

GlenHaven Academy Handbook



GlenHaven Academy

To Know Christ – Becoming Like Him – For The Glory of God!

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Information:

<i>Founded:</i>	<i>August 2023</i>
<i>Mascot:</i>	<i>TBD</i>
<i>Colors:</i>	<i>Dark Blue, Grey, White</i>
<i>Grades:</i>	<i>K - 8th Grade</i>

**GlenHaven Academy is a ministry of GlenHaven Church and is under the authority of GlenHaven Church's Session. The Academy belongs, humanly speaking, to the church. Supervisors and other staff are employees of the church.

Each school using the A.C.E. program needs at least one professionally qualified supervisor/tutor for every 30 to 50 students, assisted by one or two monitors/paraprofessionals. The usual ratio is 1 supervisor with 1 monitor for up to 30 students and 1 supervisor with 2 monitors for 30 to 50 students.

School Faculty:

Administrator Principal: Pastor Luke Johnston

Lead Supervisor (2-9):

Kindergarten Supervisor (K-1):

Monitors (volunteers):

The School Board

The School Board members are elected yearly in January by the church session. These members will start their three-year term in August of the new school year. The School Board must consist of at least two active GlenHaven members, and one active parent. The board will also have the lead supervisor, and Pastor serving as ex officio. The board meetings are closed sessions. Parents may be invited to attend a meeting in the event of dispute. The trustees meet the first Monday night of the month at 7:00 p.m., unless otherwise notified. The board will hold a meeting with interested parents at least once annually.

I. Purpose and Benefit

The purpose and benefit of this handbook is to be a reference guide for parents or legal guardians when questions arise throughout the school year about GlenHaven Academy's expectations of your child(ren).

II: MISSION AND PHILOSOPHY

"In Christ are hidden all the treasures of wisdom and knowledge" (Colossians 2:3).

"But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be glory both now and forever" (2 Peter 3:18).

"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth" (2 Timothy 2:15).

Mission Statement: In partnership with parents, our mission is to provide a quality education based on Biblical principles that will academically prepare, develop, and equip our students to serve the Lord Jesus Christ.

Core Values: We are committed to the following core values:

Excellence - We are committed to provide an academic program that is academically rigorous and based on God's Word.

Critical Thinking – We desire to teach and lead our students into a lifetime of truth seeking. They will use their God-given skills to examine, research, and communicate truth.

Christian Service -We desire to create an atmosphere where Christian service is developed and expected. Staff, students, and parents will be given opportunities to serve each other and our community.

Integrity-We will strive to model Christ-like integrity in our interactions with each other.

Character-We hope to help instill godly character traits into each child, using Jesus as our example.

Affordability – We strive to keep our school affordable and available to families across the spectrum of socio-economic levels.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe that Christian education is a vital link in the successful rearing of children. It is the desire of the staff and founders of GlenHaven Academy to work together with the family and their church in reinforcing high moral values and a Christian lifestyle, while providing an excellent education.

The people of GlenHaven Church and Academy believe that the home and church should work together to complement the school. This makes for a well-balanced Christian education. For this reason, we require all students to regularly attend and participate in a Christ-centered, Bible-preaching church.

GlenHaven Academy can never replace the significant spiritual impact of a godly home and church. The parents maintain the ultimate responsibility in training their children up in the Lord, but the school can assist them by including sound Biblical teaching and through the example and leadership of the faculty.

To educate and prepare for life without including God as central to life, does not fully prepare a child. The home, church, and school must work together to prepare children spiritually, morally, socially, and academically for their adult lives. The school's primary responsibility is to provide the student with the necessary academic skills.

STATEMENT OF FAITH (EPC).

All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the 66 books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks. On this sure foundation we affirm these Essentials:

- 1.** We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
- 2.** Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He

arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.

- 3.** The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
- 4.** Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
- 5.** The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity; where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.
- 6.** Jesus Christ will come again to the earth—personally, visibly, and bodily—to judge the living and the dead, and to consummate history and the eternal plan of God. “Even so, come, Lord Jesus” (Revelation 22:20).
- 7.** The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to “Him who loved us and gave Himself for us.” He calls us to a life of self-denying love and service. “For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them” (Ephesians 2:10).

III. Educational Curriculum/Philosophy

GlenHaven Academy uses Accelerated Christian Education (A.C.E.) curriculum as the basis of education. This is supplemented with various curricula when the school board finds any part of A.C.E. to be lacking in helpful information or ability to learn. The educational concept of Accelerated Christian Education (A.C.E.) was built on five basic laws of learning that highlight the student's responsibility in the learning process.

- ✓ The student must be placed on a level of curriculum where he/she can best perform.
- ✓ The student must set reasonable and appropriate goals that can be achieved in a reasonable and prescribed period of time.
- ✓ The student must receive motivation through encouragement and support and achieve control through guidance and discipline in order to assimilate, use, and experience the educational material.
- ✓ The student's learning must have appropriate measurement applied to the results.
- ✓ The student's learning must receive recognition and reward for its value, effort, and significance.

The pioneering work of A.C.E. features a curriculum assuring parents of:

- A solid, back-to-basics education for their child(ren).
- A course of study individualized to meet a child's specific needs and learning capabilities.
- A program incorporating Godly character-building and wisdom principles.

From its beginning in 1970, A.C.E. has held to these goals. One result is students often score significantly higher on national standardized achievement tests than do their counterparts in conventional schools.

Every person and every system of education displays a particular understanding of reality that is reflected in its educational philosophy. The educational philosophy of the Accelerated Christian Education curriculum and program is distinct and clear in the beliefs that underly it. God is the authoritative source for all knowledge; and He shapes the Christian's view of reality with regard to time, matter, and mankind. The Bible is the ultimate truth and is the interpretive system used in the A.C.E. curriculum to understand God, time, matter, and humanity as given to us in the Bible.

- Every child is unique with vast potential, but dependent on others for spiritual, physical, mental, and behavioral development. Therefore, a

student who enrolls in GlenHaven Academy (GHA) should be educated as a whole child and the education should be based upon a Biblical worldview.

- Education should be available to all children. GlenHaven Academy will therefore endeavor to expand its educational opportunities to parents and children of all abilities and all racial, economic, and cultural backgrounds who desire this educational base and are willing to accept the school's standards.
- Every child develops at a unique, individual pace based upon his or her developmental level, learning patterns, motivation, and academic potential. The GHA program is designed and prescribed to assist each student to achieve a personal relationship with God through Jesus Christ, to develop a Christ-like character, to lay a strong academic foundation, and to realize his/her optimum potential for maturation physically, spiritually, and mentally.

NON-DISCRIMINATION POLICY

GlenHaven Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

IV. Tuition and Fees

A. Tuition

The cost of K-8th grade tuition at GlenHaven Academy is **\$3,200 per year**. This breaks down to \$320 per month for one student for ten months. Any additional students in the family are discounted (see below).



<i>STUDENT TUITION per year.</i>			
Family Discounts	1st Child	2nd Child	3rd Child +
K-8 th Grades	\$3,200	\$1200	\$750

B. Additional Fees

Registration - \$50 per student
Re-enrollment Fee - \$35 per student.

Curriculum Fee - \$35 Monthly. Payment is due the 15th of each month.
A monthly statement will be sent home.
Failed PACE fee - \$4

Convention (for students 13 years by December 31 and older) – event tuition, motel fee, performance outfit, and any individual event cost.

Testing - Standardized Tests (Grades 4-12) - \$35.00 per student. The test is given in April.

Field Trips – Some field trips require spending money. A message will be sent home prior to the outing stating the amount.

School Pictures – Parents are to select the plan and pay the portrait studio.

Total Annual Cost (without any discount):

Child 1: \$3,635 **Child 2:** \$1,635 **Child 3+:** \$1,185

AVAILABLE TUITION DISCOUNTS

One tuition discount per family.

Early Pay Discount: Families choosing to pay full tuition by July 31 can receive a 5% discount per family total on tuition. Families that pay ½ tuition by July 31 and the other ½ by Jan 31, of current year can receive a 3% discount per family total on tuition.

GlenHaven Member Discount: Families with active membership within GlenHaven Church receive a 20% Tuition discount on total family invoice.

DELINQUENT ACCOUNTS

Families are expected to make payments in a timely manner according to their payment plan. For any account that falls two months in arrears, the student may not attend school until the account is settled or satisfactory arrangements have been made. This policy is strictly enforced. All fees from the previous school year must be paid before finalizing the enrollment for the next year. (Exceptional circumstances should be immediately told to principal).

Monthly statements will be sent out beginning the first week of August and ending in the first week of May (10 months). The tuition may be paid annually

or monthly. Payments must be in cash or check. **Tuition is due by the 15th of each month.** If a temporary situation arises and payment becomes an issue, please talk to the supervisor or the pastor. Delinquent accounts must be taken care of or the student may not be allowed back to class until the account is current.

V. Daily Schedule.

GlenHaven Academy operates on the 5 - day - per - week, ten - month school schedule. The first day of school each fall semester will be sometime in mid - August. The last day of school will. be early to mid - May. ([Stopped Here](#))

8:00 - School doors open
 8:15 – Opening Exercises/Chapel
 9:00 - PACE work begins.
 10:30 – Break/Recess/Snack
 11:00 - PACE work resumes
 12:00 - Lunch.
 12:30 – PACE work resumes
 1:30 – Elective (Gym, Art, Com. Apps, Lecture)
 2:45 - Office clean up time.
 3:00 Dismissal.

Friday is an exception to the regular school day. There is no elective time and school will dismiss at 1:30 pm.

The academy does not provide after - school care for any students.

DISMISSAL PLAN

Students should be picked up within 10 minutes of dismissal. They will be waiting at the main school entrance facing the parking lot with the supervisor. If the student will be picked up late, please notify the supervisor before the end of the school day. Students **will not** be released to anyone who isn't on the parental list of approved adults (filled out at registration). If there are extenuating circumstances, a parent must call the church office before 2:45 pm that day (1:00 pm on Fridays). Parents assume all responsibility for students after 3:00 pm (1:30 pm on Friday).

VI. Admission Policies

The members of the GlenHaven Church believe that the responsibility of preparing children for adulthood rests with the parents and that the local church is to work with the parents as a *fellowship* in providing the necessary training to prepare children for life and eternity. The primary purpose is to train Christian young people to live for Christ.

Application Process

Attending GlenHaven Academy is a privilege and not a right. There is an application process. A special criteria must be met for a student to be accepted. The process includes the following documents:

1. Student Application
2. Student and Parent Contract
3. Pastor's Recommendation Letter
4. Photocopy of birth certificate OR Photocopy of social security card
5. Copy of current and up-to-date immunizations or exemptions
6. Payment Plan Form
7. Other school records (grade report, achievement testing, special services if applicable, etc.)

Requirements

- A parent or guardian must acquire a Pastoral Recommendation letter from their attending church Pastor that attests to faithful attendance at that local church body and relationship with Jesus as their Lord and Savior. It must be signed by the Pastor.
- Parents must be in agreement with our EPC Essentials of Faith and Philosophy of Education and be willing to actively support and pray for our academic program. At least one parent or guardian must profess to be a born-again Christian.
- The student's record of behavior at home, church, and school should reflect good citizenship, and the student must agree to abide by the standards and guidelines of our school.

SCHOOL IMMUNIZATIONS REQUIREMENTS

Immunizations protect children against the following: Hepatitis B, Polio, Measles, Mumps, Rubella (German Measles), Pertussis (whooping cough), Diphtheria, Tetanus, Haemophilus Influenzae Type B, and Chicken-Pox. The following requirements are required by the Missouri School Department of Health Records:

- All students must present documentation of the month, day, and year of each immunization before they attend school.
- All immunizations must be up-to-date before students are permitted to attend classes.

- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.
- For children beginning kindergarten during or after the 2003-2004 school year, required immunizations should be administered according to the current ACIP schedule (www.cdc.gov/vaccines/recs/schedules).
- To remain in school, students “in progress” must have an Imm.P.14 form on file and must receive immunizations as soon as they become due.
- Religious (Imm.P.11A) and medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file.

Kindergarten

Students beginning kindergarten should be five years old on or before August 1. Exceptions to the age requirement would need administrative approval.

Elementary Grades – 1st through 5th

The student will be tested prior to grade level placement if he/she is transferring from a public, private, or home school.

Middle School – 6th through 8th

The student desires to come to the Academy, is not over thirteen years of age and is controllable in the public school setting. The student will be tested prior to grade level placement if he/she is transferring from a public, private, or home school.

High School – 9th through 12th

GlenHaven Academy does not normally accept new high school students that **have not** been attending a homeschool or a Christian school.

With any admission, there could be exceptions to the above requirements the Elders, the supervisor, and the Pastor/Principal are in full agreement.

We will not admit married, divorced, or pregnant students.

VII. Withdrawal Policies

The parents may withdraw their child for any reason upon a 2-week written notice. The Academy has the right, for any reason, to ask the student to withdraw without notice. Any tuition already paid for in forthcoming calendar months will then be refunded; there will not a refund of partial-month tuition for the current month. This applies only to tuition and not to any fees or other expenses paid by the parent. Accounts must be paid in full before students' records will be transferred.

Strikes Policy

We are not looking to dismiss students, but want them to attend, succeed, and graduate. There are occasions where a student can be dismissed. We use

“3 strikes and you’re out”. This policy applies to students during school hour, on the school property or at school functions. These strikes stand for one academic year. Examples of strikes could include, but are not limited to: stealing, cheating, pre-marital sex, bullying, etc. We desire our parents to encourage their child(ren) to not have any strikes. There can be occasions of automatic dismissal, as decided by the Elders, and the Pastor/Principal. We know God loves all people but as a Christian school, we reserve the right to deny a student who is involved in or speaks favorably of a homosexual or transgender lifestyle.

VIII. Dress Code

Dress Code can promote unity among students, harmony in the classroom, and an orderly, respectful image to the public. It also relieves the staff from having to make less judgements on what students wear each day.

Even though we are more concerned about matters of the heart than outward appearance, we believe that a person's appearance reflects the inner being. Therefore, we strive to focus on the qualities of the "inner person." The school wardrobe is based on core values including modesty, cleanliness, neatness, and safety.

It applies when a student is on campus, as well as at all school functions. Students must comply from the time they arrive on campus to the time they depart. Deviations from the code must be pre-approved by the administration. The administration will have the final decision should a questionable situation arise.

Students who choose to go to ACE Regional Convention will be required to follow Convention guidelines in order to attend.

Boys' Dress Code

Learning Center

No athletic shorts or sweatpants. Shorts must be no shorter than mid-thigh. No shirts, pants or socks with inappropriate language or imagery. (examples: skulls, blood, nudity, etc.).

No hoodie sweatshirts or anything with a hood.

No open-toed shoes, cleats, or Heelys.

Hair should be kept clean.

Boys in levels 5 and up must wear body deodorant.

Physical Education

Tennis shoes must be worn for P.E. T-shirts (with sleeves – no sleeveless) of a conservative nature are to be worn at all times during P.E. No offensive slogans should be written on the T-shirt. All students are to wear long shorts at least mid-thigh. No writing on the seat of pants. Sweatpants/shirts and athletic pants can be worn in cold weather.

Girls' Dress Code

Learning Center

Shorts must be no shorter than mid-thigh.

No yoga pants, sweatpants or athletic shorts.

No spaghetti straps.

No low-cut shirts. (Necklines should be no lower than 2 inches below the collarbone).

No shirts, pants or socks with inappropriate language or imagery. (examples: skulls, blood, nudity, etc.).

No hoodie sweatshirts or anything with a hood.

No open-toed shoes, cleats, or Heelys.

Make-up and jewelry should be of a conservative nature.

Hair should be kept clean.

Girls in levels 5 and up must wear body deodorant.

Physical Education

Tennis shoes must be worn for P.E. T-shirts (with sleeves – no sleeveless) of a conservative nature are to be worn at all times during P.E. No offensive slogans should be written on the T-shirt. All students are to wear long shorts at least mid-thigh. No writing on the seat of pants. Loose fitting sweatpants/shirts and athletic pants can be worn in cold weather.

CODE ENFORCEMENT

It will be the duty of all Staff to monitor for violations of the Dress & Appearance Code. Offences should be reported to an Administrator to be processed appropriately.

- 1st Offense – a written warning will be communicated to the student and parent(s)
- 2nd & Future Offense – the parent will be contacted and required to bring appropriate attire to the school for the student to change into, or remove the student for the remainder of the day. Tardy/Absence Policy will apply

IX. Required Credits for Graduation

Diplomas

GlenHaven Academy offers three types of diplomas: College Preparatory, General Preparatory, and Vocational Preparatory.

SAMPLE COLLEGE-PREPARATORY COURSE OF STUDY

<u>Subject</u>	<u>Credits Required</u>
Bible (Selected from the four available courses listed below.)	8
New Testament Survey	
Old Testament Survey	
Life of Christ	
New Testament Church History	
English – I, II, III, IV	8
Math – Pre-Algebra, Business Math	6
Algebra	
Geometry	
Algebra II	
Trigonometry	
Social Studies (Selected from the five available courses listed below.)	8
World History	
World Geography	
U.S. History	
Government	
Economics	
(Students will need to take state history if they have not previously completed it.)	
Science (Select from the four available courses listed below.)	8
Biology	
Physical Science	
Chemistry	
Nutrition and Health Science	
Etymology I	2
Keyboarding	2
Basic Computer Literacy	2
Physical Education	2
Electives	3 to 6

Basic Education electives
(As needed to meet graduation requirements.)

Additional courses (other than those courses specifically required for graduation) taken in Bible, Math, Social Studies, and Science may be considered as electives. **Students must complete at least 42 credits.**

General and Vocational-Preparatory Course of Study

Some transfer students and even some students experienced with the A.C.E. curriculum may not complete a full college-preparatory program.

In order for a student to receive a General Preparatory Diploma, a student must complete as many college-preparatory courses as possible. Such students should be prescribed a course of study encompassing as many high school level courses as can reasonably be completed for graduation. A Vocational Preparatory Diploma will be issued to students who complete at least through PACE 1096 in each subject.

Sample Vocational Course of Study

<u>Subject</u>	<u>Credits Required</u>
Math – 48 PACEs (as diagnosed) (When student completes through Math 1096, it is recommended that he/she take Business Math (Self-Pacs 109-120)	8
Bible New Testament Survey Life of Christ	4
Social Studies – PACEs (as diagnosed) (State history should be included if not previously taken.)	8
English – 48 PACEs (as diagnosed)	8
Science – 36 PACEs (as diagnosed)	6
Keyboarding	2
Basic Computer Literacy	2
Word Building (Complete as many diagnosed PACEs as possible)	?
Physical Education	2
Electives (Students may take more of the core (as needed to meet	

subjects and let serve as electives) graduation requirements)

Students must complete at least 42 credits.

X. Chapel/Opening

Our weekly chapel services are an integral part of the school's total program. Each morning, all students and staff will come together from 8:15-8:50 for a time of praise and worship in the fellowship hall. At this time, classes will take turns leading the creeds, scripture reading, and prayer. We will join together in a time of praising the Lord through singing. The staff will give a daily challenge to the students as they begin their day.

Honor Roll

GlenHaven Academy recognizes and rewards hard work. When a student works to accomplish more than the bare minimum for the school year, he has a chance to make it onto the Honor Roll. There are two distinct levels to the Honor Roll—the Principal's Honor Roll and the Supervisor's Honor Roll.

Principal's Honor Roll

- Academic balance by the end of the quarter
- PACE average of 94.00% - 100.00%
- Memorize all Scripture for the quarter
- Exhibit behavior becoming an Honor student
- No more than 45 minutes of detention time in the quarter
- No more than 2 unexcused tardies for the quarter
- No unexcused absences
- No more than 5 excused absences

Supervisor's Honor Roll

- Academic balance by the end of the quarter
- PACE average of 88.00% - 93.99%
- Memorize all Scripture for the quarter
- Exhibit behavior becoming an Honor student
- No more than 60 minutes of detention time in the quarter
- No more than 3 unexcused tardies for the quarter
- No more than 1 unexcused absence
- No more than 7 excused absences

Achieving either Honor Roll allows the student to participate in the Honor Roll lunch. This will take place the Tuesday of week one in the next quarter. This is at the student's expense. The student will also receive an Honor Seal for his Progress Chart. If a student achieves Honor Roll every quarter, they will receive the yearly Honor Roll Award at the Spring Awards and Graduation. The Honor Roll represents hard work, academic

achievement, and dedication to one's school work. To circumvent the system is to cheat oneself out of a quality education. An excess of scoring violations may result in a student losing Honor Roll status. Purposeful cheating will immediately nullify Honor Roll status.

XI. Standard of Conduct GlenHaven Academy Rules

- 1.** Students at GlenHaven Academy are expected to display exemplary behavior at all times.
- 2.** Respectful attention will be given to the person speaking during opening, devotions, and in any other situation requiring group communications.
- 3.** Staff members will be treated with respect at all times.
- 4.** Good manners are to be used in all contacts with staff members and fellow students.
- 5.** Disciplinary measures will be used to correct negative attitudes and behaviors. Examples include, but are not limited to: failure to follow instructions, laziness, complaining, pouting, tattling, name-calling, fighting, bullying. Correction could involve detention or phone call to parent.
- 6.** Students are to be present and on time every scheduled day. Illness of the student or unusual circumstances would be legitimate reasons for absence. In event of absence, the parent or guardian is to notify the Academy by 9:00 a.m.
- 7.** Students are to be in at Opening Exercises or Chapel promptly at 8:15 a.m.
- 8.** Students will be allowed 2 tardies per quarter without any penalty. Then, after two times, a student will be required to serve detention.
- 9.** Cubbies are provided for each student and must be maintained in an orderly fashion.
- 10.** No student is to leave the school grounds during the school day without the approval of a supervisor.
- 11.** Vehicles used for daily transportation or for any other activity will be parked in the designated parking area and not to be used until returning home. If there is a definite need to run an errand, special permission must be requested.
- 12.** Sitting in vehicles to visit is not acceptable at any time.
- 13.** Running and playing indoors will be restricted to the Multipurpose room except with permission and under supervision.
- 14.** No food or drink in the sanctuary.
- 15.** No cell phones/electronic devices during class time. Cell phones can be left in the car or will be given to supervisor. No devices in lockers!
- 16.** Internet use is limited to academic studies, not for personal entertainment.

17. Students will keep dress code unless notified otherwise.
18. Any material of questionable nature – magazines, books, music, etc., should be left at home. If uncertain, contact the supervisor or pastor.
19. The facilities and furnishings of GlenHaven Academy are the Lord's and not to be abused in any way.
20. All students should be careful of the words they use. They should not use any words that could be classified as swear words. We need to be a good testimony for the Lord and to each other. Absolutely no profanity or name-calling is permitted.
21. It is unacceptable at any time for a student or parent to slander, criticize, threaten, or complain about GlenHaven Academy rules, procedures and staff through any public technology means. This includes, but is not limited to Facebook, Twitter, SnapChat, Instagram or any other social networks. Students and parents should bring concerns about rules or policies to a staff member.
22. No inappropriate physical touch between boys and girls (holding hands, hugging, touching hair, etc.) for ages 2-8th.

XII: OFFICE INFORMATION

CHANGE OF STATUS

Please notify the office if your address, phone number, email address, or job has changed. Also, if you have made any changes in your church membership, please notify the office.

HEALTH INFORMATION

Before the first day of school, every new student entering GHA must present records showing that all immunizations are current or that they have an exemption. All food allergies must be made aware to the school office. If the student develops a new allergy, immediately notify the school office for our records.

GlenHaven will adhere to the following procedures recommended by the Missouri State Health Department when dispensing medication:

- All medications (prescription/non-prescription) shall be given to a child only with dated, written permission from the child's parent(s), including the amount needed and time to be given.
- All prescription medicine/drugs shall be in the original container and labeled with the child's name, physician's name and written instructions.
- Tylenol may be given with oral or written approval of the parents.
- A log will be kept each time medicine is given.

For your child's protection and the protection of others, children should be kept home when they have any of the following symptoms:

- Severe cold symptoms: chronic coughing, sore throat, etc.
- Temperature (Fever): a child must have a normal temperature for at least 24 hours without medication prior to returning to school.
- Upset stomach, vomiting, abdominal pain, and diarrhea: A child must be kept at home until there has been neither vomiting or diarrhea for at least 24 hours.
- Undiagnosed rash or skin lesions, red or discharging eyes (i.e. conjunctivitis/pink eye), earache or swollen glands. A child must be kept home with any of these symptoms until diagnosed by a doctor and the student has been symptom-free for at least 24 hours. Please notify the office in the event your child has been diagnosed as having a communicable illness.
- Head Lice: Students may not be readmitted to school until treatment has been completed and evidence of all live lice and lice eggs (nits) have been eliminated. Parents must report incidents of head lice to the office. Custodial staff will be notified to treat rooms and the health staff will take preventative measures and check other students in the classroom to determine if any other students have been affected.

A student must be free of fever for 24 hours (without fever reducing medication) before returning to school. On the day of return following an absence due to illness, should a student run a temperature of 100 degrees or higher, the student's parents will be called to come and pick up the student.

If student complains of illness, the school will:

- Check the child's temperature. If it is 100 degrees or more, the parent will be called to take the child home.
- If the student is still not feeling well one hour after an original complaint, the parent will be called to take the child home.
- If the child is vomiting and/or has diarrhea, the parent or emergency number will be called immediately.
- In the event of serious illness, accident or injury to any child, the school shall follow the parent's written instructions for emergency medical care, with prompt notification of the parent.
- The Kansas City Fire Department and Rescue Unit will be called if the administration deems it necessary.
- Information regarding the illness, accident or injury shall be noted in the school's health log.

SCHOOL VISITS

All parents are welcome in the school. However, when a visit to a classroom is necessary, parents must check at the office first and sign in. No parent is to go

directly to the classrooms. Lunches, homework, books and other items should be left in the school office.

Parents are asked to take care of all communication with their children before they arrive at school. When there is an emergency and it is necessary to get a message to a student as soon as possible, the message will be relayed to the student by the school office.

Parents are responsible to call the school office before 12:00 p.m. if the child will not be able to attend school. This is a precaution to protect all parties involved and to facilitate accurate school records.

The student must be signed in and/or out when arriving at times different than regular school hours.

In order to keep our records up to date, it is necessary for parents to notify the school office of any changes in address or telephone number of home or work. Be sure to keep all emergency phone numbers current.

Visitor badges will be required for all parents, volunteers and other visitors.

INCLEMENT WEATHER

In the event of inclement weather, GlenHaven Academy will notify all parents via e-mail, text, and social media.

A WORD TO PARENTS

Our parents play a **vital part** in the total program of GlenHaven Academy. **Working together, parents and teachers can strengthen individual students and provide an excellent school experience. Together, it will be our goal to help fulfill Proverbs 22:6 which says: “Train a child in the way he should go and when he is old, he will not turn from it.”** The following list contains steps that parents can take to help this process.

- **Pray** regularly for the teachers, administration, and Board of GlenHaven Academy.
- **Give of your time and energy** in ways that can make GlenHaven Academy more successful. Be faithful in fulfilling the duties for which you volunteer.
- Attend the meetings and parent functions of the school when you can.
- Recommend GlenHaven Academy to others as opportunities arise.
- Help support the school financially as the Lord blesses. Promote GlenHaven Academy among family and friends who might be interested in giving toward Christian education.
- If problems arise, seek to resolve them with the person(s) involved rather than spreading criticism or negative attitudes. (Matthew 18:15).

- If there are parent/teacher concerns, please communicate with the teacher first and advise the administrative team if appropriate.
- Seek the advancement of GlenHaven Academy in all areas: spiritually, academically, and physically.

CONFLICT RESOLUTION

The parties ascribing to an enrollment agreement for GlenHaven Academy believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or related to the agreement, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of a dispute and reconciliation are not the result of such efforts, the matter, except for collection of unpaid accounts, shall then be submitted for legally binding arbitration.

The parties agree these methods shall be the sole remedy for any controversy or claim arising out of an enrollment agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party agrees to bear the cost of arbitration, as set forth by an arbitration award.

PARENT TEACHER FELLOWSHIP (PTF)

The overall goal of PTF is to promote fellowship among parents and faculty, provide active support to the faculty and help build a better school for the children. The involvement and support of parents is essential for a successful program. Meetings will take place throughout the year, and fellowships will be announced. The PTF plays a vital role in the school's fundraising. **All families are encouraged and asked to participate in all fundraising activities.** This will allow all families to work together and do more for the students and the school.

VOLUNTEER OPPORTUNITIES:

We have many volunteer needs and opportunities and hope that every family will contribute their time generously to make our programs and activities a success. These needs include serving in our lunchroom, monitoring, library maintenance, substitute teacher, teaching electives, recess monitor, office projects, special PTF events, fundraisers and many other areas.

LUNCHES

Lunches are brought from home. Parents, please make sure you pack your child's lunches every day. **Packing items in lunches that your child is able to open for himself/herself and that require minimal microwave/preparation time will be very helpful.**

If a lunch is forgotten, a Lunchable will be provided at parents expense for \$3.

As stated above, **all allergies must be made aware to the church office.**

Special care will be taken for any students with food allergies.

GlenHaven Academy will periodically offer special lunches to celebrate holidays and special events. When this occurs we will notify you in advance so you will be able to plan accordingly.

There is always a need for lunchroom monitors to assist children and help with cleanup duties.

A. Fire and Tornado Drills

The State of Missouri requires GlenHaven Academy to conduct two fire drills and two tornado drills each semester. They are conducted periodically throughout the year (detailed in church safety policy).

B. Searches

GlenHaven Academy reserves the right to search the student's person, locker, and belongings in the event the school staff suspects the student possesses an unapproved item. The search may be conducted without the student's or parent's permission.

C. Early Dismissal from Class

A student must have a written note, phone call, or text from the parent to the school/supervisor for early dismissal. If possible, please notify the school in advance.

D. Health Obligation

The school asks the parents to disclose if their child has a communicable disease, and this fact will be noted on the student's records along with special handling procedures.

XIII: FAQs

Q: How big are the classes?

A: GlenHaven Academy is set up as one large classroom where students have their own separate offices to work. This allows the student's privacy and helps with concentration. The students do sit by grade level. Students in K-1st grade have a separate classroom with their own teacher.

Q: What is the teacher-student ratio?

A: Ideal ratio is 1:15.

Q: What are the normal school hours?

A: Normal school hours at GHA are 8:00-3:00 Monday - Thursday, Friday is 8:00-1:30. Doors to the school open at /or before 8:00 each day.

Q: How do I register my child?

A: 1. Make an appointment to visit the school. 2. Read the student handbook. 3. Complete the student application. 4. Pay the enrollment fee.

Q: Do I have to be a member of GlenHaven Church to have my children in the school?

A: No, GlenHaven Academy is open to families of like Christian faith who regularly attend a Bible believing church.

Q: How old does my child need to be to attend Kindergarten?

A: In order to attend GHA as a Kindergarten student, the child must be 5 by August 1st. All students going into Kindergarten will be required to complete a reading readiness exam.

Q: Does GlenHaven Academy have a sports program?

A: Not at this time. Our first priority is to make sure the students get a quality education. However, we do believe that sports teach good character and team building. For this reason, our hope is to involve the students in different sports throughout the year. Our students (K-12) are involved in many different intramural sports during their PE time. Our prayer would be to one day have enough students to form sports teams for levels 6-12.

Q: Will GlenHaven Academy teach evolution?

A: Once students reach the appropriate level of science, they will be introduced to the most widely recognized theories of creation/origins and human biology. They will be shown how these theories relate with the Biblical text and our theological essentials.

Evolution will be taught as a theory, as will; Intelligent design, young earth creationism and old earth creationism. The original ACE curriculum teaches from a strict Young Earth creationism perspective. We do not think it is wise to teach this view only. We desire for our students to be aware and knowledgeable of all theories so they can be equipped to respond to them in the secular world. Therefore, we will supplement with other science curriculum to help provide a broader view. High School students will also be taught science from an apologetic perspective, alongside other questions of the faith.

Q: Will GlenHaven Academy teach sex education or gender fluidity?

A: No, we believe that sex education is best approached and taught in the home/family. We will teach basic health and hygiene in Science/P.E. Beyond this, we will always uphold a Biblical ethic in regard to sex, gender, and gender roles. We reject the secular ideology that sex is subjective or relative. We believe and teach that sex and gender are biological, and God ordained.

Q: Will GlenHaven Academy teach Critical Race Theory, Intersectionality, The 1619 Project, or other revisionist histories?

A: No, we reject these secular ideologies. We intend to teach history as it truly happened, based in rigorous, reliable scholarship. Such theories and ideologies will be better addressed in apologetics class.

Supplies List:

K-1st

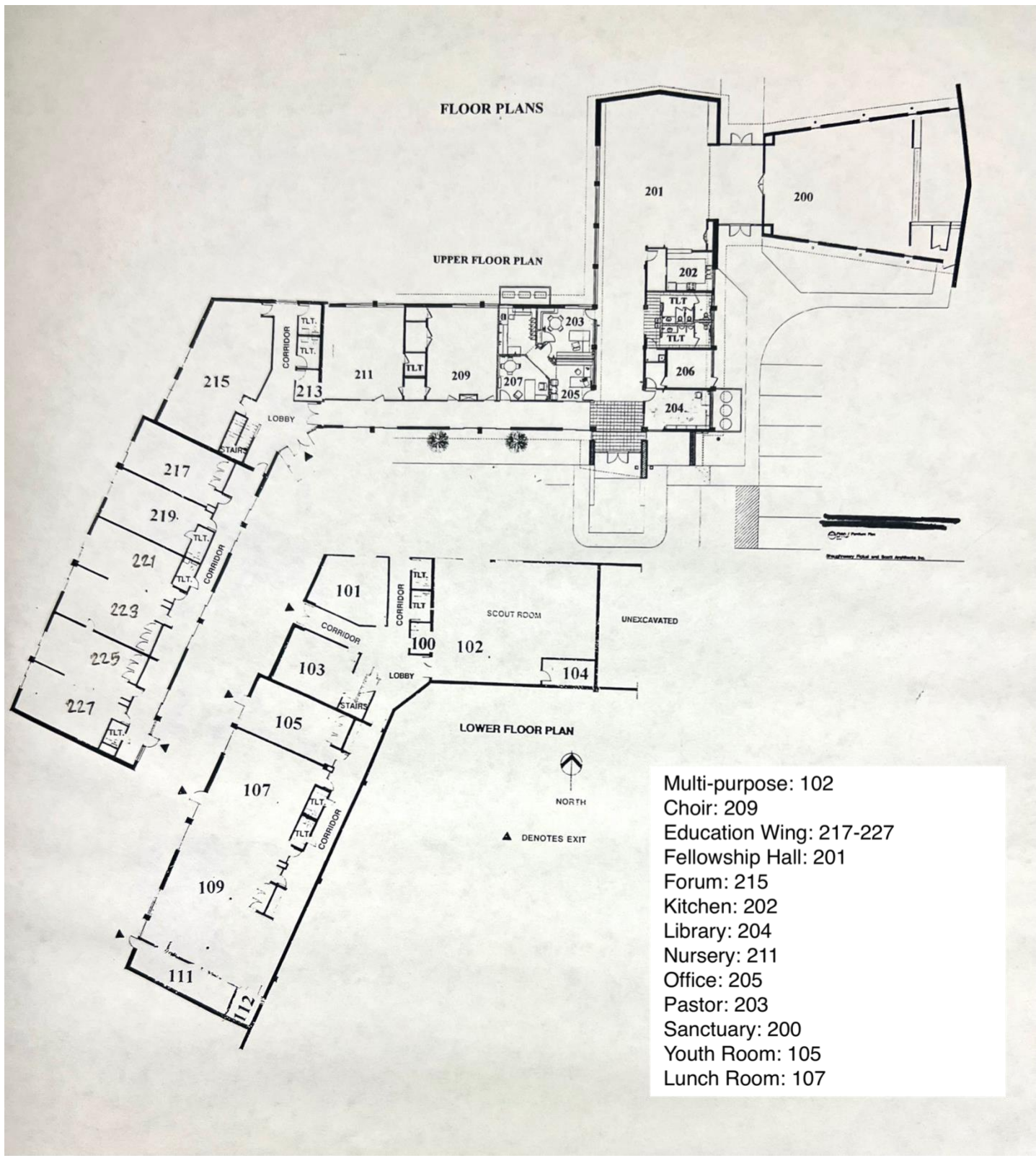
Bible (ESV or NIV preferred)
 School Supplies box—No larger than a shoe box
 Tissues
 Safety Scissors
 Glue Sticks
 Crayola Crayons
 Crayola Coloring Pencils
 Crayola Markers
 Writing Pencils—“Primary” size—My First Ticonderoga #2 (At least 6)
 Kindergarten students need large style pencils to grip properly.
 Large Eraser Desk pad (22”x28” poster board) (Preferably laminated)

2nd – 12th

Bible (ESV or NIV preferred)
 Pencils (#2 or mechanical)
 Ball point pens (blue or black ink only)
 Standard loose-leaf notebook paper

Large eraser (at least 2)
Ruler
Colored pencils
Tissues
School Supply Box (for pencils and such)
Trash Container (no larger than #3 coffee can)
Composition Notebook
Magazine organizer for PACEs
Desk pad (22"x28" poster board) (Preferably laminated)
Old t-shirt for Art Class (1st-6th grade)
Crayons (2nd-6th grade)
Child Scissors (2nd-6th grade)
Compass (7th-12th grade)
Protractor (7th-12th grade)

XIV: Church Map



- Multi-purpose: 102
- Choir: 209
- Education Wing: 217-227
- Fellowship Hall: 201
- Forum: 215
- Kitchen: 202
- Library: 204
- Nursery: 211
- Office: 205
- Pastor: 203
- Sanctuary: 200
- Youth Room: 105
- Lunch Room: 107