



KINDERGARTEN & ELEMENTARY SCHOOL
STUDENT AND PARENT HANDBOOK

Academic Year2021/2022

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OUR MISSION

Our specific purpose

To provide a firm Christian foundation in the educational and spiritual life of children partnering with parents [Deuteronomy 6:4~7]

OUR VISION

What we want to be recognized for

Our vision is to bring up children who believe in themselves as the salt and light of the world with a passionate heart for God to fulfill His will through their actions in the world. [John17:21]

MOTTO

A Heart for God, Honesty, and Excellence.

CORE VALUES

These are the values, or pillars, that will guide our actions and decisions for everything we do

C- Creativity

Created in God's image, we will seek diligently to utilize all the creative skills God has measured to us for His glory. We will:

- ✚ Challenge ourselves with new problems
- ✚ Create space for curiosity, imagination, and entrepreneurialism to flourish
- ✚ Continually seek improvement
- ✚ Look for ways to be innovative
- ✚ Look for opportunities to work with, learn from and share with others
- ✚ Look outside my own environment to find solutions to problems

H- Humility

- ✚ We will always speak and act out of what we know to be true
- ✚ We will admit what we do not know,
- ✚ We will acknowledge God's hand at work by grace in all we do.

R- Respect

We:

- ✚ Respect the authority of God as our Creator and Savior
- ✚ Respect everyone regardless of age, gender and culture
- ✚ Respect everyone in authority
- ✚ Respect all laws and regulations relating to our activities

I-Integrity

We

- ✚ Strive to make a positive difference in the world
- ✚ Will be open and honest in all our dealings
- ✚ Will treat everyone with dignity and respect
- ✚ Will accountable for our actions and behaviors
- ✚ Will be open, honest and reliable

S- Sonship

As Sons and Daughters of God, we will:

- ✚ We will know and personally experience God's transforming love, power, and truth
- ✚ Embrace our identity as Sons and daughters of the King
- ✚ Be led by His Holy Spirit and be anchored in His Word.
- ✚ Demonstrate the fruits of the Spirit as true children of God

T- Talent

We will:

- ✚ Explore and grow in confidence in a set of skills and disciplines
- ✚ Embrace fully the gifts and talents at work in us.
- ✚ Appreciate creativity and diverse forms of arts, cultures, and athletics

EDUCATIONAL PHILOSOPHY

Jesus grew in wisdom (intellectually), stature (physically), and in favor with God (spiritually) and man (socially). [Luke 2:52] Therefore, our educational goals encompass the spiritual, social, intellectual, and physical areas of our students' lives.

These areas are inseparable, and through them all run the insistent thread of the spiritual. It is our aim to avoid the tendency to teach the Bible compartmentally or on the intellectual level alone. Scripture clearly commands parents to be responsible for the education of their children.

OHAA maintains a Christian school to assist Christian parents in the exercise of their Biblical duty. [Deut. 6:4-9, Proverbs 22:6]

Our purpose at OHAA is to partner with parents to prepare and develop the whole student; mind, body, and spirit through academic training that is interwoven with Biblical teaching, ministry, and worship. We believe that the spiritual man is integrated into all aspects of learning and life.

We teach our students to preach the Gospel in word and action, knowing that signs and wonders follow those who believe. [Mark 16:15-18, 2 Cor. 5:11-20]

STATEMENT OF FAITH

We believe.....

- ✚ There is only one true God who is the eternal King, Creator, and Redeemer of all that is. He is perfectly holy, just, loving, and truthful. He has revealed Himself to be eternally self-existent – one being in three persons: God the Father, God the Son, and God the Holy Spirit.
- ✚ The Bible to be the inspired and only infallible and authoritative Word of God. Humankind was created in the image of God to know and enjoy Him, yet we willfully rejected the Lordship and glory of God for which we were intended.

Because of this, sickness, death, and judgment entered the world and now creation experiences the effects and consequences of sin.

- ✚ The Lord Jesus Christ, the one and only Son of God, was conceived of the Holy Spirit, born of the virgin, Mary, and is God's Anointed One, empowered by the Holy Spirit to inaugurate God's Kingdom on earth. He was crucified for our sins, died, was buried, resurrected, and ascended into heaven, and is now alive today in the presence of God the Father and in His people. He is "true God" and "true man."
- ✚ We are saved by God's grace, through faith in the person and work of Jesus Christ. Anyone can be restored to fellowship with God through repenting, believing, and receiving Jesus as their Savior and Lord. The Holy Spirit convicts, regenerates, justifies, and adopts us as we enter the Kingdom of God as His sons and daughters.
- ✚ In the sanctifying power of the Holy Spirit, by who's indwelling the Christian is enabled to live a holy life and minister super-naturally. The baptism of the Holy Spirit according to Acts 1:4-8 and 2:4 is poured out on believers that they might have God's power to be His witnesses.
- ✚ The victorious, redemptive work of Christ on the cross provides freedom from the power of the enemy – sin, lies, sickness, and torment.
- ✚ In the ever-increasing government of God and in the Blessed Hope, which is the glorious, visible return of the Lord Jesus Christ to rule and reign with His overcoming bride – the church.
- ✚ Heaven and hell are real places. There will be a resurrection of the saved and the lost, the one to everlasting life and the other to everlasting death.
- ✚ That the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture. (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other, and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a

woman. (Genesis 1:27–28; 2:21–24, Matthew 19:4–9; Mark 10:5–9; Ephesians 5:22–33).

RESPONSIBILITIES OF PARENTS

Parents/Guardians of OHAA students agree to wholly support the school's Biblical standards and environment of holiness and love in word and deed as based on scripture. For clarity, please review the following scriptures: 1 Tim. 4:12, Col. 3:17, Titus 2:7-8, 1 Thess. 5:19-23, James 3:17-18, Romans 12:1-2, 1 Cor. 6:9-20, Ephesians 5:3-5, 1 Thess. 4:3-8, 1 Tim. 4:12, 2 Tim. 2:19-22, 1 John 3:13.

Additionally, parents agree to:

- ✚ Make a concerted effort to attend the school activities in which your student is involved and attend the Parent-Teacher conferences.
- ✚ Provide prayer support for the school. **This is essential.** This is a spiritual battleground, and the battle must be fought with spiritual weapons. [Ephesians 6:13-20]
- ✚ Support and uphold OHAA's standards and policies.
- ✚ Maintain communication with OHAA. When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office for an appointment or return call.
- ✚ Not share problems you have concerning the school or its members with anyone who is not directly involved or part of the solution to your concern (i.e. other parents or students).
- ✚ Refrain from taking your student out of school unnecessarily. Independent study (self-directed study) must be arranged in advance.
- ✚ Be informed and involved with your student's work. If your child is having a problem, do not hesitate to make an appointment with his/her teacher.

STUDENT CONDUCT

All students are expected to conduct themselves according to the highest Christian standards of honesty, honor, integrity, responsibility, and love toward his fellow Christians. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, and programs of the school.



Student Behavior Listed below are guidelines regarding standards of student behavior.

Students are always expected to act according to these guidelines, whether on or off school campus, including sports events and school related activities:

1. OHAA students are expected to treat others with the same RESPECT with which adults in school treat them.
2. A student's actions, dress, possession, etc., on or off campus may not cause a problem for anyone else.
3. Problem actions include but are not limited to: Not following school staff's instructions, misuse of facility, misuse of computers/Internet, lying, bullying, teasing, cheating, stealing, loitering, playing or visiting in restrooms or out of bound areas, inappropriate language, being unsafe, violence, romantic displays of affection, discussions regarding sexual matters and innuendo. Students are to follow a hands-off policy; no hitting, slapping, wrestling, or play fighting.



4. Problem dress includes but is not limited to: Violations of the OHAA dress code during school activities.
5. Problem possession includes, but is not limited to: Unauthorized electronic devices, weapons, illegal drugs, alcoholic beverages, and tobacco products.

6. OHAA students will conduct themselves in Christian character, which includes but is not limited to: Being respectful of all others, honesty, fair play, good sportsmanship, modest dress, and sexual abstinence.

CLASSROOM BEHAVIOR

Students are expected to conduct themselves in the classroom in the following manner:



- Students shall follow the teacher/classroom expectations.
- Class will be dismissed by the teacher, not the clock or bell. Do not be discourteous by getting up before you are dismissed.
- Eating in class is at the teacher's discretion.
- School and class rules must always be respected and adhered to.
- Gum chewing is not allowed at any time on the school campus during school hours.
- School uniform must always be worn and respected. (Except any other special occasion announced by the school manager. see school dress p.18)
- Teachers, other staff members and fellow students must always be respected. This means, you should have self-respect and consideration for the personal materials and rights of others. **In other words:** no obscene language, no obscene gesture, bullying, stealing, fighting, cheating, and destroying property is strictly forbidden.
- Any act of misbehavior, vandalism, or misconduct before, during or after school, during weekends and vacation which in the opinion of the school manager and staff is against the good name of the school, will be discussed with the students and parents.

CONFLICT RESOLUTION (DUE PROCESS)

When dealing with conflict resolution or due process, all involved agree to use Matthew 18:15, 16 as our guiding principle. It should be the purpose of every staff,

student, and parent to follow this Biblical principle: "And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother." This scripture can be implemented by following the principles listed below:

1. Never share or discuss your conflict with anyone who is not a part of the solution to the conflict.
2. Purpose that you will not listen to anyone who wants to share his/her personal conflict/problem or gossip to you about another person.
Direct him/her to talk only to people that are part of the solution to the conflict.
3. If you have met with the person personally and the conflict has not been resolved, follow up and meet with the immediate supervisor and the person(s) with whom you have the conflict.
4. Be sensitive to the chain of command/order of authority.
5. It is imperative that the love of Jesus Christ be extended to ALL our relationships.

ANTI-BULLYING POLICY

Biblical illustration of relationships: John 15:12

"My command is this: Love each other as I have loved you."

Rationale: In an effort to instill biblical values and create a loving environment, our school has adopted this policy. From time to time, conflict can occur. OHAA realizes that while bullying may occur, it is never acceptable. We have zero tolerance for such conduct and consistent with this policy a true violation will result in appropriate action. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with our schools' Biblical standards of honoring and caring for all persons.

Definition

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-The Hidden Curriculum" (2003).

The following actions in an ongoing form may be forms of bullying and are included in all references to "bullying" herein:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means

OHAA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy.

Policy Statement

From time to time in a community such as a school, conflict and offense can occur. Bullying can result when one doesn't relate to others, as they should, trying to exert power and influence over others. OHAA realizes that while bullying may occur, it is never acceptable, and we seek to implement a clear framework for dealing with bullying incidents.

The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

OHAA will not tolerate any mean-spirited, unlawful, or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student.

We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to restore a safe learning environment for students

who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

OHAA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

Procedures

1. Confidential reporting of any bullying activity can be done by calling the school office and leaving a message without identifying yourself.
2. Anonymously written reports may be placed in suggestion box located inside the school office to the left of the school counter.
3. Investigations into bullying allegations must be undertaken in a timely manner after the reporting of a bullying incident and should be carried out in such a way as to minimize the risk of escalation.
4. All parties will be spoken to; victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/in action.
5. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
6. Parents/caregivers of student accused of bullying and the victim of the bullying will be informed.
7. All incidences are to be documented and written reports will be kept on the behavior in OHAA Records.
8. All staff will be informed about and have access to the information recorded.
9. All incidents of bullying will be followed up with notification to parents/caregivers of the victim/victims and bully.
10. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

RESPONSIBILITIES for Anti-bullying

As STUDENTS

- In addition to reporting bullying behavior, student must ask the offending student to stop.
- Students being bullied must promptly report it to school staff, faculty, administration, and their parents.
- Students who are aware of bullying must promptly report it to their teacher as outlined in this policy. It is the responsibility of all students (victims and witnesses) to report all occurrences of bullying behaviors as outlined in this policy, whether or not directed at them or others. Students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences.
- The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.
- Students must be willing to resolve bullying situations, employing use of Restorative Chat reconciliation, forgiveness, and changes in behavior.
- Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a teacher or school Principal.
- Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely based on an anonymous report unless the school's investigation confirms the bullying behavior.

As PARENTS, GUARDIANS, OTHERS

- OHAA expects parents, guardians, caregivers, and others who witness or become aware of an instance of bullying or retaliation involving a student to their child's teacher or the school principal
- Any individual who wishes to file such a complaint may request, and shall be provided with, assistance from a school staff member to complete a written report.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.

PREVENTION AND EDUCATION PROCEDURES

Written Notices

Notices of what constitutes bullying or bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be distributed to students.

DISCIPLINE

Discipline is a word that means "to train": guiding, molding, encouraging, teaching, reproving, and correcting, all with a goal of students learning to manage their own behavior.

When a student is trained, they will become self-disciplined.



- ✚ As much as possible, the characteristics of our discipline are modeled after God's.
- ✚ God teaches us out of unconditional love. He does not love us anymore when we do good, nor does he love us any less when we do evil. [Proverbs 3:12, Hebrews 12:6] • God delights in us. [Proverbs 3:12]
- ✚ As Christ did with his disciples, we visualize what a student can become. [Romans 8:29, Hebrews 12:10] God expects us to produce fruit in our lives. [Colossians 1:10] •The fruit of repentance [2 Corinthians 7:9-11]
 - ✚ The peaceable fruit of righteousness [Hebrews 12:12, Galatians 5:22, 23]
 - ✚ God forgives and forgets. [Hebrews 8:12, Titus 2:14] Attendance at OHAA is a privilege.
 - ✚ Each student is accepted as an individual with individual needs.

Students are expected to conduct themselves according to the stated policies and programs of the school while on or off campus.

The school endeavors to work and communicate closely with parents in all matters of discipline. When the need for correction is required, it is viewed as an opportunity for the student to learn by his/her mistake.

The student will be actively involved in determining the best course to make amends; by asking forgiveness and deciding how to repair damaged relationships or objects.

The student must learn that, as in life, when student makes a bad choice, there is always responsibility of one's choice and learn from it. We are not here to bail them out, but to guide them in making right choices.

It is our goal to work with parents/guardians in the area of discipline. For any discipline to work in training children, it is essential for the school staff and parents/guardians to agree.

A parent/guardian who is not supportive of the school's discipline program will undermine the structure of the school. For this reason, parents/guardians that are against the policies of this school and school board may be asked to leave the school if no understanding can be reached.

VIRUS PORTOCAL

With this health crisis in society taking place, the following policies will be adopted to preserve a healthy and safe learning environment for students and faculty here at One Heart Africa Academy:

Masks

The usage of face masks has proven to be successful in stopping the transmission of the virus. To preserve the health of our faculty and students, please adhere to the following:

- Students will be required to always wear masks in the building with only the exceptions of eating breakfast/lunch & designated mask breaks throughout the

day. (When eating students will be socially distant by either eating at individual desks six feet apart or eating outside six feet apart).

- Students walking to school must wear a mask once on school property.
- Students being driven to school must wear a mask before leaving the vehicle.
- Students who remove a mask at any time during the day OTHER than the designated mask break times will be sent home for the day. If the behavior continues, severe disciplinary action will be taken including suspension.
- Students who enter the building without a mask will be given but parents are expected to provide masks for students every day. If you are having difficulty supplying a mask for your child each day, please contact the school.
- Mask breaks will be determined by the schedule and communicated to the students and parents ahead of time. Such breaks will be the ONLY time permitted to remove a mask.
- If students are having breathing problems at any time while wearing a mask tell an adult immediately.

Social Distancing

The practice of social distancing has been widely accepted as a preventative measure during Covid-19. To preserve the health of our faculty and students, please adhere to the following:

- Students will not be permitted to congregate/gather in large groups at any point during the day.
- Students will keep a socially distanced presence when speaking to other teachers/students/staff throughout the school day as much as physically possible.
- Students will not be permitted to enter the school building until 7:30 a.m. and must exit the building at the end of the day 3:30 p.m. unless a student does not participate in after school activities. Upon entering the school building students must go directly to their first period class, no congregating will be allowed in the building.

Hallway Directions/Traffic Flow

The practice of minimizing traffic flow has been widely accepted as a preventative measure during COVID-19. To preserve the health of our faculty and students, please adhere to the following:

- Students will be using certain stairwells for certain traffic directions only.
- Students will be instructed on maintaining social distancing while in the hallways and common areas in the building.
- The end stairwells will be used for one-way traffic only.
- Class dismissal will be staggered from one period to the next to lessen the number of students in the hallways at a time. There will be monitors in the hallways as well as posters and floor markings to remind students to practice social distancing.

Hygiene/Handwashing

The practice of frequent handwashing and sanitizing has been widely accepted as a preventative measure during Covid-19. To preserve the health of our faculty and students, please adhere to the following:

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day.
- All classrooms have working sinks with hands free faucets.
- Throughout the building there will be hand sanitizing stations.

Eating/Drinking

We will be running two lunch shifts to keep our cafeteria numbers to a minimum. Hand-washing stations will also be in the cafeteria as a preventative measure during COVID-19. To preserve the health of our faculty and students, please adhere to the following:

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day.
- Students will be socially distanced in the cafeteria at individual desks.
- Individual desks will be sanitized between all lunch shifts;
- Students will only be allowed to take off their mask while sitting with social distance while eating.
- Students will enter the cafeteria by using the center stairwell and enter the building through the main doors. (Weather permitting).

Bathroom usage

To preserve the health of our faculty and students, please adhere to the following:

- Bathrooms will be limited to 3 occupants at a time to maximize social distancing requirements.
- Bathroom stalls available to students will be clearly marked.
- Bathrooms will be cleaned 3 times a day by the custodial/maintenance staff.
- The bathroom around school office will NOT be accessible for students.

Health/Coronavirus Policy (for caretakers at home):

- a. Each morning, students/parents will perform a self-assessment for COVID symptoms including fever, body aches, cough, difficulty breathing, headache, runny nose, nasal congestion, change in taste or smell, and fatigue. If a child has a symptom, they will stay home, and the school will be notified by school email address or phone call to school line.
- b. If a child experiences any symptom of COVID, the parent/guardian will contact their physician and have a medical note clearing them to return to school.
- c. If a family member of a child or a child has been exposed to anyone with a diagnosed case of COVID, the parent/guardian will keep the child home and contact to school administrator

- d. In the event a child experiences any symptom of COVID at school, the parent/guardian will have to decide for the child to be picked up at school in an expedient manner. Until the parent comes to get the child, the student will be quarantined in a designated isolation room.
- e. In the event a child takes off his/her mask and is sent home, arrangements will be made for the student to walk/be picked up in an expedient manner. Students will NOT be allowed to stay in the building when mask violations have taken place; this is a safety hazard. If this behavior continues, disciplinary action will be taken, and an alternative learning plan may be enforced.
- f. Parents/guardians will provide children with masks for school. Fabric masks will be washed at home regularly. Any family having difficulty supplying a mask should contact administration.
- g. Parents/guardians will have each child's temperature taken at home every morning before school. If a child has a temperature greater than 37.5 Celsius, the parent/guardian will keep the child home and contact their physician and the school.

FIRST AID & EMERGENCY CARE AT SCHOOL

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is immediately notified.

You will be notified by telephone if the injury warrants your immediate attention. If so, the child must be picked up within 60 minutes of notification. But, if school can't reach parents, school will take the child to the nearest hospital. The consent of taking child to hospital is mentioned in enrollment form.

We would encourage every parent to have at least two emergency numbers available on the student's file.

WHEN STUDENTS SHOULD STAY HOME

Please leave your child home when

- ✚ They have a nasty cold
- ✚ Has runny eyes
- ✚ Has had a fever of 37.5 degrees Celsius or higher within the last 24 hours
- ✚ Has been vomiting within the last 24 hours
- ✚ Is not able to participate in normal activities
- ✚ Has a suspected communicable disease such as chicken pox, head lice, pink eye, etc....
- ✚ Has a rash, lice, nits, diarrhea, eye infection, sore throat, or are just not feeling very well.

Please inform the school office of any contagious diseases right away.

Make sure the medical records are up to date.

The school office CANNOT:

1. Treat old wounds, cuts, remove splinters, etc.
2. Treat skin disease (itch, impetigo, poison oak, etc.)
3. Treat pinkeye.
4. Administer any remedy (cough drops, aspirin, etc.) without a Medical Authorization Form properly filled out by a doctor and parent.
5. Diagnose illness.

SCHOOL SUPPLIES

A school supply list will be issued to parents after admissions procedures have been completed and the student has been accepted to OHAA.

PHONE CALLS

Parents who find it necessary to call students should leave a message with the office to be delivered to the student. Students will not be called from class to the telephone, except in the case of an extreme emergency. Students are to use the office phone for personal calls.

No cell phones are allowed. All calls to students must be placed through the Admin Office.

TRANSPORTATION

Parents are responsible for getting their students to and from school. School do not provide school bus. If the student is to be picked up by someone who is not on the emergency list, written communication is required: an authority note or email together with the person's Picture ID card will be required.

Please be sure the school has an emergency telephone number where a parent, family member or neighbor can be reached.

ATTENDANCE POLICY

To achieve the goals, we share with you for your child, we need your support to have your child here every single day. Every minute of instructional time that students miss is a lost opportunity for learning. Regular attendance is required by law and is vital to the student's success in school and in society. All parents are asked to use good judgment and not allow their student to be absent unless it is necessary. While it is not always possible, parents are asked to make all appointments, including doctor and dentists, outside of school hours.

Tardiness

A student is considered late (tardy) for class if he/she is not in their seat when the passing bell stops ringing at 8:00 am. As a guideline, the attendance clerk may excuse a tardy for the following reasons: medical appointments, illness, possession of a hall pass from the faculty, admit to class from the school office. Students who are late to school should kindly be brought to the staff room to report his or her presence before going to the class. If a student misses the first three periods (until 10:00am), the tardy will become an absence.

Absences

Excessive absences are defined as students with 3 days of unexcused or 10 days of excused absences. In case parents have a vacation schedule, please let teachers know 3weeks in advance to plan student's test schedule and to prepare student's worksheets.

School hours

7:30 A.M. – 3:00 P.M. each day. It is vital that students arrive at school on time. Arriving late to school can throw a student's whole day off, and they miss out on morning activities that help them feel like a part of the Elmore family.

8: 00A.M. First bell

3:05 P.M. Dismissal

****School starts at 7.30 am. Late comers after 8:30am must report to the office before entering the classroom. Late comers from 8:00am will be recorded as tardy****

COMPUTER/INTERNET USE AGREEMENT

The school's computers & internet may not be used for any purpose that conflicts with goals or the Student Computer/Internet Policy of OHAA. All Students of OHAA therefore pledge to demonstrate Godly character through trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Respect for privacy

I will respect others' right to privacy. I will only access, look in or use other individuals', organizations', or companies' information on the computer or through telecommunications if I have the permission of the individual, organization or company who owns the information. I will never give out personal information over the Internet to someone I don't know.

Respect for property

I will respect others' property. I will only make changes to or delete computer programs, files or information that belong to others if I have been given permission to do so by the person, organization, or company who owns the program, file, or information.

Respect for ownership

I will respect others' rights to ownership and to earn a living for their work. I will only use computer software, files, or information which I own or which I have been given permission to borrow. I will only make a backup copy of computer programs I have purchased or written and will only use it if my original program is damaged. I will only make copies of computer files and information that I own or have written. I will only use computer programs which I have written or have been authorized to use by the author. I will pay the developer or publisher for any shareware programs I decide to use.

Respect for others and the law

I will only use computers, software, and related technologies for purposes that are beneficial to others, that are not harmful (physically, financially, or otherwise) to others or others' property, and that are within the law. "Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God." Romans 13:1.

STUDENT LIMITATIONS ON COMPUTER & INTERNET ACTIVITIES

OHAA Students will:



- ✚ not install or remove any software and any hardware.
- ✚ follow all teachers' instructions regarding the use of the OHAA computers and computer network.
- ✚ only use the internet when a teacher is present in the classroom and in full view of the teacher.

- ✚ respect other student's privacy by not viewing or altering their files or settings.
- ✚ I will not send or receive or view material or messages that are likely to be obscene, immoral, racist, sexist, illegal, unethical, or inappropriate in language for this Christian school environment.
- ✚ not send a message with someone else's name as author or send a message that is inconsistent with the school's Internet Etiquette, Student Limitations and Biblical standards of conduct. "You shall not bear false witness against your neighbour." Exodus 20:16.
- ✚ not participate in online chat or discussion groups unless specifically directed by my teacher.
- ✚ will only use e-mail when authorized by my instructor for school related activities. •
not use school's computers or web access to manage personal web site. •
- ✚ not sign up for or visit any web site or services that would require me to falsify my identify.
- ✚ Penalty for inappropriate use may result in your losing access to the computers and or the internet and could result in suspension or expulsion. The student may also be subject to additional disciplinary action. Students that (either intentionally or accidentally) introduce a computer virus could be held liable for the cost of restoring the computer system.

SCHOOL DRESS CODE

OHAA students' general wearing:

Monday to Thursday – school polo shirts with plain coloured pants

Friday - PE attire will be worn when there is PE time for each grade. (It may vary by grades)

Shoes- closed sandals, sneakers, or full shoes.

Below are examples of items students should NOT bring to school.

- ✚ Cosmetics: makeup, nail polish, or other beauty products, Perfume, cologne, or body spray
- ✚ Clothing that is too baggy or too tight, Any clothing item inappropriate, offensive, or contrary to the values of the school, Any aerosol items, like spray deodorant



- ✚ Body piercing and tattoo not allowed
- ✚ Boys are not allowed to wear earrings
- ✚ Nail polish and lip gloss are not allowed (exception for Kindergartners)
- ✚ Nails must be clean and cut short **No acrylic nails**
- ✚ Girls are not allowed to wear more than one earring **(NO OVERSIZED JEWELRY)**
- ✚ Students are not allowed to come to school with slippers unless with permission.
- ✚ Students are not allowed to come to school with commercial T-shirts under their regular uniform
- ✚ Jewellery such as chains, bracelets and rings are not allowed.
- ✚ When not in uniform, clothing should be appropriate **(no "belly / back outs" skirts and dresses and short pants should not be too short or tight)**
- ✚ No designs on the eyebrows
- ✚ Boys 'hair must be groomed and cut short regularly
- ✚ Girls' hair, if long, must be held together.
- ✚ Roller bags draw string bags or messenger bags are not permitted.

GENERAL RULES

- ✚ Homework must be properly and promptly done. School books, copybooks, worksheets, and letters to parents must be kept in a plastic file or homework pouch.
- ✚ Electronic games not allowed in school unless permission is given.
- ✚ It is not allowed to bring dangerous items such as matches, knives, lighters, metal rulers etc...
- ✚ Students must stand neatly in line while waiting their turn to enter class, cafeteria, drink water by the cooler
- ✚ Garbage belongs in garbage bins. We want to maintain a clean environment.
- ✚ It is not allowed to bring toys and games to school without your teacher's permission.
- ✚ Smoking or chewing tobacco is not tolerated any place on school premises
- ✚ When recess is over and the whistle is blown, all activity and noise is to cease, and students are to line up in their designated areas before entering the school building.
- ✚ Students should walk in line and in an orderly fashion into the school building using sidewalks where available rather than walking in mud or on the grass.
- ✚ Caps should be taken off when entering the building.
- ✚ **The school is not responsible for stolen or damaged items.**
- ✚ Electronic Devices Radios, CD players, MP3 players, iPods, collectable cards, video toys and games, miscellaneous toys, etc. are not to be brought to school or to any school function. If any of the above-mentioned items are brought to school, they will be confiscated by the staff or the administrator and not returned until the end of the day.
- ✚ **Cell phones not allowed (zero tolerance) If caught with cell phone, it will be taken away from the student and it will be given back to the parent at the end of the school year.**

We do understand that many children must find their way home or to after school activities. If it is necessary for your child to have a cell phone, please contact the

Administrator to make special arrangements. Cell phones found, with no prior knowledge of, nor arrangements made with the Administrator will be taken away and returned last day of the school year.

PLAYGROUND RULES



- ✚ Screaming, shouting and wild games are not allowed.
- ✚ Students must play in the assigned area to assure the safety of all.
- ✚ Students are only allowed to play basketball and table tennis on the assigned days and times (see schedule posted in classroom).
- ✚ It is not allowed to sit on the manhole
- ✚ Throwing rocks, paper, sticks etc.....is not allowed.
- ✚ Boys are not allowed in front of the gate of the girls' toilet and vice-versa.
- ✚ Students must help keep the playground.
- ✚ No running is allowed under the sheltered playground.

USE OF PLAYGROUND EQUIPMENT

The following descriptions of appropriate play activities should be enforced. Any other potentially unsafe activities should be prohibited.



Slide: Walk up the ladder one step at a time and slide down facing forward in a sitting position. Get off immediately upon reaching the bottom. Students should wait for previous student to get off slide before going down the slide. Students should not sit on top rails of slide, jump off slide, or walk-up slide panel.

Basketball Court: Students should play fairly on the court and share balls. Students are not allowed to push, grab clothing, or hang on basketball hoops.

General Playground Rules:

1. Duty teachers are in complete charge of students on the playground. Students are to obey them promptly and without question or comment.
2. Students are to remain within the fenced boundaries of the playground area unless otherwise instructed by a duty teacher.
3. Unless they are required to be inside the school building, students are to remain on the playground throughout the recess. They are not to enter the building without a teacher's permission.
4. Fighting and rough playing is not permitted at any time.
5. Climbing trees, throwing rocks, wood chips is not allowed.
6. Kick balls are to be the only balls used for kicking.
7. Students should always wear shoes on playground.
8. ALL recess equipment must be brought in at the end of recess and returned to the ball locker. NO equipment should be left on the playground.



FINANCIAL POLICY

- All payments to the school should be made via bank transfer, Payment Card or Mobile Money. No Cash payments will be accepted at the school.

Application & Testing Fee

Application/Testing fee is due with the application and is non-refundable. See the OHAA Tuition and Fees Schedule for cost.

Refunds will not be made for absences due to illness, holidays, or other causes. The tuition is based on the termly amount not the monthly payment

Payment of school fee

Parents are required to make **full payment** of fees until due date on school bill.

Late Afterschool Care Pick-Up Fee

If you pick up your child (as both parties agreed) from afterschool care later than 5:00 p.m., you will be charged an additional late fee of 20ghc for first 15 minutes past 5:00 p.m. After 15 minutes is 1.00ghc per minute. Failure to pay this fee will result in the suspension of childcare privileges until the fee is paid. These surcharge fees are to maintain order and to curb situations which will greatly inconvenience our care providers and teachers.

Other expenses

- when there is a field trip, there will be extra charge depending on distance where to go.
- Some of supply items will be purchased by parents.
- Uniform and PE attire need to be purchased.
- Lunch

REPORT CARDS

Official grades are given at the end of each term. If accounts are current, report cards will be given at Parent Teacher Conferences.

PROGRESS REPORTS

Parents may check the progress of their student at the times provided by the school. Parents can book meetings with Teachers outside allocated times to check on Students' progress.

ACADEMIC INTEGRITY POLICY

OHAA is committed to promoting ethical conduct appropriate as a responsible member of this community. Cheating and plagiarism are serious violations that undermine learning, hamper competence, and tear down ethical behaviour. This conduct prohibits

both teachers and students from knowing a student's true academic ability; furthermore, it breaks down the honour that is so vital in our school community

CHEATING

There are many varied forms of cheating including but not limited to:

- ✚ Copying another student's answers or homework
- ✚ Letting another student copy your answers or work
- ✚ Sending or receiving answers by text message
- ✚ Using or distributing copies of test questions, answers, or answer keys
- ✚ Secretly using "crib notes" or the Internet to help you answer test questions
- ✚ Having someone else do your homework or take a test for you, or doing the same for another student
- ✚ Changing your answers on a test after it's been graded and then asking for the grade to be changed.
- ✚ Putting your name on group work that you did not participate in Plagiarism—From Copy-and-Paste to Bespoke Research Papers
- ✚ Plagiarism is passing off someone else's work as your own—is another form of cheating that becomes more of an issue as students move from middle and high school to college and beyond. Some forms of plagiarism are: Taking credit for something that is not your work; Copying text (or even an entire paper) from a website, book, or other source without putting the copied words in quotes and giving credit to the source; Buying, stealing, borrowing, or downloading a paper written by someone else ; Passing off someone else's work as your own.

Consequences

1st Offense: Parent/Guardian will be notified. Student will receive a zero on the assignment.

2nd Offense: Parent/Guardian will be notified. Student will be expected to attend one detention in which they write a paper on what it means to cheat or plagiarize. They will receive a zero on the assignment.

CURRICULUM

OHAA uses Abeka curriculum which is world widely used American Christian curriculum since 1972.

- ✚ Abeka's spiral approach—building from the simple to the complex, with frequent review and application within each grade and from grade to grade.

- ✚ Since repetition is the key to learning, concepts are truly learned—and remembered.

Because concepts aren't presented just one time, or in one way, it means you're giving your students multiple opportunities to be successful.

- ✚ Curriculum incorporates all the 3 major learning styles (auditory, visual, and kinaesthetic, or hearing, seeing, and doing) By using all 3, OHAA teaches students to be adaptable, resilient learners.

- ✚ Cross-subject integration—pulling in concepts from 1 subject into several others to reinforce understanding and tie learning together.

- ✚ With Abeka, Learning comes to life (like when students learn about Abraham Lincoln in history, read about him in language arts, do a project with pennies and top hats in art, and write a story using what they know).

Students feel a sense of familiarity and accomplishment when they see something they've already learned (like spelling words) "pop up" in another subject (like science or literature). They're set up to succeed.

- ✚ Abeka Curriculum It engages curiosity and emphasizes the big picture. There's structure and organization because that helps students know what to expect—and what's expected of them—but also because 1 Corinthians 14:40 says, "Let all things be done decently and in order."

In history, students see God's hand. In science, you see His design.

In grammar, students see His order. Every subject is approached from a Christian perspective, and student will find Scripture and biblical principles used to emphasize or illustrate concepts.

BOOKS USAGE POLICY

As part of the school fees paid, students would be provided with all textbooks, workbooks, and test sheets from Abeka. However, the textbooks are school property. Hence, it must be returned at the last day of academic year; students are entreated to keep the books neat and properly cared for and must be returned to the class teacher in the best condition. Parents are entreated to continually monitor and encourage students to keep the books safe. Parents will be asked to bear the cost of any book defaced or torn by students.

Library books are also available to students to read and borrow but must be returned in the best condition, should the books be defaced or torn, parents would be made to pay for these books.

MEALS AND FOOD SERVICE

Lunch and Snacks are available to all students in the Cafeteria Daily. We are committed to serving nutritious and healthful meals to all students. Students can purchase lunch and snacks in the school. OHAA coupons are the ONLY accepted medium of payments from students on the school premises. This is to prevent students from carrying cash. Please contact to school office or teacher to purchase the coupons.

Cutleries and cups are available for students to use at all times. These cutleries are sterilized daily.

LUNCHROOM RULES

1. Students will be quiet in the serving line.
2. Students will be polite to the Food Service Personnel.

4. Students may talk in quiet voices during lunch.
5. Students will stay seated during the lunch period unless they raise their hand and are granted permission.
6. A helper may be assigned but Students will be responsible for leaving the table tops clear and cleaning up their own mess before leaving the lunchroom.
7. Lunch items may not be bought, sold, or traded **but** *if a student forgets or loses his or her lunch box, let him/her purchase a school lunch.*
8. To avoid spills, have the children sit up close to the table.

If students violate cafeteria rules disciplinary consequences may be implemented by teachers and administration

VISITING CLASSROOMS

- OHAA parents are always welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass.
- Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, to schedule a mutually convenient time.
- Parents may not walk to the campus and visit other teachers' classrooms. After the classroom observation has ended, parents must walk to the front office and sign-out with the receptionist.
- One parent/legal guardian is allowed to observe a class at a time to limit the distraction to the educational process.
- Parents or guardians may not record video or audio of the class observation session. During the observation, you may not chat with the teacher, your child, or any other child. This distracts the teacher and interrupts the instructional time. Observations should last no longer than 20 minutes, and they will not be

permitted on assessment days. Observations usually permitted during parent teacher call periods, parent teacher meeting days and Parents Day.

- Students may not bring visitors to school without prior written permission from the principal.

BEGINNING OF SCHOOL YEAR

Open House

An open house is held on the last weekend before School reopens for freshmen. The school building shall be open from 9am to 2pm for the open house. Parents and students are invited to visit the classrooms and interact with class teachers. Please refer to the attached Academic Calendar.

BIRTHDAY CELEBRATIONS

Invitations to a student's birthday party can be distributed at school only if *all students* in the class are invited or all students of a single gender are invited (It can be regarded as anti-bullying. Please check Anti-bullying policy). Otherwise, invitations cannot be distributed at school.

On student's birthday, 'Happy birthday' will be sung to celebrants in each class. Each celebrant will be given a handmade birthday card signed by the teacher and the classmates.

School understands that students get very excited about sharing birthdays with their friends. Unfortunately, the party, set up and clean up take away from valuable learning hours. Therefore,

parents can celebrate child's birthday only during lunch periods (12:30to1:00pm) so that students can eat cake after taking lunch at the School Pantry. The school does not encourage sharing of presents and hosting of individual parties on the school premises.

If you would like your ward(s) to share birthday at OHAA, you may send only

- Whole cake to share or cupcake (One per child)
- Juice box (One per child)

Items must be dropped off at *the office* in the *morning before break*. Items will not be accepted after 12 noon.

Goodies bags, clowns, limousine, fireworks, photographers, balloons etc. are not allowed. However, due to the laid down COVID protocols, we would strongly discourage birthday parties of any sort most especially on the school premises. Parents could still drop items to be shared among classmates but with very minimal celebratory items.

HOMEWORK POLICY

Homework is an extension of what has been taught in class. Students will have homework some nights from Monday to Friday.

Students may be assigned long-term activities such as outside reading or projects. These assignments help students learn to budget their time and to take advantage of learning opportunities outside of the classroom.

Work with your child to schedule time and space each day to complete homework assignments and check to see that homework is done each day. Help your child to organize his/her materials so that they can get to school each day with all the things they need (including homework) for a successful day and check his/her backpack for messages or work the teacher may have sent.

Students record homework daily in an assignment pad. The average student should spend no more than the following amount of time on his homework daily

First Grade—30 minutes; Second Grade— 40 minutes; Third Grade—45 minutes; Fourth Grade—50 minutes; Fifth Grade—55 minutes; Sixth Grade—60 minutes

ENROLLMENT OVERVIEW

We are proudly a non-selective School, affording a genuine opportunity to all students who seek to achieve an excellent education from the Christian Perspective. With this in mind, we cater for students with a variety of academic backgrounds, which means it is necessary for our Admissions team to assess each child upon application for placement.

The below table provides guidance to ages and grades (years), but the final grade allocation is dependent on Admissions assessment.

Grade by Age Appropriate	
<u>K4</u>	Child must be at least 4 years by September 1 of the year of enrollment
<u>K5</u>	Child must be at least 5 years by September 1 of the year of enrollment
<u>Grade 1</u>	Age 6 - 7
<u>Grade 2</u>	Age 7 - 8
<u>Grade 3</u>	Age 8 - 9
<u>Grade 4</u>	Age 9 - 10
<u>Grade 5</u>	Age 10 - 11
<u>Grade 6</u>	Age 11 - 12

Enrollment Process

The enrolment process is as follows:

1. Read the entire handbook and share appropriate sections with your child(ren).
2. Submit the following:

- ✓ Completed and signed Enrollment form*
 - ✓ 1 passport size passport picture or soft copy of child's passport picture
 - ✓ Photocopy of applicant's Birth Certificate
 - ✓ Photocopy of any National Identification card
 - ✓ Official transcripts or report cards for the current year and two years prior to current grade level (translated into English) * for Students enrolling from another school or Cumulative Records
 - ✓ Proof of immunizations (**Ghana Health Service Approved**)
 - ✓ Completed application with required documents attached
3. Pay a non-refundable Application Fee in order to be considered for admissions. Applications are considered in chronological order of receipt. Each applicant is reviewed individually and independently.
 4. Receive a notification on outcome and invoice for Payment of Fees. See OHAA Tuition and Fee Schedule for cost.
 5. Pay required tuition Fees within seven calendar (7) days of receipt of the invoice from the date on invoice. If the Fee is not received within 7 calendar days, priority will be given to other applicants.
 6. Children will be accepted into the School depending on available space. If there is no space in your child's age group, you will be offered the opportunity to be placed on a waiting list. Children are accepted into the program on a first come, first served basis.

LOST AND FOUND

All students' personal belongings must have identification labels on them. All abandoned personal articles will be placed in lost and found in the Staff Common Room. Students who have lost items should check there and may retrieve their items if they give a proper description.

As the lost and found becomes full, items will be donated (at least every two weeks) to a local charity or thrown out.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All attendance and discipline rules apply to all field trips. OHAA will strictly adhere to all COVID 19 policies laid down by the Government about school field trip.

GRADES

OHAA has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon quiz results, and final exams. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The students assessment is based on:

- a. Learning skills & work habits
- b. Academic Performance (quiz, test, and project works)

The school uses the following grading system:

90 to 100 = E = Excellent

80 to 89 = G = Good

70 to 79 = S = Satisfactory

60 to 69= N = Needs Support

E(90-100)	G(88-89)	S(70-79)	N(60-69)
98-100 A+	87-89 B+	77-79C+	67-69 D+
93-97 A	83-86 B	73-76 C	60-66 D
90-92 A -	80-82 B -	70-72C-	0-59 F