



**2011-2012
STUDENT/PARENT
HANDBOOK**

www.andrewsosborne.org

Charles J. Roman, *Head of School*

Preschool -12 day/boarding
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Andrews Osborne Academy is a member of:

NAIS- National Association of Independent Schools
ISACS- Independent Schools Association of Central States
OAIIS- Ohio Association of Independent Schools
CCIS- Cleveland Council of Independent Schools
TABS- The Association of Boarding Schools

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2011-2012**

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TABLE OF CONTENTS

Board of Directors	2
Welcome	7
AOA Family Partnership	8
AOA School Information	9
Birthday Parties.....	9
Campus Boundaries.....	9
Classroom Visits.....	9
Day Student Overnight Permission.....	10
Drink Machines.....	10
EdLine.....	10
Extended Day.....	10
Food/Gum.....	11
Lockers.....	11
Lost and Found.....	11
Media Inquiries.....	11
Opening, Closing Emergency Closing of School.....	11
Inclement Weather Closing.....	12
Parents Association (AOAPA).....	12
Parking.....	12
Pictures.....	12
Publications.....	12
Calendar.....	12
Directory.....	12
Handbooks.....	12
Newsletters.....	13
Yearbook.....	13
Records Release.....	13
Telephone.....	13
Transportation.....	13
Bus.....	13
Pick-up/Drop-off.....	14
Student Drivers.....	14
Use of Campus.....	15
Academic Program	15
Academic Day.....	15
Middle/Upper School Schedule.....	15
Attendance Policies.....	15
Absence Procedure.....	15
Advance Absence.....	16
Excused Absence.....	16
Extended Family Vacations.....	16
Late Arrival.....	17
Make-up Work.....	17
Medical Leave of Absence Policy.....	17
Medical Leave Academics Policy.....	18
Unexcused Absence.....	18
Class Placement (Lower School).....	18
Co-Curricular Classes.....	18
Art.....	18
Music.....	18
Physical Education.....	19
Swim.....	19
Community Service.....	19
Conferences.....	20
Curriculum.....	20
Add/Drop Policy.....	20

Course Request Override.....	21
Post Secondary Education Option.....	21
Summer School.....	21
Upper School Requirements.....	21
Upper School Course Offerings.....	22
Electronic Devices.....	23
Evaluation of Student Progress.....	23
Academic Difficulty, Probation.....	24
Advancement of Students.....	24
Advisors.....	24
Examinations and Evaluations	24
Grading System.....	24
Homework.....	26
Honor Rolls.....	26
Commencement Speakers.....	26
National Honor Society.....	26
Learning Specialist.....	27
Scheduling of Assignments/Major Tests.....	27
Field Trips.....	27
Guidance and Counseling.....	27
College Counseling.....	27
College Application Procedure.....	28
Library and Archives.....	29
Thomas J. Osborne Library.....	29
Susan A. Dickinson '74 Memorial Library.....	30
Recess.....	30
Study Hall.....	31
Supplies and Textbooks.....	31
Transcripts	31
Withdrawal.....	32
Activities and Organizations.....	32
Student Activities Policy.....	32
Athletic Program.....	32
Purpose.....	32
Absence, Suspensions, Disciplinary Problems.....	32
Decorum.....	33
Equipment.....	33
Injuries.....	33
Sports Offered.....	33
Team Commitment.....	34
Transportation.....	34
Clubs.....	34
Student Council.....	34
Lower School.....	34
Middle School.....	34
Upper School.....	34
Community Standards and Discipline.....	34
Academic Dishonesty.....	35
Procedure for Discipline.....	35
Punishment for Infractions.....	36
Appeals.....	36
Academic Honor Code.....	36
Advisory Program.....	36
Honor Statement.....	37
Turn It In.....	37
Academic Integrity.....	37
Computer Policy.....	38

Netiquette.....	39
Conduct Guidelines/Procedures.....	40
Partial List of Offenses and Consequences.....	41
Procedure for Violations.....	41
Detention.....	42
Suspension.....	42
Social/Behavioral Probation.....	42
Dismissal.....	43
Dining Room.....	43
Dress Code.....	43
Preschool and Lower School (EC – Grade 5).....	43
Daily Dress.....	43
Assembly Dress.....	44
Middle and Upper School (Grade 6 – 12).....	44
General Guidelines (EC – Grade 12).....	44
Field Trip Dress Code.....	45
Out of Dress Code Policy.....	45
Points of Purchase.....	45
Drug and Alcohol Policy.....	46
Harassment and Bullying.....	46
Out of School Conduct.....	47
Search and Seizure.....	47
Student Threat Policy.....	47
Health and Safety	47
Blood-borne Pathogens.....	47
Emergency Authorization/Medication.....	48
Emergency Forms.....	48
Fire Drills.....	48
Health History Form.....	48
Immunizations.....	48
Lockdown.....	48
Medical Information.....	48
Medication.....	48
Perry Power Plant Emergency.....	49
Physical Examinations.....	49
Student Group Accident Coverage.....	49
Student Health.....	49
Tornado.....	49
Residential Life	49
Absence.....	49
Airport Transportation.....	50
Computers in Dorm.....	50
Courtesy in Dorm Living.....	50
Curfews.....	50
Daily Procedures.....	51
Dining Room Attire/Behavior.....	51
Discipline.....	51
Dorm Move-Out.....	51
Dorm Jobs.....	51
Dorm Organization.....	51
Dorm Visiting by Boarders.....	52
English-Speaking Rules.....	52
Extended Campus Breaks.....	52
Fire Safety/Electrical Appliances.....	52
Food and Meal Management.....	52
Dinner Requests.....	52
Dorm Kitchen.....	52

Ordering Food.....	53
Snacks.....	53
Host Families	53
Illness or Accident.....	53
Laundry.....	53
Lights Out.....	53
Mailing Address.....	53
Mandatory Study Hall.....	54
Money Matters.....	54
Credit/Debit Cards.....	54
Holding Fund.....	54
Wire Transfer.....	54
Passport/Travel Documents.....	55
Personal Computers.....	55
Pets.....	55
Prefects	55
Residence Requirement.....	55
Room Care and Dorm Maintenance.....	55
Sound Equipment.....	55
Study Hall (Sunday through Thursday).....	56
Telephone Use.....	56
Valuables.....	56
Weekly Residential Schedule.....	56
Residential Life Activities.....	57
Bicycles.....	57
Cars on Campus.....	58
Dating and Off-Campus Visiting.....	58
Permission to leave campus.....	58
Sunday Mornings.....	58
Visitors to the Dorms.....	59
Walking to Willoughby.....	59
Weekend Activities.....	59
Weekend Visiting Permissions.....	59
Preschool Parent Handbook.....	60
Welcome.....	60
Preschool Division.....	60
Preschool Program Goals.....	60
Preschool Philosophy.....	61
Absences.....	61
Behavioral Expectations.....	61
Calendar.....	63
Communication.....	63
Dress.....	63
Enrollment.....	64
Field Trips.....	64
Health Policies.....	64
Lunch.....	65
Outdoor Play.....	65
Parent Involvement.....	65
Parties.....	66
Rest Time.....	66
Safety.....	67
Snacks.....	67
Supplies.....	67
Toys from Home.....	68
Transportation.....	68

Andrews Osborne Academy

Mission Statement

In a challenging and active learning environment, Andrews Osborne Academy prepares students for college and empowers them to succeed. We nurture in each student a passion for excellence, a commitment to community, and an international perspective.

Welcome

Welcome to a new school year. In every sense of the word, we are a community of learners whose goal is to make your AOA experience the best it can be. We hope that you will build rewarding friendships among other families and with our faculty and staff.

The Andrews Osborne Academy Student/Parent Handbook is designed to familiarize students and parents with the mission of the school; understand the policies, procedures and regulations; and assist in the development of a commitment to excellence. Please make sure that you take the time to read it thoroughly and keep it handy.

During the course of the year, the policies, procedures and regulations may be revised, added to or deleted. Written notices will be given in these cases.

By working together, we can make this a memorable year for the school and for your family. We challenge you to become involved in all of the school's activities, make friends, and find the many paths to success while you are at Andrews Osborne Academy.

Notice of Non-Discriminatory Policy

Andrews Osborne Academy admits students of any race, color, gender, religion, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin in administration of its education policies, admission policies, scholarship programs, and athletic and other school-administrated programs.

Andrews Osborne Academy is a smoke-free campus.

Pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto the AOA premises.

ANDREWS OSBORNE ACADEMY/FAMILY PARTNERSHIP

Because the best education occurs when a collaborative partnership exists between parents and the school, all members of the school community are expected to be honest, respectful, responsible and considerate. Parents and guardians of AOA students are expected to make requests or ask for the assistance of the school by contacting the appropriate faculty member or administrator without seeking to direct the administration's activities or to control the policies of the school. The school asks that:

- Parents become familiar with and support the school's policies and procedures
- Parents seek and value the school's perspective on the student
- Parents share with the school any medical or personal information that it may need to serve the student
- Parents involve themselves in the life of the school

Parents of students at AOA are expected to know the rules and policies outlined in this Student/Parent Handbook and to support them. Further in their engagement with AOA, parents are expected to treat all members of staff with decorum and respect. AOA reserves the right to terminate the enrollment contract of any student whose parents harass or treat the school's employees disrespectfully.

Parents are encouraged to assist in the education of their child by taking an active interest in their child's work and life at school. You can support your child's education by getting to know classmates, teachers and other parents through volunteer activities, attending Parents Night in the Classroom and Parent-Teacher Conferences, as well as being involved in class events. If during the course of the school year, your child is having difficulties or any concerns arise, please notify the teacher or your child's advisor immediately. The teacher/advisor will also contact you. In addition, the active use of our online grade book, EdLine, increases timely communication.

- the school will keep parents well informed through regular reports, conferences, publications and informal conversations
- the school and parents will act as partners to identify and resolve student issues
- school personnel suggest effective ways for parents to assist and support in the education process

Parents with questions particular to their child should speak directly with the appropriate faculty member or administrator as follows.

Lower School	Director of Lower School <i>Theresa Frisbie</i>
Middle/Upper School	Director of Middle/Upper School <i>Laura Walsh</i>
Student Affairs	Dean of Students <i>Robert Ahrens</i>
Faculty	Directors of Lower, Middle, and Upper Schools
Admissions/Financial Aid	Director of Admissions <i>Rachelle Sundberg</i>

Athletics	Athletic Director <i>Vance Linamen</i>
Billing	Director of Finance <i>Christine Maharg</i>
College Placement	College Counselor <i>Catherine Sylstra</i>
Community Service	Community Service Coordinator <i>Véronique Berthet</i>
Development	Director of Development <i>Susan Leahy</i>
Equestrian	Equestrian Director <i>Laura Webster</i>
Marketing and Communications	Director of Marketing and Communications <i>Michelle Rowley</i>
Physical Plant	Director of Business Operations <i>James Stayer</i>
Residential Life	Director of Residential Life <i>Ben Irie</i>
Student Reports/EdLine	Registrar <i>Sharan McPadden</i>

AOA SCHOOL INFORMATION

Birthday Parties

Children in the Lower School may bring a treat in celebration of their birthdays. Teachers should be consulted in advance.

If parties are held at home, care should be taken to ensure that no child feels ostracized. **If invitations are distributed at school, each child in the room should receive an invitation.**

Campus Boundaries

During lunch period upper school and middle school students may walk on the main part of the campus. The following are out of bounds areas: The Fine Arts building and all parking lots, the front field, maintenance shop, and the woods near the dorms. Visiting the Equestrian Area during school hours requires administrative approval.

After school hours, students may walk on campus if boundaries are observed. Areas of the riverbank, down the hill to the river, the area near the river, or any off-campus area without special permission are out of bounds. The Fine Arts building and parking lot are out of bounds for students not involved with or in the Fine Arts activities.

Classroom Visits

Advanced arrangements are appreciated and should be made with the classroom teacher so that a visit can be productive for everyone. All parents and guests must register in the appropriate office upon entering the buildings. Please be reminded that the day begins at 8:00 am for faculty and staff.

Visitations are not permitted during testing and are discouraged during the first and last weeks of school.

Day Student Overnight Permission

Parents who wish to have a day student remain in the dorms overnight must contact the Director of Residential Life. There is a daily charge for overnight stays that will be applied to the student's monthly bill from the Business Office. The Director of Residential Life must approve extended stays.

Drink Machines

Vending machines are located throughout campus. Cans and bottles must be disposed of properly.

EdLine

EdLine is a computer application that will allow parents/guardians to view your student's grades, homework, attendance and comments from teachers in grades 3 through 12. Every Tuesday and Thursday afternoon the Registrar's office will sync teacher's grade books to EdLine for instant access to your student's current grades and homework assignments. In addition, EdLine also gives teachers the access to post comments for parents to review.

New families will receive their access code from the Registrar's office while returning families will continue to use the user name and password they created. Any questions or request for assistance should be directed to the Registrar's office at ext 244.

Extended Day

Lower School

Students in the **Enrichment Center through grade 5** may attend the Extended Day program. The Extended Day hours are from 7:00 am – 8:00 am and 3:00 pm – 6:00 pm. Any student arriving by car before 8:00 am or is here after 3:00 and is not in an after school sport must attend Extended Day. If you are planning to use this service a form must be on file. Students must be registered for this care. There is a charge for this service.

- **For safety reasons it is vitally important that students not be left unattended at school before 8:00 am or after 3:00 pm.**
- **No student in Extended Day may leave the school campus without being signed out by a parent or guardian.**

Middle School

Students in grades 6-8 are expected to depart campus by 3:30 pm each school day. If a student is participating in a school sponsored after-school activity (athletics, clubs, play, etc.) they should report to their supervising staff member by 3:30 pm and remain with them until being transported home.

If a student needs to stay after school for other reasons, they must report to the Student Center and sign in. Students are expected to stay in the Student Center or notify the supervising faculty member where they are going. Students are also expected to bring work to complete. **Parents MUST pick up their child by 5:00 pm.**

Day students remaining after school may NOT for ANY reason leave campus without permission.

Food/Gum

All meals must be eaten in the Dining Room. Food may not be eaten in the halls, classrooms, library, gymnasium, or auditorium. Dishes and glassware may not be taken from the Dining Room.

The only exception is when special meals are sponsored by the faculty/staff.

Gum chewing is not permitted during the academic day or in any of the buildings.

Lockers

All students have lockers or cubbies.

Lower school students in EC – Grade 2 have open lockers which must be kept presentable at all times and will be completely emptied each Friday.

Lower school students in Grades 3 – 5 have closed lockers, which will be cleaned weekly under their teacher’s supervision.

Middle and Upper school students should keep all books and personal belongings in their locker at all times except when needed for class. Lockers should be kept closed and clean. Valuables and money should not be left in lockers. The school reserves the right to search lockers at any time.

- Middle School lockers are located in the Van Gorder Building
- Freshman and Sophomore lockers are located in the Osborne Building
- Junior and Senior lockers are located in the Lee Building

Lost and Found*Lower School*

A lost and found collection is maintained in a container in the Lower School office.

Middle and Upper School

The lost and found is located in the Student Affairs Office in the Lee Building. Lost valuables are kept in the Dean of Student’s office. It is the responsibility of all students to keep their possessions with them or in their locker at all times.

The school cannot be responsible for clothing, books and electronic devices left on the school grounds. Articles not claimed by the end of each term will be given to a charitable institution.

Please mark all clothing and equipment with the student’s name.

Media Inquiries

Employees, students, and parents/guardians are not authorized to respond to the news media on behalf of the school. If contacted by the news media, employees, students, and parents/guardians must respond by stating “I have no authority to respond to your request. Your inquiry must be referred to the Head of School.”

Opening, Closing, and Emergency Closing for School

The school offices are open from 8:00 am to 4:00 pm. Adjusted hours are in effect during the summer and vacations and the hours are recorded on the telephone answering machine.

Doors will be locked at 8:30 am for the safety of our students.

If an emergency closing of the school is necessary for any reason, radio and television stations will notify parents and students.

Inclement Weather Closing

The decision to close school due to inclement weather is very difficult. Students live in various communities, and weather and road conditions in northeastern Ohio can vary greatly. Every effort is made to maintain an uninterrupted academic schedule. Therefore, the decision to close school may be delayed until the latest available weather reports are received. Andrews Osborne Academy reports school closings to the local TV and radio stations, which serve as the family's primary source of information. Please turn on your TV or radio to check if school has been closed.

Parents Association

The AOAPA is a vital and effective part of the AOA community. All parents and/or guardians are automatically considered members of the AOAPA. Opportunities for participation are varied and volunteers are warmly welcomed.

The AOAPA provides both services and funds to enhance our program. Fund raising efforts are coordinated with the needs and concerns of the school, in consultation with the Head of School.

Parking

Before 9:00 am and after 2:00 pm, use only the entrance marked "Student Drop Off" to ensure student safety. The main parking lot is off limits to car riders during this time. Parents are cautioned not to park in designated fire lanes. The school has been officially informed that violators will be fined and cars may be towed and impounded at the owner's expense.

Pictures

School pictures of the individual student and of each class are taken during the school year and may be purchased by parents.

Publications

School Calendar

Each family will receive the school's academic calendar at the beginning of the school year.

Directory

A list with names, addresses and telephone numbers of parents, and students will be distributed to each family electronically. Please report any change of address or telephone number immediately to the Registrar's office at ext. 244. The directory is intended to be for exclusive use by parents and students of AOA. The information contained may not be duplicated or used for solicitation in any way or form without consent from the Head of School.

Handbooks

Annually, each enrolled family is provided with access (www.andrewsosborne.org) to the handbook to acquaint you with procedures that help you in preparing your child for school.

Newsletters

Families will receive communication from the school through newsletters as well as periodic letters and e-mails from the Administration.

Yearbook

The yearbook is student generated with supervision and published each year. A yearbook is traditionally published for EC – Grade 5 in the spring; Grades 6 – 12 receive theirs in the fall of the next school year.

Records Release

No person shall release or permit access to personal information concerning any student attending AOA without written consent of the parent, guardian, or custodial parent. Any information released by consent shall be transferred only to the party agreed to on the condition that such party shall not permit any other party to have access to such information without written consent of the parent, guardian, or custodial parent.

When a student withdraws from AOA, school records shall be forwarded to the receiving school upon written release of the custodial parent or legal guardian. Before sending this information, all financial obligations must be met.

At the end of the year, all fees, tuition, fines, and any other amounts due to the school must be paid before final grades or transcript are released. At the end of May the Business Office will notify parents if there is an outstanding balance, which will delay a student's report card.

Telephones

Students should ask to use the office phone only for emergencies. During class time a student must have permission from the teacher for phone use. No student will be called to the phone during class time except in case of a family emergency. A message may be left for a student in the main office, and he/she will be notified that a message is waiting. Permission may be obtained from the Administration if it is necessary to make a call at a time other than free time.

Transportation

Students will not be released during or after the school day to an unauthorized person. Parents who wish their child to go home with a friend or any changes in transportation must submit a written request to the classroom teacher at the beginning of the school day indicating with whom their child is authorized to travel. Faculty and staff are not authorized to approve transportation changes.

Bus

Arrangements for pick up times and places must be made with the transportation office of a specific district. School districts require that students live in their respective districts to ride their buses.

The bus drivers will explain expectations for reasonable behavior on the buses to the children in September. Each bus driver has the right to enforce these rules and to suspend any student from riding the bus for repeated infractions. In addition, AOA students are to follow the same code of behavior that is expected of them when they are on campus.

AOA offers transportation to day students living in the eastern and southeastern areas of Cleveland and the suburbs or in some cases where public school district transportation is not available. This

transportation is only offered when it is cost effective based on the number of students. If you wish for your student to use this service please complete the information on the Request for Bus Transportation and return it to the Director of Business Operations. There is an annual fee charged for this service.

Please remember that live animals are not allowed on the buses. Also banned are extremely large packages or items such as sleds, ski equipment, or balloon bouquets. When such things need to come to school, please arrange for separate transportation.

Pick-up/Drop Off

Students driven to school by car are to arrive no earlier than 7:45 am and are to be picked up promptly by 3:15 pm.

Car riders should be dropped off and picked up at the student drop off and pick up only.

Parents may enter the campus using the Mentor Avenue or Kirtland Road entrances.

Upper School students (grades 9-12) are to be dropped off in the parking area by the Lee Building.

All students in grades K-8 are to be dropped off and picked up at the east end of the Margaret St. John Building.

Parents of students in EC and Pre-K are to bring the students into the east entrance of the St. John Building.

Students riding vans or buses will be dropped off in the circle in front of the Osborne building. This **is not** a drop off or pick up area for parents. If you plan to bring your child into the building, you must park in the parking lot on the east end of the St. John Building. This area will be marked as **15 minute** parking only. Once you leave the pick up/drop off areas you must exit the campus by the driveway exiting towards the Equestrian Center on Kirtland Road.

Parents visiting during the school day must park in the parking area south of the maintenance garage or the parking area next to the Lee Building. The separate car drop off is designed for the safety of your child.

Any Lower School student not picked up by 3:15 pm will be taken to the main office. At 3:30 pm any Lower School student who has not been picked up will be taken to Extended Day, and the regular charge will be incurred.

Students not participating in an after-school activity are to ride home on the bus or be picked up promptly. Faculty members are not expected to be responsible for students before 8:00 am or after 3:15 pm. If a student arrives before 8:00 am or stays after 3:15 pm, permission must be granted by the office and secured from the parents. This is for the safety and welfare of the student.

Student Drivers

Day students may drive to and from school. Cars must be parked in the Lee Building parking lot and kept locked at all times. Students must register the car driven with the Dean of Students. Students may not go to their car during school hours or loiter in the parking lot at any time. **Students must drive slowly and carefully on school grounds. Fast or reckless driving will**

result in loss of driving privileges. Day students are not permitted to give boarding students rides to and from the academic areas, the dormitories, the barn, after-school practices, games, meals, Fine Arts, or study halls. Day students may drive boarding students only after they have obtained the proper permission from the Dean of Students. Failure to observe these guidelines may result in disciplinary action. Cars on campus may be subject to search by the administration at any time.

Use of Campus for Extra-Curricular Activities

The school buildings and grounds are often used for after school activities. Permission to use the buildings and grounds must be secured through the Director of Business Operations, ext. 220.

ACADEMIC PROGRAM

Academic Day

The instructional program begins promptly at 8:00 am for all students and ends at 3:00 pm for kindergarten through grade 5 and at 3:05 pm for grades 6 through 12. The half-day morning session of pre-kindergarten and kindergarten is from 8:15 am to 11:30 am Monday through Friday. Lower school students who arrive by car before 8:00 am must report to the Extended Day staff. Students who ride the bus report to the Lower School Commons to wait quietly until 8:00 am when they report to their classrooms.

Lower School Students may remain at school after 3:00 pm only with pre-arranged teacher supervision and parental consent.

Middle School and Upper School Schedule

Period 1	8:00 – 8:45	Period 5	11:50 – 12:35
Period 2	8:50 – 9:35	Period 6	12:40 – 1:25
Meeting/Advisory	9:40 – 10:05	Period 7	1:30 – 2:15
Period 3	10:10 – 10:55	Period 8	2:20 – 3:05
Period 4	11:00 – 11:45		

Attendance Policies

There is a positive correlation between regular school attendance and positive academic achievement. Classroom activities, faculty lectures and student discussion are vital to learning. Parents have a responsibility to make sure students attend school regularly. Parents and students should read the following attendance guidelines carefully.

Absence Procedure

When it is necessary for a student to miss school, the following steps should be followed by the parent/guardian and houseparent.

1. Day of Absence: Call the school at 440-942-3600 between 7:00 - 9:00 a.m. Lower School parents should direct their calls to **Kathy Marvar** at ext. 110; Middle and Upper School parents should direct their calls to **Jane Piszczor** at ext. 117. Notification to the school of the student's absence and the reason for the absence must be provided by a parent/guardian. **Parental cooperation with this policy is requested** (You may leave a voice mail message at any time at the above numbers and extensions.)

It is school policy to call parents at home or at work during the day if no call is received.

2. Pre-arranged and partial day absences: When a student leaves school for any reason during the school day, he/she must provide written permission from a parent/guardian at least one day in advance to the appropriate grade level office.

3. Illness during the school day: A parent/guardian will be contacted if their student becomes ill while at school. Parents must sign out their student.

If a student misses 10 or more classes in any subject per semester, the student's teacher(s), advisor, and the Academic Administration will review his/her record. At the discretion of the Administration, possible consequences may include loss of credit.

Any student not in attendance by noon may **not** participate in any extra-curricular activities including athletic events.

Advance Absence

A student who knows in advance that he/she will be absent must fill out an advance absence form at least one week prior to the absence. The form requires information on the dates to be missed, the reason for the absence, and a parent's note or signature. The student must first obtain an Administrator's signature, which will determine whether it is an excused or unexcused absence. In the case of an advance absence for a horse show, the student must obtain the signature of the Equestrian Director prior to having the Academic Administration sign the form. It is then the student's responsibility to obtain every one of their teachers' signatures, indicating knowledge of the coming absence. Teachers will not be expected to give additional help for unexcused absences. This completed form is then given to the Student Affairs Office at least one day before the absence.

An advance absence during midterm and final exams will be considered unexcused and may result in a failing exam grade.

Excused Absence

Students may be excused from school for preplanned school activities, personal illness, illness in the immediate family, death in the family, emergency at home, observance of religious holidays, court appearances, medical, dental appointments or any other emergency circumstance, which in the judgment of the school administration constitutes a valid cause for absence from school.

Extended Family Vacations

Parents are requested not to remove their student for travel or to extend holidays. Make-up work or re-examinations for unexcused absences may be denied. If parents must take their children on a trip that will take them out of school, they must notify and discuss the circumstances with the Academic Administration at least two weeks prior to the trip. It then becomes the student's responsibility, especially grades 3-12 to make arrangements to complete any assignment upon return. The student is responsible for all missed work.

Late Arrival

Students arriving after 8:00 am or leaving/returning during the school day should report to their grade level office -- Lower School: Mrs. Marvar; Middle School and Upper School: Mrs. Piszczor – to check in or out.

Arriving late to school refers to a student not being in his/her assigned class at the start of school. Excessive tardies will have consequences determined on a case by case basis.

Make-up Work

School policy does not allow make-up work of missed assignments/tests when absences are unexcused. Students with excused absences will be allowed the number of days absent to complete missed assignments and take tests. It is the student's responsibility to determine what work or tests were missed to initiate arrangements with the teacher(s). For example, a student absent three days who returns on a Monday will have until Thursday to complete assignments/tests. **A student absent only on the day of a test must be prepared to take the test upon his/her return.**

For excused absences, parents may request homework. Contact 440-942-3600 before 10:00 am.

Medical Leave of Absence Policy

Andrews Osborne Academy is committed to promoting the health and wellness of all students. There are times, however, when AOA recognizes its limitations in providing health care or the appropriate special-needs environment for individual students. Therefore, the Head of School reserves the right to send home any student who is unable for health reasons to participate fully in the school program.

A medical leave of absence is recommended by the Administration and members of the health care team and authorized by the Head of School for the management of medical and psychiatric disorders which prevent or limit a student's ability to meet the requirements of the school community and which cannot be adequately treated at school. Conditions in which an MLA may be warranted include, but are not limited to: pregnancy, childbirth, medical illness, surgery, and psychiatric illnesses such as eating disorders and depression, and drug or alcohol problems.

Any student who becomes pregnant is required to immediately make his/her condition known to the Administration so that an appropriate plan of action can be determined. A MLA is not a form of discipline. There are certain serious conditions, however, in which a MLA may result in the loss of a student's place in the school. The student may apply for readmission after the condition has been remedied and his/her health is deemed to be sound.

The length of the MLA will be determined on an individual basis. Prior to a student's return to school, the Administrative team, in consultation with members of the health care team, will evaluate the current status of the student's health with the medical doctors and/or other health care professionals who provide their care while they are on leave. A written evaluation including diagnosis, prognosis, and limitations is required by the school from those doctors who provided care. The recommendation to allow the student's return will be made by members of the health care team and the administration. The school will reserve the right to make the final decision about a

student's ability to return to campus and to outline conditions for continued treatment, course requirements, and behavioral expectations.

Medical Leave Academics Policy

- Each teacher of a student on MLA will determine the feasibility of completing coursework. There are some courses involving studios, labs, and group projects in which outside work may not be possible: AOA may recommend that these courses be dropped or modified.
- If a student misses more than one-third of the classes in a course for any reason, the Academic Administration will determine on a case-by-case basis whether the student will receive credit for the course.
- When a medical leave is granted, teachers will meet immediately and propose, in cases where completion of a course is feasible, an academic plan which is then transmitted in writing to the parents.
- Faculty will supply syllabi and course materials as they become available, but parents may be required to secure outside tutoring or enroll the student in classes outside the school.
- On returning to AOA after a MLA, a student's academic status will be reviewed and reported to parents.

Unexcused Absence

Failure to follow attendance procedure for leaving/returning to school, suspension of any kind, and truancy are examples of unexcused absences. School policy does not allow make up of missed assignments/assessments.

Class Placement (Lower School)

Teachers submit a list of suggestions for placement of students to the Lower School Director. Gender balance and general classroom chemistry are important factors in placement. Parents sometimes wish to make a request for a specific teacher. Such requests must be submitted in writing and sent to the Lower School Director by June 1. Although efforts will be made to honor these requests, the school reserves the right to determine placement. The intellectual, social, and emotional growth of each child is carefully considered before an assignment is made. Class lists are prepared in August. Students are notified of their class placement by a note from their homeroom teacher.

Co-Curricular Classes

Art

The art program is designed to develop artistic skills and aesthetic values. Students in pre-kindergarten through grade 5 are required to have a paint shirt with the student's name clearly marked on it. Students in grades 6-12 will receive specific information on supplies prior to their first art class.

Music

The music program provides students with opportunities to perform, create, analyze, listen and move to music. These multi-sensory experiences offer the students a variety of means through which music can be explored. General music classes from Preschool through grade 5, band grades 4-8, and middle school performing arts are scheduled in the music rooms with the music teachers. Students in grades 6-8 are required to participate in a music performance class. They may choose to

be in band, choir or both ensembles. Middle school students who have no previous instrumental experience must schedule a meeting with the music teacher where the student and the parents can jointly determine the plan and procedure for enrolling the child in the band program. *Children in kindergarten and the Preschool may enroll in the Suzuki violin program. The instructor schedules lessons and fees are paid directly to the teacher.*

Physical Education

Students in grades Preschool through grade 2 are not required to wear gym uniforms. However, they must have a special pair of gym shoes that are never used for street wear. An official gym uniform is required for grades 3-12 which can be purchased from the Campus Shop. Students are expected to wear proper attire for each class.

Gym clothes are to be kept in the classroom or locker in a tote bag clearly labeled with the student's name. The clothes must be taken home weekly for laundering. Gym shoes are to be kept at school for wear during physical education classes regardless of the footwear worn to school. (High top athletic shoes are permitted for gym class only.)

Swim

Students in kindergarten through grade 5 need a bathing suit and towel as well as a bathing cap, if applicable. In addition, all students are required to wear some type of shower shoes. These should be kept in a tote bag separate from gym clothes. Clothing and supply items must have the child's name clearly marked on them. PLEASE NOTE: Beginning in grade 3, girls are expected to wear one-piece bathing suits and bathing caps if their hair is longer than shoulder length.

Community Service Program

Andrews Osborne Academy requires all Middle and Upper School students to participate in the community service program by completing a minimum required number of service hours. Projects must occur outside the home and are not to be confused with expected family obligations (e.g. babysitting younger sibling, emptying the trash, shoveling the snow, etc.) The focus is on serving others in need within our community (e.g. assisting at local nursing homes, helping the Parks and Recreation department with community events, volunteering at the local food bank, transporting patients at Lake Health, etc.) All community service projects are volunteer-based—a student cannot be paid for the service.

AOA has instituted the Community Service Program as a conduit for students to:

- Gain a greater understanding of their community and their own personal responsibility for the welfare of others.
- Give students an opportunity within their education to move beyond academic endeavors and broaden the ways they experience, view and reflect on the world around them.
- Develop the vision and courage necessary to succeed as responsible citizens beyond AOA in the local, national and world community.

All AOA students are obligated to meet the following minimum requirements:

- Middle School – 10 hours each year
- Upper School – 16 hours each year

Students must complete the minimum grade level requirement within the school calendar year. Half of the Community Service hours must be completed during the first semester; the other half must be completed by May 1. Failure to complete hours will result in an Administrator Hearing and having hours assigned.

The Community Service Coordinator (CSC) will direct the service learning initiative within AOA. The CSC coordinates student community service work and offers assistance to students in finding service opportunities. The CSC approves and monitors all community service placements. He/She helps guide each AOA student to discover the best possible placement, matching personal interest with community needs. Students will be encouraged to accumulate the majority of their community service hours with the same organization if possible, in order to maintain continuity and ensure a committed learning experience. The CSC will provide all students with a service evaluation form, which, upon completion, will be verified and recorded on student report cards each semester.

Conferences (Lower School/Middle School/Upper School)

Conferences are typically scheduled each semester. The specific dates appear on the academic calendar. Attendance at these conferences by parents and students is a priority. However, attendance by Preschool and kindergarten students is optional. Beginning in first grade, students are encouraged to be part of the conference. To schedule a conference with their child's teacher Lower School parents are asked to call **Kathy Marvar** at ext. 110; Middle and Upper School parents should direct their calls to **Jane Piszczor** at ext. 117. Co-curricular teachers are also available for conferences with parents. Special programs or group meetings are not the time for personal conferences.

Parents and students are encouraged to discuss concerns with the appropriate teacher. Teachers, the Academic Administration, and the Head of School will be glad to arrange other conferences with parents upon request. Conferences can take place anytime during the school year to discuss academic or behavior issues, deemed necessary by either the parent or teacher, at a mutually agreed upon day and time.

Curriculum

The curriculum of Andrews Osborne Academy meets or exceeds all state standards and adheres to the guidelines established by the Independent Schools Association of the Central States (ISACS).

The ISACS evaluation reports are located in the office of the Head of School.

Add/Drop

A student may add or drop a course during the first two weeks of a semester without penalty, but they **MUST** have written approval from their teacher, their advisor, and the Director of the Middle and Upper School. Parent/Guardian signature is also required. Each student **MUST** maintain a **six-course** load. Students who drop a course after the drop/add period will lose credit for the course, and the student's transcript will indicate Withdrawal Passing or Withdrawal Failing. The classroom teacher and the Administration must be satisfied that all efforts to improve the situation have been tried. Students must gain approval from their advisor, the classroom teacher, the college counselor, the department head, and the Director of the Middle and Upper School to drop a course under these circumstances.

Course Request Override

Overriding a course should only happen when a student wants to move to a course at a higher level (Honors or AP) than what was recommended. After speaking with the teacher, if a student wants to still override the recommendation, the student will need to complete a Course Override Form. Please attach any Course Override Forms you have to your Course Selection Sheet.

Post-Secondary Education Option

AOA participates in the Post Secondary Option program. For students choosing high school credit, **AOA will accept credit only if the course does not duplicate our offerings and is not a required course for graduation.** In general, all PSEO courses through AOA are counted as electives, and the credit earned will count toward the required credits needed to graduate, but will not be considered nor calculated into the AOA GPA. Students must be enrolled in a minimum of 4 classes at AOA. Failure to complete a PSEO course successfully will be noted on the student's transcript. Transportation arrangements to and from local colleges participating in the program are the responsibility of the parents.

Summer School

Students are always encouraged to continue with their studies over the summer but taking a summer course will not replace a required AOA course. AOA only accepts summer credit for courses that students are required to complete for academic reasons like completing an incomplete course or retaking a failed course.

Upper School Academic and General Requirements

All students are required to complete at least 24 units of credit to graduate, beginning with the Class of 2014.

A. Credits distributed as follows:

1. **4 credits** in English
2. At least **minimum** credits in each of the following academic areas:
 - a. **3.5 credits** in History, including:
World History I, World History II, U. S. History, and Government
 - b. **3 credits** in Science including:
Biology
 - c. **4 credits** in Mathematics including:
Algebra I, Algebra II, Geometry, and Probability & Statistics
 - d. **3 credits** in Foreign Language
3. At least **1 credit** in Fine or Performing Arts
4. **.5 credit** (one half) in Physical Education
5. **.5 credit** (one half) in Health

B. To graduate, students must also:

1. Complete the Community Service hours required:
Grades 9-12 = 16 hours per school year
2. Be accepted to at least one U. S. college or university

C. Clarifications:

1. Students taking Algebra I in eighth grade must still earn 3 credits in Upper School Mathematics.
2. Students taking French I or Spanish I in Middle School must complete up to a third level of Foreign Language study.
3. Students in grade 9 – 12 must register for a minimum of 6 credits per semester.

Upper School Course Offerings

Credit for courses given in parentheses.

English

World Literature (1)	World Literature Honors (1)
British Literature (1)	British Literature Honors (1)
American Literature (1)	American Literature Foundations (1)
AP American Literature (1)	Senior English (1)
Creative Writing (.5)	AP Senior English (1)
Film History & Criticism (.5)	Senior English Foundations (1)
Media Studies: Race, Gender & Class (.5)	

Fine Arts

Drawing & Design (.5)	Color & Design (.5)
Ceramics (.5)	Global Crafts (.5)
Global Art (.5)	Portfolio (1)
Concert Choir (1)	Theatre Arts (1)
Music Theory (1)	

Foreign Language

French I (1)	French II (1)
French III (1)	French IV (1)
French V (1)	Spanish I (1)
Spanish II (1)	Spanish III (1)
Spanish IV (1)	Spanish V (1)
Mandarin I (1)	

History

World History I (1)	World History II (1)
U. S. History (1)	AP U. S. History (1)
Advanced European History (1)	International Human Rights (.5)
Economics (.5)	Government (.5)
Entrepreneurship (.5)	

International Language Program

Intermediate American Studies (3)	Intermediate Grammar (1)
Advanced World Studies (2)	Advanced Grammar (1)

Mathematics

Algebra A (1)	Algebra B (1)
Algebra I (1)	Algebra I Honors (1)
Geometry (1)	Geometry Honors (1)
Algebra II (1)	Algebra II Honors (1)
Pre-Calculus (1)	Pre-Calculus Honors (1)
AP Calculus AB (1)	AP Calculus BC (.5)
Probability & Statistics (.5)	Math Topics (.5)
Functions & Applications (.5)	Applied Differential Calculus (.5)
Robotics I (1)	Robotics II (1)

Physical Education

Physical Education (.5)	Health (.5)
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Science

Environmental Science (1)	Biology (1)
Biology Honors (1)	AP Biology (1)
Human Biology (1)	Chemistry (1)
Chemistry Honors (1)	AP Chemistry (1)
Physics (1)	Biodiesel (.5)

Technology

Creative Suite (.5)	I-Movie (.5)
In-Design (1)	Computer Graphic Design (.5)

All elective courses are tentatively scheduled. They may be dropped due to insufficient enrollment.

Honors and AP classes have an additional GPA factor of .33 that is calculated in the GPA.

Electronic Devices

All electronic dictionaries, programmable calculators, and other programmable electronic devices are subject to inspection and approval by faculty and administrators prior to their use in class and during an exam.

Evaluation of Student Progress

Evaluation has many components and may include informal tests, teacher observation, portfolios, standardized tests, or other formal assessment.

The essence of a quality education is found in frequent, meaningful communication with the family. Report cards are sent home at the end of each nine-week grading period. Students receive interim reports midway through each quarter if they are having academic difficulty. Parents may also receive commendation reports for students who are doing especially well, or who have shown marked improvement.

Parents and students can access student progress through EdLine, our web based parent portal for communication. Instructions for using this are distributed at the beginning of every school year.

Academic Difficulty, Probation

Acting upon the recognition that one is having trouble in a course is a sign of maturity and good judgment. The faculty advisor, working with the student, parents and teachers, often can help the student to use time more effectively or find the assistance which will get the student through a difficult curricular activity, a specific subject area or course successfully. Should a student's difficulties of an academic or behavioral nature persist throughout the course of a semester, he or she will be placed on probation for the following semester. The re-enrollment contract typically offered in March for the following school year may be withheld until academic standards are met.

Probation will be the automatic consequence of 2 D's or 1 F in a marking period.

Advancement of Students

Any student of Andrews Osborne Academy who meets both academic and social expectations during the school year will be recommended for enrollment for the following year. Upon the receipt of a deposit, a signed contract, and the contract attachments, the student will be enrolled.

Advisors

Faculty Advisors are committed to the growth of each student's intellectual potential, character, and well-being. Each student meets with their advisor regularly to receive extensive, individual guidance on their course of study. Faculty Advisors are actively involved with students both in the classroom and after classes as coaches, club advisors, weekend activity leaders, and neighbors. Parents are welcome to contact advisors at any time throughout the school year.

Examinations and Evaluations

Students may not take semester or final examinations prior to the day assigned. All students are required to complete all end-of-semester examinations and evaluations in order to receive credit for each class. This includes scheduled exams, class presentations, projects or papers. Students must be present at the scheduled time and place for each examination. **Boarding students may not leave campus until all end-of-semester examinations and evaluations have been completed according to the instructor's requirements. Students who make travel arrangements which conflict with these requirements will be required to change their plans and absorb any costs involved.** In case of family or medical emergency, end-of-semester exams and evaluations must be completed in a timely fashion once the crisis has been resolved and must be coordinated with the Academic Administration.

Grading System

In general, the philosophy of evaluating students is based on the belief that both scholastic achievement and effort are interrelated and equally important. An emphasis on the importance and value of a student's effort is cultivated in the Preschool through second grade levels, students first begin to formally receive reports that assess their performance separately in terms of academic achievement and effort beginning in the Lower School at the third grade level. This is done to preserve Andrews Osborne Academy's recognition of the total student and their individual achievement according to their ability and effort.

- In Preschool (EC-PreK), student progress is shared with families through a variety of communications that include both formal and informal parent-teacher conferences, assessment reports, and year-end narrative reports.

- In Lower School, student progress is shared with families through parent-teacher conferences, interim reports when necessary, a term assessment report card, and year-end narrative reports. In addition, co-curricular teachers assess student progress each term.

Lower School Effort System

4	=	Making Excellent Progress
3	=	Making Good Progress
2	=	Developing Skills
1	=	Requiring Support
N/A	=	Not Assessed

- In Middle and Upper School, students receive formal grades at the end of each quarter. In addition, families will receive a variety of formal and informal communication to support each student's achievement.

The following is an explanation of our grading rubric:

Achievement

Grades, recorded in letter form, are sent to parents at the end of every grading period to indicate a student's progress.

A Indicates superior achievement and comprehensive mastery of concepts and facts.

B Indicates high achievement and above-average mastery of concepts and facts.

C Indicates average achievement and sufficient mastery of concepts and facts.

D Indicates student is passing, but achievement and mastery of concepts and facts are limited.

P Indicates passing in a pass/fail course.

F Indicates failure to complete the course satisfactorily. No credit is given.

WP or WF Indicates withdrew pass or withdrew fail from the course after the drop/add period.

I Indicates Incomplete. Under certain extenuating circumstances, students will be permitted to receive a grade of *Incomplete* at the end of a grading period. Students must discuss this option before the end of the grading period with their teacher and the Academic Administration. They must make specific arrangements to complete all missing work for the course within 10 days of the close of the grading period. The teacher and the Academic Administration must approve any extension beyond this. An *Incomplete* that remains after one full semester will become an F.

All middle and upper school students who receive an incomplete on their report cards are ineligible to participate in extracurricular activities such as sports, drama, dances, etc. Honor Society students will be on probation from the society until work is completed and eligibility reestablished.

In addition, students who have work to finish from a previous term cannot attain honor roll recognition, as the missing grades make it impossible to calculate a cumulative achievement average.

When missing work has been satisfactorily completed, and the teacher has determined that all course requirements have been met, students may regain eligibility status provided that they are current with their assignments for the new term.

<u>Grading Percentage</u>					
A+	=	98-100%	C+	=	77-79%
A	=	93-97%	C	=	73-76%
A-	=	90-92%	C-	=	70-72%
B+	=	87-89%	D+	=	67-69%
B	=	83-86%	D	=	63-66%
B-	=	80-82%	D-	=	60-62%
			F	=	59 or less

Homework

Homework will be assigned to all students in grades one through twelve. The assignments become lengthier and more involved as the student progresses through the grades. Homework will not be assigned during extended breaks.

Honor Rolls

Upper School students will have their academic achievement and effort calculated for the purpose of recognizing excellence. Honor rolls are computed every semester. For the first honor roll, a 3.5 – 4.3 grade point average is required. For second honor roll, a 3.0 – 3.49 grade point average is required.

Commencement Speakers/Valedictorian

The President of the Senior Class in good academic standing will speak at Commencement. The remarks will be submitted in advance and approved by the Head of School and Senior Class Advisors.

The Valedictorian will be chosen from students who have completed at least six semesters at AOA and who has earned the highest academic average.

National Honor Society

Juniors and seniors may apply for inclusion into NHS if they meet the following criteria.

- Maintain a 3.5 grade point average
- Attend AOA at least 4 semesters
- Demonstrate qualities of citizenship, scholarship, leadership, character, and service

Final selection of applicants includes an evaluation by the faculty and a vote of the selection committee.

Learning Specialist

Andrews Osborne Academy offers **limited** learning plans coordinated by the Learning Specialist for students who have a professionally diagnosed disability, which is documented, and on file.

Scheduling of Assignments/Major Tests

No assignments are given that would require work during extended vacations. No student is required to take more than two major tests on a given day. If more than two are scheduled, the Academic Administration, at the request of the student, will help the student and teachers involved work out a fair alternative solution.

Field Trips

Parents must sign an annual permission slip to allow their students to participate in trips away from the AOA campuses. In addition, parents should sign an acknowledgement slip prior to each trip. This ensures that the parent is fully aware of the details of the specific trips.

Field trips are designed to enhance the educational experiences of each student. Any school-sponsored activity, which takes the student away from the AOA campus, will be supervised by at least one staff member.

Faculty and students are to dress appropriately for field trips away from campus. For certain trips and special school programs, students will be expected to wear the appropriate dress for the occasion. (See Dress Code)

Guidance and Counseling

Psychology services are available for referral, testing and evaluation, the costs of which may be assumed by the family. On-going counseling, on or off campus, requires parental permission. If off-campus appointments are scheduled, the family will also assume the cost of the treatment and transportation.

College Counseling

This office coordinates information and workshops concerning college enrollment, SAT, ACT, and financial aid. Since all students are different in their needs and aspirations, the college-counseling program is individualized as much as possible for each student and family. The counselor is consulted about the academic progress of every student and maintains an open door policy for all so that informal discussions about colleges, majors, careers, and academic preparation can be held with families and students in any grade.

The formal college selection process begins in the sophomore year with the PSAT. Workshops on various topics such as admissions, financial aid, and standardized testing are offered at various times throughout the college selection process. The counselor guides each student in the complete process of applying to colleges and universities, preparing the applications, researching financial aid, and other related matters. The counselor is in constant contact with students throughout the school year.

Many college applications require disclosure of suspensions and/or dismissal from secondary school. Serious academic violations, which have resulted in suspension or dismissal, will be reported by Andrews Osborne Academy. The student is always encouraged to respond to such inquiries truthfully. If the college counselor is asked directly, she will respond truthfully.

College Application Procedure

All students are expected to abide by college and university requirements and deadlines. However, students are also required to follow AOA application requirements and deadlines, which are established to allow adequate time for application processing.

These are as follows:

1. Students are encouraged to submit their applications online whenever possible. This is the most expedient way to submit an application and prevents you from having to hand-write anything! When you submit an application online, you are encouraged to print out a copy for your records. If students are submitting paper applications, they need to give these to the College Counselor when they are finished so they can be mailed with other materials. The school will mail, on the student's behalf, all recommendation letters and AOA transcripts. If you attended another high school prior to AOA, we will request a copy of that transcript and mail it with your other materials. Because of the huge volume of mail that colleges receive, it is best for us to submit your materials in one neat package—thus decreasing the chance of anything getting lost.

**Please note that students are responsible for having test scores for the SAT, ACT and TOEFL sent directly to the colleges to whom you are applying. You can arrange for these to be sent when you register for the test or you can request reports to be sent at a later date at the testing website

www.sat.collegeboard.com for SAT test registration or score reporting

www.actstudent.org for ACT test registration or score reporting

www.ets.org/toefl for TOEFL test registration or score reporting

2. All students must submit to the College Counselor a written (or typed) list of the schools that they plan to apply to, the address to which application materials should be mailed, and the application deadline dates. You may modify this list at any time, but a copy must be kept in your file to make sure that materials are sent accordingly.
3. Students should submit their college list, as well as any accompanying materials that need to be mailed to the College Counseling Office by the announced deadline.
4. Students are expected to request recommendation letters from teachers **in September**. Teachers will give these letters directly to the college counselor. Because teachers will be asked to write multiple letters of recommendation, students must give teachers a list of all schools for whom they need letters, as well as additional biographical information to assist the teachers in their letter writing. The end of junior year is not too early to ask for a letter, particularly if you are currently in class with the teacher you are asking.
5. **All AOA students are required to have their college applications completed and the required materials handed in to the College Counselor by December 1.** This will ensure two things: 1) That all students have their applications finished prior to finals, and 2) That the office has enough time to mail materials out before break.

Please keep in mind the following guidelines for schools with earlier application deadlines:

APPLICATION DEADLINE MATERIALS DUE NO LATER THAN

November 1	October 21
November 15	November 4
December 1	November 18 (before Thanksgiving!)
January 1, 15	December 2

Library and Archives

The Andrews Osborne Academy libraries operate to meet the informational needs of its faculty and students. The Thomas J. Osborne Library, located in the Margaret St. John building, serves students and faculty in early childhood classes through fifth grade. The Susan A. Dickinson '74 Memorial Library, located in the Roberta Lee Building, serves Middle School and High School faculty and students.

The libraries contain resources in print and electronic format. The online catalogs and research databases may be accessed through the Internet. Current students and faculty require passwords for the research databases which may be obtained from the librarians.

Library computers are available for research and school-related projects. Non-academic use is restricted during school hours.

The school's librarians are available Monday through Friday, from 8:00 am until 4:00 pm.

Food and drink are prohibited in the libraries.

Thomas J. Osborne Library

A full-time librarian, a part-time associate, and volunteers staff the Thomas J. Osborne Library. Students in the Preschool and Lower School have scheduled library periods each week.

Most printed materials may circulate for a one-week period for students in EC through kindergarten and for a two-week period for all other students. A fine of five cents per day will be charged on overdue regular circulation materials.

The online catalog may be accessed through the link on the school's website or directly through the following URL:

http://web2.inoca.org/html/english_unicorn/login/TJO/welcome.html

The library will be open daily from 8:00 A.M. to 4:00 P.M. Lower school students wishing to use the library from 3:00 P.M. to 4:00 P.M. must be accompanied by a parent, guardian, faculty or staff member.

Participation in The Thomas J. Osborne Library Birthday Book Program is encouraged. Books may be purchased and donated to the library in honor of the child's birthday. Holidays or any special events may also be remembered in this manner. A bookplate is placed in the book designating it as

the child's gift to the library and a photograph of the child is taken and sent home at the end of the birthday month.

Susan A. Dickinson '74 Memorial Library

A full-time librarian staffs the Susan A. Dickinson '74 Memorial Library. Middle School and Upper School teachers often bring their classes to the library to work on special projects. Students are also invited to use the library during their scheduled free periods. A teacher-supervised study hall is available each weekday evening from 7:00 pm until 9:00 pm.

Besides reference, nonfiction, and fiction materials, magazines and newspapers are available through full-text databases or library subscriptions. Audio books, age-appropriate videotapes and DVDs, and MP3 players are also available to older students and faculty.

The library's online catalog can be accessed through a link found on the school web page and with the following URL:

http://web2.inoca.org/html/english_unicorn/login/ADREW/welcome.html

Library materials circulate for a two-week period for all Middle and Upper School students. A fine of five cents per day will be charged for overdue print materials. A fine of fifty cents per day will be charged for electronic materials, including DVDs, audio books, and MP3 players.

Recess

All children in Preschool and Lower School are expected to participate in outdoor activities during recess periods. Children should be sent to school with adequate outer clothing for these play periods each day. This includes boots when there has been rain or snow. For winter play, snow pants are required as well as boots, gloves, hats, and coats.

During rainy or severely cold weather the Lower School Director will determine if the students will participate in indoor recess.

Children who are well enough to attend school are deemed fit for outdoor recess.

Lower School Playground Rules:

1. Always play safely
2. Always show respect to others and to property:
 - hands are kept to oneself
 - appropriate language should be used at all times
 - tag, tackling and other physical contact games are not permitted

 - wood chips and sticks are not permitted to be picked up, thrown or kicked
 - snowballs/ice chunks may not be thrown
3. Balls are to be used for games (soccer, basketball), are not to be thrown at others (unless playing catch) and should remain on the grassy field, not on the mulched playground area
4. Only two people should be on the rock wall at a time, one on each side
5. Only one child per "wobble wheel" and no standing on top of the wheels
6. Slide down the slides feet first – no climbing up the slides

7. There is a six-person maximum on the white “turbo” climber. No standing on the very top of the “turbo” and students must hold on with both hands when climbing.
8. War games/shooting games are not permitted
9. Recess is for ACTIVE PLAY. Books, notebooks, stuffed animals, etc. should be left in the classroom.
10. No climbing the trees

Consequences:

If a student tackles, he/she will not be allowed to play football.

If a student intentionally throws a ball at someone, he/she will lose ball privileges.

For other broken rules:

1st offense: student receives verbal warning

2nd offense: student is sent to “Time Out Table” under the trees for 5 minutes to regroup

3rd offense: student is sent to “Time Out Table” until the end of that recess period. Teachers on duty inform the classroom teacher of the 3rd offense.

Study Hall

Students in good academic standing in grades 10-12 may study in any of the academic buildings or the Student Center during their free periods. All students in grade 9 will be assigned to study halls for the first semester. If they are in good academic standing after the first semester, they may begin to study in the appropriate designated areas. Students in academic difficulty may be assigned to a specific area or supervised classroom. Misuse of any area may result in disciplinary action and /or designating that area off-limits.

Supplies and Textbooks

Most school supplies are to be purchased. A list of supplies is available online at www.andrewsosborne.org.

The school supplies textbooks; they should be kept in good condition. A fee will be charged for lost or damaged books. Grades are held until fees are paid. Students may not write in or keep books purchased with state funds.

Textbooks may be purchased and owned by the student. Parents who wish to purchase books should notify the school in writing.

In grades one through five, paperback books and novels are used as a part of the total reading program. Students may be asked to purchase these books so that they can highlight or write in the books.

Transcripts

Any student needing an original transcript needs to complete the Transcript Request Form and turn the form into the Registrar’s Office. You will need to provide the address and contact person you want the transcript to be sent to. Official transcripts are not given to students.

Withdrawal

Parents who choose to withdraw their student from AOA must complete a Withdrawal Form located in the Registrar's Office. This form must be signed by a parent and notifies AOA where to forward school records.

ACTIVITIES AND ORGANIZATIONS

Student Activities Policy

AOA encourages students to participate in the varied activities of the school. Participation in activities and team sports helps individuals grow, mature, and become more productive members of the school community. Students may petition for an exemption through the athletic office if they are participating in an athletic program that AOA does not offer.

Any student who receives an F and/or 2 D's in the previous grading quarter will be placed on academic probation and may face a reduction in their eligibility to participate in athletic games or competitions, horse shows or any other extra-curricular activities (play, etc.)

If a student is to be removed from a team or activity by the coach or sponsor because of breaking team or activity rules, the student will be provided an opportunity to explain his/her actions. The coach, Athletic Director, and the Administration may be consulted before the removal becomes official.

In order to be eligible for participation in activities or sporting event that day the **student must be in school by noon.**

Athletic Program

AOA promotes the development of a healthy body as well as a healthy mind. In addition to physical education class, students in grades 7-12 are required to participate on at least one athletic team during the school year. All upper school and middle school students must have a completed physical examination form **returned to the office before the first day of fall sports practice.**

Students should be picked up promptly after sporting practices and events. Any middle school student not picked up promptly will be escorted to the Extended Day program, which involves the customary cost.

Purpose

The purpose of the AOA Athletic program is to provide each student with the opportunity to participate in a team experience. This experience will provide the student with a chance to set and achieve both personal and group goals. AOA is a school that draws from various local and international communities; the athletic program provides students a chance to share common experiences with their peers in a less formal setting.

Absences, School Suspensions and Disciplinary Problems

- The student athlete is not permitted to practice or compete in any event if absent from school or serving a suspension on that same day.

- Students must attend after school games in their entirety. If an early dismissal from an event is necessary, prior notification to the coach and approval is required. If an early dismissal from an event is found to be unacceptable, the student may be asked to attend as a spectator but not participate in the event.
- Practice is necessary so that the student athletes will be prepared for competition. Athletes who do not attend practice are unprepared for team competition and are prone to injury. Athletes must provide coaches with notes of explanation for all absences. Accumulated absences are considered to be ground for dismissal from the team. The Athletic Director will issue clear guidelines.
- Student athletes who display inappropriate, disruptive, or uncooperative behavior towards the coach, teammates, or opposing team player will be subject to the Discipline Standards and may also be subject to removal from the team for a period of time or the remainder of the season.

Decorum

- The student athletes, as representatives of AOA, are expected to conduct themselves with respect and integrity. Student conduct, sportsmanship, language on and off the playing field will be an eligibility factor. Inappropriate decorum will result in loss of competition privileges.

Equipment

- All student athletes are responsible for school items issued to them. The replacement cost of lost equipment or the cost of equipment damaged due to negligence will be charged to the student's account.
- After each season, all uniforms are to be returned to the coach no later than one week following the season. The athlete should launder uniforms after each use to prepare for the next sporting event.

Injuries

- All injuries must be reported to the coach immediately.
- The injured student athlete is urged to observe practices and sporting events unless excused by the coach.
- Parents complete the Athletic Emergency form and make sure it is given to the coach at the first practice. The Athletic Department and coaches have extra blank copies.
- All injuries must be reported to the coach and the Athletic Trainer. The training staff will establish rehabilitation work or can supervise physician prescribed rehabilitation.

Sports Offered

Fall

Volleyball (girls)
 Soccer
 Tennis (girls)
 Golf
 Cross Country

Winter

Basketball
 Swimming
 Cheerleading

Spring

Lacrosse (girls)
 Softball
 Tennis (boys)
 Volleyball (boys)

Team Commitment

- Student athletes make a commitment for the entire sporting season. Valid and unforeseen circumstances will be accepted, but they must be communicated to the coach by the parent.

Transportation

- All athletes are to travel to and from all away games on school transportation. If there is a family reason for leaving an away game with a parent, a Consent Travel Release form must be filled out. The form must be turned into the Athletic Department and a copy prior to game departure.

Clubs

Students are encouraged to participate in the various clubs and activities offered, such as:

Blue Key	Literary Magazine	ROAD (Respecters of All
Environmental	Math/Science	Diversities)
Film	Mock Trial	Student Council
French	Model UN	Yearbook
International	National Honor Society	
International Thespians	Power of the Pen	

Student Council

Lower School

This group is composed of elected officers. The council meets regularly to offer suggestions concerning student responsibilities and school activities. The council also organizes and sponsors social events and other school activities.

Middle School

This group consists of elected officers and representatives. Activities are planned to involve the Middle School student body in the school and in the community.

Upper School

This group consists of class representatives and officers. Activities are planned to involve the student body, the school and the community.

COMMUNITY STANDARDS AND DISCIPLINE

Upon becoming a student at AOA, each student and his/her parents agree to abide by and support the standards, policies and procedures established by the school. While a student’s conduct at school is our primary focus, we also recognize that they are representatives of AOA when outside of school as well. Therefore, a student’s behavior should reflect self-discipline, integrity, and character at all times.

Academic Dishonesty

Academic dishonesty is a broad category that can be roughly defined as any act that allows a student to obtain an unfair academic advantage. It includes, but is not limited to the following:

- cheating: using or attempting to use unauthorized material or information.
- copying: writing another student's academic work.
- plagiarism: representing the ideas or words of another person's as one's own.
- fabrication: creating or falsifying of information.
- facilitating academic dishonesty: helping another student commit an act of academic dishonesty.

Procedures for Discipline

To ensure that all students enrolled in Andrews Osborne Academy receive fair and equitable treatment, a uniform procedure for handling issues of academic dishonesty has been established. When academic dishonesty has been suspected, the following sequence of events will occur, to the extent of the severity of the incident:

Once a faculty member suspects that a student may have committed an act of academic dishonesty, he or she will (within 2 days of the incident):

- inform the student and the student's parent(s)/guardian(s) verbally.
- inform the Administration in writing.

Upon receiving an accusation of academic dishonesty, the Administration will (within 2 days of receiving written notification):

- meet with the faculty member involved to hear details of the accusation of academic dishonesty.
- meet with the implicated student to hear any defense of the accusation.
- inform the student's parent(s)/guardian(s) in writing of the accusation.

After meeting with both parties, the Administration will (within 2 days of meeting with both the student and faculty member involved):

- determine if there is sufficient evidence to support the accusation of academic dishonesty.
 - If there is not sufficient evidence to support academic dishonesty, the student and the student's parent(s)/guardian(s) will be informed in writing, and all records of the proceedings will be destroyed.
 - If there is sufficient evidence to support academic dishonesty, the student and the student's parent(s)/guardian(s) will be informed in writing, and the appropriate consequence will be given. For severe acts of academic dishonesty, the Head of School will be involved in deciding the appropriate consequences.

If it has been determined that a student has committed an act of academic dishonesty:

- the student will complete the appropriate consequence, as determined by the Administration.
- a record of the incident will be placed in the student's file in the Registrar's office.
- any subsequent acts of academic dishonesty will be met with a more severe form of discipline.

Punishments for Infractions

Discipline for acts of academic dishonesty will depend upon the specific details of the incident, and is to be decided by the faculty member(s) involved, and the Administration. Regardless of intent, all students involved in any form of academic dishonesty will receive zero credit for the assignment in question, and will not be allowed to complete any additional work to replace the lost points. A note detailing the incident of academic dishonesty will be placed in the student's file in the Registrar's office. Any student who fails a course, defined in the Grading System section of the *Andrews Osborne Academy Student and Parent Handbook*, due to academic dishonesty will receive a grade of F on his or her official transcript. Additional discipline may result, including, but not limited to the following:

- detention after school or on Saturday mornings
- in-school suspension
- out-of-school suspension
- withdrawal from the course
- dismissal from the school

Appeals

A student will have the right to contest and appeal the decision made by members of the AOA faculty and staff. To contest any form of academic dishonesty, a written appeal addressed to the Administration must be made within 15 days of the formal decision. If a student is expelled as a result of academic integrity, a written appeal must be made to the Head of School within 15 days of the formal decision.

Academic Honor Code

As prescribed in the mission statement, Andrews Osborne Academy "prepares students..." both academically and socially. The ultimate goal is for graduates of the school to "succeed" in all aspects of life, but to be truly successful one must have an understanding of morality and ethics. Andrews Osborne Academy believes that these life lessons are not only taught through the social interactions that students experience daily, but also through academics. Therefore, we hold each student accountable to our high academic standards through implementation of the Andrews Osborne Academy Honor Code.

Advisory Program

In addition to content regarding cheating, plagiarism, fabrication, etc... already taught in the curriculum of Andrews Osborne Academy, academic integrity will also be included as part of the advisory program of the Middle and Upper Schools. Each middle and upper school student enrolled in Andrews Osborne Academy is assigned a faculty or staff advisor to assist with accomplishing the mission set forth by the school. After initial administrative meetings, student advisees will be taught the importance of academic integrity, at the appropriate cognitive level. Also in the advisory program academic dishonesty will be defined and explained.

Honor Statement

The students, parents and guardians of students, faculty, and staff of Andrews Osborne Academy strongly feel that academic honesty is a core value in the mission and philosophy of the school program. As such, all parties commit to uphold and demonstrate the highest levels of respect towards the Andrews Osborne Academy's view of academic integrity. If anyone commits an act of academic dishonesty, he or she accepts any appropriate consequences that may follow.

Turn It In

Andrews Osborne Academy subscribes to an online tracking service called *Turn It In*. *Turn It In* is a powerful educational tool for teaching proper citation. Color-coded originality reports and side-by-side comparisons help students to see a visual comparison of the student's text to any matches found in the database. Students have access to this tool to help and encourage them in their development as good writers.

Academic Integrity

Students experience greater pressure to perform well in school now more than ever. This academic pressure, plus the additional stresses experienced during development, can lead to students making bad choices in their classes. Moreover, these bad academic choices continue throughout college and can become ingrained in the character of these individuals. To prevent students from making these mistakes, Andrews Osborne Academy has initiated an academic integrity policy for all students.

Academic integrity can be defined as upholding high ethical principles in regards to academic situations. The high ethical principles that we emphasize for academics are honesty, trust, fairness, respect, and responsibility. In order to foster an environment of academic integrity, we follow ten principles established by Donald McCabe and Gary Pavela from the Center of Academic Integrity at Duke University.

1. Affirm the importance of academic integrity by affirming certain core values such as honesty, truth, and fairness.
2. Foster a love of learning by giving students challenging, useful, and fair work.
3. Treat students as ends in themselves deserving individual attention and consideration.
4. Promote an environment of trust in the classroom by avoiding arbitrary rules and trivial assignments.
5. Encourage student responsibility for academic integrity by encouraging reporting abuses.
6. Clarify expectations for students regarding honesty in academic work.
7. Develop fair and relevant forms of assessment.
8. Reduce opportunities to engage in academic dishonesty by setting clear policies and realistic standards for collaboration, improper classroom management, or poor examination security.
9. Challenge occurrences of academic dishonesty by not ignoring academic dishonesty when it takes place.
10. Assist in defining and supporting campus wide academic integrity standards as opposed to maintaining artificial divisions between departments and schools.

Computer Policy

The intent of AOA is to make the AOA network and Internet available to further the educational goals and objectives of its students; however, on a global network it is impossible to control all materials, and a user may discover controversial information. AOA therefore mandates that all computer resources available to students or authorized users at AOA are first and foremost to be used for school-related work only in a responsible manner. Any usage of the AOA computer resources that is not school or educational-related (games, websites, general files) is subject to regulation to the extent deemed necessary and fit as determined by staff and faculty at AOA. Additional terms of the computer policy are listed below.

- Acceptable Use of the Internet will be in support of the educational objectives of AOA. Materials and sites inappropriate in a school setting must not be obtained, accessed, or viewed in using this account. Since valuable information and interaction available on the Internet far outweigh the possibility that users may procure controversial material, AOA expects that every user of the school's technology services will be self-regulating and responsible for integrity in its use.
- Reception or transmission of any material in violation of any U.S. or state regulation is prohibited, including but not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Commercial use of the account is prohibited.

Students may not use the computer facilities for unacceptable uses specifically including, but not limited to the following:

- Infringing on the rights or liberties of others
- Illegal or criminal use of any kind
- Use involving communications, materials, information, data or images reasonably regarded as obscene, pornographic, threatening, abusive, harassing, discriminatory, or in violation of or inconsistent with any other school policy
- Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy
- Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner
- Damaging or altering the operation, function, content or design of the school's computer facilities. All costs associated with damage to the equipment will be incurred by the parents
- Installing or maintaining any hardware, flash drives, or executable software not owned or licensed by the school. This includes software in the public domain and "shareware"
- Granting access to the school's computer facilities to individuals not authorized by the school, either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off
- Commercial, profit-motivated, or partisan political use not related to school programs

On-line services provide access to countless computer networks, some of which contain material that may be deemed offensive or inappropriate. The school cannot be responsible for the content of any materials students may access through an on-line service. The school does not condone accessing offensive or inappropriate materials and will take reasonable steps to monitor school computer usage to prevent usage inconsistent with this policy. The school retains the right to

monitor any and all student usage of the computer facilities on campus. This right explicitly includes the right to read and access student communications. Students should not have any expectation of privacy regarding the use of the school's computer, phone, or technology facilities.

Netiquette

Students are expected to be ethical at all times and to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite and use appropriate language.
- Do not reveal any personal address, phone number or password or those of other students or colleagues. Do not "share" an account with others, reveal personal information or engage in chat rooms for any personal or private reasons.
- Assume that all communications and information accessible via the network are copyrighted.
- Avoid posting on the internet anything that may place your personal safety at risk (too much personal information).
- Avoid posting on the internet anything that could demean or embarrass yourself or AOA.
- Illegal activities are strictly forbidden.
- Delete e-mail in a timely fashion to avoid excessive use of the server disk space.
- Electronic mail (e-mail) is not private. The school retains the right to monitor and review all electronic mail on the AOA e-mail system.
- General Computer Usage - the computers at AOA are the sole property of AOA; therefore, it is the school's prerogative to establish how the computers are to be used and what is to be placed on them. Students are not permitted to load software onto computers for any reason so as to maintain consistency, stability, integrity, and functionality of the computers. Each student has a portion of drive space on the network that is to be used for storing school related materials. Any information that is not school related is subject to deletion.
- Student-Owned Computer Systems - Boarding students may bring their own computer to campus to use in their dorm rooms for Internet access. Personal computer use via the school network comes with the understanding that the student's access is subject to the same policies and regulations as any computer owned by AOA with the exception that personal software may be loaded onto the system. In addition, our network configuration gives the school full access to any files and programs used by any computers that are connected. AOA is not liable or responsible for the functionality or use of a student's personal computer.
- Violation of Computer Policy - Violation of computer policy, whole or in part, is subject to disciplinary measures including but not limited to the temporary disabling of accounts up to the permanent revoking of computer privileges as deemed necessary by the Administration, the student's parents, or any other faculty or staff who are involved.
- Vandalism - Vandalism will result in cancellation of privileges, disciplinary actions and possible legal action. Vandalism is defined as any malicious attempt to harm or destroy data or hardware of another user or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

If a user violates any of the provisions outlined in this policy, his/her account with AOA may be terminated and future access temporarily or permanently denied. Violations will result in disciplinary action and may be considered a major violation.

Conduct Guidelines/Procedures

AOA, in determining disciplinary measures, will weigh carefully the individual circumstances surrounding the behavior in question. It will take into account age, student's record, seriousness and premeditation of the offense, acknowledgement of responsibility on the part of the student, and any other special circumstances along with the welfare of the school community. In enforcing its rules, the school and its agents reserve the right to search rooms, lockers, automobiles, premises, and articles of property on the school premises at any time.

Students who are questioned about the actions of another member of our school community regarding any violation are expected to be completely honest with the administration or face disciplinary action. Any student who has knowledge that may affect the safety and welfare or rights of another member of our school community may not keep such information confidential and must notify the proper school official. The Administration should be notified immediately of any physical abuse, incest, suicide, self-mutilation, eating disorders, drug/alcohol abuse, threats against the AOA community, theft, or dishonesty. A student can talk with the any faculty or staff member concerning such knowledge. Students failing to report such known activities will be guilty themselves of a serious violation.

All members of AOA faculty and staff members will enforce standards of good behavior and citizenship.

All students are expected to:

- Employ self discipline at all times
- Conduct themselves in a considerate and courteous manner
- Be conscientious in meeting their obligations
- Understand and respect the existing rules

The teachers or Administration will notify parents if their child has any serious or repeated infraction of the rules, including suspension or expulsion.

Inappropriate behavior, lack of respect or neglect of school policies will result in the following consequences depending on the severity of the infraction:

Level I	Redirection of student <ul style="list-style-type: none">• Non-verbal• Verbal
Level II	Student Reflective activity <ul style="list-style-type: none">• Related to developmental level of student• Phone call or email home
Level III	Loss of Privileges <ul style="list-style-type: none">• Related to developmental level of student
Level IV	Parent Conferences
Level V	Administrative Referral <ul style="list-style-type: none">• Sent to office with referral slip• Teacher and parent will receive written notice of action

Partial List of Offenses and Consequences

This list is not intended to be all-inclusive. As various offences occur, it will be the decision of the Administration to determine the appropriate disciplinary consequences.

Detention

- Dress code
- Misrepresenting any aspect of signing in/out
- Disruption (yelling, running, etc.)
- Cutting scheduled classes or activities
- Excessive tardiness to class or school
- Use of any electronic device (cellular phones, iPods, MP3 players, CD player, etc.) during the regularly scheduled academic day
- Violation of the *Honor Code*
- Posting of unapproved materials
- Violation of Technology policy
- Snowball throwing

Suspension and/or Dismissal

- Any violation that is determined to be severe, deliberate, repetitive, excessive or problematic
- Acts of academic cheating and/or plagiarism
- Dishonesty or misrepresentation of information
- Stealing, abuse of property (vandalism or defacing)
- Violation of the AOA Statement on Alcohol and other drugs
- Truancy or excessive absenteeism
- Bullying, cyber bullying or harassing (physical, verbal, electronic, or written)
- Abuse of animals
- Insubordination (inappropriate verbal or physical responses towards administrators, faculty, and staff)
- Curfew misconduct
- Rude, profane or other inappropriate language (spoken or written)
- Setting fires, turning in false alarms or tampering with safety equipment
- Creating a dangerous situation through inappropriate use of a vehicle on school grounds
- Possession of obscene or pornographic materials
- Accessing restricted areas or out of bounds areas
- Engaging in individual and/or group activity on or off campus that could harm the reputation of Andrews Osborne Academy

Procedure for Violations

The Administration will inform the student of any allegations and give the student a chance to explain the circumstances surrounding the allegations and an opportunity to discuss them. The Administration will then inform the parents of the allegations, the student's response, and the evidence that is available, along with an explanation of the rule or rules alleged to have been violated and the resulting consequence.

Many college applications require disclosure of suspensions and/or dismissal from secondary school. Serious academic violations, which have resulted in suspension or dismissal, will be reported by AOA.

AOA reserves the right to amend these Standards of Student Behavior and Community Standards and Discipline and the rules and regulations of the school as currently enforced and may from time to time be promulgated. Students and parents will be advised of any such amendments or changes.

Detention (MS and US)

Detentions are held weekly Monday – Thursday. Students will be given at least a day’s notice to make necessary arrangements. Students assigned to detentions must report to the designated room by 3:20 pm and remain until 4:10 pm. Tardiness may result in an additional detention. Students are to bring books and materials for study and to constructively occupy themselves during the detention. Silence is to be maintained.

Athletic practices or games, rehearsals, jobs or similar activities do not excuse a student from detention. Students may also be required to do community service during their detention. Failure to report for an assigned detention may result in additional detentions or suspensions from school.

In some cases, additional detention hours may be assigned in the form of a Saturday morning detention. These hours are assigned for repeat behavior. Students assigned to Saturday detention will report to the Student Center at 8:30 am and remain until 10:30 am. Students should dress in clothes appropriate to conduct community service both in and outside.

Suspension

Repeated conduct violations and major violations may result in a student being suspended from school. Students are placed on suspension for a 24-hour time period. While on suspension, students are not permitted to participate or be present at any extracurricular activities until the suspension concludes. Students serving a suspension, which includes a weekend, will not be permitted to participate or be present at extracurricular activities during that time period. Parents will be notified when students are placed on suspension.

- **In-School Suspension:** In-school suspension is held during the academic day. Students will be awarded credit for work completed while serving an in-school suspension. They are expected to be prompt and bring sufficient schoolwork to keep them busy for the entire day. Students are responsible for gathering their assignments from teachers prior to serving the suspension.
- **Out-of-School Suspension:** This will result in zeros for all classes missed and the student will not be permitted to make up any missed work, including tests, projects, and mid-term and final exams. The student will be required to meet with the Administration before returning to classes and activities.

Social/Behavioral Probation

Probation may be assigned for social/behavioral reasons and is the school’s most serious cautionary measure. A student on probation understands that his/her misconduct has been such that if continued and not corrected, it may lead to dismissal. Parents and students will be advised

immediately of such status and the student will be required to adhere to the terms of a probationary contract.

Dismissal

The school reserves the right to dismiss a student for academic reasons and for serious breaches of community standards. While in most cases this is taken as a last step, however, in severe cases, immediate dismissal may result.

Students who are dismissed are no longer AOA students and will not have any opportunity to continue their academic work or make up exams and are prohibited from returning to the AOA campuses as a visitor.

Dining Room

- Students are expected to exhibit exemplary behavior during all meals.
- Proper dress is required at all meals.
- Classroom teachers will provide specific information to their students about manner and behavior.
- Students are to walk to all meals.
- Students are responsible for keeping the dining room clean and neat.
- Throwing of food or any other object will immediately result in appropriate disciplinary actions.
- Students are expected to attend lunch daily. Residential students are expected to attend breakfast, brunch and/or dinner daily while on campus.

Dress Code

The dress code is based upon traditional values of students wearing appropriate clothing. It supports students' pride in AOA and their active school lifestyle. Parents are required to support the dress code.

Faculty and administration reserve the right to determine the appropriateness of dress or grooming in any specific instance.

Students are expected to arrive each morning in proper dress code

Preschool and Lower School (Enrichment Center – Grade 5)

Daily Dress

- Solid color polo style shirt (short or long sleeve) – navy blue, white, gray or red (AOA embroidered logo is not required in the lower school)
- Solid color turtleneck – navy blue, white, gray or red
- Sweaters – navy blue, white, gray or red
- Dockers style pants in khaki or navy blue
- Skirt, skort or jumper in khaki or navy blue or AOA plaid skirt or jumper
- Walking shorts in khaki or navy blue (when announced due to warm weather)
- Socks, tights or knee socks (should be solid white or navy blue),
- Tennis shoes (Velcro closure is acceptable) or dress shoes
- No open toed shoes or shoes without backs (i.e. clogs, crocs, etc.)

Assembly Day Dress (Grades 3 – 5)

Only students presenting should wear assembly dress

- Boys: white dress shirt and tie, solid colored khaki or navy blue pants, dark colored socks, appropriate leather or dress shoes, and optional navy blue sweater/vest/blazer.
- Girls: white blouse, AOA plaid, khaki or navy skirt/jumper, socks, tights or knee socks must be worn (tights and knee socks should be solid white or navy blue), appropriate leather or dress shoes

Middle School and Upper School (Grades 6 – 12)

- Solid color polo shirt in navy blue, gray or white with embroidered Andrews Osborne Academy logo (purchased only through Campus Shop)
- Sweater or sweatshirt with embroidered Andrews Osborne Academy logo (purchased only through Campus Shop)
- Dockers style pants in solid khaki or navy blue (khaki may be worn with any color top. Navy pants are not to worn with navy blue tops)
- AOA plaid skirt, khaki skirt or navy blue skirt
- Dockers style khaki or navy blue walking shorts
- Socks, tights or knee socks must be worn (should be solid white or navy blue)
- Brown or black leather belt must be worn if pants have belt loops
- Tennis shoes (not excessive in color or decorations) or brown, black leather casual shoes
- No cargo pants in the middle or upper school
- Seniors may wear a sweatshirt from a college they have been accepted to, this should be worn over their regular school uniform

General Guidelines (Enrichment Center – Grade 12)

- All students are required to have a navy blue embroidered AOA polo shirt for special occasions (i.e. field trips, all school events).
- Clothing should be neat, clean, practical, modest, and unadorned with designer logos or wording.
- Skirts, skorts and jumpers should not be hemmed more than two inches above the knee.
- Friday is Spirit Dress Down Day. On Friday's, students will be able to wear AOA team jerseys, AOA Sweatshirts or AOA t-shirts along with jeans. Due to special activities, occasions, and events, an announcement may be made that students need to be in their school uniforms on Friday.
- Elastic waist pants are permitted in the Preschool and Lower School.
- Cargo pants are only permitted in the Preschool and Lower School.
- All students are expected to have appropriate outerwear for cold weather months; once the weather turns warm boots are not to be worn (as announced by the Administration).
- Sweatpants or pajama pants are not to be worn under skirts.
- No excessive makeup
- Head coverings may be worn for religious purposes only.
- No visible tattoos
- No flip-flops or similar type of leather sandals
- No body, tongue or plug ear piercing
- Jewelry should be kept to a minimum.

- Boys must be clean shaven.
- Hair must be one natural color, and neatly styled. Boys' hair should be cut so it does not touch the shirt collar nor cover the eyebrows.

Field Trip Dress Code

Unless announced for special circumstances, all students should be in proper Andrews Osborne Academy dress for field trips. Students are representing AOA and should dress and act accordingly. All school policies should also be enforced on field trips. This includes: chewing gum, iPods, cell phones, hats and proper manners.

If students are to “dress down” for any reason, they should abide by the following guidelines:

- Proper footwear for the field trip should be worn. Sandals, flip-flops, etc. may only be worn if the trip requires students to be in or around water.
- Shorts may only be worn if the inseam is conservative and appropriate length.
- Pants and shorts may not have holes, stains, or bold designs.
- No writing on the back of pants or shorts.
- Pajama pants are not permitted.
- Tights, sweatpants, leggings and/or workout pants may not be worn. If they are needed for a dance or movement exercise, they should be changed into once the student arrives at the destination.
- Shirts and sweatshirts may not be torn or have inappropriate logos/wording.
- Shirts must have sleeves.
- No baseball hats unless indicated by the faculty.

Out of Dress Code Policy

Students out of dress code will receive a detention from the faculty or staff member. Additional dress code violations may result in parents/guardians being called to school with the appropriate clothing. If the dress code violation is deemed inappropriate for the classroom setting, the student will be sent to the Dean of Students and parents/guardians will be called.

Points of Purchase

While parents may purchase school clothing at their favorite store, there are two sites, which can provide the appropriate dress code items.

Phoenix Campus Shop

The Campus shop will sell the polo shirts and sweaters with the school logo, as well as a variety of AOA Spirit Wear. (ext. 229)

Schoolbelles

AOA plaid skirts and jumpers can be purchased here

888-637-3037

AOA #1721

www.schoolbelles.com

Drug and Alcohol Policy

Although the School wishes to prevent any abuse of alcohol and other drugs through education, the School must also be clear about the consequences of the use of alcohol and other drugs. Students may not possess, use, transmit, sell, conceal, or be under the influence of alcohol, marijuana, or non-prescribed drugs; this policy also includes the abuse of any prescribed drug. The School assumes jurisdiction with respect to this rule when the student is on campus at any time, on the way to campus, off campus at a school-sponsored function or senior lunch, on a school bus, or during an unauthorized absence from campus. Lastly, any alcohol or other drug abuse that occurs off campus, but which discredits the School or negatively impacts other Andrews Osborne Academy students, could result in a disciplinary response. It is also a violation of this policy for any student to facilitate another student's disregard for this policy. Tobacco use is prohibited on school property and at school sponsored events.

The School may conduct a screening of student's urine by a certified medical lab without prior notification of the parents, if:

- A student's academic performance or personality is undergoing change for no apparent reason,
- The administration continues to receive reports that a student is involved with illegal drugs on or off campus,
- A student is in possession of drug paraphernalia,
- A student has in their possession any material, which is designed to mask drug testing.

A copy of the results of any drug screening will be made available to the parents. The cost of such testing is the responsibility of the parent.

Should the question of student's sobriety arise, an on-campus breath analyzer is available for use.

A positive test result for drug use, a refusal to take the test or admission of drug use will result in an administrative hearing with the possibility of expulsion. Since a student may be under the influence of a substance for which there is not a reliable test, and accurate results of reliable tests may be masked in any number of ways, a negative result from any testing is not proof that a student is not under the influence of an illegal substance. In that case, the Head of School or his designee will make a judgment regarding use based on all the information available.

Harassment and Bullying

AOA's commitment to diversity requires examining attitudes and beliefs about differences and suspending those that are inappropriate. Harassment, including such conduct as slurs, jokes, foul language, intimidation, or any other verbal, non-verbal, or physical attack directed at an individual's race, color, religion, ethnicity, national origin, age, gender, sexual orientation or disability is against the law and will not be tolerated at AOA. Bullying is a serious problem that can dramatically affect the ability of students to progress both academically and socially and is not tolerated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when used as a condition to participate in school-related activities or having the purpose or effect of interfering with an individual's work or school performance.

Behavior perceived to be harassment should be brought to the immediate attention of the Administration. Persons found to be in violation of the above guidelines are subject to appropriate action including suspension, dismissal, or separation from the school. A complete copy of the school's harassment policy may be obtained from the business office.

Hazing activities of any type are inconsistent with the educational process at AOA and are prohibited at all times. No administrator, faculty member, or other employee of the school shall encourage, permit, condone, tolerate, or participate in any hazing activities. No student, including leaders of student organizations shall plan, encourage, or engage in any hazing. Administrators, faculty members, students, and all other employees who fail to abide by this policy will be subject to disciplinary action.

It is our goal to ensure that all students can learn in a safe and fear-free environment.

Out of School Conduct

Behavior that reflects negatively on AOA may warrant investigation and action on the part of the administration. In addition, when the school becomes implicated or involved in the out of school conduct, students may become subject to disciplinary consequences.

Search and Seizure

To maintain order and discipline on/school property and at school-related events and to protect the safety and welfare of students and school personnel, AOA has the right to perform unannounced searches and to seize contraband. The Head of School and authorized staff members may search student purses, backpacks, gym bags, or other personal property; student lockers, desks, dorm rooms, or other school property; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on AOA property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, tobacco, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process, the faculty/staff may seize. Storage, return, or destruction of such items shall be at the discretion of the Head of School.

Student Threat Policy

Any and all student threats to inflict any harm to self or others must be taken seriously. Whoever hears the threat should report it immediately to a school administrator.

HEALTH AND SAFETY

Blood-borne Pathogens

All staff is expected to implement a number of universal precautions when handling blood and bodily fluids. Precautions include the use of gloves and good hand washing and following established clean-up procedures.

Emergency Authorization/Medical Permissions/Medication

In accordance with state law, before the first day of school, each student's parents or guardians must complete, sign, and submit all appropriate forms.

Emergency Forms

The school must be given and will keep on file phone numbers of people who can pick up an ill child if a parent is not available. The school cannot be responsible for the care of an ill child during school hours.

Fire Drills

There shall be regular inspections for fire safety by official fire or police inspectors. All legal requirements for safety shall be observed, and a fire drill shall be required at least once a month. An adequate number of regularly inspected fire extinguishers shall be designated clearly throughout the building.

Health History Form

The Health History form is required annually for students in EC – Grade 5. The Health History form must be on file within 30 days of their start date. If this is not possible because of scheduling a doctor's appointment, they must have a letter on file stating the date of their appointment. If they do not have a physician because of religious beliefs they must have a letter on file stating this.

Immunizations

All students must have **up-to-date** immunization records on file prior to the student's entrance into classes. Failure to comply will result in the student being removed from classes.

Lockdown

Procedures are in place to secure the safety of the students in the event of a stranger on campus. Drills are conducted on a regular basis.

Medical Information

Any day student with a suspected illness will be examined by the school nurse and kept in a safe environment until his/her parents can take them home. Children with an upset stomach or any other signs of ill health should not be sent to school. **Do not send a child back to school until the child has been fever free for 24 hours.**

New emergency forms are required for each student every fall. It is imperative that they are kept accurate at all times.

Medication

No student is to possess medication of any kind including over the counter medications, vitamins and supplements while at school or school functions. The only exceptions are epi-pens and inhalers. Prescription medication must be given to the school nurse in the original container by the first day of school or when prescribed during the school year for distribution at designated times. In accordance with state law, both the parent's and physician's permission must be granted in writing before any medication, either prescription or over the counter, can be administered. The permission

must include written directions for administration and any special instructions. All medications must be in their original containers.

Perry Power Plant Nuclear Emergency

Should sheltering be recommended, your child will be sheltered in the designated AOA building until the advisory is lifted.

Children will be released to parents or guardians through normal release procedures.

Physical Examinations

All Middle and Upper School students must have a completed physical examination form **returned before the first day of school or prior to the first day of fall sports practice**. Any restrictions should be noted on this form. No additional physical form is required. All students, whether they are participating in any school-sponsored sports activity or not, must have a completed physical form.

Student Group Accident Coverage Insurance

AOA maintains a medical expense benefit covering all students. The plan is designated to provide protection for high levels of medical expense that might result from injury sustained while attending school and while taking part in supervised school activities where the primary medical coverage of the students might prove inadequate. Note that this coverage is not intended to be the primary medical coverage for students.

All international students must provide proof of medical insurance that provides coverage in the United States. Insurance will be purchased through HTH Worldwide and will be billed through the business office to the student's account.

Student Health

A registered nurse is available Monday – Friday 8:00 am – 3:15 pm. The nurse on call will be contacted as needed on weekends for boarding health concerns.

Tornado

Drills will be conducted on a regular basis.

RESIDENTIAL LIFE

All boarding students must follow the guidelines for Residential Life. This includes students that are 18 years old or older. Andrews Osborne Academy assumes the responsibility in place of the parents and is dedicated to making sure that the welfare and safety of each student remains a priority.

Absence

House parents may not give permission to students to miss school. Failure to get the appropriate permission to miss class will be considered an unexcused absence. Foreseeable absences require the use of the advance absence form obtained from the Registrar or Administration.

For academic reasons, students are not allowed to leave school early for any vacation or long weekend except for reasons of paramount importance (sickness and death are valid reasons, convenience of travel and appointments are not valid reasons). Missing class in order to travel is an unexcused absence and will mean zero credit for academic work missed. Students will be required to submit travel itineraries six (6) weeks prior to the date of departure.

Airport Transportation

Several times throughout the school year, students may need to travel to the Cleveland Airport. AOA uses a local car & limousine service, Vitalone's, for these transportation needs. The standard, cost for a ride to the airport is \$50, though the price increases to \$75 is the ride if before 8:00am or after 10:00pm. The Director of Residential Life makes all arrangements for boarder transportation. *It is mandatory for all students to be in school for exams. Boarders CANNOT miss scheduled exams because of travel plans.* Parents are expected to support the academic program by not requesting that their child leave early or return late from breaks. School calendars are provided to all families, and parents are urged to view this information early in the year to be sure they can get flight reservations at appropriate times.

Computers in Dorms

The school provides a computer in each dorm for use by the boarders. Since it is necessary to share the computer, homework takes precedence over other computer uses such as email and/or games. House parents will oversee the use of the computer in the dorms and may set guidelines. Please see the Computer Policy Section for additional information regarding school and personal computers. As with all computer labs on campus, no food or drink are allowed in the dorm computer area. Any abuse of the computer equipment or misuse of the Internet will result in the computers and the network system being shut down until such time as the situation has been resolved.

Courtesy in Dorm Living

Consideration and courtesy make a dorm run smoothly. All boarders are expected to show respect for the rights of others and respect for each other's personal privacy and possessions. Borrowing and lending personal property is discouraged.

Curfews

Any boarder under the age of 13 has a daily curfew of dusk or the listed curfew (see Residential Life Schedule), whichever time is earlier. These curfews are in accordance with Ordinance #509.10 Minor's Curfew mandated by the City of Willoughby, Ohio.

All boarders have a daily curfew depending on their current grade level (see Residential Life Schedule). These curfews are in accordance with Ordinance #509.10 Minor's Curfew mandated by the City of Willoughby, OH.

Students who are not in their dorm by their curfew may be subject to disciplinary action. Students out on school sponsored activities that return after curfew will not be disciplined for being late.

Daily Procedures

Boarders are expected to leave the dorm at 7:30 AM on school days. Each boarder must sign out when he/she leaves in the morning, giving his/her destination. Boarders may return to their dorm after 3:15 PM. Boarders *must* return to their dorm prior to going anywhere, unless they let their house parent know their plans *before* they leave in the morning. Boarders sign in when they return to the dorm by filling in their time of return on the sign-out sheet. Each boarder must sign for him/herself.

*This exception is made for boarders who have games, practices, and any other activities approved by the Director of Residential Life.

Dorms close occasionally for special school events such as concerts, plays, commencement, etc. Attendance by boarders is mandatory for these events.

Dining Room Attire and Behavior

Boarders are expected to dress cleanly and neatly for all meals. Pajamas are not acceptable attire for the dining room. Boarders are expected to behave appropriately in the Dining Room; they are to treat all Dining Room staff with respect.

Discipline

The Dean of Students, Director of Residential Life, and/ or a member of the Residential Life staff will handle boarding discipline. The following are possible consequences issued to boarding students as a result of disciplinary matters in the dorms: extra chores, loss of evening privileges, Saturday detention, Campused, Dormed, and Administrative Hearing.

“Campused” is defined as a student being prohibited from leaving school property for any reason other than an emergency.

“Dormed” is defined as a student being prohibited from leaving their dorm for any reason other than meals, a campus-wide mandatory event or an emergency

Dorm Move-Out

Before a boarder departs for the summer, a house parent will do a formal inspection of his/her dorm room. Any damage or needed repairs may be billed to the inhabitants of the room.

Dorm Jobs

The dorm is a communal environment, and as such boarders must contribute to the tidiness and cleanliness of their dorm. Boarders are assigned chores in each dorm on a rotating schedule. Chores involve light cleaning and should be completed before curfew when assigned. A weekly dorm inspection by the Director of Residential Life will be given.

Dorm Organization

Each dorm houses boarders, a houseparent, and a resident assistant. Minor infractions are handled by house parents and resident assistants, who, in consultation with the Director of Residential Life or Dean of Students, have the authority to take away campus privileges or give extra work details for inappropriate behavior. Violations of other rules are handled in accordance with the processes detailed in sections of the *Handbook* entitled *Standards of Student Behavior* and *Community Standards & Discipline*. The Director of Residential Life and/or the Dean of Students handle serious violations.

Dorm Visiting by Boarders

Boarders may visit their friends in the other dorms. When visiting other dorms, boarders must stay on the first floor. No visitors are permitted on the second or third floors of the dorms.

Students who are caught on the second or third floor of any dorm without the presence of a residential life staff member will not be permitted to visit dorms for the remainder of the year.

English-Speaking Rules

English is the only language that can be spoken on the first floor of the dorms and any other area of the campus. When two or more languages are possible in a group of people, English must be spoken, such as during sporting activities, and while on trips in vehicles.

In no way are these rules to be construed as a denial of ethnic or cultural identity. We value the diversity that all students bring to our school.

Extended Campus Breaks

All boarding students, regardless of age, must have advanced, written parental permission to travel to a destination other than their family home during extended campus breaks.

Fire Safety/Electrical Appliances, Candles, and Wall Decor

Safety is essential. Candles, incense burners, extension cords, or any other like materials must not be used in the dorm rooms because of fire department regulations. *Cooking is allowed only in the dorm kitchen and only with supervision from a house parent. Violation of fire safety rules will be treated as a serious violation of the standards of behavior.*

Permission must be obtained from the Director of Residential Life for individual electrical appliances. No electric blankets, heating pads, hot plates, coffeepots, irons, or similar appliances are permitted. Hair dryers, curling irons and fans may be used in assigned areas only and *must be unplugged after use*. Student-owned study lamps are recommended.

Posters and other decorations *must be hung from tack strips*. All wall decorations must be approved in advance by the house parent and must not cover more than 20% of the available wall space. Posters and other decorations *must be hung from tack strips*.

Food and Meal Management

All boarding students are required to attend breakfast, brunch and dinner while on campus.

Dinner Requests

Boarders unable to attend meals because of athletics, rehearsals, and other events may request boxed meals in the dorm. All breakfast/brunch requests must be reported to the Director of Residential Life by 6:00 pm the night before and all dinners must be reported to the Director of Residential Life by 12:00 pm on the day needed.

Dorm Kitchen

Boarders are not permitted to cook in their dorms unless they have permission and are being supervised by a house parent. Boarders are expected to clean up when they are done. All items in the

refrigerator/freezer must have the boarder's name on it. Refrigerators will be cleaned out weekly by the house parent. All personal cooking appliances must be kept in the dorm kitchen.

Ordering Food

Boarders may order food on the *weekends only*. Ordering food is a privilege; boarders must get permission from their house parent before ordering any food. All food orders must be made before 9:00 pm.

Snacks

Boarders may have snack items such as crackers, cookies, or candy in their rooms, but all food must be kept in containers with close-fitting lids. *Any food found in a boarder's room that is not in a container will be thrown away immediately and the boarder will be subject to disciplinary action.* Space for snacks and a refrigerator are provided in the student kitchens. Improperly stored food will be removed without notice.

Host Families

During the Thanksgiving, Winter, and Spring Breaks, students have the option of staying with a local host family. These are excellent opportunities for students to experience another aspect of American living, as well as a chance to forge special relationships off campus. The fee for staying with a host family is \$250 for Thanksgiving Break, and \$1,000 for Spring and Winter Breaks.

Illness or Accident

Any boarding student who becomes ill or is injured should notify their houseparent or resident assistant immediately. The houseparent or resident assistant on duty will see that the student receives appropriate medical attention. If a boarder is too ill to attend class, he/she will stay in the health center. He/she may not remain in the dorm. Students who are concerned about the health and well-being of their peers should also report their concerns to the houseparent or resident assistant.

Laundry

It is the student's responsible to see that his/her personal laundry is done at least once per week. Every dorm has a washing machine and a dryer, free of charge, for student use. Boarders are not permitted to use the laundering facilities during study hall. Boarders are responsible for their own clothes.

Lights Out

Boarders who wish to continue to study after lights out must get permission from their house parent and they must stay in their room with only their table light on. Phone calls, texting, music playing without headphones, and any other non-academic activities are not permitted after lights out. Students are not permitted to shower after lights out.

Mailing Address

Name of Student
Andrews Osborne Academy
38588 Mentor Avenue
Willoughby, Ohio 44094

Mail is delivered to the school and will be distributed each day by the residential staff.

Mandatory Study Hall

Middle School boarders and boarding students who are experiencing academic difficulty, as deemed by the Director of Middle and Upper School, will have mandatory, supervised evening study hall in the Lee Library. Students must arrive to evening study hall 10 minutes prior to its start and sign in. Students are only permitted to sit at the tables in the front of the library, cannot use any musical devices, and **must have** permission prior to the start of study hall to use a computer. Students may **only** get permission for computer use from a faculty member.

Money Matters

Credit/Debit Cards

It is not practical for the school or for the students to handle large amounts of cash on a regular basis. Therefore, we require that each boarder have either a credit card or a prepaid debit card that can be used for routine purchases as well as at ATM's for obtaining cash. An ATM machine is located on campus for easy access to cash. In addition, we have recently reached an agreement U.S. Bank in downtown Willoughby (a short walk from campus), and they have allowed our international students to obtain a prepaid debit card. Parents can apply funds to this card via the internet, as well as track the card's spending history. AOA does provide an on-campus ATM for getting cash.

Holding Fund

A prepaid debit system utilizing a separate **Holding Fund** is set up for each boarding student. Parents are required to deposit **\$1,000** to this Holding Fund account at the beginning of the academic year and to maintain a minimum balance of \$500. This money will be used to pay for many one-time expenses incurred by your child during the school year such as health insurance, medical expenses, equestrian lessons, overnight school trips, Spring Break trips, Cleveland Area Arts Experience, group tickets purchased in advance for sports events, theater performances, Cedar Point and/or any other organized activity, and shipping expenses. Your child will be expected to use a credit or prepaid debit card to pay for uniforms, any shopping, and for routine discretionary items at school like campus shop purchases, contributions to fundraisers, and weekend activities. When the balance in the Holding Fund reaches \$500, you will be notified to add money. Cash, credit card transfer, check or wire transfer, can do this. For international parents, this Holding Account can also be used to add funds to a VisaBuxx card.

You will receive a statement each month detailing the expenses paid on your child's behalf and showing the balance. The Holding Fund is a prepaid debit system. When your child leaves Andrews Osborne Academy, any unused money will be refunded to the parents.

Wire Transfer

To wire transfer funds to the Andrews Osborne Academy, please provide your bank with the following instructions.

Lake National Bank
7402 Center Street
Mentor, Ohio, USA 44060
ABA # 041 215 692
Account # 5510001810
Andrews Osborne Academy
▶ **Student's Name** ◀

Passports/Travel Documents

Passports, I-20's, and important travel documents will be kept in a lockbox with the Houseparent for safekeeping. Andrews Osborne Academy is NOT responsible for any passports and/or travel documents not turned in to a member of the Residential Life staff within twenty-four (24) hours of arrival to campus. Boarders will sign in and sign out their passports when they need them for identification purposes, such as taking the SAT and/or ACT. All senior boarders, international and domestic, are required to have a passport and travel documents on file with the Director of Residential Life. Boarders will travel to Canada as a part of the English Department curriculum.

Personal Computers

Having a computer on campus is a privilege that may be lost if it is abused in any way. Poor academic performance may result in the confiscation of a student's computer until grades improve. Computers may only be used for study purposes during study hall. Boarders who habitually use their personal computers after lights out for non-academic activity will be required to turn in their laptop and/or power cords in to their house parent after lights out for two (2) or more weeks.

Pets

Students are *not allowed* to bring pets of any kind, including fish and turtles, into the dorms.

Prefects

The Prefects have an important role as student mentors to younger boarding students. They serve as the primary liaison between the students and the house parents and Director of Residential Life. They assist with the scheduling of activities, managing dorms, and assisting younger students with the challenges of daily life in the residential community. Consequently, they are expected to reflect the best of AOA standards for personal conduct and leadership.

Residence Requirement

It is school policy that all boarding students reside in their assigned dorm and room. Any boarder who wishes to change rooms must get permission from the Director of Residential Life.

Room Care and Dorm Maintenance

Boarders are responsible for making their beds before leaving the dorm in the morning, cleaning their own rooms' daily in accordance with the inspection sheet, and for cleaning the common areas of the dorms on a rotating basis as assigned by the houseparent. Failure to comply with these duties is considered insubordinate behavior. ***Boarders may be billed for damages they cause and possibly subject to disciplinary action. AOA reserves the right to inspect and search dorm rooms at any time. Graffiti is prohibited on any dorm surface.***

Sound Equipment

Having a stereo is considered a privilege accorded to all boarders. The volume must be reasonable at all times. The decision as to whether the volume is reasonable is determined by the house parent and not by the boarder who owns the stereo. Misuse could result in loss of this privilege.

Study Hall (Sunday through Thursday)

Study hall is 7:00 to 9:00 pm, Monday – Thursday, and 6:30 to 8:30 pm on Sunday for all students (7:00 to 8:30, and 6:30 to 8:00pm for Middle School). The Director of Middle and Upper School will assign boarders with any academic concerns to mandatory study hall in the Lee Building library, supervised by faculty or staff. Boarders without academic issues may study in the dorms, supervised by the residential staff. The dorm must be quiet during study hall as this is a time devoted to academics. Using telephones, watching TV, emailing, playing computer games, doing laundry, cooking, and socializing are not permitted during study hall. Any boarder who is disruptive during study hall in the dorms will be assigned to mandatory study hall in the library.

Telephone Use

A house phone is available for student use in the dorms. Prepaid calling cards are required in order to use the house phone for long distance calls. Private phone lines in rooms are not permitted. Phone use (including cellular phones) is prohibited during study hall, after lights out, and after midnight on Friday and Saturday nights. Use of a phone during these restricted times will result in confiscation of the phone and the loss of phone privileges.

AOA will not tolerate the misuse of campus or cell phones. The use or attempted use of another student's phone in order to place charges on that phone or the unauthorized use of credit card numbers will be considered theft and will be treated as a major offense. No "900" or any other undesirable number may be dialed from any phone on campus. Misuse also includes, but is not limited to, pranks, stalking, phone hang-ups, unwanted or unsolicited phone calls, and will result in permanent loss of phone service use for all of that student's phones on campus except with the express permission of, and under the direct supervision of, the houseparent, the Director of Residential Life, the Dean of Students, or the Administrator on Duty. All phone numbers (not conversations) dialed from campus phones are recorded and can be traced to the caller.

The school is not responsible for any loss of phone equipment or pre-paid calling cards. The student assumes all risks of cell phone ownership and operation, whether known or unknown, to the user-student or the school. When using any phone, boarders are expected to be considerate of roommates and dorm mates at all times.

Valuables

All boarders are strongly discouraged from keeping large amounts of cash in their possession or in their dorm rooms. Boarders should have their own lock box for cash and any other valuables. Money should be deposited in each individual's school bank accounts. Boarders should not bring family heirlooms, expensive jewelry, or any precious items to school.

Weekly Residential Schedule

Monday – Friday	
6:45 am	Wake-up
7:30 am	Dorms Close
7:15 – 7:55 am	Mandatory Breakfast
8:00 am – 3:10 pm	Academic Classes
3:15 pm	Dorms Open
6:00 – 6:45 pm	Dinner
7:00 – 9:00 pm	Study Hall
9:00 pm	Middle School Curfew*

10:00 pm	Upper School Curfew/ Middle School Lights Out
11:00 pm	9 th – 11 th Grades Lights Out
11:30 pm	12 th Grade Lights Out

Friday Night	
6:00 – 6:45 pm	Dinner
10:30 pm	Middle School Curfew*
11:00 pm	9 th – 11 th Grades Curfew
11:30 pm	Middle School Lights Out
12:00 am	12 th Grade Curfew
12:30 am	9 th – 11 th Grades Lights Out
1:30 am	12 th Grade Lights Out

Saturday	
10:45 – 11:30 am	Brunch
5:30 – 6:15pm	Dinner
10:30 pm	Middle School Curfew
11:00 pm	9 th – 11 th Grades Curfew
11:30 pm	Middle School Lights Out
12:00 am	12 th Grade Curfew
12:30 am	9 th – 11 th Grade Lights Out
1:30am	12 th Grade Lights Out

Sunday	
11:00am	Brunch
5:30 – 6:15 pm	Dinner
6: 30 – 8:30 pm	Study Hall
9:00 pm	Middle School Curfew*
10:00 pm	Upper School Curfew/ Middle School Lights Out
11:00 pm	9 th – 11 th Grades Curfew
11:30 pm	12 th Lights Out

Note: On extended weekends, when there is no school on Monday, the Sunday schedule will become a Saturday schedule and the Monday schedule will become a Sunday schedule.

RESIDENTIAL LIFE ACTIVITIES

The school sponsors a variety of chaperoned activities in which boarders may participate. Activities organized for weekend recreation are sometimes free or inexpensive. Activities such as movies, roller-skating, bowling, dinner out, plays and professional sporting events charge admission or there is some cost involved. AOA policy allows boarding students to charge their weekend activities to their board bill with Business Office approval. Students must make plans to get money from the ATM prior to all activities.

Bicycles

Students are encouraged to bring their bicycles to school. For safety reasons, bicycles may be ridden only on campus.

Cars on Campus

Boarders in the 11th and 12th grades may have a car on campus only with permission from the Dean of Students. A copy of the car registration, a valid driver's license, proof of insurance, and any other documentation that AOA needs must be on file prior to a car being brought on campus. Boarding students must adhere to the rules and guidelines that will be provided. Parents must speak directly with the Director of Residential Life to request any exceptions. Parents cannot give their children permission to use their cars in any manner other than the given rules and guidelines. Misrepresenting one's destination will be considered a serious violation and handled accordingly. Any abuse or attempted abuse of this privilege by a parent or student may result in disciplinary action and the removal of the car from campus.

Cars are not be used to travel between points on campus. If large supplies are being moved or unloaded from the car, permission must be obtained from the Director of Residential Life or Dean of Students to drive on campus. After loading or unloading the supplies, the car is to be immediately returned to the Lee parking lot.

Prior to departing campus, boarders must sign out in their dorm and list their destination(s) and who will be traveling in the car.

Students must drive slowly and carefully on school grounds. Fast or reckless driving will result in loss of driving privileges.

Dating and Off-Campus Visiting

Off-campus dating and visiting of friends off-campus is allowed. Each boarder must assume responsibility for following the procedures and guidelines set by the school and their parents. If dating or visiting friends off campus, boarders must be picked up at the dorm and all dates/friends must be introduced to the house parent and/or resident assistant.

Whenever boarders leave campus, they must adhere to both the curfew times outlined as well as the mandated curfews for teenagers in the City of Willoughby.

Permission to Leave Campus

Overnight visits during the week will be granted for academic necessities only. Boarders obtain the usual permissions for such school-night visits. Special off-campus trips on weekday afternoons may be permitted with the permission of the house parent and Director of Residential Life. Whenever boarders leave the dorm, they are expected to follow all sign-out/sign-in procedures.

Sunday Mornings

Boarders may attend local worship services and transportation will be provided. Boarders attending services must dress appropriately and be ready to leave the dorm or dining hall on time per the weekend activity schedule.

For academic reasons, boarders are not allowed to leave school early for any vacation or long weekend except for reasons of paramount importance (sickness and death are valid reasons; convenience of travel and appointments are not valid reasons). Boarders will be required to submit travel itineraries six (6) weeks prior to the date of departure.

Boarders, who do not submit travel itineraries on time, may have to find their own transportation or may be charged a significantly higher rate than normal. Charges for this service range from \$50 to \$75; prices may increase without notice.

Transportation for boarders to school-sponsored events or shopping is provided by the vans on duty at designated times and at no extra charge.

Visitors to the Dorms

Boarding students may have visitors in the dorm with the permission of their house parents and/or resident assistants as follows:

Monday-Thursday: after school until dinnertime
Friday: after school until 9:00 pm
Saturday and Sunday: after brunch until dinnertime

Visitors may attend on campus school activities. Visitors must stay on the first floor and need to be respectful of the other residents of the dorm. In all cases, this visitor privilege is exercised at the discretion of the house parents and/or the resident assistants. Parents and guardians are welcome to visit the dorms.

Visitors who are caught on the second or third floor of any dorm will not be permitted to visit dorms for the remainder of the year.

Walking to Willoughby

Walking off-campus is allowed *only* to Downtown Willoughby and the Speedway on Kirtland Rd. (across the street from Seelye Dorm). Middle School boarders must walk in groups of at least two, while Upper School boarders may choose to walk alone.

Sundays –Thursdays boarders may not walk off-campus after the conclusion of Study Hall, except to the Kirtland Rd. Speedway. On Fridays and Saturdays, *Middle School boarders must return by 8:00pm*, and Upper School boarders must return by 10:00pm.

Weekend Activities

Every weekend students will have the opportunity to participate in weekend activities. Many activities will require students to sign-up prior to participating.

Weekend Visiting Permissions

When boarders will be off campus overnight, they must obtain permission from their houseparent, who will gather details and contact info regarding the trip. No boarding student will be allowed to visit a day student that is under serious disciplinary action, which includes probation or suspension, or who has been dismissed from the school.

PRESCHOOL PARENT HANDBOOK

Welcome to Andrews Osborne Academy

At Andrews Osborne Academy, students are immersed in an academically accelerated, interdisciplinary curriculum at all levels of instruction. Highly qualified and innovative teachers help each student realize his or her potential within a classroom designed to accommodate each student's learning style. Given the small size of each class, students receive significant individual attention from their instructors. The curriculum is augmented by excellent facilities that include a technology center, library, science laboratories, fine and performing arts classrooms, and a gymnasium. Our program is licensed by the State of Ohio. Copies of AOA's most recent license can be found next to the door of each Preschool classroom.

The Preschool Division

Welcome to Preschool at Andrews Osborne Academy. Our Enrichment Center and Pre-kindergarten classrooms offer stimulating environments for our youngest students. Our programs are designed to provide social interaction with a diverse group of children. Learning to verbalize feelings, negotiate compromises, and encourage one another with kind words are skills that we continually practice.

Creativity, curiosity, and courtesy are the characteristics we nurture and develop in our preschool students. A love of learning comes naturally when students receive positive reinforcement from energetic and compassionate teachers. We work closely with each family to ensure that the needs of each child are met. We also welcome families to be involved in our program to the extent that they are able.

Our curriculum includes a wide range of disciplines including Spanish, science, language arts, social studies, math, public speaking, art, music, and physical education. Self-esteem and confidence develop with performing opportunities that include holiday programs, a Mother Goose Puppet Show, and a very special Grandparents' Program. The Enrichment Center class celebrates holidays around the world including a St. Patrick's Day high tea. Field trips throughout the year make our learning come to life as we explore the world around us.

A more detailed look at the curriculum can be found in the Curriculum Guide. This is available in printed form and also on our web site.

Preschool Program Goals

- To encourage the development of the total child intellectually, physically, emotionally, socially, ethically, and aesthetically
- To nurture creativity and to develop each child's self-esteem, imagination, and positive feelings about self, others, the school, and the world
- To guide the child toward increasing self-reliance and responsible decision-making
- To engage students in learning that will foster an atmosphere of discovery and independent thinking
- To provide developmentally appropriate and child-centered curriculum
- To promote cooperation, communication, support, and involvement between the home and the school

Preschool Philosophy

The primary objective of the Preschool program at Andrews Osborne Academy is to encourage each child to strive within his/her abilities toward individual achievement. This is accomplished through the guidance and leadership of creative, caring, and qualified teachers. The faculty and staff model intrinsic qualities of trust, respect, honesty, compassion, and intellectual curiosity. When these qualities are present, a climate for the development of self-confidence and self-esteem is created.

Each child is an individual. His /her physical, emotional, intellectual, ethical, and aesthetic growths are vital concerns of the school, and this development is measured against his/her own potential as well as against standard criteria. Preserving individualism while promoting social consciousness and responsibility is an important goal. We welcome and celebrate students, teachers, and staff of diverse racial, economic, religious, and ethnic backgrounds. Each new experience provides students with opportunities to become responsible and productive members of the world community.

Absences

Please call if your child will be absent for any reason. Also, please notify the teacher if your child has a communicable disease such as pink eye, strep throat, chicken pox, etc. (See Health Policies)

Behavioral Expectations and Progressive Discipline Plan

Each child has the right to learn and each teacher has the right to teach without disruption. We employ positive strategies to engage the students in the expected behaviors. To that end, we have established a progressive discipline program that is outlined here.

Problem resolution is a skill that children in this age group are dealing with on a daily basis. We teach the Golden Rule: treat others the way that you want to be treated. We learn about feelings and the qualities that make up good character. When problems arise, we assist by suggesting solutions, role-modeling the compromises and helping the child repair any wrong doing with a suitable apology and/or good deed. We model expected behavior and continually emphasize good manners. We discuss expectations and consequences with the children. As the year progresses, adult intervention is needed less and less. At all times we will protect a child's self-esteem. We will not discipline using threats, bribes, shame, humiliation, or anger.

Under Ohio law, AOA must state in writing that we will refrain from the following disciplinary techniques:

- Corporal punishment or unusual punishments including punching, pinching, shaking, biting, or spanking
- Punishment administered by another child
- Physical restraints except for protective hugs for short periods of time so that a child may regain control
- Locking a child in an enclosed area
- Verbal abuse or derogatory comments, threats, or profane language
- Humiliation, shame, or attempts to frighten a child
- Abuse or neglect

- Extreme separation – child must be in sight of a staff member in a safe, lighted, and well ventilated space for time-outs that are brief in duration and appropriate to the child’s age and developmental ability
- Discipline may not be used for failure to eat or sleep or for toileting accidents, nor may food, rest, or toilet use be withheld as discipline

To assist children in following the rules, AOA will clearly communicate the rules and enforce them consistently and appropriately. The following are the progressive discipline methods utilized to redirect inappropriate behavior and Andrews Osborne Academy:

- Redirect child to positive behavior using first nonverbal and then verbal cues. When the behavior has been correctly redirected, compliment child on the positive behavior.
- Tell the child to “walk away” from the activity where the negative behavior is occurring. This is the time where we can ask them to make a choice, lose the privilege or change the behavior.
- Take the child to the table to draw or talk about why the behavior is occurring and what they can do instead.
- Contact parents for a conference.
- Remove the child from the classroom.

The following techniques are supportive discipline measures that build self-control and on-task behaviors:

- Foreseeing problems and planning ahead to set a child up for success
- Use signals directed to a student needing support
- Use physical proximity when signals are ineffective
- Restructure tasks that cause frustration. Remove objects that distract or cause inattention
- Ask the child for the good behavior and reinforce the good behavior with compliments
- Provide plenty of opportunities for teacher-child conversations

This balanced system of discipline, practiced consistently, promotes and encourages safety, fairness, and security. The result is a pleasant and comfortable classroom environment where quality opportunities for learning can occur. Involvement of parents in implementing and supporting this plan is necessary in order to provide the best education for each child.

There are some behaviors that are not tolerated and they include:

- Any action that endangers the health, safety, or welfare of the student or others
- Physical violence including spitting, pinching, hitting, kicking, pushing, biting, or throwing things
- Verbal abuse such as teasing, mocking, bullying, name calling, any language that demeans others, or profanity

Any occurrence of this type will be documented, and the parents will be notified. If the behavior continues despite teacher-parent intervention, the child could be removed from the program on a short-term or permanent basis. Meetings with the school administration will precede any action involving suspension or expulsion.

If your child complains of another child's actions at school, please let the teacher know. Also, please encourage your child to seek help from a teacher whenever he/she has a problem.

Calendar

Preschool will observe snow days along with the rest of Andrews Osborne Academy. When the school is closed due to snow or any other emergency situation, announcements will be aired on all major local TV and radio stations.

The school day begins at 8:00 a.m. Parents are to escort their child into their classroom and sign in. The children will be dismissed from the classroom at 11:30 for half-day students or 3:00 for full day students. The authorized pickup person must sign the child out before leaving. This person's name must be listed on your child's authorized pickup form or permission must be given in writing by the parent or guardian.

Cars may be parked in the parking lot on the east side of the St. John building for both drop-off and pickup. Please do not allow siblings to wait in the car unsupervised while parents are in the building.

Communication

The school main office phone number is: 440-942-3600. The school fax number is: 440-942-3660 and the school web site is: www.AndrewsOsborne.org.

Any changes in a child's normal routine should be written on the 'Notes to The Teachers' pad. This pad or notebook will be placed in a convenient place so that you can let the teachers know things such as, 'Tom is buying milk today,' or 'I am picking Ann up at 1:30 today for a doctor's appointment, or 'Jack didn't sleep well last night. Good luck!' Please communicate any private or sensitive information directly to the teacher.

The Enrichment Center sends home a daily note letting you know what your child did that day. Pre-K sends home a weekly newsletter. In the event that the teacher needs to contact you on an individual basis, please let us know your preferred mode of communication whether it is a phone call, a note, or an e-mail.

Parent/teacher conferences will be conducted twice per year, once in the fall and once in the winter. You will be notified in advance and will have the opportunity to sign up for a time that is convenient for you. If additional meetings are needed, the faculty is available to meet at any time.

Dress

Children should be dressed suitably for indoor and outdoor play, according to the weather. Their clothing will get dirty! Please save special or delicate clothing for other occasions. Girls may feel more comfortable wearing shorts underneath dresses or skirts for uninhibited play. On gym days, shorts or pants are required for girls.

During the winter months, children should have snow pants, snow boots, hats, mittens or gloves as well as a warm coat. We will go outdoors whenever the temperature with wind chill is above 20

degrees. This outdoor gear can be taken home daily or left at school; whichever is more convenient for you. Please label all items sent to school.

Enrollment

Each session is limited to 16 children under the supervision of a teacher and an assistant teacher. We have open enrollment throughout the school year and will accept new applicants as long as we have openings. Typically our classrooms are filled by June for the new school year. So, applicants are encouraged to begin the process in the spring before the start of school in the fall.

Parents who want to enroll their child must complete the application forms and attend an assessment session with your child. An Enrichment Center applicant must be 3 by September 30 of the year of enrollment. A pre-kindergarten student must be 4 by September 30 of the year of enrollment. The child must be able to use the toilet independently with infrequent accidents and does not require the use of diapers, training pants, or pull-ups. Before the child starts school, a completed medical and authorized emergency medical form must be on file.

Andrews Osborne Academy has a nondiscrimination policy regarding race, color, religion, sexual orientation, ethnic origin or nationality.

Field Trips

Age appropriate field trips will be planned during the school year. Parents will be notified of all trips, and signed permission slips will be required. Alternative childcare will not be provided if you choose not to allow your child to go on the field trip. Parent chaperones will be sought for all field trips. Please let the teacher or Homeroom Parent Coordinator know if you would like to be a chaperone.

Health Policies

Children are required to be immunized with the appropriate immunization for their age by the Ohio Department of Health. The parent is responsible for furnishing the immunization dates to the school. Students are also required to have a yearly physical completed by a physician and Health History form completed by the parent or guardian. Students who do not have the required medical forms on file will not be admitted to this program.

Good health is more important than perfect attendance. Parents are asked not to bring children to school when they have signs of illness. If they do not feel well enough to participate fully in all school activities, they should not come to school.

The Preschool staff will informally check the child's health daily. If a child complains of pain or sick feeling, the school nurse may be consulted. Parents will be asked to pick up and take home students who are too ill to participate in school activities.

Medication will not be dispensed to any child without the written authorization of the child's doctor and parent or guardian.

A child's temperature should be normal for 24 hours preceding his/her return to school after an illness.

Please notify the teacher if your child develops a communicable disease. The school nurse will then alert other parents to watch for appropriate symptoms while protecting your anonymity. Information regarding common communicable diseases for this age group, including their symptoms, is posted in the Preschool classrooms (see Common Communicable Diseases).

In accordance with the State of Ohio's Preschool Licensing Rules, any child who displays the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

- Diarrhea (more than one abnormally loose stool within a 24 hr. period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit or higher
- Untreated infected skin patches
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infection
- Vomiting
- Sore throat or difficulty in swallowing, esp. in combination with other signs of illness
- Unusual spots or rashes

The Preschool staff has been trained in signs and symptoms of illness and in hand washing and disinfection procedures as required by the State of Ohio Preschool Licensing Rules.

Please be sure that your child has enough sleep on school nights. Ten to twelve hours is recommended.

Lunch

Lunch is eaten at approximately 11:45 am. Microwaves are available to warm up foods. If food is to be warmed up, please send it in a microwave safe container. We encourage you to please send in a complete and healthy meal including a protein, a fresh fruit and/or vegetable and a beverage. Please, no soft drinks allowed!

Outdoor Play

Vigorous outdoor activity is an important component of our program. It is stimulating to the mind, as well as the body. This is an ideal time for children to socialize, explore, experiment, and develop their individual motor skills. Outdoor play will be encouraged as long as the temperature with wind chill is above 20 degrees (see section on Dress). The playground is located in the area between the Van Gorder and the Osborne Building.

Parent Involvement

We believe that the best results occur when parents and teachers work together as a team. Newsletters are sent home so that you can reinforce the concepts that were covered in class. Parents are expected to keep informed of the classroom activities by reading the newsletters. Please check

your child's book bag everyday. Your child's work will be sent home for you to enjoy. And, written communication will be sent home frequently. The teachers will be checking book bags for correspondence from you daily.

Each year we ask for a parent volunteer to be the Classroom Coordinator. This person will meet with the other parents to plan classroom parties, Holiday Boutique and Auction projects, and end of the year activities. We also invite parents to share any talents, hobbies, or careers with the class. We are always looking for exciting field trip opportunities.

Parents are welcome to observe the class at any time. Please check in at the office when you arrive at times other than drop off or dismissal. And, please do not be offended if you are merely greeted by the teachers with a nod of the head, as we are focused on the children. The best time to talk with a teacher is at the end of the school day after all children have been dismissed. Please make an appointment so that a mutually convenient time can be arranged.

If you need assistance with a problem or you have a concern or complaint regarding the Preschool program, you should try to discuss and resolve the difficulty with the teacher first. If such avenues, fully explored, do not resolve an issue, parents may contact the Lower School Director or Head of School.

Although we do not anticipate any problems, which cannot be resolved by the teachers or administrators, parents can contact the Ohio Department of Education Ombudsman at 1-614-728-6698 or 1-877-644-6338. This number is posted in each classroom. The Ombudsman is a last resort problem solver and provides facilitation and mediation services between parents and schools.

Parties

Children's birthdays are celebrated at school in a very simple way. Please notify the teacher ahead of time if you would like to send in treats for the entire class and/or a special snack.

Classroom parties are held for Halloween, December holidays, and Valentine's Day. Sign-up sheets for parental help will be posted several weeks ahead.

Rest time

The program's daily schedule for each age group includes a balance of both quiet and active play, and small group and individual free choice. We strive to meet intellectual, physical, social, and emotional needs of each child through indoor and outdoor activities. Rest time will be provided for full day children in the afternoon. The nap/rest period will be flexible to meet individual needs with provisions for early risers and non-nappers.

Children who stay for rest time should bring in their own blanket and a small pillow and stuffed animal, if desired. EC and Pre-K students should send the resting items in a plastic bag. Please label everything with your child's name.

Safety

No child shall ever be left alone or unsupervised either in the classroom or on the playground.

Fire, rapid dismissal, and tornado plans with diagrams showing evacuation routes are posted in the classroom. Routine fire drills are performed monthly, tornado drills monthly during the fall and spring, and rapid dismissal twice per year.

The parent or guardian is responsible for keeping the information on the Emergency Form up to date. At least two emergency numbers are required. Changes in home or work telephone numbers and home addresses are especially important to keep accurate records.

In the event of an emergency creating a need for medical attention, the following procedure will be followed:

- If immediate emergency treatment is indicated, we will first call 911. The parent will then be contacted. The Emergency Form specifies which hospital and doctor is preferred.
- If a minor accident or illness occurs, a staff member will administer the necessary minor first aid, and the parent will be contacted.
- If the parent cannot be reached and a doctor's services are necessary, the staff member will obtain the necessary medical treatment from the child's source of health care listed on the emergency form. Procedures for family contact on the form will be followed.
- A child in need of emergency care away from school shall be transported, along with the child's records and a staff member who remains with the child until the child's parent assumes responsibility for the child's care.
- All accidents will be reported to the instructor and logged on an accident report form. Parents will be informed of any injury a child has received.

It is important to note that serious accidents occur very rarely, and the services outlined above are merely a precautionary measure to provide maximum protection for the children.

Staff members will immediately notify local public child services agency when abuse or neglect is suspected.

Snacks

Daily morning snacks will be provided by AOA. The snacks will include a variety of nutritious foods and beverages including fresh fruits and vegetables with dips, yogurts, cheese, crackers, low sugar, carbohydrates (i.e. cereals, crackers, pretzels, bread, popcorn, etc.), 100% juices, milk, and water. Please use the space provided on your child's information sheet to notify us of any food allergies or special diet circumstances.

Supplies

A Preschool supply list is sent to incoming students during the summer. Every child is expected to bring a complete set of extra clothing to keep in school. All items must be labeled with the child's name. Student's extra clothing should be sent in a zip-lock bag.

Toys from Home

If your child would like to bring a special stuffed animal or blanket to school to help make the adjustment to being away from home a little easier, that is fine. We have plenty of materials for the children to play with in the classroom, so there is really no need for any other toys to be brought to school. On occasion, someone has a special souvenir from a vacation that they would like to share with the class. Please make arrangements with the teachers to facilitate this. Candy, gum, money, or any toy weapons (guns, swords, etc.) are strictly forbidden.

Transportation

Parents will accept full responsibility for arranging transportation of their children to and from school. If carpool arrangements are made, we need written consent of all parents involved. If a child is going to be picked up by someone other than someone on the Authorized Child pickup Form, we need written consent from the parent. If the teacher does not know the person picking up the child, they will be required to show identification (valid Driver's License).