



Parent & Student Handbook

2014 - 2015 School Year

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.

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Message from the Headmaster

Dear GRA Parents & Students:

Welcome back, and a special welcome to new students! I hope you join the staff in anticipating a successful, productive and exciting school year.

We believe in you. We believe that this will be a great year. We believe that you will find success. We will be asking you to take a “leap of faith” and trust that the Grand River Academy philosophy will work.

We are proud the Grand River Academy tradition that dates back to 1831. I applaud the loyalty and commitment made by students, parents, faculty and staff and Board of Trustees in upholding our traditions. This year you have an opportunity to become a better student. I encourage you to take advantage of this new year. Make the most of it. Strive to do your best and you will have a very successful year.

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.

Have a great year!

Sincerely,

Tim Viands
Headmaster

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 prepares high school boys who can benefit from a highly structured, personalized, academic and social boarding environment for acceptance into college.

Reviewed and Approved by the Grand River Academy Board of Trustees in July 2011.

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, campus service, suspension, or dismissal depending upon the circumstances.

1. We expect students to be honest.
2. We expect students to refrain from all types of physical or verbal attacks or intimidation of other students. No initiations of any type will be tolerated.
3. We expect students to respect the property of other students and the Academy. Thievery of any type will not be tolerated. Borrowing of other students' property is not condoned by the Academy, however, you will be responsible for the property you have borrowed.
4. We expect students to be responsible for their behavior. If you make a mistake, accept the consequences and make it a learning experience.
5. We expect students to refrain from alcohol and other drugs while enrolled at the Academy.
6. We expect students to behave like gentlemen at all times while representing the Academy, on and off campus.
7. We expect students to attend all scheduled classes and activities.
8. We expect students to cooperate with all teachers/staff requests.
9. We expect students to refrain from all racial, ethnic, religious slurs, and any other form of harassment.
10. We expect students will not disrupt the educational process or campus community in any manner.

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

Staff Members:

Title	Name	Contact
Headmaster	Mr. Tim Viands	x222 Cell: 440-228-4996
Business Manager	Mrs. Cindy Kane	x223
Director of Admission	Mr. Glenn Singer	x225 Cell: 440-812-1619
Asst. Dir. Of Admission	Mr. Ryan Lum	X239 Cell: 440-228-4870
Dean of Students/Faculty	Mr. Bill Thomas	x226 Cell: 440-812-4658
Dean of Academics, College Placement, Guidance	Mrs. Melissa Nipper	x224
Director of Residential Life	Mr. Sean Kaschak	X241
Licensed Professional Counselor	Mr. Thomas Polak	x243
Consulting Counselor	Mr. Scott Schlachter	
School Nurse	Mrs. Dawn Csepegi, RN	x227
Student Services/ Travel	Ms. Beth Hedrick	x221 Cell: 440-228-8142
Headmaster Secretary	Mrs. Robin Nagle	x228
Financial/Billing Secretary	Mrs. Pam Wooding	x229
Director of Advancement	Mrs. Kristen Kitchen	x234

Faculty Members:

Subject	Faculty Members
English	Mrs. Sarah Carrel, Department Head
	Mr. Brian Ballentine
	Mr. Michael O'Keefe
Mathematics	Mr. Bill Thomas, Department Head
	Mr. Matt Pavlovic
	Mr. Christian Ramirez
	Mr. Frank Shreve
Social Studies	Mr. David Scharping, Department Head
	Mr. John Wooding
	Mr. David Crowell
	Mr. Thomas Polak
Foreign Language	Mr. Moises Escamilla
Science	Mr. Alan Kovacik, Department Head
	Mr. Dan Riddell
	Mrs. Katy Studer
Health	Mr. David Biel
Physical Education	Mr. Christian Ramirez
ESL / ELL	Mrs. Angela Thomas
	Mr. Aidan Graham
Art	Mrs. Elizabeth Ginn
Foundations Learning Program	Ms. Katherine Radwancky
	Mrs. Shannon Farrell
Computers	Mr. Sean Kaschak

Focused Inquiries:

Reason	Name	Contact
Academics	Mrs. Melissa Nipper	x224
Admissions	Mr. Glenn Singer	x225
Admissions	Mr. Ryan Lum	X239
Athletics	Mr. David Scharping	x233
Attendance	Ms. Beth Hedrick	x221
Car Permission	Mr. Bill Thomas	x226
Counseling	Mr. Thomas Polak	x243
Counseling	Mr. Scott Schlachter	
Development, Alumni Relations	Mrs. Kristen Kitchen	x234
Discipline / Weekend Restrictions	Mr. Bill Thomas	x226
Dorm Questions	Your son's dorm parent	
Early Dismissal / Late Return forms	Ms. Beth Hedrick	x221
Headmaster	Mr. Tim Viands	x222
Lost & Found	Ms. Beth Hedrick	x221
Library	Mr. Joe Zappitello	x231
Medical Concerns	Mrs. Dawn Csepegi	x227
Parents Association	Mrs. Kristen Kitchen	x234
Parent Conferences	Mr. Bill Thomas	x226
Parent Conferences	Mrs. Melissa Nipper	x224
Residential Life	Mr. Sean Kaschak	x241
Schedules, Counseling, College Placement	Mrs. Melissa Nipper	x224
Student Accounts	Mrs. Pam Wooding	x229
Student Center	Mrs. Pam Wooding	x229
Technology	Mr. Jeff Studer	x242
Transportation / Travel Arrangements	Ms. Beth Hedrick	x221
Tuition Payments	Mrs. Cindy Kane	x223
Tutorial Assistance	Mrs. Melissa Nipper	x224

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

Head Dormmasters

Dorm	Head Dormmasters	Cell Phone #
Mastin Hall	Mr. Sean Kaschak Mr. Michael O'Keefe	Mr. Kaschak: 518-420-7353 Mr. O'Keefe: 603-568-4529
North Hall	Mr. David Scharping	330-221-0379
Shepard Hall	Mr. Glenn Singer Mr. David Crowell	Mr. Singer: 440-812-1619 Mr. Crowell: 440-855-1441
Warren Hall	Mr. Alan Kovacik	216-310-1027
West Hall	Mr. Thomas Polak	216-956-2477

Emailing Faculty & Staff

To email a faculty/staff member, follow this format: firstname.lastname@grandriver.org. For example, tim.viands@grandriver.org.

Best Time to Reach Specific People

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

Headmaster, Tim Viands	7:30 a.m. to 4:30 p.m.
Guidance Counselor, Melissa Nipper	8:00 to 4:30 p.m.
Dean of Students, Bill Thomas	7:00 a.m. to 4:30 p.m.
Nurse, Dawn Csepegi	8:00 a.m. to 4:00 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 dormmaster.

Daily Schedule

Breakfast	7:30am (Brunch @ 10:30am Weekends)
1 st Block	8:10am – 8:50am
Study Hall with 1 st Block	8:50am – 9:20am
2 nd Block (Double)	9:25am – 10:55am
3 rd Block	11:00am – 11:45am
Study Hall with 3 rd Block	11:45am – 12:15pm
Lunch	12:15pm – 12:50pm
4 th Block	12:55pm – 1:40pm
5 th Block	1:45pm – 2:30pm
Study Hall with 5 th Block	2:35pm – 3:05pm
Classes End	3:05pm
Sports Practices, Afternoon Activities & Study Hall	4:00pm
Dinner	6:00pm (5:30pm Weekends)
Free Time / Student Center Open	6:30 – 7:30pm
Study Hall	7:45pm – 9:15pm
Free Time / Student Center Open	9:15pm – 10:15pm
Back in Dorms	10:15pm
Lights Out	10:30pm (11:00pm Weekends)

Weekend Schedule

Saturday

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

Sunday

Brunch	10:30
Study Hall	11:00 – 4:00
Activities	12:00 – 5:30
Dinner	5:30
Free Time	6:00 – 7:45
Study Hall	7:45 – 9:15
Lights out	10:30pm

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. 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 Mrs. Melissa Nipper x224 or via email at guidance@grandriver.org

Daily Planners/Assignment Books

All students will be expected to use Class Owl for managing their assignments. Students are expected to show their Class Owl app to a teacher if asked so that the teacher is aware of their assignments and homework for the day.

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”

Study Halls during the School Day:

As part of the school's modified block schedule, additional study halls are built into the school day. Students are expected to use this time effectively and efficiently.

Mandatory Afternoon Study Hall:

Students with a grade below a 70% for a TERM grade will be required to attend an additional study hall from 3:15 – 4:00pm at least one day per week to focus specifically on the course with the low grade.

Afternoon Study Hall:

Monday through Friday there will be study halls 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 (Saturday & Sunday):

Each weekend, there will be study hall on Saturday and Sunday for students not having the work for the week finished. Weekend Study Hall lists are finalized 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.

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.

1st offense:

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

2nd offense or 1st Major offense:

- Teacher gives the student a zero on the assignment/test. The teacher may allow a re-take 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 Saturday study hall regarding the negative affects of cheating on their grade and knowledge of the material. Note: The Dean determines if the violation is a major offense.

3rd 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 for the weekend. The hall duties will increase with each offense along with the campusings.

Library

The library is open all day Monday through Friday and every evening except Friday and Saturday. 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. Students may be asked to provide their Class Owl app so the library supervisor is aware of the assignments.

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 on a semester basis, from the beginning of the freshman year through the end of the first semester of the senior year. In some cases, the third quarter of the senior year may also be taken into consideration. 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	

Service Projects

All students are expected to participate in a service project during the school year. Recognition of outstanding service projects are recognized at the awards banquet each May.

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.

Most important, we'll work with each student to create an **Individual "How to Succeed & Have More Fun" program** that provides guidelines and benchmarks to help him succeed in life and school.

Home School Policy

A student entering Grand River Academy from a Home School environment must provide a written narrative indicating that a portfolio of the student's work has been reviewed and his academic progress for the year demonstrates he has developed the knowledge and skills at the previous grade level to the one the student should be placed in based upon his age. A list of texts used also must be included in this written narrative.

In order to receive credit for the courses, the student must show competency as determined by receiving a passing grade on the final exam or project or receive a raw score of at least 400 on the Ohio Graduation test if applicable to the grade level. To receive credit in courses other than language arts, social studies, mathematics, and/or science, the student must demonstrate proficiency as determined by the Headmaster and the teacher.

In accordance with the Academic Councils' policy, no letter or number grades will be recorded for courses for which credit is granted. Credit will be issued on a pass/fail (P/F) basis and the transcript will indicate "home school" credit. The credit will be recognized for high school graduation requirements. Students entering school at any point after the start of school will be evaluated on the regular Grand River Academy grade system with the P/F from home school not being factored into the course grade.

Home schooled students entering GRA shall have no established GPA or class rank until they complete one full semester. Inclusion of the student in graduation honors such as Valedictorian shall occur if the student has been enrolled for five consecutive semesters sophomore through senior year and 100% of the credits required for graduation during this time have been earned at the high school.

Before a diploma will be presented, the student must meet all of the Ohio Department of Education and Grand River Academy's graduation requirements.

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; eligible students will be given forms to fill out to help the committee with the selection 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

Headmaster's List, Honor Roll & Dean's List

At the end of each quarter of the academic year, grades are averaged and those students achieving an average of 90 and above with no single grade less than 80% are placed on the Headmaster'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 Dean's List recognizes those students without a violation in a term.

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

Students on the Headmaster's List may go to the Bud Field Student Center during the last study hall of the day, provided that their teacher gives permission. All students on the Honor Roll, Headmaster's List and Dean's List will be allowed to go to the student center during the evening study hall on Sunday night. Students abusing this privilege will have it taken away for the remainder of the quarter.

Graduation Requirement

The Grand River Academy requires 21 units of credit to be successfully completed in grades 9 through 12 and the successful completion of the Ohio Graduation Exam.

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
(one must be U.S. History and one must be Government)
- .5** Unit of Physical Education (may be waived for those who participate in two varsity sports)
- .5** Unit of Health
- .5** Unit of Computer Applications
- 1.0** Unit of Fine Arts
- 5.5** Units of Foreign Language/ Electives
A senior Research Paper
Each senior must be accepted by a college.
Each senior must complete 5 hours of community service.

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

Credit Grade 9

- 1.00 Introduction to Literature & Composition
- 1.00 Biology I or Integrated Science
- 1.00 Foreign Language
- .25 Physical Education I
- 1.00 Civics
- 1.00 Algebra I
- .50 Art I
- .50 Computer Applications I

Credit Grade 10

- 1.00 World Literature & Composition
- 1.00 Biology I or Biology II
- 1.00 Foreign Language
- .25 Physical Education II
- .50 Health
- 1.00 Algebra II
- .50 Computer Applications II
- .50 Art II
- 1.00 World History
- .50 World Geography

Credit Grade 11

1.00	American Literature & Composition
1.00	Chemistry
1.00	Foreign Language
1.00	U.S. History
.50	Computer Applications III
1.00	Pre-Calculus
.50	Photography
.25	Physical Education III

Credit Grade 12

1.00	European Literature & Composition
1.00	Foreign Language
1.00	Physics
1.00	Calculus
1.00	Government
.50	Computer Applications IV
.25	Physical Education IV

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, a cash award 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 excels in art, drama or photography.

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

THE MASTIN SCHOLARSHIP, awarded to the outstanding math/science student enrolling for his senior year.

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

SPECIAL STUDENT AWARD is sponsored by the Parent Board and is awarded to the student in each grade level chosen by his peers who is a humanitarian and who is honest and fair, resourceful, and sensitive and respectful of the needs of others.

STUDENT COUNCIL AWARD, voted by the entire student body for one outstanding student and teacher.

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.

STUDENT OF THE WEEK, awarded by the Dean of Students from faculty nominations.

College Counseling & Placement

For questions about College Counseling, please contact Mrs. Melissa Nipper x224 or via email at guidance@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 Headmaster. Parents must also give either written or verbal permission for the student to miss school.

Testing Dates

SAT

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

ACT

- ❑ Contact Melissa Nipper 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.

Ohio Graduation Tests

Ohio Graduation Tests – end of October - for juniors and seniors that have not passed

March – All sophomores and those juniors and seniors who have not passed

Residential & Student Life

For questions about Residential Life, please contact Mr. Sean Kaschak x241 or via email at sean.kaschak@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, 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 Peak'n Peek 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.

1. **Classroom:**

- 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.
- Seniors may wear a turtleneck or dress-mock turtleneck with a sport coat.
- 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 slide-in shoes).
- All clothing must be in good condition, properly maintained, and an appropriate size.
- In cool weather, a GRA sweatshirt (without a hood) or sweater may be worn over the shirt and tie.
- Boots are allowed in the winter season and on rainy days.
- **Wednesdays & Fridays** – Option of wearing GRA polo (tucked in)
- **Students on the Honor Roll, Headmaster's List or Dean's List** – Mondays – may choose to not wear a tie OR wear blue jeans.
- **May Dress Code**- Dress shorts are allowed to be worn in place of dress pants.(no cargo shorts)

2. **Special events:**

- Dress Shirt, Pants, Tie

3. **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

4. **Clarifications**

- Students need not bring anything that draws attention to himself on or off campus (e.g. clothing displaying ads, symbols, writings; large rings, multiple rings, chains, necklaces, large printed belt buckles).
- Hats should be removed in classrooms, library, dining room, administrative offices, and other appropriate inside areas. Hats 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 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, 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 hair styles." The Administration will have final say on whether or not a haircut is acceptable.

Hair must remain clean, neat and the natural color. Hair length can be no longer than the bottom of the collar in back, the bottom of the ears on the sides and not below the eyebrows in front (even if the student slicks back his hair).

Hairstyles that are unacceptable are pigtailed, ponytails, ornaments in or hanging from the hair, mohawks or hair less than $\frac{1}{4}$ inch long. Sculpturing is defined as a marked difference between the length of two sections of hair that are in close proximity to one another. An example would be having the sides of the head shaved closely but the top of the head with long hair. Students should not have a discernible ridge in their haircut. Students may not possess or use hair clippers for personal haircuts. Facial hair is not permitted except during the senior beard growing contest.

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 ear rings during the school day in any part of their body. Students are permitted to have one ear ring in each ear after the school day, but they are not allowed to wear gauges or other ear rings 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 ear rings 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. 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 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/TV's can be no larger than 25" 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.

Meal Attendance

Students are required to attend all meals and sign-in at dinner and all week-end meals. Good manners and conduct are insisted upon at meals. Students will have assigned seats at breakfast/assembly and week-day lunches. Attendance is taken at all meals.

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. Students are not allowed to have “hot spots” on campus.

Gaming systems are allowed to be used on the weekends. During the academic week, gaming systems must be put in a closet or trunk. The academy reserves the right to confiscate gaming systems if they become a distraction to the learning process.

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’s 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 dormmaster. Off campus guests are discouraged from visiting campus Monday through Thursday.

1. Female visitors must stay in the lobby area of the dormitories; absolutely no visiting beyond the lounge.
2. Walks on campus must be limited to the main quad; no trips to the athletic fields without permission.
3. No displays of affection permitted on campus.
4. 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.

Town Visitation, Off-Campus Hikes, Deliveries

The Academy owns over 150 acres of land. Students wishing to go on hikes must first receive permission from the dormmaster. 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.

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

Students are encouraged to bring their bikes. The rails-to-trails bike path is easily accessible. All bikes should be ridden with safety in mind 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, evening study hall or after lights out.
- 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.

Students will be permitted to take calls from parents or call parents if cell phone has been taken away; dormmasters will be in charge of this cell phone usage.

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 st offense:	Loss for one day
2 nd offense:	Loss for three days
3 rd or more:	Loss for one week

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 e-mailing 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

Students will be assigned a mailbox in the Bud Field Student Center and will be able to retrieve that mail whenever the Center is open.

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:

Student Center Charges (school supplies, toiletries, batteries, etc)	
GRA Clothing	Laundry
Property damages	Activities
Field trips	English as a Second Language
Doctor exams	Books
Gym clothes	Lost keys
Graduation fee	Interscholastic sport items
School Necktie	

Blazers/Patches
Transportation costs
Prescription Distribution Fee
Parent Association Assessment (each semester, mandatory}
Weekend in the dorm (5-day boarders)

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.

Hall Duties

All students, except returning seniors may share duties in the kitchen and dining room. These duties are assigned and rotated periodically. 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 arrange for a sub, and report to the faculty member in charge. Returning seniors will be assigned a leadership role as a captain in the kitchen area.

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. All students must use a footlocker and a school issued combination lock.

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.

Intramural Program

Beginning the 2012-13 school year, a campus-wide intramural program has been established. Students, faculty and staff will all be assigned teams and will complete in various competitions throughout the year. With the goal of UNITY, the intramural program will strive to build school spirit, a greater sense of community and will promote a positive residential life experience.

Advisor Program

All students are assigned an advisor starting the first day of school. The advisor and his/her advisees will sit together every morning during assembly and lunch. Advisors communicate regularly with parents and guardians.

Laundry

The following guidelines should be observed:

1. Laundry must be in a laundry bag with a drawstring that can be permanently marked with the student's name on the outside of the bag. (No pillowcases, garbage bags, laundry baskets, etc., please.)
2. 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.
3. Students will be instructed to leave their laundry for pick-up at the Armington Hall west entrance at following the times:

	<u>Pick-up</u>	<u>Return</u>
All Dorms	Tuesday 8:30am Friday 8:30am	Friday 8:30am Tuesday 8:30am

Clean laundry will be retrieved in a designated area at a specified time to be announced. Since the laundering takes two full days, students should have enough clothing to avoid running out of clean clothes.

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

Motor Vehicle Policy

Students may have the privilege of maintaining a motor vehicle on campus subject to the permission of the Dean of Students and their Head Dormmaster.

Eligibility

A student must be in good social standing to maintain his car permission. New students must wait one term before they seek car permission from the Dean of Students. Students must have a driver's license for at least six months before bringing a car on campus.

Requirements before bringing the car on campus

1. The student must hold a current driver's license.
2. The student must complete and sign a car permission form.
3. Have on file with the Dean proof of liability insurance.

Requirements for maintaining the car on campus

1. Park in front of Shepard Hall or behind the gym and keep it locked at all times.
2. Cars are to be used to drive to and from home only for non-Seniors. Seniors must follow senior car usage.
3. Stay away from the vehicle unless you have permission your head dormmaster.
4. Use the car only with permission and never to transport students off campus for any length of time or reason unless it is with the approval of parents and the school.
5. The student must not return to campus after signing out unless it is to remain on campus for the remainder of the weekend.
6. Students are not allowed to transport more than two students in their car at any time.
7. Students must turn in all car keys on Monday to the Dean. Students are not permitted to keep spare keys.
8. All Ohio BMV laws must be obeyed.

Any violation of these policies will result in the loss of car permission for a designated length of time.

Progressive fines will be implemented for those students having their car on campus without permission starting at \$50. Loss of this privilege means that students must remove the vehicle from our campus or have it secured in a specified area until they are able to remove the vehicle. In the event that the student or parents are unwilling to cooperate with this policy, the academy reserves the right to have vehicles towed off of the premises at the owner's expense.

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 Mr. Bill Thomas x226 or via email at William.thomas@grandriver.org

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 Headmaster 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 Headmaster 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 Headmaster, more severe consequences will be progressively implemented.

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

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/dormmasters 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 Headmaster. The Headmaster may bring the student's violation before the Discipline Committee. This committee consists of the Headmaster, Dean, and three teachers.

Discipline Consequences:

Minor Consequences:

- **Morning Chair Duty:** Un-stacking chairs before breakfast begins.
- **Campus Service:** On-campus community service during afternoon activities.
- **Room Campusing:** May not leave his room after study hall.

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. 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. Students will receive the appropriate grade for their work unless it is above 75%. The student will be scored no higher than a 75% on any work missed.

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 campus service (starting at the **FIRST** violation) and may progress to suspensions & hearings before the discipline committee. An educational component addressing tobacco cessation will be mandatory after the 1st violation, the cost of which will be charged the parents. Possession of dip cups/bottles, empty cigarette packs / 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.

Electronic style cigarettes will be confiscated and sent home. Refusal to comply with the confiscation may result in suspension.

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:

- 1st Violation 3 days out-of-school suspension
- 2nd Violation Subject for dismissal

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 assistance 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.

Objectionable Materials

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

Athletics

For questions about Athletics, please contact Mr. David Scharping x 233 or via email at david.scharping@grandriver.org

Athletic Offerings

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

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 Headmaster. 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 lightening. Students seeing a lightening 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, spring, and scheduled "long weekends," selected 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 (more than once a month) off campus on weekends. All students must possess a sign-out form to leave campus. The head dormmaster will explain the procedures for checking out for the weekend. The procedures will be strictly enforced, and the penalty for violating the procedures can be suspension, and/or a \$100 fine. If a student is responsible for taking home another student who does not have permission to leave campus, then the student responsible for the transporting of the restricted student will also suffer the same consequences.

The time for all students to return to campus on Sundays is by 7:00 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 1:00 p.m. unless the dormmaster is notified in advance.

International students can make arrangements over long weekends to stay with a host family or stay at the Academy. The parents must incur additional expense. The facility is closed during Thanksgiving, winter break, February break and spring vacations.

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:

1. A verbal or written request must be made directly to the Dean of Students by the parent or guardian.
2. The Dean of Students signature must be obtained by the student before any teachers or dormmasters are permitted to sign the form.
3. Each classroom teacher and head dormmaster must initial in the appropriate place.
4. 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.
5. 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 \$140 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 **Saturday Study Hall** he may leave after he is done with his work. (If you are not sure your son is assigned to **Saturday Study Hall** you can check with the school office on Friday morning. These assignments are posted at dinner on Thursday night.)

Return

Sunday by 7:30 p.m.

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

All students must possess a sign-out form. The Head Dormmaster will explain the procedures for checking out for the weekend. The procedures will be strictly enforced, and the penalty for violating the procedures will be suspension, and/or a \$100 fine.

Airline Reservations

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

International Student Flight Reservations

International students must have their flights approved by Mrs. Thomas. The school reserves the right to deny transportation to and from the airport for non-approved flights.

Medical Information

*For medical information questions, please contact Mrs. Dawn Csepegi x227
or via email at nurse@grandriver.org*

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

Sick call for any student who feels ill or has injuries is from 7:15 - 7:50 a.m. The school nurse is also 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 dormmaster.

Students may not remain in their dorm rooms for illness during the school day; they will have bed rest in the infirmary with the approval of the nurse.

Students ending the school day in the infirmary must remain during afternoon activities and then must go to their rooms for rest. They may attend dinner, but must remain in their rooms the rest of the evening to prevent the spread of germs and promote recovery.

All students must have an annual physical exam prior to registration day.

Prescription Medication

Students who are required to take prescription medication in connection with any kind of health concern must enroll in GroupRx. The student must follow the established procedure for taking the medicine, under the supervision of the nurse. Students cannot possess medication at any time for any reason. Parents should provide the prescription medication to the school nurse through GroupRx. 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 medicine from being lost, stolen, misplaced, or unaccounted for. Forms are provided for parents, on or before registration day, for reporting prescription drugs and physical ailments about which Academy personnel should be aware.

Staff members in the dormitory will issue medicine in the absence 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.

Abuse of prescription medication will not be tolerated and will be handled in the same manner as a drug and alcohol policy violation.

The Academy's nurse will need a doctor's order to place a student on medication or to stop medication.

Student Assistance Program

For questions about the SAP Program, please contact Mrs. Melissa Nipper x224
or via email at guidance@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. Grand River Academy established the Care Team in 1984. Under the direction of the Student Assistance Program Coordinator, the Care Team is comprised of: two faculty members, the Dean of Students, an admissions office representative, Residential Life Coordinator, 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.

The 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 1st 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 1st 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 1st 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. Dr. Peter Geier, Adolescent Psychiatrist, is on campus monthly to assist with prescriptions renewals and/or medication monitoring. Parents or their insurance companies are responsible for payment. Any fees must be paid prior to the release of transcripts from the Academy. Contact Mrs. Melissa Nipper to schedule appointments.

Just for Parents

GRA Apparel and Supplies

Visit our online store at www.landsend.com to order GRA apparel. School uniform supplies can also be purchased at Lands End. The Academy has arranged special pricing.

Parents Association

The purpose of the Parents Association is to maintain open lines of communication with parents, enhance school activities, assist at school functions, and to enrich the feeling of community life at the Academy.

Gift Ideas

Flowers, Balloons, Etc.

ALL OCCASIONS BY YOUR IMAGINATION

1005 Lake Avenue, Ashtabula, OH

440-964-9139 or 800-487-5388

Balloons and gifts, gourmet candies and chocolates, costumes, magic shows.

Prices start at \$20.00, free delivery; Call 24 hours a day.

JEFF'S FLOWERS

48 S. Chestnut, Jefferson, OH

440-576-4836

Plants, mug bouquets, fruit baskets (2-3 days notice.) Delivery charge.

Cakes, Cookies, Etc.

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Custom designed cookie baskets for any & all occasions or interests: hobbies, sports, birthdays & much more.

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Delighting customers with delicious, premium popcorn & impressive, all-occasion gift tins, baskets & towers.

www.thepopcornfactory.com

CARE PACKAGE TO GO

Care packages & gift baskets for every occasion.

www.carepackagetogo.com

Local Accommodations & Local Restaurants

Please visit www.grandriver.org or www.visitashtabulacounty.com for information on local accommodations, restaurants and activities. Tourism packets are also available by contacting the main office at 440-275-2811.

Checklist of Suggested Items Students Might Need

School Supplies

- | | |
|----------------------|-------------------------------------|
| _____ Daily Planner* | _____ Pencils* |
| _____ Paper* | _____ Flash Drive |
| _____ Pens* | |
| _____ Erasers* | _____ All necessary School Supplies |

* Items available for purchase at GRA

Room Furnishings & Personal Items

- | | |
|--|--------------------------------|
| _____ 2 Sets of <u>Regular</u> Twin Sheets | _____ Laundry Bags |
| _____ Pillows | _____ Laundry Marking Pen |
| _____ Blankets | _____ Toothbrush & Toothpaste |
| _____ Comforter | _____ Comb* or Brush |
| _____ Clothes Hangers | _____ 5 Towels |
| _____ Desk Lamp | _____ 5 Wash Cloths |
| _____ Posters | _____ Foot Locker |
| _____ Stereo (portable) with headphones | |
| _____ 6 x 9 Area Rug (optional) | _____ All necessary toiletries |
| _____ Alarm Clock (Battery back-up) | |

Clothing (see Dress Code for restrictions)

- | | |
|----------------------------------|--------------------------------|
| _____ 6 pr. Dress Pants | _____ Shorts |
| _____ Belt | _____ Jeans (properly fitting) |
| _____ 7 Solid Color Dress Shirts | _____ T-shirts |
| _____ 3 Ties | _____ Jacket |
| _____ Sweaters | _____ 2 pr. School Shoes |
| _____ 7 Plain white undershirts | _____ Tennis Shoes |
| _____ Socks | _____ Navy Blazer* |
| _____ Underwear | _____ GRA Student Polo Shirt |
| _____ Sweats | |

REQUIRED:

- **TI-83+ or 84 Graphing Calculator for Algebra II, Pre-Calculus, and Calculus. Other calculators may be disallowed for use on tests because of their capabilities.**
- **A laptop or other mobile electronic device such as a tablet or iPad.**

OPTIONAL:

- | | |
|--------------------|-------------------------------------|
| Athletic Equipment | Snowboard/Ski Equipment |
| Skateboard | Bicycle/bicycle helmet/bicycle lock |