

Ramah Junior Academy Handbook

2018-2019

Students Who Sit Here, **Stand Out** Anywhere!



www.RamahJuniorAcademy.com

RAMAH JUNIOR ACADEMY
PARENT & STUDENT HANDBOOK
2018—2019



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Principal—Celeste Giles
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This handbook belongs to:

Name: _____

Address: _____

Phone: _____

Email: _____

Grade: _____

FACULTY & STAFF

Principal	Celeste Giles
Assistant Principal	Juanita Walker
Administrative Assistant	Kia Nickens
K (homeroom)	DeEbony Pelzer
1st (homeroom)	Juanita Walker
2nd (homeroom)	Marsha Peters
3rd (homeroom)	Paula Saunders
4th (homeroom)	JeVern Davis
5th/6th (homeroom)	Alecia Wydeman
7th /8th (homeroom)	Janviere Lavender
Special Education	Patricia Harris
Basic Skills/Title 1	Kathy Mehking
Auxiliary Specialist	Angel Howard
Lead Cook	Mary Swain
Student Supervisor	Theresa Nickens
Student Supervisor/Server	Darrin Malone
Custodian	Harold Martin

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Admissions:

Ramah Junior Academy is operated for any child who desires a character building education. All students must uphold the standards and comply with the regulations of the school regardless of religious affiliation.

Every effort will be made to stimulate students to worthy scholastic endeavors and consistent Christian living, but the school operating committee will not assume responsibility for students who are not in sympathy with its announced purposes, or whose behavior is inconsistent with the school's requirements. All students are expected to obey all rules and regulations.

Withdrawal Procedures:

When a parent or guardian withdraws a student from Ramah Junior Academy, they **must** fill out a withdrawal form and have it signed by the Principal. The day the withdrawal form is completed and returned to the office, the student's bill must be paid in full before transcripts can be sent to another school.

Home and School Association/R.A.P.

Scripture directs that when two walk together they must be in agreement so that unity prevails (Amos 3:3). When parents and school are complementing one another's value system, there is greater opportunity to impact young people.

The Home and School Association/Ramah's Active Participation is a parent/teacher organization that has proven to be a very valuable asset. Every concerned supporter of the school will be an active participant in this association.

ADMISSIONS POLICY

Statement of Non-Discrimination:

Ramah Junior Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Furthermore, this institution does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration or its educational policies, admissions policies, athletic or extra-curricular programs.

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WELCOME TO RAMAH JUNIOR ACADEMY

Sponsored by the Allegheny West Conference of Seventh-day Adventists, Ramah Junior Academy (RJA) is a Grades K-8 school.

Motto:

“Students Who Sit Here Stand Out Anywhere”

Mission:

Ramah Junior Academy is committed to providing quality Christian education through the holistic development of students through spiritual nurture, academic excellence and the enhancement of social and physical needs. Its Christ-centered curriculum prepares our students for active service in the home, school, church and the community while preparing them for eternal life.

Vision:

Our vision for Ramah Junior Academy is to realize a state-of-the-art facility, with balanced elementary and secondary educational programs that successfully develop the whole student while preparing them for post secondary education, and preparing them to be critical thinkers who press to reflect the character of Christ in everyday life.

The Strengths of our Program Include:

- Inspiring students to realize their individual potential
- Offering a balanced and stimulating education
- Providing an educational program that meets or exceeds the standards prescribed by the State of Ohio;
- Fostering a strong and nurturing teacher/student relationship;
- Preparing students for active community service, involvement and leadership;
- A well-balanced sports program, including basketball, soccer, football, track and field, etc.
- Special Classes—Coding, Art, Music, French, Photography, Robotics, Cup Stacking

school and taken off upon arriving inside during the cold weather months.

Navy blue cardigan sweaters and/or vests (round neck or v-neck) must be worn by both girls and boys when pants or shorts are worn. No sweat shirts or jackets. All shirts must be embroidered with the Ramah crest for both girls and boys.

Students may not start school until they have their full uniform.

Ramah’s gym uniform is available for purchase at School Belles. Student must have gym uniform to participate in Physical Education.

Enforcement:

Parents/guardians please make sure your child is appropriately dressed in the complete school uniform daily.

Personal Grooming

The following regulations are to be adhered to:

- All clothing must be modest and neat.
- Shoes and socks (hosiery) are to be worn at all times.
- Extreme hairstyles or extreme hair coloring are not acceptable.
- Hats, caps, and sunglasses are not to be worn in the school building.
- Shirts and blouses must be tucked in at all times.
- Pants that are torn and/or too tight

The following are not acceptable at Ramah:

- Undershirts, tank tops, or other undergarment type clothing.
- Clothing with inappropriate and/or suggestive words, insignias, advertisements, or pictures.
- Noticeable make-up or nail polish
- Earrings, necklaces, rings, ID bracelets, or other non functional jewelry. Jewelry is not allowed on any clothing on picture day or any day. Clothing should not reveal body parts.
- No sagging pants at any time.

he standardized dress policy is intended to reinforce Godly standards and promote an atmosphere conducive to academic scholarship.

CHAPEL ATTIRE: CHAPEL UNIFORM IS WORN ON FRIDAYS AND FOR FIELD TRIPS

Girls:	Grades K-4	White blouse with plaid tie, plaid jumper, navy sweater and white socks
	Grades 4-8	White blouse with plaid tie, plaid skirt (knee length), navy blazer, white socks
Boys:	Grades K-3	White shirt with plaid tie, grey pants, navy vest/sweater, black belt and socks
	Grades 4-8	White shirt with plaid tie, grey pants, navy blazer, navy sweater or vest, black belt, black socks
	Grade 8 Only	Red Tie

All grades K-8 are to wear black dress non-scuff shoes. (Black belt must be worn with pants)

Daily Uniform

Girls:	Grades K-4	Jumpers/skirts/skorts (blue/red plaid), white blouses, navy pants, navy shorts, navy socks
	Grades 4-8	Skirts (blue/red plaid), white blouses, navy shorts, navy pants, navy socks
Boys:	Grades K-8	Navy trousers, white shirts, navy shorts, navy blazer, navy sweater or vest, black belt, black socks
Polos:	All Polo Shirts must have the Ramah Jr. Academy Logo	
	Grades K-3	White, Yellow, Light Blue, Navy
	Grades 4-7	White, Yellow, Light Blue
	Grade 8	White, Yellow, Light Blue, Red

All students are permitted to wear a Ramah logoed polo shirt **M, T, W, TH** during the following warm weather months : Aug, Sept., Oct., April, and May. Boys and girls must wear black dress shoes (Non-scuff). **Boots are worn to**

Principles:

Students and staff will choose behaviors and attitudes that:

- Safeguard the moral tone of the school
- Protect the physical and mental well-being of the school
- Cultivate positive learning experiences
- Respect others
- Encourage spiritual growth
- Foster pride in school
- Maintain a safe environment

School Song

*School of my choice I love so well
Ramah, my Ramah
Beneath its arms I love to dwell
Ramah, my Ramah*

*Above the schools both east and west
To thee my Ramah I love the best
Here may I live, here may I try
Ramah, my Ramah*



GUIDELINES FOR PARENT(S)/GUARDIAN(S)

Parents/Guardians are expected to:

- Support the ideals taught in the school;
- Encourage good healthy habits;
- Participate in and support school activities;
- Ensure their child is in proper uniform;
- Encourage punctuality;
- Cultivate positive relationships with teachers and administration;
- Fulfill financial obligations promptly;
- Actively participate in their child's education;
- Be responsible for damages to property or equipment caused by their child;
- Ensure that the contractual agreement with the school is maintained;
- Familiarize themselves with the school's handbook and the principles within.

Resolution Procedures for Parents/Guardians

If a parent/guardian needs to address an issue, the following procedure must be followed:

- First, make an appointment to meet with the teacher
- If the issue is still not resolved, make an appointment to speak with the principal.
- If there is no resolution, make an appointment to speak with the school board chairperson.
- If there is no resolution, the school board chairperson will inform the Ramah Jr. Academy school board to address concerns.

Probationary Status

A student who has developed a record of disciplinary actions can be placed on social probation for a period of time determined by the Principal. A student on probation can be expelled if he/she does not exhibit progressive measures toward correcting the problem(s) that led to his/her probation.

Expulsion

The most serious action of the Discipline Committee is the expulsion of a student. This action can take place for one serious infraction of school regulations or a combined record of infractions and warnings. Students expelled from Ramah are subject to review by the Screening

Consequences (cont'd)

Committee before being permitted to re-enter Ramah the following year. Such serious actions are taken with much thought, discussion, and prayer.

Again, it is the responsibility of Ramah to report all illegal activities to the appropriate law enforcement agencies. Every effort will be made to handle all infractions with Christian grace and redemptive measures.

DRESS AND GROOMING POLICY

Every student's dress affects the atmosphere of the entire school, academic achievement, student attitude and behavior. Training in self discipline and self-respect begins with a school's dress code. The Bible does not say precisely what kind of clothes a Christian student should wear, but the Bible does say to students of every generation that their appearance must be modest. All young people are to be an example of the believers... I Timothy 4:12. Therefore,

Level 3

Definition: (Disobedience, Disrespect, or Defiance) Any repetitive level two incident. Any physical or verbal abuse. Any activity dangerous to self or others.

Repeated level two incidents

Fighting

Bullying

Verbal

Physical

Electronic (Internet or Text)

Public displays of affection

Profanity/Immorality

Stealing

Lying

Consequences: Administration calls parents. Meeting with administration. Suspension: either in school or out of school to be determined by administration. Possible expulsion.

All students receiving major infractions may be required to meet with the Discipline Committee, along with his/her guardian, to

Suspension

During a suspension, the student will not be involved in any extra-curricular activities such as athletics, field trips, etc. The length of the first suspension is one (1) to three (3) days. If a second suspension is necessary the length will be three (3) to five (5) days. Expulsion will be given serious consideration after a second suspension. Any expulsion of students will be at the discretion of the Discipline Committee.

RAMAH JUNIOR ACADEMY SCHOOL CALENDAR 2018-2019

AUG	13	Orientation 5-8:00 PM
AUG	14	Orientation (Parent & Teacher Mtg.) 5 -7 PM
AUG	15	School Begins (early dismissal 1:00 PM)
AUG	15	Transportation Starts (CMSD)
AUG	16	Early dismissal 1:00 PM
AUG	17	Dismissal 1:00 pm
AUG	20-23	STAR K-8th Assessment (math & reading)
SEPT	3	Labor Day—NO SCHOOL
SEPT	20	Mid-1st Quarter Progress Reports
SEPT	27	Let's Move Day
OCT	1-5	ADM Week (need all Students Present & 3rd grade guarantee assessment)
OCT	8	Columbus Day—NO SCHOOL
OCT	15-30	ITBS/ITED Testing
OCT	19	1st Quarter Ends (46 days)
OCT	22	Teacher Work Day (No School)
NOV	1	1st Quarter Awards Assembly
NOV	1	Parents-Teachers Conference (Early Dismissal)
NOV	1-30	Candy Fundraiser (tentative)
NOV	15	Thanksgiving Feast
NOV	19-23	Thanksgiving Break
NOV	26	School Resumes
NOV	28	2nd Quarter Interim Progress Reports

**RAMAH JUNIOR ACADEMY
SCHOOL CALENDAR 2018-2019
(Continued)**

DEC	20	Holiday Program
DEC	24– Jan 4	Christmas/New Year’s Break (NO SCHOOL)
JAN	7	School Resumes
JAN	11	2nd Quarter Ends
JAN	21	MLK Jr. Day—NO SCHOOL
JAN	24	Parent Teacher Conference / Curriculum Night
JAN	24	2nd Quarter Awards Assembly
FEB	14	Interim Report Due
FEB	18	Presidents Day—NO SCHOOL
FEB	20	Teacher Professional Day –NO SCHOOL
FEB	28	Black History Program
MAR	8	Spring Pictures/Graduation Pictures
MAR	15	3rd Quarter Ends
MAR	18	Teacher Work Day -- NO SCHOOL
MAR	25	Parent Teacher Conference - NO SCHOOL
April	18	3rd Quarter Progress Reports
APR	19	Good Friday - NO SCHOOL
APR	22-26	Spring/Easter Break - NO SCHOOL
APR—MAY		OAA Testing
MAY	6-10	Spring Week of Prayer
MAY	13	Teacher Work Day—NO SCHOOL
MAY	21	Move Up Day
MAY	22	Sports Day
MAY	22	4th Quarter Report Cards sent home with students
MAY	23	Kindergarten Graduation (Early Dismissal 1:00 PM)
MAY	23	8th Grade Graduation 6:30-10:00 PM
MAY	24	LAST DAY OF SCHOOL
MAY	28-31	Post Week (Faculty & Staff Only)

time incident.

Incidents:

Distracting other students from learning

Talking

Not being prepared for class

Eating, drinking and chewing gum

Minor dress code violation

Consequences: Conversation with teacher. Possible contact parents.

Level 2

Definition: (Disobedience, Disrespect, or Defiance) Any repetitive level one incident. Activities and attitudes that show a lack of respect for authority.

Incidents:

Repeated level one incidents

Cell phone use (see cell phone policy)

Leaving classroom without permission

Immodest clothing (see uniform code)

Talking back to teacher

Teasing

Unsafe behavior including: horseplay, running in the hallways and play hitting

Cheating

Consequences: Conference with teacher. Contact parents. Possible meeting with teacher and parents. 1 or 2 Detentions. Conversation with administration. Possible administration call to parents.

Student Discipline Code

The following code, which will be reviewed with all students on an annual basis, is designed to foster and maintain a secure, non-threatening and orderly learning environment for students.

The code applies to general and specific sanctions against actions or behavior which include but are not limited to:

- Illegal activities
- Disruptions to the academic process
- An abridgment of the rights of others
- Dangerous and unhealthy actions
- Insubordinate actions
- Contrary actions to other laws, board policies, and/or procedures
- Destructive activities that may jeopardize safety

Enforcement Strategies and Procedures

The principal, teacher and/or Discipline Committee of the school will be responsible for the implementation of strategies and procedures for maintenance and enforcement of the School Conduct and Discipline Policy.

enforcement agencies. Every effort will be made to handle all infractions with Christian grace and redemptive measures.

CONSEQUENCES

Discipline Levels

Misconduct has been divided into three levels, depending on the severity of the incident. Level three is most severe.

Students should avoid compromising situations, which might give the appearance of being involved in the following activities:

Level 1

Definition: (Disobedience) Any minor disturbances that interfere with classroom order and instruction. Any minor 1st

SCHOOL HISTORY

Ramah Jr. Academy (RJA) began in 1925 through the faith and vision of the membership of the Second Seventh-day Adventist Church under the leadership of Elder J.E. Cox. Classes were held inside the Cedar Ave. SDA Church on E.71st Street.

Eight students took part in the first and only 12th grade commencement of Ramah Jr. Academy on May 18, 1939 at the Phyllis Wheatly Building on Cedar Avenue. Five students from the 8th grade also graduated at this time.

The senior class along with Elder J.E. Cox officially named the school “Ramah Academy”. Ramah was the name of a city the prophet Samuel founded, and one of several institutions known as the “School of the Prophets”.

In 1951, the church moved to 737 E. 105th Street and became known as the Glenville SDA Church. The school occupied classrooms in this building. Soon the school had outgrown these facilities and under the leadership of Elder R.T. Hudson, the church purchased land at 4770 Lee Road for a new school building. In 1957, at a cost of \$168,000, the school building was completed during the pastorate of Elder Walter M. Starks, Sr.

SCHOOL HISTORY

Continued

The expansion to the present facility was completed under the leadership of Elder H.L. Cleveland in 1970.

Ramah Jr. Academy, being the largest school in the Allegheny West Conference began an expansion program in 1990, which included adding a kindergarten class and grades 9, 10 and 11.

Eleven students attended our first kindergarten class and a total of 20 students attended grades 9 and 10.

The present school is sponsored by six constituent Seventh-day Adventist churches and represents a tradition of more than 79 years of primary school instruction in the Greater Cleveland area. The school is located at 4770 Lee Road, Cleveland, Ohio 44128.

Our school is just one of the 4,380 schools, colleges and universities operated by the Seventh-day Adventist organization, which has the largest world-wide Protestant school system. An integral aspect of this educational system is the teachings of the fundamental beliefs of the Seventh –day Adventist Church.

Discipline Policy Statement

At Ramah Jr. Academy we base our behavioral standards on God's Word. Respect for school authority is a fundamental principle in a Christian academy. Students are expected to demonstrate a positive and respectful attitude toward all members of the administration, faculty and staff. Particular care should be taken to honor those involved in the sacred trust of teaching.

School Conduct Statement

Students are always expected to conduct themselves in a Christ-like manner, showing respect for the school, for others, for themselves and for God. With that in mind, the following procedures are implemented:

- Students should maintain order in the hallways
- Students should walk in the school building
- Students will exercise care in the use of all school property: books, chairs, furniture, etc.
- At all times, students are to practice the principles of Christian morals, ethics, fair play and courtesy in all school relationships

THERE WILL BE NO PROFANITY OR QUESTIONABLE CONVERSATION ALLOWED

- The school telephone is a business phone. Students are not allowed to make telephone calls or receive telephone calls during the day, except in the event of an emergency. A forgotten lunch or assignment is not considered an emergency. Parents should make arrangements for lunch and transportation before school.
- Remove all hats upon entering the building. Coats, jackets and outerwear should be removed when students reach their classroom or locker. Blue sweaters may be worn if the student is cold.
- No hair combing or personal grooming should occur in the classroom, lunchroom or hallway.

Students are not allowed to use their cell phones during the school day. When students arrive at school, they will be required to turn their cell phones off and turn them into their teacher. If a student is found using his phone or if the phone rings or in any way disrupts the classroom, the cell phone will be confiscated and must be collected by a parent or guardian. The phone will not be returned to the student.

It is the conviction of the administration that positive communication promotes Christian growth and community. Constructive suggestions made to the administration are always welcome.

Disorderly conduct (horseplay, disruptive talking, yelling, etc.) is inappropriate behavior and will not be tolerated. Students will be respectful to teachers, administration, staff, and fellow students at all times.

Some unacceptable behaviors at RJA include, but are not limited to

- inappropriate public displays of affection
- untruthfulness
- cheating
- direct disobedience
- disrespect to teachers
- horseplay
- fighting
- possession of lewd or indecent material
- personal contact
- profanity or vulgarity
- vandalism
- leaving campus without permission
- truancy

KINDERGARTEN & FIRST GRADE APPLICANTS

Students applying for kindergarten must be at least 5 years of age by September 30. We will be happy to set up a conference with any family who is unsure whether their child is ready to begin kindergarten and/or first grade.

Application Process

Application forms can be obtained from the Administration Office. They must be completed in detail by the parent or guardian of the prospective student.

For consideration for admissions, the following forms must be submitted. (no applicant will be considered until the required forms have been received by the Administration Office.)

- Application form, social security card and birth certificate
- Current physical examination form (new students, fourth graders, seventh graders, and transfer students)
- Complete immunization record provided by a physician of the Ohio Health Department (required by State of Ohio)
- An official transcript of grades earned in previous schools.
- Two recommendation forms: one from previous teacher or personnel from previous school attended, and one from a community member the applicant knows well. Forms can be obtained at Ramah.

Each applicant will be evaluated and notification of the Admission Screening Committee's actions will be forwarded. Acceptance is generally based on an applicant's scholastic ability and previous citizenship.

Ramah Jr. Academy reserves the right to administer an admissions test to any student applying to determine the student's placement or academic level of achievement. Students entering RJA for the first time, regardless of grade, are placed on a **nine-week** probationary period. **During this time a student may be asked to withdraw if satisfactory conduct or achievement is not maintained.**

TRANSFER/WITHDRAWAL POLICY

Transfers: Students transferring into Ramah after the school year begins will be accepted only after a thorough review of all academic and behavior records from all previous schools.

Withdrawal: Parents must come into the office to withdraw a student. Any withdrawal is contingent upon all accounts being current.

FINANCIAL INFORMATION

Application Fee

An application fee of \$25.00 is required of ALL new student applicants. This fee should accompany your application and is non-refundable.

Method of Payment

Tuition may be paid by money order, online via the school's website or by personal check. However, if a check is returned for insufficient funds on two occasions, we can no longer accept your check and a \$35.00 returned check fee will be charged.

Registration Fee

The registration fee is \$175.00 due on or before the first day of school. This fee covers: textbooks, workbooks, library fee, student insurance, yearly achievement tests and instructional supplies. Refunds are only given on registration fees, however, if tuition is prepaid in full for the year, the pro-rated amount will be refunded.

activity. Ramah considers harassment of any kind to be a very serious offense. Depending on the nature of the offense – harassment could possibly lead to immediate suspension or expulsion

Hallway Behavior

- No running at any time. Low, soft voices must be used. No rough-housing allowed.
- B. Students are to move in an orderly manner with their class.
- C. Students in grades 5-8 may not enter the lower elementary area without a pass, except when attending a regularly scheduled class in that area.
- D. No student is to be in the hall or restroom during class periods without a pass.
- E. Students are to use their lockers and designated areas to store their belongings in a neat and orderly fashion. **Student lockers will only be assigned after designated combination school locks have been purchased from Ramah's office. (All locks must be purchased from the office, others will not be permitted)** All items must be in the locker or neatly stacked on top of the locker before leaving for the day. Students should not leave items on the floor in front of their lockers, or on top of their lockers when leaving for the day.

Hard-covered textbooks are procured on a rental basis and remain the property of Ramah Junior Academy. Books that are the property of the school are to be maintained by the student. Students are not to cover books with covers or stickers bearing suggestive designs or pictures relating to the drug culture, rock music, or any other unwholesome materials. Damage (torn pages, folded or crumpled book pages, graffiti within the book, highlighted sections or damaged binding) to any book will result in a fee or if the damage is significant the total cost of the book.

Cell Phone

report to the office.

Departure Procedures:

School is dismissed at 3:30 p.m. Monday—Thursday and on Friday **1:00 p.m.** Students will be brought to the front of the school to be picked up by parents. Parents must remain outside the building to prevent congestion and to keep the school safe.

DISCIPLINE POLICY

Purpose and Philosophy of Discipline

The purpose of discipline at Ramah Junior Academy is to guide students through Biblical correction and encouragement and to create a classroom and school environment in which learning can take place. The result we seek through prayer, counseling, and consistent, loving correction, and discipline is a change in attitude, action, word, and thinking of students. The behavior of students in the classroom and school is crucial because without an orderly atmosphere, very little teaching or learning can occur. Discipline creates an atmosphere in which learning is optimal.

A well-disciplined life is an effective and productive life. Ramah has the student's best interest in mind and has a genuine concern for the development of Christian character within each student. Anytime a student or parent would like an explanation of a rule, he/she will find the teacher and/or administrator happy to sit down and go into the matter fully.

Physical, verbal, or sexual harassment will not be tolerated at Ramah Junior Academy. Any incidents of this nature should be referred immediately to the administrator. No individual may physically harass or intimidate another individual by unwelcome touching, pushing, shoving, tripping, etc. No individual may verbally harass or intimidate another individual by taunting, teasing, ridiculing, etc. No individual may make sexual advances, request sexual favors, or engage in any other physical or verbal conduct of a sexual nature. No individual may participate in the spreading of rumors of another individual's sexual

RAMAH JUNIOR ACADEMY TUITION AND FEE SCHEDULE 2018-2019 SCHOOL YEAR

Tuition - Grades K-8 \$4,870.00

Tuition fees maintain RJA. The first month's tuition is due in **August**. Tuition is due on the *second day of each month* and a late charge of \$10.00 is due if tuition is over **ten** days past due. Tuition must be current by the first of the next month in order for students to continue attending class.

Kindergarten and eighth grade student accounts must be paid in full before the student will be permitted to participate in graduation exercises as well as the class trips.

Accounts from the previous year must be paid in full before student is permitted to enter for the current year. If after 60 days no arrangements have been made, the student will not be allowed to attend class.

GRADUATION FEES

The kindergarten and eighth grade classes will have fees to cover their graduation cap, gown and special field trips. **All graduating accounts must be paid in full the first week in January, or students may not be able to march or receive official transcripts.**

CLASSROOM VISITATION

Parents are always welcomed to visit classes and observe our school program. In order to minimize disruptions, the following procedures have been recommended.

- Parents/Guardians must arrange a conference time and visitations with teachers in advance. This meeting should not take place during school hours, unless approved by teacher.
- Visitors should refrain from taking the teacher's attention away from classroom activities for discussions or conferences.
- Ramah does not allow visitation of students who have not made arrangements through the office. Visiting students must be accompanied by a parent and must register in the school office upon arrival.

SNOW AND EMERGENCY CONDITIONS

If a situation develops which necessitates the school closing, a late opening or early dismissal, an announcement will be made over the radio, television stations WEWS (5) and WKYC (3) WJW (8).

HEALTH POLICY

Immunization Requirements

The State of Ohio requires that **all** students be properly immunized. All students must have a photocopy or green immunization card in their file. For the protection of all students, the State of Ohio reserves the right to order the suspension of any students who does not have their vaccinations current.

Kindergarten students and new students must have immunization records in hand before classes begin. Returning students have thirty days after enrollment to furnish evidence of current immunization needed.

Attendance

Students are expected to attend classes regularly and punctually. All absences shall require a phone call or personal contact from the parent to the office on each day absent. A note should be sent with the student upon return to school to be placed in their personal file. The purpose of the note is to help the office determine if the reason for the absence is excused or not. The note is used to determine if the student can make up their work or receive zeros.

Cell Phone Policy

Students are strongly discouraged from bringing cellular phones to school, but if they must, the phone must be given to their teacher each morning and will be returned at the end of the school day. Ramah Junior Academy is not responsible for lost, stolen or damaged phones.

Accepted Excuses for Non-Attendance

Verified student illness

Unavoidable medical services

Quarantine

Bereavement

Students will be allowed to make up work resulting from absences.

Exemption Clause

The Administration has the authority to grant extensions to this policy in cases of extended illness/injury or special absences. A doctor's note will be necessary in order to remain in school.

Tardy Policy

Promptness to class is very important. Excuses for chronic tardiness may not be accepted and will subject the student to disciplinary action. Students will be marked tardy at 8:46 a.m. to encourage our students to arrive on time and their parents to get them to school on time. Excessive tardiness could negatively affect the student's grade.

Arrival Procedures:

Students will be permitted in the building at 8:00 a.m. and will enter through the gymnasium and remain until the start of school. After 8:45 a.m. students must enter through the main entrance and must

PROBATIONARY STATUS

All new students are on **nine weeks** probation status.

Academic Probation

Students will be placed on academic probation for the next grading period when at the end of a nine week grading period they have earned:

- A. An overall grade average below 70%.
- B. An F in any course.
- C. A grade below a 75% in Bible.

Academic probation is intended to be a warning to the parents and student that there is a serious problem which needs to be addressed. **During the 9 week probation period the teacher, parent and student will work together on an academic plan to address the students need.**

It is our desire to give students on academic probation support and encouragement. We will prayerfully work with parents and students as long as there is some prospect for satisfactory achievement. Our goal is to see each student restored to good academic standing. After nine weeks, the appropriate staff person will confer with the student and his/her parents to make recommendations and evaluate the student's progress. The teacher and administration will determine the next course of action if the student has not improved.

ATTENDANCE POLICY

School Hours

School begins at 8:30 a.m. and ends at 3:30 p.m for all students, school is dismissed every Friday at 1:00 p.m. The doors of Ramah will open at 8:00 a.m. for breakfast and for students to enter the building. Students arriving prior to 8:00 a.m. and leaving after 3:30 p.m. will be automatically enrolled in the BEFORE & AFTER CARE School Program and will be charged accordingly.

Reporting Illnesses

Any communicable diseases that a student may have contracted should be reported to the school immediately. A child is excluded from school for communicable diseases, rashes, unknown skin eruptions, etc., until all symptoms disappear or a written release from the doctor is submitted. If your child requires medication to be administered during school hours, please stop by the office to complete necessary forms.

Administration of Medication

Students requiring medication during the time when they are under the direct supervision of the school will not be permitted to administer prescribed medication to themselves. Students who require inhalers must provide the office with one. Parents must obtain the following documents from the office in order for the school to administer medication to students:

1. A physician's statement verifying the necessity for the medication to be taken during school hours and identifying the medication, dosage, and the time interval at which it is to be taken.
2. A statement from the parent granting permission to administer the medication and absolving the school personnel from any and all liability for damages or injury resulting directly from the presence of the medication in the school or its use by the student.

NUTRITION POLICY

Breakfast is served between **8:00 am –8:30 am**. The following are nutrition regulations we believe are for the good health and good will of each student.

- Animal flesh is not served in the lunches prepared at Ramah Junior Academy.
- Families are asked to explore other lunch options.
- Students are not allowed to bring any form of animal flesh in their lunches.
- Breakfast-\$2.00 Students, \$2.75 Adults.

EVALUATION POLICY

Report Card/Transcripts

In harmony with the policy established by the General Conference Department of Education, transcripts and credits or diplomas will be issued only when the student's account is paid in full.

Each quarter parents/guardians are expected to make appointments with their child(ren)'s teacher(s) to pick up report cards. The final report card for the year will be mailed.

Homework Policy:

Unless seriously ill, students are expected to keep up with their homework to the best of their abilities.

Percent Grading Scale:

Grades K-2

I = Independent

P = Progressing

NT = Needs Time

Grades 3-8:

100—95 = A

94—93 = A

92—87 = B+

86—83 = B

82—80 = B-

79—77 = C+

76—73 = C

72—70 = C-

69—60 = D

59--Below = F

Honors Recognition

Principal's List

Grades 3-8 (GPA 4.0) (All A's)

Honor Roll

Grades 3-8 (GPA 3.5-3.99)

Merit Roll

Grades 3-8 (GPA 3.0-3.49)

Graduation Requirements

It is important that eighth grade students master all of their subjects so that they will be prepared for high school. A passing score must be received in each major course. A student who fails up to two subjects may attend summer school and upon successful completion of the failed subjects can be promoted to the 9th grade. Students who fail three or more major subjects may be retained in the eighth grade. Eighth grade honor students will be recognized at graduation.

Note: A student who transfers from another school in the middle of the eighth grade year is ineligible to receive valedictorian or salutatorian awards.

In order to be eligible to receive valedictorian or salutatorian awards, a student must meet the following criteria:

- Must be enrolled for all four quarters of their eighth grade year
- Must not have a failing grade or INC at the end of any quarter
- Must have a 3.2—4.0 GPA