" or the use of e-cigarettes is becoming a health epidemic all over the world. While many people think that it is a healthier alternative to smoking cigarettes, it is quite the opposite.

Vaping can subject the body to much higher and uncontrolled levels of nicotine than cigarettes, contains toxic chemicals, and vaping-devices can be misused to “vape” marijuana oils and other non-nicotine drugs. Schools across the nation are increasingly taking firm stances on the use of vaping-devices and the substances that are used within them.

As such, GRA may consider vaping devices as drug paraphernalia, this is a violation of our substance abuse policy. A first violation may come with minimum automatic external suspension from school with a mandatory participation in our student assistance program. Possession of multiple devices or a vast quantity of nicotine or other vaping oils might be considered “intent to distribute” and come with permanent separation from GRA.

The health and wellness of our community is very important; paramount in all instances. We will support students who voluntarily come forward in overcoming a nicotine and/or any other addiction.

## BULLYING, INTIMIDATION AND HARASSMENT POLICY

Bullying, intimidation, or harassment is against state law and school policy. Violation of this policy may result in an appearance before the discipline committee and the result could be suspension or dismissal.

Bullying, intimidation, or harassment is an intentional written, verbal, graphic or physical act that a student or group of students exhibit toward another student more than once; and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the other student.

Electronically transmitted acts using the internet, cell phone, personal digital assistant device, or wireless handheld device that a student has exhibited toward another is also included in this policy.

Students, parents, or guardians are to promptly report incidents to any teacher or administrator.

## LEAVING CAMPUS WITHOUT PERMISSION

Students are not permitted to leave the grounds without permission. Leaving campus without permission is a major discipline violation. It is a safety, liability and security issue to leave without

permission. Students leaving campus without permission will be subject to a minimum of several days of In-school suspension. School boundaries are shown on the map at the end of this Handbook.

## OBJECTIONABLE MATERIALS

Obscene or offensive material and profane language are unacceptable at any time. Recorded music must be acceptable to the degree of no foul, vulgar or perverse lyrics.

## SECURITY CAMERAS

GRA maintains surveillance cameras in plain sight and the students' activities are recorded as a consequence solely for GRA's benefit in administering the school. No images will be released to any third-parties, including the students, parents, or their legal representatives, except in response to a proper court order. This includes images taken by anyone viewing the material. The footage is only retained on the DVR for a limited amount of time, as the DVR's loop and record over old footage.

# ATHLETICS

*For questions about Athletics, please contact Mr. Frank Shreve x 233 or*

*via email at [frank.shreve@grandriver.org](mailto:frank.shreve@grandriver.org)*

## ATHLETIC OFFERINGS

Fall Season	Winter Season	Spring Season
Varsity Soccer	Varsity Basketball	Varsity Baseball
Junior Varsity Soccer	Junior Varsity Basketball	JV Baseball (if interest)
Varsity Golf	Wrestling	Varsity Tennis
Cross Country	Indoor Soccer	Lacrosse (if interest)

## CODE OF CONDUCT FOR ATHLETES

The purposes of this Code of Conduct are: 1) to promote and maintain desirable relations with other schools with which the Academy competes in interscholastic sports; 2) to develop desirable characteristics of sportsmanship and fair play in our athletes; 3) to establish and maintain a favorable public image of the Academy; and 4) to create uniform standards for coaches and athletes in all sports and athletic contests.

- I. The following rules will be followed by all students participating in any competitive athletic contest with another school, before and after each contest, and while traveling to and from the Academy's campus.
  1. Officials will be treated with respect at all times and acceptance of their decisions is expected.
  2. Fighting or threatening to fight is absolutely forbidden.
  3. Profanity, vulgarity, or vulgar and obscene gestures are forbidden.
  4. Unsportsmanlike conduct in any form will not be tolerated.

Coaches shall have the right and responsibility to discipline any student for non-compliance of any of the above guidelines, and in the case of numbers 2 and 3, the offending student will be removed from

the game at once. Depending upon the severity of any offense, the coach shall have the option of referring the final disciplinary action to the Athletic Committee.

- II. The following rules will be followed by all students participating in every scheduled practice of all teams on the school campus and in the gym.
  1. Fighting, profanity, vulgarity in any form, and unsportsmanlike conduct are all absolutely forbidden.
  2. Once a student tries out for any team, he is committed to attend every practice unless excused by his coach. An unexcused absence will be treated as any other violation of the school's rules on attendance.
  
- III. With respect to attendance and grades, no student will be allowed to participate in any athletic contest or travel away to such contest if he was not in full attendance of classes that same day. In the case of a student excused for part of the day by the school nurse, he is expected to attend practice that day.
  1. All students are expected to maintain their academic progress regardless of the athletic involvement, and coaches, teachers, and the administration shall have the responsibility of assigning athletes with academic trouble to special help sessions, study halls, and restriction to campus until acceptable performance is evident.
  2. Any student with a grade below a C- may not participate in any sports off campus except interscholastic sports. Students with numerous poor grades may be restricted from attending away games that interfere with evening or weekend study halls.

## INTERSCHOLASTIC SPORTS PARTICIPATION

Parents can mandate participation in a sport by contacting the Head of School. Each coach assumes a responsibility to encourage all students to participate in a team sport. If the student attends practices and cooperates with the coach's expectations, every effort will be made not to eliminate the athlete from the team. Exceptions to this "no-cut" policy must be made when facilities limit the number of players who can practice (e.g. tennis).

## ATHLETIC CONTESTS

Academy students attending an interscholastic sporting event are obligated to behave in a gentlemanly and sportsmanlike manner. Visiting teams and officials should be treated with hospitality and courtesy.

Any student not acting in this manner will be removed immediately from the event with possible punishment from the Discipline Committee.

# SAFETY & SECURITY

## SAFETY DRILLS

### Lockdowns – Required by all Ohio Schools

A safety drill will be conducted at least once per school year. This drill is to instruct students in procedures to follow in situations where students must be secured in a building (rather than evacuated), such as a threat to the school involving terrorism, a person in possession of a deadly weapon or dangerous ordnance on school property, or other act of violence. Alarms can be heard in each building, outside, and north of the Bud Field Student Center.

A Lockdown (Steady Shrii) will be sounded when it is necessary to confine students and staff in secured classrooms or dormitories. Students should enter the closest building, stay in the classroom, dorm room, or most private area. Stay away from doors and windows. In the classroom the teacher should check the hallway and any close restroom for students to get into your room; lock the door(s), turn the lights off, pull the blinds, cover all glass; students should sit on the floor and remain quiet. If the student is in the dorm, he should go to his room, lock his door, turn the lights off, close the curtains, sit on the floor and remain quiet until immediate threat is over.

Do not respond to someone at the door. Do not respond to a fire alarm unless in immediate danger. Remain silent! Upon termination of the lockdown an "All Clear" announcement will be made.

## EMERGENCY PROCEDURES

- Fire: (Fire Alarm Buzzer & Strobe Light)
  - Exit building immediately through the closest exit. Meet in front of the building.
- Tornado: (Siren)
  - During the school day move to the closest basement in Bauder Hall, Skeggs Hall, or Armington Hall.
  - After school, North, West, Warren Halls go to Armington Hall; Shepard and Mastin go to Bauder Hall.
  - Sit against internal wall, cover head.



- Remain in basement until “all clear” announcement is made.

## SEVERE WEATHER (STORMS, THUNDER, LIGHTNING)

Students must remain safe inside of buildings during storms, especially ones that bring the threat of thunder and lightning. Students seeing a lightning flash should seek cover inside a building and remain until it is safe to return to the outside.

## CROSSWALK SAFETY

Students should use the crosswalks at College Street to obtain access to the north property. Each student must check traffic in both directions to determine if it is safe to cross the street.

# ATTENDANCE, ABSENCES, AND WEEKENDS HOME

## WEEKENDS HOME

In addition to vacations at fall, winter, and spring, students may be permitted to go home. Five-day students must be free from disciplinary or attendance violations and maintain acceptable grades to depart campus on Friday afternoon for a weekend home. Seven-day students should not plan excessive trips off campus on weekends. All students must have their parent/guardian email their dorm master or the AOD prior to leaving campus. A student may not leave campus without checking out in person with a dorm parent or the AOD.

The time for all students to return to campus on Sundays is by 8:00 p.m. If the student does not return for evening study hall on time, the student will be given an absence.

On the last day of vacations and long weekends, students should be back two hours before lights out in their dorm. Please do not plan on arriving prior to 12:00 p.m. unless the dorm master is notified in advance.

International students can make arrangements during vacations to stay with a host family. The parents must incur additional expense. The facility is closed during Thanksgiving, winter break, spring break, and our long weekends as reflected on the 2018-2019 school calendar. No students will be permitted on campus during these times.

## EARLY DISMISSAL/LATE RETURN REQUEST FORM

Each student is expected to attend all classes, activities and school-sponsored events. Academic achievement is our number one priority and class contact hours are irreplaceable.

However, we understand that a family, after much deliberation, may decide to have their son miss school for a valid reason. In each instance, the EARLY DISMISSAL/LATE RETURN REQUEST FORM must be completed; these forms are available in the school office as needed.

Any student with 7 absences in a semester class or 14 in a full-credit class may not receive credit unless a written medical excuse is provided. The Academic Council will review students with excessive absences to determine if credit should be withheld. All absences due to illness should be documented in a note from the doctor, on file in the school office. Students should attend all scheduled classes/activities until the parent arrives on campus.

The following procedure must be used when completing the Early Dismissal/Late Return Request form:

- A verbal or written request must be made directly to the Dean of Students by the parent or guardian.
- The Dean of Students signature must be obtained by the student before any teachers or dormmasters are permitted to sign the form.
- Each classroom teacher and head dormmaster must initial in the appropriate place.
- Academic work should be satisfactorily completed beforehand. All work must be completed prior to the end of the monthly grading period. Teachers are not expected to give additional help for unexcused absences.
- The form must be returned to the office before the absence occurs.

## TRANSPORTATION FOR LONG WEEKENDS AND VACATIONS

Transportation to and from campus is solely the parental responsibility. For students living outside the Cleveland area, travel arrangements may be made by the Academy with two to three weeks' advance notice. Students who travel by bus will be transported to/from the Ashtabula Greyhound bus station; students desiring air transportation can arrive/depart from the Cleveland Hopkins Airport. The students departing/arriving campus will share ground transportation to and from Cleveland; every effort will be made to economize on this transport. Students are expected to represent the Academy in a positive manner at the airport, bus terminal or in the vehicles used to transport the students. Failure to do so will result in disciplinary action. Students will receive their travel itinerary well in advance of departure. These plans cannot be changed during the week prior to the vacation.

Travel arrangements can be made for special occasions or emergencies with parental request. The cost of round-trip transportation to the Cleveland airport is \$155 for a special trip when using a GRA driver.

#### Pick-up and Return to Campus

Seven-day students should not plan on more than one weekend trip off campus per month. Special permission must be obtained from the Dean of Students for a second trip.

For weekends:

Pick-up Friday after 3:15 p.m.

If your son is scheduled for Friday Study Hall, he may leave after 4:15.

If your son is scheduled for Sunday Study Hall, he must return by noon on Sunday. (If you are not sure your son is assigned to Sunday Study Hall you can check with the school office on Friday morning. Students will be emailed with notification.)

Return Sunday by 8:00 p.m.

For vacations: Please check the School Calendar included in the handbook

All students must possess a sign-out form. The Head Dorm master will explain the procedures for checking out for the weekend.

#### Airline Reservations

Contact our travel secretary, Ms. Beth Hedrick at 440-275-2811 ext.221 or by e-mail at [beth.hedrick@grandriver.org](mailto:beth.hedrick@grandriver.org). Please allow adequate time for transport arrangements to be made.

# MEDICAL INFORMATION

*For medical information questions, please contact:  
Mrs. Tammy Matthews x227 or via email at [nurse@grandriver.org](mailto:nurse@grandriver.org)*

## REQUIRED HEALTH INFORMATION AND STUDENT MEDICAL RECORDS

Your child's enrollment at Grand River Academy, including sports, is contingent upon meeting the following requirements. Grand River Academy is implementing SchoolDoc for the collection and maintenance of student medical records. SchoolDoc is a secure and easy-to-use web site for online submission and storage of your child's medical information. The SchoolDoc account contains all of the pertinent medical forms (physical exam and immunization forms, permission to treat, insurance, etc.) as well as information regarding prescription medications.

Upon enrollment, parents will receive a link via SchoolDoc.

Each year, returning families will receive a link via SchoolDoc in order to re-submit the required health forms, this includes re-enrolling families.

Requirements must be completed prior to registration day or prior to students arriving to campus. Please contact the Nurse at Grand River Academy Health Center at [nurse@grandriver.org](mailto:nurse@grandriver.org) or 440-275-2811 x227 with any questions or concerns.

## HEALTH CENTER

The school nurse is on call 24 hours a day, seven days a week. In case of illness or injury when the nurse is off campus, students should report to the office or a dorm master. For the health, safety and welfare of our students, prescription and over-the-counter (OTC) medications must be supervised and administered by the nurse at the Health Center. A trained staff member will dispense medications in the absence of the nurse. Grand River Academy provides on-campus nursing service during school hours. Monday – Friday 7:00 a.m.- 3:00 p.m.

Any services rendered on campus are provided without cost to the student. Any simple over the counter medications normally stocked in the Health Center is also provided without cost. The Health Center houses a medication dispensary, providing prescription medications to students. See the

"Prescription Medication" and "Over The Counter Medication "sections below for more information regarding the medication policy.

Students must follow the established procedure for taking medications under the supervision of the nurse. The student is responsible for taking the medication and the proper handling of the prescription after distribution. Failure to handle the medicine as intended will result in a major code of conduct violation. Students lacking the responsibility to take their medication after an adult requests them to do so should not be enrolled at the Academy. Students cannot possess medications at any time for any reason. Parents should provide the prescription medication to the school nurse through PersonalRx.

Students in possession of medication may suffer disciplinary consequences. This policy must be strictly adhered to by the parent to ensure the health and safety of other students and to safeguard the medication from being lost, stolen, misplaced or unaccounted for. Forms for reporting prescription medications and physical ailments in which Grand River Academy personnel should be aware should be uploaded yearly to SchoolDoc before registration day. Abuse of prescription medication will not be tolerated and will be handled in the same manner as a violation of the drug and alcohol policy.

## PRESCRIPTION MEDICATION

A complete, up-to-date annual *Administration of Prescription and Non-Prescription Medication by Personnel Form* is required for your child to enter school. All information should be current and accurate on the form. It needs reviewed and signed by the examining physician, and parent/guardian. Without this form, your student can not stay on campus.

- For all prescription medications and prescription OTC medications, a current prescription is required to be uploaded to PersonalRX.

In the event that PersonalRX is unable to service a prescription request, upon arrival to campus, all medications must be checked in with the Health Center nurse. At that time, the nurse will document and review the administration record of each medication to the prescription label on bottle with the parent/guardian and students. The nurse will administer prescription or OTC medication to students if the following requirements are met:

- In the rare incident, a Non-PersonalRX medication must be checked in to the Health Center as soon as the student or parent/guardian carrying the medication arrives on campus.
- All medication must be received by the Health Center in its original container.
- All medications must have valid expiration date.
- The label on the prescription medication must include the correct: student name, medication name, current dosage, time, frequency, route of administration, and provider's name, as well as the pharmacy address and phone number.

- Any changes to the instructions on the label must be received in writing from the associated health care provider. This includes changes to "as needed" medications.

## OVER THE COUNTER MEDICATION

A complete, up-to-date annual *Request for Administration of NON-Prescription Medication by School Personnel Form* is required for your child to enter school. It should be reviewed and signed by the examining physician and parent/guardian. Students may come to the Health Center for OTC medications stocked by the Health Center, if permission was given on the required OTC health form. Without this form, your student can not have OTC medications.

## PHARMACY FOR PRESCRIPTION MEDICATION

PersonalRX is the contracted pharmacy of Grand River Academy. They provide us with medications and over-the-counter items, which includes vitamins, minerals and/or supplements. All parents or guardians are required to register their student with PersonalRX whether or not they are currently on any medications. You can register online at [personalrx.com](http://personalrx.com). Please call PersonalRX with any questions at 201.399.3700. Once you register with PersonalRX, they will meet your student's medication needs, bill your insurance, FedEx pre-packaged medications to Grand River Academy. If a medication is added, discontinued or a dosage changed, you must notify PersonalRX and Grand River Academy Health Center in writing before the change in medication can be completed.

International prescriptions and/or medications are not permitted. Verbal prescriptions are not allowed.

If a student continually refuses to take scheduled medication, an email will be sent to the student with a copy to his dorm parent, parent/guardian, and Dean of Students.

Current/Discontinued medications will only be released/sent by mail to parents. If a current/discontinued medication is not picked up by the end of the school year, the Health Center will mail to parent/guardian address.

## MEDICAL CHANGES AND CONTINUED CARE

If your child returns to school with a new medication, has been hospitalized, or has been seen by a physician for any reason that requires continued care (i.e., illness, orthopedic injury) a physician's written explanation of diagnosis and treatment must accompany your child and be brought to the Health Center to ensure continued and correct treatment. No verbal explanation by the student will be accepted.

The Academy strongly recommends that any significant changes to medication are not made during the academic year. The Academy's nurse will need a doctor's order to place a student on medication or to stop medication.

## MEDICAL APPOINTMENTS

Please try to schedule medical appointments during regularly scheduled vacations. When this is impossible, please use the Early Dismissal/Late Return Request Form.

## ILLNESS/INJURY

The nurse is available at the Health Center for students who feel ill or has an injury. The Health Center is open from 7:00 a.m. to 3:00 p.m. If a student is feeling ill, he must report to the nurse in school dress code prior to the start of first period. In case of illness or injury when the nurse is off campus, students should report to the office or a dorm master.

## SICK BAY

Students who are ill or suffering minor injuries are treated by the nurse in the sick bay for rest and recovery of illness or injury. The Health Center is fully stocked with the necessary OTC and first aid equipment to ensure all emergencies are dealt with in the best possible way at Grand River Academy. Parents are informed of any serious injury and are contacted if a doctor or hospital visit is advised. Student may not remain in his dorm room for illness during the school day; the student will have bed rest in the sick bay with the approval of the nurse. Student ending the school day in the sick bay must remain during afternoon activities and then must go to his dorm room for rest. The student may attend dinner, but must remain in his room the rest of the evening to prevent the spread of germs and promote recovery.



# STUDENT ASSISTANCE PROGRAM

*For questions about the SAP Program, please contact:  
Mrs. Amy Roth x224 or via email at [amy.roth@grandriver.org](mailto:amy.roth@grandriver.org).*

## STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a service designed to help school personnel identify issues including the use or abuse of alcohol and other drugs, mental health, and behavioral concerns which could pose a barrier to a student's learning and school success. The primary goal of the Student Assistance Program is to help students overcome these barriers in order for them to achieve, remain in school, and prepare for college.

All school districts in Ohio are required to maintain a Student Assistance Program in order to provide appropriate referrals for counseling and support services for students who experience difficulties in school. Under the direction of the Student Assistance Program Coordinator, the Guidance Team is comprised of: the Dean of Students, an admissions office representative, the director of FLP, and two licensed consulting counselors. The team meets weekly. Student participation in the program is voluntary except when there is a policy violation or required by the Student Assistance Program Coordinator. All information regarding a student's involvement is maintained in the best interest of the student.

## DRUG & ALCOHOL POLICY

Students are forbidden to be involved with alcohol, other drugs, or mood altering substances while enrolled at the Academy.

The following are considered violations of The Academy's Drug and Alcohol Policy:

- Possession of drugs, alcohol, and/or mood/mind altering substances.
  - Mood altering substances include all alcoholic beverages, drugs listed in the 1974 Act 64 as a controlled substance, prescription medication, and over the counter medication intended to excite, relax or alter moods. Examples include but are not limited to: beer, wine, liquor, marijuana, hashish, cocaine in all forms, hallucinogens, opiates, steroids, barbiturates, stimulants, ecstasy, chemical solvents, glue, bath salts, K-2, potpourri, aerosols, look alike substances and designer drugs. Students may also not have

vitamins, herbs, or over the counter medication including (but not limited to) Nyquil, Sudafed, Coricidin "D", and Dramamine. The student may see the nurse or head dorm master if over the counter medication is needed.

- Possession of Drug paraphernalia: Includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to: roach clips, pipes, spoons, razor blades, rolling papers, syringes, Golden Seal or Niacin (to mask usage), discharged aerosol cans, cigars, and measuring scales.
- Failing a urine screen and/or refusal to submit a urine screen. Adulteration and/or falsification of a urine screen are considered a violation of the policy.
- Being in the presence of others may be considered a violation of the Drug and Alcohol Policy.

#### Drug and Alcohol Program:

The purpose of the Drug and Alcohol Program is to provide mechanisms of support. Use of mind altering substances can disrupt the maturation process, alter physical and emotional well-being, and interfere with the performance capabilities of the user. This disruption extends beyond the user and adversely affects family, friends, and classmates. Students may be required to enroll in the Drug and Alcohol Program as a condition of enrollment. Students violating the Drug and Alcohol Policy for the 1<sup>st</sup> time are subject to suspension, probation or dismissal. If the decision is to suspend and place on probation, the student will be required to enroll and participate in the Drug and Alcohol Program as a condition of continued enrollment. Please note: Students violating the Drug and Alcohol Policy for the 1<sup>st</sup> time will also receive an external suspension from school. The expectation for suspension is that it will begin immediately upon the identification of the policy violation. *This is non-negotiable.* Additional fees will apply should the Academy require individual counseling, group counseling, and transportation to off campus meetings and counseling sessions, and urine screens.

#### Components of the Drug and Alcohol Program (Probation):

- Students will be urine screened a minimum of twice a month for 6 months
- Students will be required to attend a psycho-educational decision making group for a minimum of 8 weekly sessions- discharge from this group is at the discretion of the facilitating counselors.
- Individual Counseling
  - In some instances, a higher level of care rather than group and individual counseling may be required by the counselor and/or Academy.
- If a student completes the 6 months of urine testing without a failure and is granted successful completion of the psycho-educational group, he will have graduated from the Drug and Alcohol Program and will be off probation. A violation outside of the probationary period will be considered a 1<sup>st</sup> violation again.

- Individual counseling may continue based on the recommendation of the counselor.
- Continued urine screens are at the discretion of the Student Assistance Program.

*If a student enrolled in the Drug and Alcohol Program has a subsequent violation of the Drug and Alcohol Policy, the school will make an enrollment decision. Actions may range from requiring the student to attend an external program (upon successful completion of the program, the student may petition for reenrollment) to dismissal.*

Assessments: These may be required at any time. The purpose is to gain a greater understanding of the issues at hand and coordinate services accordingly.

Any assessment/Counseling costs must be paid in full prior to the release of the official transcript.

## COUNSELING

The Academy strongly supports any students' need to receive professional counseling. This can be arranged on or off campus with a variety of professionals. If off-campus visits are required, the parents will bear the additional cost of transporting the student to and from these appointments.

Two licensed Counselors are on campus weekly to meet with students both one on one and for support groups. Contact Mrs. Amy Roth to schedule appointments.

## CONFIDENTIAL RECORDS

Due to the confidential nature of the Student Assistance Program records, they are maintained in a separate and secure file location and not included in the main permanent educational file. SAP records may only be accessed by SAP team members on a need to know basis and should be granted access by the SAP Coordinator.

# GRAND RIVER ACADEMY CAMPUS MAP

