



# Parent/Student Handbook 2023-2024

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## MESSAGE FROM THE HEAD OF SCHOOL

Dear GRA Parents, Guardians, and Students,

Welcome to the 2023-2024 Grand River Academy school year. It is an exciting time to be joining or returning to the school. As the new head of school, I look forward to meeting each of you and embarking on this wonderful high school experience together, along with the dedicated faculty and staff at GRA.

There are so many opportunities for all to participate in strong academic, social, and emotional growth and development at GRA, and we, the faculty, staff, and administration are ready to be part of that journey. Now is the time to explore new ideas, try different adventures, and to make your time at GRA meaningful and successful.

Here at GRA we strive to provide a nurturing and supportive community that has existed since 1831, and are prepared to do whatever is necessary for our students to become productive lifelong learners and global citizens. Guidelines and rules play an important part of the success process. Please review this booklet carefully. Feel free to reach out to GRA with any questions. We look forward to seeing you soon!

Sincerely,

Dr. Gina Borst  
Head of School

## PHILOSOPHY OF GRAND RIVER ACADEMY

Grand River Academy believes small classes, mandatory study halls, and special help sessions inspire Academy students to take a personal interest in their education. As a traditional all-male boarding school, Grand River Academy provides an environment that focuses students in their preparation for college, and an integral part of that process 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 all-male, 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, individualized academic atmosphere which focuses on best practices in boys' education, structured sports and afternoon activities programs, and the leadership opportunities afforded by our small community.

We believe that responsible, college-prepared students are activated through our structured, yet flexible program. The Student Life Program enables many boys to experience not only academic success, but also personal, emotional and social growth for a better understanding of the society in which they will function. Students who graduate from Grand River Academy will leave well-rounded young men inside and outside of the classroom with the understanding of what it means to be a lifelong learner and global citizen.

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 resilience.

*Reviewed and Approved by the Grand River Academy Board of Trustees in October, 2019.*

## 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 October 2018*

## 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 pledge to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. I pledge to respect myself and the community.**

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## 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 April, 2019*

## RACIAL NON-DISCRIMINATORY POLICY

Grand River Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The regulations of Title IX, Title VI, Equal Pay Act of 1963, Title II, Section 504, and Titles I & II of the Americans with Disabilities Act are followed. Any complaint regarding this non-discrimination policy should be referred to the Head of School.

## CONTACT GRAND RIVER ACADEMY

Office Hours: 8:00am – 4:00pm

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:

Head of School	Dr. Gina Borst	x245 Cell: 440-661-8035
Director of Admission	Mrs. Holly Carper Mrs. Nicole Conrad	x238 x229
Dean of Academics	Dr. Katherine Reedy	x232
Dean of Students	Mr. Zac Inman	x224 Cell: 440-855-3544
Counselor	Mr. Thomas Polak	x243 Cell: 440-462-0628
School Nurse	Mrs. Tammy Mathews, RN	x227

**FOCUSED INQUIRIES:**

Academics	Mr. Derek Smeltzer Dr. Katherine Reedy	x223 x232
Admissions	Mrs. Holly Carper Mrs. Nicole Conrad	x238 x229
Athletics	Mr. Ryan Cotton	x261
College Placement	Mr. Derek Smeltzer	x223
Counseling	Mr. Thomas Polak	440-855-2085 x243
Discipline	Mr. Zac Inman	440-855-3544 x224
Head of School	Dr. Gina Borst	440-661-8035 x245
Medical Concerns	Mrs. Tammy Mathews	440-661-1065 x227
Student Life	Dr. Gina Borst Mr. Zac Inman	x245 x224
Schedules/ Tutorial Assistance	Mr. Derek Smeltzer Dr. Katherine Reedy	x223
Student Accounts	Mrs. Heather Clark Mrs. Nicole Conrad	x235 x229
Tuition Payments	Mrs. Heather Clark Mrs. Nicole Conrad	x235 x229

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

**HEAD DORM PARENTS**

North Hall	David Johnson	440-812-2305
Shepard Hall	Diego Moreno	440-645-2432
Administrator on Duty	Dr. Gina Borst (S-Th) Rotating Weekends	440-661-8035 440-661-1127

**EMAILING FACULTY & STAFF**

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

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## BEST TIME TO REACH SPECIFIC PEOPLE

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

Head of School, Dr. Gina Borst	8:00 a.m. to 4:30 p.m.
Dean of Academics, Dr. Kate Reedy	8:00 a.m. to 4:00 p.m.
Assistant Dean of Academics, Derek Smeltzer	8:00 a.m. to 4:00 p.m.
Dean of Students, Zac Inman	8:00 a.m. to 4:00 p.m.
Nurse, Tammy Mathews	7:00 a.m. to 3:00 p.m.

## AFTER HOURS EMERGENCIES

After office hours, please call the Head of School, Dr. Gina Borst at 440-661-8305 or your son's dorm parent.

## DAILY SCHEDULE

Students Rise	7:45
Breakfast*	8:25-8:55
Classes	9:00 -11:25
Daily Study Hall/ Student Life	11:30 -12:00
Lunch	12:05 -12:35
Classes	12:40-3:05
Sports/Activities	3:30-5:30
Dinner	6:00 -6:30
Evening Study Period	7:30-9:00
Lights Out	10:00 (11:00 on Friday & Saturday)

*\*student must arrive in dress code*

## WEEKEND SCHEDULE

### Saturday

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

### Sunday

Brunch	10:30
Activities	12:00 – 5:30
Dinner	5:30
Free Time	6:00 – 7:45
Study Hall	7:30-9:00
Lights Out	10:00

## ACADEMICS

*For questions about Academics, please contact Mr. Derek Smeltzer x223 or via email at [derek.smeltzer@grandriver.org](mailto:derek.smeltzer@grandriver.org) or Dr. Kate Reedy x232 or via email at [kate.reedy@grandriver.org](mailto:kate.reedy@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. Students will have homework posted on Google Classroom as well as the student portal page for the gradebook program.

During evening study hall, teachers will use the portal page and Google Classroom to monitor student progress with homework. Parents will also be able to access their son's grades via Plus Portals. Parents may also request to be added to Google Classroom as a guardian to receive updates from Classroom on a weekly basis.

## CLASSROOM PAGES

Each class has a Google Classroom page run by the classroom teacher. Homework and announcements will be posted on the site. Students will have access to Google Classroom during Evening Study Hall and will be able to keep up on work if any class time is missed.

## SCHOOL 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 dorm parent 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 and potential dismissal from the academy. 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 Front Desk when a student is not in school. Please call or email the school ([attendance@grandriver.org](mailto:attendance@grandriver.org)) by 8 a.m.

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

## ACADEMIC PROCEDURES

### Daily Study Hall

Every day, there will be a study hall for all students right after C Block. Students who have not finished their daily work should use this time to complete their work. Students may be required to go to another teacher's classroom for an unfinished assignment.

### 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%. These help sessions will usually take place during the daily study hall period prior to lunch or they can happen in the afternoon following classes. They can also happen during evening study hall if the teacher is on duty.

### Weekend Study Hall (Friday)

Each weekend, there may be a study hall on Friday for students not having their work for the week completed. The Weekend Study Hall list is finalized on Friday. Students have until then to turn in missing work. Students in Weekend Study Hall will not be allowed to attend weekend trips until all work is completed.

### 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 in an interscholastic athletic team.

## 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 4<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

## VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

The verification of Valedictorian and Salutatorian will be the responsibility of the Academic Dean and the Head of School.

- The Valedictorian and Salutatorian must have met the graduation requirements published by the school and have attended a minimum of one year at GRA/SPIRE
- The Valedictorian designation shall be the student who has the highest cumulative grade point average (based on academic semesters at GRA/SPIRE)
- The Salutatorian designation shall be the student with the second highest cumulative grade point average (based on academic semesters at GRA/SPIRE)
- Any disciplinary issues dealing with academic honesty will automatically disqualify a student (including but not limited to cheating and or/plagiarism)
- Any major disciplinary action during one's junior or senior year may result in disqualification for Valedictorian and Salutatorian
- In the instance of a tie, students will be awarded a designation of Co-Valedictorian or Co-Salutatorian
- The Valedictorian and Salutatorian typically give a brief speech at an end of year ceremony

## 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 one's 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

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- 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

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.

Students achieving academic honors will receive appropriate recognition including an award during ongoing awards assemblies and at the May Awards Assembly.

## GRADUATION REQUIREMENTS

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 I, Geometry & Algebra II)
  - 3.0** Units of Science
  - 3.0** Units of Social Studies (including U.S. History and Government)
  - 2.0** Units of Language
  - 0.5** Units of Physical Education (may be waived with athletics participation)
  - 5.5** Units of Electives (must include a Fine Arts Elective)
- Each senior must be accepted by a college.  
Each senior is encouraged to complete 5 hours of community service.

The Path to Graduation: Recommended Course Schedule by Grade

8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	PG
English 8 – Grammar and Composition	Introduction to Composition and Literature	World Literature and Composition	American Literature and Composition	Western Literature and Composition	
Integrated Science (Physical Science, Earth Science, Pre-Biology)	Physical Science	Biology	Chemistry	Science electives (Physics, Forensics, etc.)	
Pre-Algebra	Algebra 1	Geometry	Algebra II	Pre-Calc, Trig, Stats, Calc/AP Calc	
World Cultures and Geography	World History	US History	Government/ Economics and Finance	Humanities electives	
Physical Education	Athletics/ Physical Education	Elective - Athletics	Electives - Athletics	Electives - Athletics	
:Learning Program	Fine Art Elective	Language	Language	Language/ Fine Art	

Note: Students must take at least 6 classes per semester unless the Dean of Academics approves an alternative schedule.

### ADVANCED PLACEMENT COURSES

Advanced Placement Courses are offered in English, History, Math and Science on a rotating basis. These courses will vary on student interest and faculty availability. AP/College Board Classes are weighted based on a 5.0 scale for transcript purposes.

### AWARDS

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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.

*Head of School'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.

## COLLEGE COUNSELING & PLACEMENT

*For questions about College Counseling & Placement, please contact Mr. Derek Smeltzer ext.223 via email at [derek.smeltzer@grandriver.org](mailto:derek.smeltzer@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 and Seniors take the SAT in October.

#### ACT

- ❑ Contact the Academic Office if you would like to take the ACT.

#### PSAT

- ❑ All juniors and sophomores are required to take this exam. It is the pre-exam for the SAT.
- ❑ All 9th grade students will be required to take the PSAT 8/9.
- ❑ The PSAT is taken at Grand River Academy in October.

### LOGIN INFORMATION

Student username and passwords will be shared with college placement advisors as well as parents and guardians. Grand River Academy can assist students with scheduling college entrance exams and sending scores to colleges but ask parents and guardians to be involved in the process.

### COLLEGE PLACEMENT ADVISORS

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

## STUDENT LIFE

*For questions about Student Life, please contact Dean of Students Mr. Zac Inman x224 or via email [zac.inman@grandriver.org](mailto:zac.inman@grandriver.org)*

### STUDENT LEADERSHIP OPPORTUNITIES

#### 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.

#### PREFECTS

Prefects will be members of the senior class who apply for leadership positions in the dorms. All candidates must be in good academic and social standing. They will be chosen, after an application and interview process, by the administration of the Academy.

The purpose of Prefects is to establish a leadership organization for students. Their primary role is to mentor students in the dorms and to model exemplary behavior in all aspects of student life. There will be one Prefect assigned to each dorm. Prefects must adhere to all school rules. The Prefects' duties revolve around dormitory life, assisting dorm parents in handling the routine day-to-day running of the dorm. Prefects also help to ensure that an atmosphere conducive to study prevails in the hall and may guide other students in their studies and social life. Prefects also help new students adjust to boarding life at Grand River Academy.

### CAMPUS ACTIVITIES

The Academy fields interscholastic teams in soccer, cross country, basketball, indoor soccer, baseball, 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, and one baseball diamond.

All students are required to participate in selected physical activity each afternoon if they are not in a junior varsity or varsity sport. These activities are Monday through Thursday from 3:30-5:30. Attendance is recorded each day.

Other activities in which students may participate change periodically throughout the year.

Examples of activities may include but are not limited to: bowling, fishing, floor hockey, paintball, weight lifting, canoeing, bicycling, movies, and Cleveland Guardians, Browns, and Cavs games. During the winter, weekend trips are scheduled to the ski resort Peek 'n' Peak for downhill and cross-country skiing and snowboarding. Special trips may be arranged to major cities or other ski resorts.

## 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 possess, 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, Mr., 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.

## 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 some 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):

- **Monday: Dress Shirt and GRA issued Tie, Dress Pants with Belt, Dress Shoes**
  - Casual/dress pants (**belt required**). Pants are not to be made of denim material. The back pockets cannot have exterior stitching. No cargo pants. Dress shorts with a belt are allowed.
  - Button down dress shirt with an GRA issued necktie; shirts will be properly tucked-in and wrinkle free; if an undershirt is worn, it should be solid white. No flannel shirts.
  - Appropriate socks (must go over the ankle) with leather oxford dress shoes or deck shoes (no athletic shoes). Solid black color Van shoes are allowed.
- **Tuesday-Friday: Navy GRA Polo, Dress Pants with Belt, and Dress Shoes**
  - Casual/dress pants (**belt required**). Pants are not to be made of denim material. The back pockets cannot have exterior stitching. No cargo pants. Dress shorts with a belt are allowed.
  - GRA Navy polo short or long sleeved; polos can be purchased through the Lands' End link or through Wholesale Imprint. Other color polos will not be allowed during the academic day. Students should plan on purchasing multiple short and long sleeved polo shirts to ensure dress code compliance.
  - Appropriate socks (must go over the ankle) with leather oxford dress shoes or deck shoes (no athletic shoes). Vans are not allowed.

### Further Clarifications on Academic Day Standard of Appearance:

- Dress shorts will be permitted until Halloween and again after Spring Break. No dress shorts will be allowed from Halloween until Spring Break.
- In the classroom or special events, students must wear clothing that completely covers any tattoos.
- All clothing must be in good condition, properly maintained, an appropriate size, and contain no inappropriate content.
- Students should not wear anything that draws attention to themselves (i.e. large rings, multiple rings, chains, necklaces, large printed belt buckles).
- Appropriate boots and winter hats may be worn in winter weather.
- Quarter zips, jackets, and coats that are of a dressy appearance can be worn during the academic day. Casual and athletic outerwear is not allowed during the academic day. Jackets and coats should be removed at breakfast and lunch and during class. Teachers may allow students to wear jackets and coats during class when circumstances make this appropriate.
- At no point during the year are hoodies or baseball hats to be worn during the academic day with the exception of dress down days and occasions specified by Grand River Academy.
- 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.

*\*Students who do not adhere to dress code will be required to change before attending class. This may include required purchases from the main office if students do not have required items. Repeated offenses are subject to disciplinary action.*

**Special events:**

- Dress Shirt, Pants, Tie; Blazer Encouraged

**Standard of Appearance Outside of the Academic Day**

- 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. The ultimate judgment is determined by the faculty and staff concerning the decency of an item of clothing.
- No cleats may be worn in the dining hall or BFSC
- Students need not wear anything that draws attention to themselves on or off campus (i.e. large rings, multiple rings, chains, necklaces, large printed belt buckles).
- As a general rule, hats/hoods should be removed indoors. Only appropriate hats/hoods are permitted at any time. The Administration will determine appropriateness.
- The administration retains the right to confiscate all inappropriate clothing.

**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 basic principle for hair styles is that hair must be neat, clean, presentable, and not ostentatious. The Administration will have final say on whether or not a haircut is acceptable.

Examples of unacceptable hair styles would include but are not limited to pigtailed, ornaments in or hanging from the hair, mohawks or hair less than ¼ inch long, and excessively 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 or athletic events in any part of their body. 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. Rooms should be ready for inspection by breakfast. If a students' 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. Other rules and regulations concerning dormitory care will be explained to students in dorm meetings. Any damage done to dorm rooms will be assessed to the student(s) expense account.

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 a manner that their removal will not damage the walls. Obscene/offensive material and material depicting inappropriate images of individuals, alcohol, tobacco, or drugs will not be permitted. Obscene material is defined by the Head of School and Office of the Dean.

**Open Flames:** The use of candles, lighters, 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, diffusers, 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.

Small fridges will be permitted for students but students will be required to pay a monthly fee to offset electric usage. Misuse of this privilege will result in the loss of the fridge and this privilege.

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 charged 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 weekend 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 POLICY

Students are allowed to have a phone (see Telephone Calls/ Communication section below) and a laptop for school work. Students may also have small speakers for music but must keep volume at a reasonable level and respect quiet hours. 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. Speakers are not to be carried or played during the academic day or outside around campus with the exception of special occasions. Speakers will be confiscated if considerate volume is not maintained.

Students are not allowed to have desktop computers, Ipads, televisions, or any form of monitors in their dorm rooms. Any form of gaming systems must be given to the head dorm parent and may be signed out and used only during the weekend (Friday after school until 7 PM Sunday) in designated areas. Designated areas include the dorm common rooms and the media room in the Student Center. Students must adhere to all rules regarding gaming usage and must turn in systems or cords when required. The Academy reserves the right to confiscate gaming systems permanently if they become a distraction to the student's learning environment. Any form of electronic technology not mentioned here should be assumed as not allowed unless cleared by the Head of School and Dean of Students.

## 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.

## STUDENT WIFI

In addition to the Internal Wifi network provided strictly for school issued devices, the Student Wifi is made available to students for use outside of the academic day. The Student Wifi hours are as follows:

- Sunday 7 AM- 10 PM
- Monday-Thursday 3 PM- 10 PM
- Friday 3 PM- 11 PM
- Saturday 7 AM- 11 PM

## CAMPUS VISITATION

All guests, other than the immediate or extended family, must have written parent/guardian permission submitted to the Dean of Students prior to visiting students. All guests must sign-in with the person on duty, dorm parent, or AOD. Off campus guests other than parents or guardians 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.

## 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 the front desk and all packages are inspected before students receive the package. A list of students who have packages will be read at lunch each day. Packages may only be picked up after school each day.

## 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, and lab fees.

The Bud Field Student Center account is a prepaid account that students can use to purchase snacks, drinks and other items at Andy's Cafe. Payments can be made through the website and funds will be added accordingly.

Students are strongly discouraged from having cash on campus. Parents are encouraged to supply students with debit cards to meet the monetary 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	Standardized Testing
Doctor exams	Books
Technology	Lost key
Graduation fee	Prescription Distribution Fee
Transportation costs	Weekend in the dorm (5-day boarders)

Restrictions may be put on the monthly amount a student may charge 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.

All student accounts will be assessed monthly. Tuition payments are due according to the contract details. Monthly expense invoices are due within 30 days of the date of invoice.

\*If payments are 30 days late, a 5% late fee will be assessed.

\*If payments are 45 days late, the student will be held out of classes and activities.

\*If payments are 60 days late, the student must depart campus.

## **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 dorm parent. 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 dorm parent or Dean.

## **BORROWING, TRADING, SELLING**

The school strongly discourages any borrowing, trading, or selling of personal property.

## **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 dorm parent 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 purpose of advisors is to be a support for students during their time at Grand River. Advisors also serve as a point of contact for parents and guardians and communicate quarterly and on an as-needed basis. The advisor and his/her advisees will sit together at assemblies and breakfast.

## 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.

A licensed Counselor is on campus daily to meet with students both one on one and for support groups. Contact an Admissions counselor to schedule counseling for a new student. For current students, contact Head of School Tony Tucker.

## LAUNDRY

The following guidelines should be observed:

1. 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.)
2. The cost of laundering is charged to the students account monthly at a flat rate.
3. Laundry schedule will be once per week and the date will be shared during the first dorm meeting.
4. Clean laundry can be picked up on the following day from the stage area in the dining hall
5. To avoid loss and mixing of clothing, all laundry must be permanently marked with names.
6. The Grand River Academy will not be responsible for losses or damage.

## MOTOR VEHICLE POLICY

Day students and 5-day boarders are permitted to drive vehicles to school provided that they do not visit the vehicle during the day and do not transport students in their vehicle. Day students must park in front of Green hall and turn in keys to the front desk upon arrival. When 5-day boarders arrive on campus, they must turn in their keys to their dorm parent or the AOD. Keys will be returned prior to departure of the upcoming weekend. 5-day boarders driving must park in the designated parking area.

In addition to day students and 5-day boarders, in certain circumstances, senior students have the privilege of maintaining a motor vehicle on campus subject to the permission of the Head of School and Dean of Students and in accordance with our On Campus Vehicle Policy. Those seniors seeking this privilege must be in good standing. Seniors who are new to Grand River must wait one semester before they seek on campus vehicle permission.

## CONDUCT & DISCIPLINE

*For questions about Conduct & Discipline, please contact Mr. Zac Inman x224 or via email at [zac.inman@grandriver.org](mailto:zac.inman@grandriver.org)*

### Code of Conduct/Statement of Disciplinary Policy

It is the intent of Grand River Academy to provide an environment conducive to positive learning and living 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 rules of order for the people it serves.

The rules and regulations set forth herein have been developed over a long period of time and revised each year. It is in regard to the health and welfare of members of the community, 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 dorm parents 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 Discipline Committee recommends action to the Head of School who makes the final decision. The action of this committee can lead to in-school suspension, out-of-school suspension, or dismissal.

### DISCIPLINE CONSEQUENCES:

The following list of consequences are examples of consequences that may be utilized throughout the year. This list is not an exhaustive list and other consequences may be assigned.

#### Minor Consequences:

- **Morning Chair Duty:** Un-stacking chairs before breakfast begins.
- **Room Campusing:** May not leave his room after dinner and must turn in his phone and all technology. Depending on circumstances, student laptop may be given to student for school work during study hall. Phones and technology may be retrieved on the following day.
- **Campus Service:** Will be assigned to a meaningful campus improvement project during activities period or in some instances, at another designated time.
- **Campus Restriction:** Will not be allowed to participate in any off-campus activities.
- Other consequences as determined by the Dean of Students.

### Major Consequences:

- **1/2 Day In-School Suspension:**
  - Runs from after school until lights out. Room camping, Campus Service, and Hall Duties all required.
- **Full Day In-School Suspension:**
  - Runs from breakfast until lights out. Room camping, Campus Service, and Hall Duties all required.
- **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 or Head of School. 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. All academic work is due upon completion of the suspension.
- **Dismissal:**
  - Students who are dismissed from Grand River Academy must leave campus as soon as possible. This decision is not made lightly and every attempt will be made to avoid this decision. A transcript for any dismissed student can be sent to a new institution provided that the student bill is fulfilled.

## 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.

## 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 pledge to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. I pledge to respect myself and the community.**

## ACADEMIC HONESTY & INTEGRITY POLICY

Academic dishonesty is defined as presenting someone else'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 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 in the next level of education. 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 Academic Dean and Dean of Students.

*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. Additional consequences may be assigned such as campus restrictions, campus service, and others such as the writing of a 1.5 page handwritten paper regarding the negative effects of cheating on their grade and knowledge of the material.

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

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

## **DRUG AND ALCOHOL POLICY *(See Student Assistance Program for more information)***

Drugs, alcohol and other mind/mood altering substances are forbidden at and not to be used while a student is enrolled at Grand River Academy whether on or off campus. 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 parents 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 may 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.

## **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 Head of School will determine the consequences based on the situation.

## **TOWN VISITATION, CAMPUS HIKES, DELIVERIES**

The Academy owns over 200 acres of land. Students wishing to go on hikes must first receive permission from the dorm parent. Students should not use the service road and are not to go beyond the Student Center except with permission. 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.

Parents who wish to allow their student to walk into our local town may choose to sign the Town Visitation Policy that will be given to them at the beginning of the school year. Contact the Dean of Students with any questions.

Students off campus without authorization can receive a \$150 fine and in-school suspension for the first offense. More severe consequences, including a \$300 fine, will follow for further violations.

Food deliveries are allowed to students on campus via delivery apps, but can be delivered only to the Bud Field Student Center during its hours of operation or in the evening free time period after dinner and before study hall at the dormitory of the student. Staff must be notified of orders and the orders must be collected by staff. Students who do not follow this protocol will have a fine charged to their student account and the food may be confiscated. Further offenses will be subject to further disciplinary action.

## **BICYCLING/SKATEBOARDING**

Students are encouraged to bring their bikes. The rails-to-trails bike path is easily accessible. Students cannot leave the path. Students must go at least in pairs and should obtain permission from their dorm parent or the AOD on duty prior to leaving campus. Students must check back in when they return. 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**

Cell phones are a privilege at Grand River Academy. Students will be permitted to have cell phones at school under the following conditions:

- Cell phones must be registered. The form will be part of the registration packet.
- Students are not permitted to have their phones during the academic day. Cell phones must be locked in dorm rooms for boarding students or turned in at the front desk for day students upon arrival to school.
- Students must turn in phones during evening study hall.
- Cell usage should be limited during afternoon activities and should not be used after lights out except with permission in advance. Individual students may have plans crafted requiring phone turn-in at night.
- 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, AT&T, 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 the Dean of Students and Head of School |

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

Communication to campus in the evenings or on weekends can also be accomplished by calling the person on duty, the AOD, or your son's head dorm parent.

## **DISCIPLINE COMMITTEE PROCEDURES**

Rule infractions by students, which exceed circumstances a teacher, head dorm parent, or Dean of Students should handle, will be brought to the attention of the Head of School and the student's violation will be brought before the Discipline Committee. This committee consists of the Head of School, Dean of Students, and at least two other faculty or staff members. The committee makes a recommendation to the Head of School for a final decision.

## **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 of weapon is grounds for immediate dismissal.

## **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 success, 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, and a licensed consulting counselor, school nurse, Dean of Academics, and the Head of School. 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**

### **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, AOD, or head dorm parent 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 who are violating the drug policy may be considered a violation of the Drug and Alcohol Policy, even if you are not actively using drugs or alcohol.

## TOBACCO POLICY

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

Violations of the Tobacco Policy will result in the discipline process beginning (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 to the parents.

Possession of dip cups/bottles, empty cigarettes / smokeless tobacco packs, bottles of liquid nicotine 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 **a fire hazard**. The screened enclosed balcony in Shepard Hall is considered part of and inside the building.

A first violation for smoking inside may result in out-of-school suspension. Further violations are subject to 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 will consider vaping devices as drug paraphernalia and this is a violation of our substance abuse policy. A first violation may include a suspension from school and mandatory participation in our student assistance program. Possession of multiple devices or a vast quantity of nicotine or other vaping oils may be considered "intent to distribute" and come with dismissal from GRA.

The health and wellness of our community is very important. We will support students who voluntarily come forward with a desire to overcome nicotine and/or any other addiction.

## **BULLYING, HAZING, 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.

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Electronically transmitted acts, via social media or other platforms, using but not limited to the internet, cell phone, or gaming devices 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 off campus without authorization can receive a \$150 fine and in-school suspension for the first offense. More severe consequences, including a \$300 fine, will follow for further violations.

## **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. Ryan Cotton x 261 or via email at [ryan.cotton@grandriver.org](mailto:ryan.cotton@grandriver.org)*

We believe that Athletics is a vital aspect to each student's education. The life lessons learned participating in athletics cannot be learned in a classroom or academic setting. As such, all students are encouraged to participate in at least one interscholastic sport each year.

Participation on an interscholastic team can range from a player, student manager, or video manager. Interscholastic teams practice every afternoon from 3:30 - 5:30. Interscholastic teams will have games later in the evening and occasionally on weekends.

### ATHLETIC OFFERINGS

Fall Season	Winter Season	Spring Season
Varsity Soccer Cross Country* Golf*	Varsity Basketball Junior Varsity Basketball Indoor Soccer	Varsity Baseball Varsity Tennis Soccer (Club)

*\*Offered depending on student interest and coach availability*

### 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.

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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 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. 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).

## 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 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 areas. 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 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, and remain quiet until the 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 Skeggs Hall or Armington Hall.
  - After school, North, West, Warren Halls go to downstairs Armington Hall or interior bathroom; Shepard go downstairs to the Productive Growth Center.
  - Sit against the internal wall, cover head.
  - Remain in the basement until an “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

## DAY STUDENT CHECK-IN

Our day student population is an important part of the community at Grand River Academy. It is important to know when students arrive on campus and when they leave. All day students are required to sign in and out each day in the Armington Hall office.

## WEEKENDS HOME

In addition to vacations in 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 the Dean of Students 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 7:00 p.m.

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 parent is notified in advance.

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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 in the 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 and permission must be given by the Dean of Students. Forms are available in the school office as needed.

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 dorm parents are permitted to sign the form.
3. Each classroom teacher and head dorm parent must initial in the appropriate place.
4. Academic work should be satisfactorily completed beforehand. All work assigned during the absence must be completed in a reasonable time period as determined by the Dean of Academics. Teachers are not expected to give additional help for unexcused absences.
5. The form must be returned to the office before the absence occurs.

Students leaving early must sign out at the front desk and the driver must sign the student out with the staff in Armington Hall. If it is after hours, the driver must stop in the dorm and sign the student out with the faculty member on duty.

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.

## **TRANSPORTATION FOR LONG WEEKENDS AND VACATIONS**

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.

### **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. Students must sign out at the front desk during normal office hours or with the person on duty during hours outside of school.

For weekends:

**Pick-up** Friday after 3:05 p.m.

**Return** Sunday by 7:00 p.m.

For vacations: Please check the School Calendar

## MEDICAL INFORMATION

*For medical information questions, please contact:  
Mrs. Tammy Mathews 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 SNAP for the collection and maintenance of student medical records. SNAP is a secure and easy-to-use web site for online submission and storage of your child's medical information. The SNAP 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 SNAP.

Each year, **returning families** will receive a link via SNAP 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 on 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 parent. 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 Pack My Rx, <https://packmyrx.com/>.

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 SNAP 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 to be reviewed and signed by the examining physician, and parent/guardian.** Without this form, your student will not be administered the medication until the form is completed and received to the Health Center.

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

In the event that PackMyRx 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 the 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-PackMyRx 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 a 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

PackMyRx 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 PackMyRx if their child takes daily or as needed prescription and/or over-the-counter medications.** You can register online at <https://packmyrx.com/> . **Please call PackMyRX with any questions at 888-598-6337.** Once you register with PackMyRX, 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 changed, you must notify PackMyRX 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 to the parents/guardians. If a current/discontinued medication is not picked up by the end of the school year, or other arrangements have been made the Health Center will be destroyed accordingly.

## 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 have 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 parent.

## **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. The 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. The nurse will determine the students plan for the academic day and after the school day to prevent the spread of germs and promote recovery.