



Patron/Student Handbook

Revised 6/28/21

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Contact Information

**6871 State Route 241
Millersburg, OH 44654
330-674-0752**

Office Hours

8:00 a.m.-3:15 p.m. Monday–Friday

Who to Call

Tuition Questions.....School Office
Behavior Issues.....Principal - Carla Kauffman
Dress Code Questions.....Administrator - Ashton Troyer
Class Activities.....Homeroom Teacher
Calendar Questions.....School Office – Crystal Shantz
Sick Child.....Homeroom Teacher
Homework Concerns.....Homeroom Teacher
Any Other Questions.....School Office – Crystal Shantz
Athletics.....Ashton Troyer

I. INTRODUCTION OF GHA

A. Mission Statement:

GHA empowers students to seek the Kingdom of God by educating through the lens of a Biblical worldview.

We inspire students to discover the person of God, leading them to faith, service, and community.

B. Vision Statement:

Shaping Hearts, Engaging Minds, Impacting Generations

C. Purpose:

Seek First Christ's Kingdom

D. School Values

Belonging

Excellence

Service

Truth

E. Changes to Handbook. It sometimes becomes necessary to update or change school policy. GHA reserves the right to make any changes to this handbook, and/or the policy herein at any time during the school year upon school and church board approval. Policy changes will be effective at the time the change is made.

II. ENROLLMENT INFORMATION

A. Admissions Policy

1. *Application.* GHA will not refuse admission to any student because of race, color, national, or ethnic origin. Neither will any part or aspect of the school program be refused to a student for the above reasons.

2. *Admissions Requirements.*

a. Age Requirement: **Preschoolers** must be 4 years old by August 31 in the year of enrollment and must be readiness-approved by the school administration.

Kindergartners must be five years old by August 31 in the year of enrollment and must be readiness- approved by school-approved 3rd-party diagnosis. **First graders** must be six years old by August 31 in the year of enrollment, must have completed a formal kindergarten program (GHA or other), and be recommended for advancement to 1st grade by the institution in which he/she was enrolled.

b. Immunization Record Requirement: Though we do not require immunizations for enrollment, we do maintain immunization records.

c. Records requirement: GHA requires that parents submit to GHA's office all records of their child(ren)'s immunizations and copies of all past school records.

3. *Late Admissions.* Parents who wish to enroll students after the beginning of the school year will need to contact GHA administration. Late enrollments will be allowed only on a case-by-case basis.

B. Admissions Procedure

1. Parents/students read the Student Handbook
2. All forms in the Registration packet are completed and returned to the office.
3. The parents of the prospective student may need to visit the school to meet with the principal and/or administrator. Individual student evaluations will be arranged as needed.
4. After the application is reviewed and a decision is made, the administration will notify the parents of acceptance/denial of admission.

III. ATTENDANCE AND DRESSCODE

A. Attendance Policy

1. GHA places certain restrictions on absence privilege for the following reasons:

- a. GHA believes that regular school attendance is important for a student's overall growth and development.
- b. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up."
- c. Asking a teacher to help a student catch up on missed work creates an unfair burden on teachers.

Therefore a **\$15 fee (\$10 for Kindergarten) will be charged per student per day** for any unexcused absence or absences due to family trips. This small fee will be given directly to the affected teacher(s) as remuneration for extra time & preparation for making academic accommodations. No fee will be charged for Preschool students.

2. Absences will be excused for the following reasons:

- a. Personal illness.
- b. Illness in the family requiring the student to be at home.
- c. Death or wedding of a family member, close relative, or friend.
- d. Medical or dental or optometric appointments (although these should be scheduled during non-school hours as much as possible).

3. A student who is absent because of personal illness will be not be eligible to participate in athletic activities (games or practice) on the day they were absent.

4. Leaving school early for a doctor or dentist appointment will be excused only if the student brings the homeroom teacher a note from home or if the parents call or text the homeroom teacher in advance.

5. The following list is an example of some unexcused absences. This list is not exhaustive.

- Over-sleeping
- Haircut appointment
- Missing a ride
- Shopping
- Working without prior approval from the administrator
- Family trips

6. A student is considered tardy if he or she is not in their desk, with their personal items (coat, lunch, backpack, books, etc.) properly placed by 8:30 a.m.

7. Counting absences and tardies will be handled as follows:

Arrive between 8:30 – 9:00 a.m. – tardy

Arrive between 9:00 a.m.–11:20 a.m. – ½ day absence

Leave before 11:20 a.m.–1 day absence

Leave between 11:20 a.m.–1:30 p.m. (12:30 p.m. on Friday) – ½ day absence

8. Perfect attendance

To achieve perfect attendance for the year, a student must be present without tardies, excused absences, or unexcused absences (8:30-3:00). An early departure at 1:30 p.m. on a Monday-Thursday (12:30 p.m. on Friday) is permitted.

9. Discipline for beginning-of-day tardies

- a. Upon receiving the 5th tardy notice, the student will receive an unexcused absence on his report card.
- b. At the end of the quarter a student starts with a fresh slate.

10. Family vacations/personal trips

Every effort should be made to plan a time that will not require a student to miss school. If this should occur, we require either verbal communication between parent and homeroom teacher, a text message sent from the parent to the homeroom teacher, or a written note signed by the parent. **Communication should be made at least two weeks prior to the absence. A student's verbal testimony that such a trip is planned does not constitute as a signed note from the parent.**

11. Communication for planned absences (excused or unexcused)

- a. Students will be responsible for acquiring and completing all class assignments. For absences due to sickness or emergency, students have as many days to complete make-up work as days absent.
- b. For absences due to travel:
 - i. Parents must contact the student's teachers directly **at least two weeks before the scheduled trip** by text message, phone call or a written note signed by the parent. This notice will allow time for the teacher to adequately prepare for the absence.
 - ii. Parents are responsible to ensure that the student completes all work as instructed.
 - iii. Upon returning from a trip, students will have half as many days as

they were gone to complete assigned work. For example, if a student was absent 4 days, they have 2 days to complete their work. If a student was absent 5 days, they have 3 days. **Students will have a maximum of 5 days to complete their work, regardless of how long they were absent.**

- iv. Any tests given during the absence will be administered either before the student leaves or upon the student's return. This decision will be made by the teacher.

12. Policy for Excused/Unexcused Absences

- a. If a student has accrued 10 excused absences during a given academic term, any additional absence will be counted as unexcused unless a doctor's excuse slip is provided.
- b. If a student has accrued 3 unexcused absences (**excluding** vacation absences) in an academic year, a parent conference with the administration will be held. Based upon the outcome of this meeting, the board will prescribe any additional corrective action it deems necessary.
- c. If in one quarter a **high school student** misses 5 periods in a class/es due to unexcused absences (**including** vacation absences), the student will drop a letter grade in that class/es. At the end of the quarter a student starts with a fresh slate.

B. Dress Policy

Students, faculty and staff are asked to be clean, modest, and neat in their appearance.

With the support of parents, school uniforms are designed to promote a culture of community and belonging, while minimizing the pressures of economic variations among students, and reducing the overall cost of student wardrobes for parents.

School Dress Code

The *dress code* is to be followed every day, regardless of whether *school uniform* is required. For example, on a special day when "school uniform is not required," school dress code is still expected.

- Shorts, skorts, and sweat-pants are not permitted for the school day or for field trips, with the exception of specified athletic field trips.
- No flip-flops are to be worn during the school day.
- Cut-out shirts and tank tops are not permitted at any time, including athletics.
- For the girls, skirts must be worn and be of sufficient length to cover the entire knee while standing. No slits above the knee.
- High school ladies are expected to wear their hair up and be veiled.
- Boys'/Girls' hair is to be neat, clean, and of a "natural color."

- Boys' hair when styled may not be over their eyebrows, earlobes, or collars. No "man buns."

School Uniform

The designated uniform to be worn for school is as follows:

- All students must wear a red, black, navy, or white polo shirt or button-down collared dress shirt.
- Pants (boys) and skirts (girls) are to be khaki, black, or navy.
- No other shades or variations of color are permitted besides the specified school dress colors. For example: royal blue is not navy, pink is not red, gray is not black, etc.
- If a student needs additional warmth in the colder months, they can wear a jacket, sweater, sweatshirt, hoodie, or GHA apparel that is solid red, black, navy, khaki, or white overtop their polo shirt.
 - No other jackets or coats (including other shades/colors, even if it is GHA apparel or large branding logos/text) will be allowed during the school day.
- No denim, regardless of color.

Field Trip Apparel

It is our goal to present a professional, favorable image of GHA and its students to the community. Although we do not require school uniform for most field trips, we do ask that students abide by the school dress code at a minimum, wear a polo and denim. No sweat pants, shorts, or skorts for field trips.

Athletic Apparel

GHA seeks to promote a culture of professionalism, discipline, and Christ-honoring sportsmanship in every facet of the athletic programs. We believe that how we present ourselves as athletes can either hinder or encourage the culture we aim to promote.

- A. Boys athletic apparel
 - a. Athletic warm-up pants are to be worn to and from all games. Shorts are only permitted for the game and during practices.
 - b. Sleeveless shirts (no cutout shirts) are permitted during practice only.
 - c. For games, team uniforms are worn, with sleeved shirts.

- B. Girls athletic apparel
 - a. Knee-length "skorts" are to be worn for all athletic activity, including practice.
 - b. Cut-out shirts and tank tops are not permitted at any time, including athletic practice sessions.

- c. High school ladies are expected to wear their hair up and be veiled for all practices and games, as well as to and from games and tournaments.
 - d. Skirts or skorts must be worn to and from all games and tournaments.
- C. If you are participating in the athletic event as a player, scoreboard keeper, book keeper, or other assigned task, the athletic dress code must be adhered to.

Dress Code Violations

Violations are addressed as follows:

1. First Violation: A Violation Notice will be sent home with students to the parents.
2. Second Violation: A second Violation Notice will be mailed to the parents.
3. Third Violation: A third Violation Notice will be mailed and a meeting will be arranged between the parents and members of the school board and/or administration.

IV. CONDUCT & DISCIPLINE

A. General Code of Conduct

It is the goal of GHA to build and strengthen qualities of truthfulness, obedience, respect, kindness, and integrity. We believe students have a right to attend school in a safe and stimulating learning environment and have a responsibility to do their part in creating and maintaining that environment.

1. The hallways are to be quiet while school is in session.
2. Every effort should be made to use the restroom during break, not during class or study time. Restrooms are to be as quiet as the halls.
3. If recess is outside, students are to go out immediately and come in immediately, following the direction of bells or the recess supervisor.
4. Electronic devices such as cell phones, iPods, and tablets are not permitted during the school day. They must be turned off, and they must not be brought into the classroom unless the teacher has designated a place in the classroom where they are to be turned in. Teachers and staff may confiscate any device used inappropriately.
5. Classroom internet use is restricted to completing homework assignments. It is not to be used at any time for social media, music, gaming, recreation, or entertainment. This includes break and lunch.
6. No gum is permitted at any time on the school grounds.

7. Respect school property by taking care of your desk, supplies, and P.E. equipment.
8. Respect all those in position of authority (all teachers, etc. will be addressed as “Mr.” “Mrs.” or “Miss” unless directed otherwise by the administrator.)
9. Medications of any kind are to be brought on campus only with an accompanying note from a parent or guardian.
10. Under no circumstances should students leave the campus during school hours without administrative permission. If permission is given, communication by text or phone call must happen between the homeroom teacher and parent.
11. At dismissal, student drivers and their passengers should cross carefully to their parked vehicles and leave promptly. Loitering, horse-play, and extraneous driving/riding in the parking lot by student drivers or their passengers will not be tolerated.
12. Students of any age are not permitted access to the school building during non-school hours without the supervision of an adult. If unauthorized access is given to the student (unlocked doors or an adult who grants unauthorized access), the student will still be held accountable. Staff is not to be expected to unlock the school after hours for students who forget any item left at school.

B. Media Policy

1. Since the spiritual, mental, and emotional development of our children always remains a top priority for GHA and its patrons, we strongly discourage the *unsupervised* use of television, movies, the internet, video games, and cell phones in students’ homes.
2. Certain media content that violates the Truth of Scripture is counterproductive to the ministry of GHA. Parents who allow their students to consume media content containing sexual humor, blasphemy, profanity, nudity, immorality, or graphic violence should reconsider the authenticity of their commitment to Christian education and Gospel Haven Academy in particular.
3. If, from the perspective of the staff and/or administration, a student is personally hindered (or is hindering others) in their spiritual and academic development due to an abuse of this stated media policy, the administration assumes the responsibility to ask parents to deal promptly with the issue or withdraw the student from GHA.

C. Electronic Devices/Internet

Electronic devices such as cell phones, iPods, and tablets are not permitted during the school day. Students should leave these in the car during the day unless the teacher designates a spot in the classroom where they should be stored. Students are expected to turn their cell phones off during the school day. Personal calls and texts are permitted before 8:30 a.m. and after 3:00 p.m. Teachers and staff may remove any device used inappropriately (see General Code of Conduct).

The purpose of GHA’s internet access is to aid staff instruction and student learning. It is not to be used at any time (including breaks, lunch, etc.) for entertainment, games, or social media. Most of these websites/apps will be blocked. If for some reason they are not being blocked properly, the rule is still to be followed. Unrestricted access is not to be confused with permission (see General Code of Conduct).

D. Socializing Guidelines

School attendance places young people in each other’s company for significant periods of time. It is easy for couples to develop interest through the time of their attendance in school together. We do not encourage high school romance. Thus boy/girl socializing in school shall be in groups. There shall be no pairing off between the sexes during school hours or at official school functions. (“Socializing in groups” shall not be interpreted to include groups of paired couples.)

E. Redemptive Discipline

The purpose of discipline is to train/teach students according to God’s Word and is intended to bring about redemptive restoration. Discipline is instruction that molds, shapes, corrects, and inspires appropriate behavior. It is one of the tools God uses to help develop Christ-likeness. It is therefore, our desire to maintain loving, yet firm disciplinary procedures that will encourage growth. Proverbs 13:24, 22:6; John 8:11, Hebrews 12:5, 9, 11; I Tim 4:12, and Gal 6:1.

The school administration reserves the right to handle unique individual situations that might not be described in the Parent/Student Handbook in a manner that it deems appropriate. All disciplinary decisions are made prayerfully and the school administration reserves the right to make all final decisions regarding discipline.

The following are the guidelines for addressing day-to-day classroom situations, general violation of school policies, and major infractions. Teachers are responsible for communicating and enforcing all classroom rules as well as GHA handbook rules and policies to students. Teachers will address all classroom infractions as well as minor infractions pertaining to the guidelines of discipline set forth by school policy. Habitual behavior problems require parental involvement. Students referred to the office for classroom behavior offenses are subject to one or more of the following disciplinary measures:

1. Parent notification (phone call or email)
2. Student detention
3. Parent and student conference with administrator to develop a plan for reforming the student’s behavior
4. Student suspension and/or student expulsion

Major Infractions

Major infractions include but are not limited to:

- Excessive classroom disruption
- Cheating (including plagiarism)
- Defiance of authority

- Destruction of property/vandalism/graffiti/pranks
- Fighting, physical harassment/threats
- Sexual misconduct
- Any illegal activity
- Obscene actions/profane/vulgar language
- Stealing/theft, possession of stolen property
- Venturing outside of approved areas
- Leaving campus without permission
- Violation of any state-mandated harassment policy

Committing any of the infractions listed above, on or off the school grounds may result in immediate suspension or expulsion.

Zero Tolerance

Under no circumstances are illegal drugs, alcohol, tobacco or weapons of any kind allowed on campus or during any school activity. Offenders will be dealt with, including possible dismissal and criminal action. Gospel Haven Academy will cooperate fully with law enforcement agencies in the enforcement of the law and reserves the right to conduct random searches to ensure the safety of our campus and protection of our students.

Reconciliation Process

The whole of Scripture and the Christian faith points towards reconciliation. The administration reserves the right to evaluate situations regarding student issues on a case-by-case basis. It is our goal that through this disciplinary process the student will grow and become more Christ-like through this restorative process.

Principles to guide this process:

- We all have sinned and come short of the glory of God. Therefore we should not sit in judgment as persons achieving perfection but as loving servants. No activity is done in a vacuum. Everything we think, say and do affects others in a positive or negative way. We are here to affirm the preciousness of all people, the offended and the offender.
- Those involved will be given time and space for reflection. This reflection includes answering 3 questions in writing.
 1. What happened and why did it happen?
 2. Who all was affected, and how were they affected?
 3. If relationships were broken and/or property damaged, how can they/it be restored?
- The written account will serve to:
 1. Provide a written account as well as allow time for calmed emotions.

2. Help parents understand the situation from their child's perspective.
 3. Hold the student accountable for what he/she says.
 4. Allow administration to compare written statements and ask for clarification when stories differ.
- Parents will receive the written account and return it with their signature.
 - The student will write a solution plan (with parental help when appropriate) for the purpose of reconciliation and restoration.
 - Parents will be informed about the incident and be involved in the solution. If the student and his/her parents are unable to write a solution plan, the school will offer input and guidance in creating a plan through consultation with pastors and/or counselors. The number of persons involved in the solution plan will largely be determined by the degree of the offense. For more serious offenses, suspension or expulsion may be a part of the solution.

V. GHA HIGH SCHOOL COMMITMENT

I understand that attending Gospel Haven Academy is a privilege with accompanying responsibilities and therefore, I agree:

1. To faithfully support GHA through a positive attitude and with prayer.
2. To regularly participate in a local church.
3. To cooperate and support teachers and administrators in the enforcement of the policies of GHA.
4. To discuss school problems only with the people involved (student, parent, teachers, or administrator) and not with those who are not involved (Matthew 18:15).
5. To not participate in (or tolerate) profanity, obscenity in word or action, nor disrespect any school personnel, parents or other students.
6. To complete class and homework assignments on time, to the best of my ability.
7. To pay assessments to cover damage to the school or property of others which I cause.
8. To exercise integrity in my schoolwork by not plagiarizing or cheating.
9. To read and follow the student handbook and abide by the stated guidelines.

Each student at GHA's High School must read and sign this commitment form with the understanding that a student may forfeit the privilege of attending GHA should he/she fail to comply with the established regulations, discipline, and obligations of GHA.

Spring Trip

In the spring of every year the high school goes on a trip that is educational, service-oriented or both. The trip will be something that students will earn by their genuine *commitment* to applying themselves in the following ways:

1. Being on time for school, and placing a priority on good attendance.
2. Completing homework consistently.

3. Applying themselves with a positive attitude toward the opportunities for learning and development at GHA.

To measure this commitment, the following is required in order to be eligible to participate in the trip.

Spring trip requirement proposal

1. Bible Memory said on time each month
2. No more than 15 tardies for the year
3. No more than 30 tallies for the year
4. Academic Balance in all self-paced subjects (9 of 12, or 7 of 10 if it is PACES)
5. Teacher approval

We believe these requirements are generous, and the majority of students who are serious about being a high school student will have absolutely no problem fulfilling them. We also believe most any student who does not fulfill these does not demonstrate a serious commitment toward being a high school student, and as such should not be afforded the privilege of participating on the trip. Sometimes only a matter of several weeks or a month is all it takes to pull a student off track.

Dear Parents and Students:

Please review with your student. the attached information (which is a part of the larger school handbook), as well as the specific requirements for eligibility for the trip in the spring, Afterwards, remove this page from your handbook, then sign and return this form to the school office by Friday, August 20th .

Thank you,
GHA Administration & School Board

Student Name: _____

Grade Level: _____

By signing below, you are acknowledging the following:

We have received, reviewed, understand, and agree to abide by the attached student handbook policies & trip requirements.

Parent: (print name here):

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

VI. COMMUNICATION & INVOLVEMENT

A. Parental Involvement

1. Supervision of Homework: Parents must hold their child accountable to complete their homework. We expect that all work will be completed. It is essential that parents confirm that work is done.
2. Parent-Teacher Conferences will be scheduled twice per year at the end of the 1st and 3rd quarters. This gives each child's parents a specific time to discuss with the teacher the progress and development of their child(ren).
3. Hot Lunch: Parents will be asked to provide a hot lunch for the students and staff of the school. A schedule will be made at the beginning of the school year.
4. Fabulous Friday: Parents of Jr High and High school students will be asked to provide lunch for the students and staff of the school. The funds raised from this lunch will go towards spring trips.
5. Volunteer Moms: Mothers may volunteer to come in once a week or every other week to help students in grades 1-6 with Reading, Math flash cards, Spelling practice, etc.
6. Homeroom Moms: Mothers may volunteer to be in communication with a homeroom teacher to plan special classroom events throughout the school year.
7. Some parents may be asked to be in charge of a chapel service, and/or volunteer to provide transportation at different times for field trips, athletic events, etc.

B. Parental Cooperation

1. Please pray for your children, the school, and their teachers.
2. Read the handbook and commit to compliance. Talk to your child about the areas that pertain to their responsibility as student of GHA.
3. See that your children develop good school habits such as adequate sleep and prioritizing homework.
4. Assume the responsibility for good attendance.

C. General Communication

1. Parents should feel free to contact the school if they have a question. If a question arises, parents should speak to the faculty member involved.
2. The GHA faculty shall not discuss school issues with anyone who is not a part of the problem or a part of the solution.
3. Parents shall endeavor to redemptively resolve any grievances with the faculty member involved before taking that grievance to the principal or school board.
4. Parents should help the school faculty be at their best when in the classroom. Difficulties or problems should be discussed after the school day and not before or during the school day, if at all possible.

D. Communication Envelope

Once a week, usually on Tuesday, a communication envelope is sent home for parents. This envelope contains matters of information, monthly billings, special announcements, etc.

It is important that a parent reads the contents and then signs in the spaces provided on the front of the envelope. This envelope is to be returned to school the following school day.

E. Arrival/Dismissal Procedure

Arrival

Cars pull up to the front door in one lane (2 lanes if necessary). Students enter the school through the front doors. After the students are out of the vehicle, the driver will pull away. If the driver needs to come into school, they should drop the students off first, and then park in a parking space before entering the building.

Students should not arrive before 8:10 a.m.

When the students arrive, they are to put their backpacks, coats, etc. in their lockers and go to their classroom until school begins.

Dismissal

Drivers will form two lanes to pick up students at the front door. Students will wait on the sidewalk until their ride has pulled into the pick-up area. Student-drivers should cross carefully to their parked vehicles and merge into pick-up lane to pick up their siblings. Loitering, horse-play, and extraneous driving/riding in the parking lot by student drivers or their passengers will not be tolerated.

Teachers are to dismiss all students to go to their appropriate rides at 3:00 Monday-Thursday and 2:00 on Friday. If students in Pre-K-6th grade are not picked up by 3:10, their teacher will accompany them back to their homeroom where they will wait until a parent comes to get them.

F. Beginning-of-Year Communication

During the last week of July preceding each school term, a patron phone list, a school supplies list, and an academic calendar will be available to view on our website (gospelhavenacademy.com). The first tuition bill will be emailed to you the last week of July.

G. End-of-year Awards Program

1. Held the evening following the last day of school in the gym
2. 5:30 softball, carry-in at 6:30 p.m.
3. Perfect Attendance, Bible Memory, Honor Roll and Academic department awards will be presented.
4. Administrator may recognize any major patron volunteers over the past year (cleaners, maintenance people, etc.)
5. Administrator or the board will recognize any teachers who are not returning next school year.
6. Board Chairman will give closing comments and prayer.

VII. Academic Information

A. Accreditation

GHA has not sought State accreditation for two reasons.

1. We value the opportunity and freedom to choose and prescribe curriculum and classroom procedures that enhance our goals and objectives as a Christian school. We are aware of the standards the State of Ohio has set forth for our type of school. We intend to meet and exceed those requirements.
2. GHA desires to maintain a Christian atmosphere in our classrooms. We provide chapel services, Bible study, and Scripture memorization. Our staff works to develop Christian lifestyles and character in our students. Our desire is to avoid any influences that would detract from or destroy that atmosphere.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. This school does not seek

accreditation by any outside educational institution, but does endeavor to provide the highest possible academic program.

GHA is classified as a 3301-35-08 Non-Chartered, Non-Tax Supported School with the Ohio Department of Education.

B. Academics

1. Criteria for grade-level advancement

- a. A student will not be promoted to the next grade level if he/she fails (final grade of 69% or lower) all of the following subjects: Math, English, and Reading.
- b. If a student is failing one or two of the subjects listed above, the parents will be contacted to discuss the situation. Repeating the grade will be encouraged if everyone agrees on the decision.
- c. In certain situations, the following criteria may also be used to determine a student's readiness for advancement:
 - i. Development of motor skills
 - ii. Emotional stability
 - iii. Social maturity
 - iv. Achievement Test scores

2. Grading Scale

The following scale of percentages is used in assigning letter grades:

A+ 100-99	C+ 84-83	A. Excellent
A 98-95	C 82-79	B. Good
A- 94-93	C- 78-77	C. Satisfactory
B+ 92-91	D+ 76-75	D. Needs Improvement
B 90-87	D 74-72	F. Fail
B- 86-85	D- 71-70	
	F 69-0	

3. Report Cards and Progress Reports

Report cards will be issued every nine weeks. After the 1st and 3rd Quarters, private Parent-Teacher Conferences are held. Progress reports may be issued at the 3 week mark and 6 week mark to keep parents informed as to their child's academic progress. Progress reports should be issued to all students who are failing or near failing in any subject. If there is marked improvement of a particular student the progress report may be used to inform parents of this as well.

4. Principal's List & Honor Roll

Students in grades 3-12 are eligible for Principal's List and "A" or "B" Honor Roll each quarter, according to GHA's Principal's List and Honor Roll guidelines. The purpose of Principal's List is to give every student an opportunity for positive recognition for attitude, behavior, and participation, regardless of their academic talent. If these awards are maintained for each quarter of the year, then the student is eligible for appropriate recognition at awards assembly.

Quarterly Honor Roll Requirements (Grades 3-12 eligible)

1. No more than 5 tallies
2. No more than 3 unexcused absences
3. Academic Balance/Progress (high school)
4. Percentage requirement met:
 - A Honor Roll – 92.5% and above
 - B Honor Roll – 87.5% - 92.49%
5. No D's for A Honor Roll, no F's for B Honor Roll
6. Bible Memory completed on time

Principal's List Requirements (All grades eligible)

1. No more than 3 tallies
2. No more than 1 *excused* absence.
3. Bible Memory completed on time
4. Teacher approval

C. High School Graduation Requirements

The minimum number of credits required for each of the following diplomas is:

- a. Honors – 27 units
- b. College Preparatory – 25 units
- c. General – 22 units
- d. Vocational Preparatory – 22 Units (Remedial only—must be pre-approved by the administration)

A student must have completed the graduation requirements to receive a diploma. Only students receiving diplomas will be able to participate in commencement exercises.

D. College Testing – ACT and/or SAT

College-bound students should take the ACT and/or SAT during the last half of the junior year or by the middle of the senior year. These tests can be taken multiple times.

Study materials are available for the ACT and SAT online, at the local library, or at most bookstores.

Registration deadlines are usually 4-5 weeks before the test dates. Students expecting to do well on the above tests should follow the college preparatory track leading to a diploma. The student should desire understanding throughout their high school work. Good reading comprehension skills are essential.

VIII. EXTRA-CURRICULAR ACTIVITIES

1. Yearbook Staff

Along with a faculty advisor, this staff of 6-7 students plans and publishes a school yearbook each school term. Staff members must demonstrate creativity and should be comfortable using computers. Open to High school students only.

2. Varsity Girls Volleyball

The high school volleyball team usually begins practicing in the summer before school starts, and plays approx. 14-16 games throughout the fall. Practice is held twice a week after school. The team also competes at several overnight tournaments throughout the year in Indiana and/or PA. The student fee for each tournament is usually around \$40-50, which covers gas, lodging, and tournament fees. Athletes must maintain sufficient weekly academic progress to maintain participation privileges. A minimal participation fee is charged at the beginning of the school year.

3. Boys Flag Football

The junior high and high school football team usually begins several weeks before school starts, and plays approx. 8-10 games throughout the fall, culminating in a Saturday tournament in Ohio. Practice is held twice a week during September and October. Athletes must maintain sufficient weekly academic progress to maintain participation privileges. A minimal participation fee is charged at the beginning of the school year.

4. Boys Varsity Basketball

The high school basketball team usually begins practicing in October, and plays approximately 14-16 games throughout the fall. Practice is held twice a week after school. The team also competes at several overnight tournaments throughout the year in Indiana and/or PA. The student fee for each tournament is usually around \$40-50, which covers gas, lodging, and tournament fees. Athletes must maintain sufficient weekly academic progress to maintain participation privileges.

A minimal participation fee is charged at the beginning of the school year.

5. Jr. High Girls Volleyball

The Jr. High volleyball team usually begins practicing several weeks before school starts, and plays approximately 14-16 games throughout the fall. Practice is held twice a week after school. A minimal participation fee is charged at the beginning of the school year.

7. Jr. High Boys Basketball

The Jr. High basketball team usually begins practicing in October, and plays approximately 14-16 games throughout the fall. Practice is held twice a week after school. A minimal participation fee is charged at the beginning of the school year.

IX. GENERAL INFORMATION

A. Tuition

Tuition is billed monthly over a 10-month period (August – May). Invoices are due at the beginning of each month and are sent out the 3rd week of the previous month. The first invoice is sent in July (due August 31), and the last invoice is sent in April (due May 1)

B. School Closing

In case of severe weather, school-closing or school-delay announcements are texted to parents directly and posted on wkyc.com.

C. Safety

GHA is committed to the safety and well-being of its students. GHA requests that parents and guardians bring any schools safety concerns to the attention of GHA.

Consistent with mandatory reporting obligations provided for by law, GHA will report known or suspected child abuse or neglect to the proper authorities.