

GRAND RIVER ACADEMY

2009-2010

**STUDENT
HANDBOOK**

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Message from the Headmaster

Welcome back, and a special welcome to new students! I hope you join the staff in anticipating a successful, productive and exciting school year.

We are proud of the 179 year tradition of Grand River Academy. I applaud the loyalty and commitment made by students, parents, faculty and staff and Board of Trustees in upholding our traditions. This year you have an opportunity to become a better student. I encourage you to take advantage of this new year. Make the most of it. Strive to do your best and you will have a very successful year.

In order for our school and each student to have an enjoyable year, it is necessary for students to have the highest standards of personal conduct. Please review this book carefully; it is very important for the continuation of the Academy's traditions.

Have a great year!

Sincerely,

Randy D. Blum
Headmaster

This handbook should serve as a guide to the procedures and rules that operate Grand River Academy. As with every organization, the rules governing it may need to be changed or adapted throughout the course of the year. We reserve the right to modify the rules at any time in order to make the running of the school more efficient or safer.

Grand River Academy does not discriminate on the basis of race, gender, color, creed, national origin, disability, or handicap in admissions, hiring, or access to its programs or activities

PHILOSOPHY OF GRAND RIVER ACADEMY

Grand River Academy believes that small classes, mandatory study periods, and special help sessions inspire Academy students to take a personal interest in their education, often for the first time. A traditional all-male boarding environment in a rural setting focuses students in their preparation for college. An integral part of the program is the dedicated faculty and staff, who emphasize individual attention for every student.

Grand River Academy values independence, which allows us to implement a college preparatory curriculum that enables students to experience significant academic growth. As one of the oldest single sex, non-military boarding schools in the country, many traditions are evident in our fully accredited program. Students gain pride and develop self-reliance in our challenging academic atmosphere, structured sports and afternoon activities programs, and the leadership opportunities afforded by our small community.

We believe that responsible, college-prepared students are developed through our structured, yet flexible program. The Student Assistance Program enables many boys to experience not only academic success, but also personal and social growth for a better understanding of the society in which they will function. The Academy believes that with the support of our Learning Center, selected students with learning differences can also meet the requirement of admission to a college or university prior to graduation.

As a secular school, Grand River Academy embraces diversity by welcoming boys not only from many states and countries, but also from many ethnic, cultural, and religious backgrounds. We believe our success is due to our nurturing family atmosphere, our understanding and compassion, and our persistence.

Reviewed and Approved by the Board of Trustees April 2004.

2009-2010

GRA School Year

August

7 Summer School ends

September

1 New Teachers Report
 2 Full Faculty Report
 7 Registration Day
 8 1st Day of Classes

October

8 Fall Parent Day
 17 Alumni Day
 28 Long Weekend begins at 12:00

November

1 Students return between 4pm and 10pm
 20 Thanksgiving Break begins at 12:00
 29 Students return between 4pm and 10pm

December

18 Winter break begins at 12:00

January

3 Students return between 4pm and 10pm
 20,21,22 Semester Exams
 22 First Semester ends
 25 Second Semester begins

February

17 Long Weekend begins at 12:00
 21 Students return between 4pm and 10pm

March

26 Spring Break begins at 12:00

April

5 Students return between 4pm and 10pm

May

29 Graduation 11:00
 31 Memorial Day – Full Day of Classes

June

1,2,3 Final Exams
 3 Students Dismissed for Summer Vacation
 4 Teacher In-Service
 27 Summer School Registration
 28 Summer School classes begin

Sep 2009						
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Mission Statement of Grand River Academy

Grand River Academy offers high school boys a highly structured academic and social boarding environment in preparation for college acceptance and success.

Honor Code

Mindful of the importance of honor and integrity in our lives, we ask our students to follow a code of honor. We expect all students to adhere to this code while enrolled at the Academy. Failure to comply with this honor code could result in community service, work detail, suspension, or dismissal depending upon the circumstances.

1. We expect students to be honest.
2. We expect students to refrain from all types of physical or verbal attacks or intimidation of other students. No initiations of any type will be tolerated.
3. We expect students to respect the property of other students and the Academy. Thievery of any type will not be tolerated. Borrowing of other students' property is not condoned by the Academy, however, you will be responsible for the property you have borrowed.
4. We expect students to be responsible for their behavior. If you make a mistake, accept the consequences and make it a learning experience.
5. We expect students to refrain from alcohol and other drugs while enrolled at the Academy.
6. We expect students to behave like gentlemen at all times while representing the Academy, on and off campus.
7. We expect students to attend all scheduled classes and activities.
8. We expect students to cooperate with all teachers/staff requests.
9. We expect students to refrain from all racial, ethnic, religious slurs, and any other form of harassment.

We expect students will not disrupt the educational process or campus community in any manner.

Faculty

English -	-	-	-	-	-	Department Head, Mr. Robert Archer
	-	-	-	-	-	- - - Mr. Joshua Hartz
	-	-	-	-	-	- - - Mr. Brian Ballentine
	-	-	-	-	-	- - - Ms. Sarah Mundie
Mathematics	-	-	-	-	-	Department Head, Mrs. Alicia Field
	-	-	-	-	-	- - - Mr. Jed Trombley
	-	-	-	-	-	- - - Mr. Bill Thomas
	-	-	-	-	-	- - - Mrs. Barb Wilson
Social Studies	-	-	-	-	-	Department Head, Mr. Larry Wilson
	-	-	-	-	-	- - - Mr. John Wooding
	-	-	-	-	-	- - - Mr. David Scharping
Foreign Language	-	-	-	-	-	Department Head, Mr. Michael Gardner
	-	-	-	-	-	- - - Mr. Andy Balash
Science	-	-	-	-	-	Department Head, Mr. Dan Riddell
	-	-	-	-	-	- - - Mr. Alan Kovacik
	-	-	-	-	-	- - - Mrs. Katy Studer
Health & Physical Education	-	-	-	-	-	- - - Mr. Scott McNevan
International Student Program-	-	-	-	-	-	- - - Mrs. Angela Thomas
Art	-	-	-	-	-	- - - Mrs. D'Wanna Douglass
Learning Center	-	-	-	-	-	- - - Ms. Katherine Radwancky

Head Dormmasters:

Warren Hall	-	-	-	-	-	-	-	-	Mr. Alan Kovacik
West Hall	-	-	-	-	-	-	-	-	Mrs. D'Wanna Douglass
North Hall	-	-	-	-	-	-	-	-	Mr. Josh Hartz
Mastin Hall	-	-	-	-	-	-	-	-	Mr. Brian Ballentine
Shepard Hall	-	-	-	-	-	-	-	-	Mr. Michael Gardner

Office Staff Extensions

Randy Blum	-	-	-	-	22
Cindy Kane	-	-	-	-	23
Melissa Nipper	-	-	-	-	24
Sam Corabi	-	-	-	-	25
Christina Hartz-	-	-	-	-	39
Bill Thomas	-	-	-	-	26
Scott McNevan	-	-	-	-	33
Tom O'Neal	-	-	-	-	34
Jan Lenart	-	-	-	-	21
Sue Krieg	-	-	-	-	43
Nurse	-	-	-	-	27
Robin Nagle	-	-	-	-	28
Beth Hedrick	-	-	-	-	29
Pam Wooding	-	-	-	-	40
Library	-	-	-	-	31

Best Time to Reach Specific People

All of the following can be reached at 440-275-2811 during school hours

Headmaster - Randy Blum: Cell Phone - 440-812-4163	7:30 a.m. to 4:30 p.m.
Guidance Counselor - Melissa Nipper:	8:00 to 4:30 p.m.
Dean of Students - Bill Thomas:	8:30 to 10:00 a.m., after 1:00 p.m.
Nurse	8:00 a.m. to 1 p.m.
After hours - Call Mr. Randy Blum's cell phone.	

Code of Conduct/Statement of Disciplinary Policy

It is the intent of Grand River Academy to provide an environment conducive to a positive learning and living environment for students, staff, and families. In order to accomplish this, it is necessary to implement rules of order. No boarding school can endure or operate effectively without some rules of order for the people it serves. This control at the Academy is in the form of the student handbook.

The rules and regulations set forth herein have been developed over a long period of time and revised each year. It is in regard for the health and welfare of all, the benefit of the Academy, and the protection of each individual, that these rules are set forth.

The Headmaster reserves the right to exercise flexibility in the administration of all disciplinary action. Individuality of student infractions and other considerations may necessitate disciplinary action other than that specifically listed. The Headmaster reserves the right to incorporate such action that could include suspension or dismissal including being removed from campus.

The Academy stands in loco parentis in regard to discipline and redemption. Minor disciplinary actions are based on the philosophy of progression. Therefore, as teachers and dormmasters refer violations to the Dean of Students and Headmaster, more severe consequences will be progressively implemented.

For certain violations, based on severity and/or repetition, the Headmaster can call a Discipline Committee meeting. The action of this committee can lead to in-school suspension, out-of-school suspension, or dismissal.

Safety Drills

Lockdowns - Required by all Ohio Schools

A safety drill will be conducted at least once per school year. This drill is to instruct students in procedures to follow in situations where students must be secured in a building (rather than evacuated), such as a threat to the school involving terrorism, a person in possession of a deadly weapon or dangerous ordnance on school property, or other act of violence. Alarms can be heard in each building, outside, and north of the Bud Field Student Center.

A **Level I Lockdown (Up & Down ShriII)** will be communicated when it is necessary to confine students and staff in secured classrooms or dormitories. A **Level I Lockdown (Up & Down ShriII)** would be used for a bomb threat, chemical spill (if evacuation is not necessary), bank robbery or other instances where danger is not eminent, but where safe movement throughout campus could not be assured. When a **Level 1 Lockdown (Up & Down ShriII)** alarm is sounded, students should enter the nearest building, stay in the classroom, dorm room, or common area. Wait for further instructions or until "all clear" announcement is made.

A **Level II Lockdown (Steady ShriII)** will be sounded when immediate danger exists for anyone moving around campus. A **Level II Lockdown (Steady ShriII)** will be called if a dangerous person is on campus and is a threat to students. Students should enter the closest building, stay in the classroom, dorm room, or most private area. Stay away from doors and windows. In the classroom the teacher should check the hallway and any close restroom for students to get into your room; lock the door(s), turn the lights off, pull the blinds, cover all glass; students should sit on the floor and remain quiet.

If the student is in the dorm, he should go to his room, lock his door, turn the lights off, close the curtains, sit on the floor and remain quiet until immediate threat is over.

Do not respond to someone at the door. Do not respond to a fire alarm unless in immediate danger. Remain silent! Upon termination of the lockdown an "All Clear" announcement will be made.

Emergency Procedures

Fire: (Fire Alarm Buzzer & Strobe Light)

Exit building immediately through the closest exit. Meet in front of the building.

Tornado: (Siren)

During the school day move to the closest basement in Bauder Hall, Skeggs Hall, or Armington Hall. After school, North, West, Warren Halls go to Armington Hall;

Shepard and Mastin go to Bauder Hall.

Sit against internal wall, cover head.

Remain in basement until "all clear" announcement is made.

Storms/Thunder/Lightning

Students must remain safe inside of buildings during storms, especially ones that bring the threat of thunder and lightening. Students seeing a lightening flash should seek cover inside a building and remain until it is safe to return to the outside.

Daily Schedule

Students Rise	7:00	
Breakfast Served	7:30 - 8:00	
Mandatory in dining hall	7:45	
Morning Announcements	8:00 - 8:10	
1 st Period	8:15 - 9:00	
2 nd Period	9:05 - 9:50	
3 rd Period	9:55 - 10:40	
4 th Period	10:45 - 11:30	
Study Hall	11:30 - 12:00	
Lunch	12:00	
Announcements	12:25	
5 th Period	12:45 - 1:35	9:00 - 10:30 Open Gym / Open Student Center 10:30 Students go to dorms Lights out - 11:00
6 th Period	1:40 - 2:25	
7 th Period	2:30 - 3:15	
(Study Halls, Labs, Help Sessions, Library open)		
8 th Period	3:15 - 4:15	
(No Homework Study Hall, Help Sessions, Labs)		
3:30 - 5:45	Interscholastic Sports	
4:15 - 5:30	Afternoon Activity Period	
6:00 - 6:30	Dinner	
7:15 - 9:00	Evening Study Period	
	(7:45 - 9:30 Early fall and late spring)	

Weekend Schedule

Saturday

Brunch	11:30
Study sessions	10:00 - 11:30
Study Hall	12:00
Activities	12:00 - 5:30
Dinner	5:30
Activities	6:00 - 11:00
Lights out - Set by Head Dorm Master (Cannot be later than 12:00)	

Sunday

Brunch	11:30
Study Hall	12:00 - 4:00
Activities	12:00 - 5:30
Dinner	5:30
Free Time	6:00 - 7:30
Study Hall	7:15 - 9:30
Lights out - 11:00	

Standard of Appearance

Research supports the feeling and direction of the administration in matters of appearance and dress. Behavior patterns, both good and bad, are in a large measure attributable to the certain types of dress, or at least weigh heavily in matters of individual and group conduct. Therefore, we seek to encourage traditional, neat, tasteful dress, and we look to the parents to support this effort.

While our dress code does allow for a "comfortable" image, there are defined limitations. Students have a choice in style and appearance, but the ultimate decision of compliance or non-compliance will rest with the Administration.

1. **Classroom:**

- Solid-color dress shirt with an appropriate matching necktie (no bow ties or clip-ons); shirts will be properly tucked-in and wrinkle free; if an undershirt is worn, it must be solid white.
- Seniors may wear pinstriped shirts, a turtleneck or dress-mock turtleneck with a sport coat.
- Casual/dress pants (belt required). Pants are not to be made of denim material. The back pockets cannot have exterior stitching. No cargo pants.
- Appropriate socks (must go over the ankle) with leather oxford dress shoes or deck shoes (no slide-in shoes).
- All clothing must be in good condition, properly maintained, and an appropriate size.
- In cool weather, a GRA sweatshirt (without a hood) or sweater may be worn over the shirt and tie.
- Boots are allowed in the winter season.
- **Fridays** - Each student has the option of wearing a GRA polo shirt (tucked in) if he desires to participate in "prep-school casual day."
- **Students on the Honor Roll or Headmaster's List** - Mondays - may choose to not wear a tie OR wear blue jeans.

2. **Special events:**

- School ties and/or navy blazers with the school patch are required

3. **Weekend meals, Friday dinners:**

- Clothing of students' choice; clothes must be clean, in good repair, and not promote tobacco, alcohol and other drugs. These clothes must not be oversized, indecent, or have inappropriate decorations

4. **Monday - Thursday dinners:**

- Shirt with a collar or any Grand River Academy shirt/sweatshirt
- Blue jeans/other casual slacks
- Tennis shoes
- Or any combination of classroom appropriate clothes

5. **Clarifications**

- Students need not bring anything that draws attention to himself on or off campus (e.g. clothing displaying ads, symbols, writings; large rings, multiple rings, chains, necklaces, large printed belt buckles). Pants must have legs that are no larger than 10 inches in diameter at the bottom.
- Classroom shoes should not be high-top shoes (low Doc Martins are fine, in appropriate color). No athletic shoes, combat boots, hiking boots, moccasins, slide-ins, platform soles, or colors other than brown or black.
- Appropriate boots may be worn in winter weather
- Military fatigues, hospital or gas station garments are not acceptable
- Denim jackets may not be worn to class. Jackets should not display ads, symbols, writing of any kind; school letter and athletic jackets are acceptable
- Babushkas, kerchiefs and headbands should only be worn during appropriate activity, never in the dining hall, classes, or during the school day.
- Hats should be removed in classrooms, library, dining room, administrative offices,

and other appropriate inside areas. Hats can be worn in hallways and lobbies as you enter and exit a building. Baseball style caps are not permitted during the school day. Only appropriate hats are permitted at any time. The Administration will determine appropriateness.

- When the local school district (Geneva Area City Schools) is closed due to weather conditions (snow, ice or temperature) blue jeans, sweatshirts, and tennis shoes may be worn to class.

Dress code violations could result in students dressing in blazers the following day. Successive violations will result in campus service and possible weekend restriction to campus. Improper fitting clothes (baggy, oversized, sloppy) will be confiscated.

Hair Policy/Jewelry Policy

The Hair Policy is written in such a way that it allows the student some freedom in choosing hair styles, without allowing "drastic hair styles." The Administration will have final say on whether or not a haircut is acceptable.

Hair must remain clean, neat and the natural color. Hair length can be no longer than the bottom of the collar in back, the bottom of the ears on the sides and not below the eyebrows in front (even if the student slicks back his hair).

Hairstyles that are unacceptable are pigtails, ponytails, ornaments in or hanging from the hair, mohawks or hair less than $\frac{1}{4}$ inch long. Sculpturing is defined as a marked difference between the length of two sections of hair that are in close proximity to one another. An example would be having the sides of the head shaved closely but the top of the head with long hair. Students should not have a discernable ridge in their haircut. Students may not possess or use hair clippers for personal haircuts. Facial hair is not permitted.

Students who do not meet our policy will be given time to comply, then will receive appropriate consequences by the Administration.

Earrings are not permitted during the school day. After the school day, students will be permitted to wear one small earring in the ear. Some off campus activities will be deemed "earring free" or "stud earring only". Ears should not be pierced while under Academy supervision. Earrings worn at inappropriate times will be taken. Modest size and modest quantity of jewelry will be acceptable; no visible necklaces or chokers. Students are not allowed to wear hole-enlarging earrings.

Room Care

Room Cleanliness: Students are expected to keep their rooms in a presentable fashion at all times. The desk should be in order, clothes off the floor and put away, wastepaper baskets emptied, and the room free from dirt. Rooms will be inspected each morning and students will not be able to leave the dorm until their rooms are clean. Each student is also required to assist with the overall daily housekeeping chores in the dormitory. Other rules and regulations concerning dormitory care have been developed and will be explained to students in dorm meetings. Any damage done to dorm rooms will be assessed to the student(s).

Absolutely no pets are allowed on campus (including reptiles, fish, and insects, etc.).

Policy on Dorm Room Furnishings, Decoration, and Electrical Equipment

Curtains: The Academy provides curtains for dormitory rooms and these must remain in place. No student will be permitted to use additions or substitutes such as a sheet, blanket, or flag. There will be no exceptions. Students will be responsible for damaged curtains

Hanging Material: Hanging materials of any type used in an attempt to drape the ceiling, divide the room, block off the window or decorate will not be permitted, flameproof or not.

Furnishings: Lounge chairs and couches placed in rooms to supplement the standard furnishings provided by the school are not allowed. Such furniture will be taken out of the room and discarded.

Decorations: Wall decorations of the poster type, including prints, artwork and photographs, will be permitted. Such decorations should be placed on the walls in such manner that their removal will not damage the walls. Nude pictures (hands are not considered clothing and may not be the only thing covering the individual), obscene material and material depicting alcohol, tobacco, and other drugs will not be permitted. It is a fourth-degree felony in this state to possess a traffic sign or signal.

Open Flames: The use of candles, incense burners or open flames of any kind is prohibited.

Appliances: No electrical appliances intended for the storing, warming or cooking of food or drink shall be permitted in any dormitory room. Prohibited are portable refrigerators, hot plates, coffee makers, bottle warmers, immersible water heaters, popcorn poppers, toasters and grills. In addition, electric blankets, hand irons, television sets and portable heaters are forbidden. Auxiliary lamps must be placed on desks or tables and not used on the bed; no halogen lamps. Bulbs should be the recommended wattage and lamps cannot be draped or covered by any material. Black lights and/or black light bulbs are prohibited. High-intensity lamps should not be used. Fans may be used during the months of September and May. Fans must be in storage during other months. No electric extension cords permitted; only surge protectors are permitted.

It should be noted that the Academy's insurance carrier will exercise its right of subrogation in the event of a fire loss. This means that the student, his parents and his insurance company will ultimately be responsible for the cost of all losses of the Academy's real and personal property as the result of a fire caused by the student's failure to adhere to the conditions of this policy.

Electronic Equipment: Only portable/bookcase radios and stereos are permitted. It is strongly recommended that the students use headphones when possible. Any and all such equipment shall be operated only with due consideration of others. All such equipment must be UL approved.

Computers, Video Games, and DVDs: If a student brings a computer it must be registered with the Dean. The Academy maintains over 30 computers which are available for student use. Students must maintain C's and above and must not be on the deficiency list in order to have a computer in their room. Students having inappropriate material on their computers will have the computer confiscated. This includes, but is not limited to, having disks with inappropriate content on them or visiting inappropriate web sites. Computer games and hand held video games can be used during free time. DVD's can be viewed during free time, not after lights out.

Any student who fails to follow the conditions of the above policy can have the item confiscated.

Smoking/Tobacco-Chewing Policy

" No student is permitted to use tobacco at the Academy or during any off-campus activity"

Violations of the Smoking Policy will result in campus service (starting at the **FIRST** violation) and will be progressive. An educational component will be mandatory after repeated violations and students could be subject to fines.

Smoking in a building is **extremely dangerous**. The screened enclosed balcony in Shepard Hall is considered part of and inside the building.

Violations will result in the following consequences:

1st Violation 3 days out-of-school suspension

2nd Violation Subject for dismissal

Students caught selling cigarettes or other tobacco products will be brought before the discipline committee.

Campus Visitation

Students wishing to visit friends in other dorms must check with the dormmaster on duty.

All guests, other than the immediate or extended family, must have parent/guardian permission prior to having contact with the student and must sign-in with the dormmaster. Off campus guests are discouraged from visiting campus Monday through Thursday.

1. Female visitors must stay in the lobby area of the dormitories; absolutely no visiting beyond the lounge.
2. Walks on campus must be limited to the main quad; no trips to the athletic fields without permission.
3. No displays of affection permitted on campus.
4. The host should be in the company of the guest at all times during the visit; he is responsible for his guest during the entire visit.

Town Visitation, Off-Campus Hikes, Deliveries

The Academy owns over 200 acres of land. Students wishing to go on hikes must first receive permission from the dormmaster. Otherwise, campus boundaries are shown on the map at the back of the Student Handbook. It should be noted that Ashtabula County has curfew laws covering the unincorporated areas, which includes Austinburg Township. The woods are off limits after dark.

No food deliveries are allowed to students on campus.

Bicycling

Students are encouraged to bring their bikes. The rails-to-trails bike path is easily accessible. Students should obtain permission from their dormmaster on duty prior to leaving campus to bike ride. All bikes should be ridden with safety in mind and with respect for pedestrians. Helmet usage is mandated. Bike riding is limited to daylight hours. Bikes can be locked and stored across the street in the Academy's garage.

No bike riding at night.

Telephone Calls/Communication

Students will be permitted to have cell phones at the school under the following conditions:

- ❖ Cell phones must be registered. The form will be part of the registration packet.
- ❖ Students are not permitted to take phones with them to class or activities (even if they are not on). Students must turn off the cell phones during the evening study period and after lights out.
- ❖ On the weekends, cell phones can be used during the entire day.

If you are planning on providing a cell phone for your son, the most prominent services in our area are Verizon, Alltel, and Sprint. All 3 of these companies provide service that can be accessed from the campus.

Students will be permitted to take calls from parents or call parents if cell phone has been taken away; dormmasters will be in charge of this cell phone usage.

The school reserves the right to check cell phones for evidence of inappropriate use.

Failure to comply with the cell phone rules can result in loss of the cell phone.

All students can receive messages by contacting the school from 7:30 to 4:30. Any call in the morning will result in a written message handed to your son during lunch (e.g. - call home: don't forget your sister's birthday).

All students can receive printed e-mail messages, also delivered at lunch to your son, by e-mailing gratravel@yahoo.com. The travel secretary, Beth, checks these messages every morning.

Communication to campus in the evenings or on weekends can be accomplished by calling your son's head dorm resident (that number was distributed to parents on registration day) or calling the Headmaster @ 440-812-4163 at any time and for any reason.

Student Mail

Students will be assigned a mailbox in the Bud Field Student Center and will be able to retrieve that mail whenever the Center is open.

Student Expense Accounts

An expense account is maintained by parents for each student. Each month a detailed invoice and a statement is sent to the parents showing the account's activity and the ending balance. The parents are then required to replenish the account to maintain the appropriate credit balance. Only

authorized school activities are charged to this account such as weekend activities, textbooks, lab fees, and school supplies.

A weekly spending amount should be designated for snack items purchased in the Bud Field Student Center; the average range is \$20 to \$35.

Under no circumstances will Cash advances be permitted through the Student Expense Account. Parents are encouraged to use programs similar to VISA BUXX cards to meet any cash needs of their student. Many items your son feels he needs at boarding school can be purchased at Amazon.com or other internet sources and shipped directly to campus.

ADDITIONAL FINANCIAL FEES

The following are items that may appear on the Student Expense Account during the school year:

Student Center Charges (school supplies, toiletries, batteries, etc)	
GRA Clothing	Yearbook (mandatory)
Student Photo Package	Laundry
Property damages	Activities
Field trips	English as a Second Language
Doctor exams	Books
Gym clothes	Lost keys
Graduation fee	Parent Board Assessment (each semester) {mandatory}
Interscholastic sport items	Driver Education
School Necktie	Weekend in the dorm (5-day boarders)
Blazers/Patches	Lab Fees
Transportation costs	

We can put restrictions on the monthly amount a student may charge in the bud Field Student Center, on clothing, and weekend activities. Call the Business Office to make arrangements.

Hall Duties

All students, except returning seniors, share duties in the kitchen and dining room. These duties are assigned and rotated periodically. A student's responsibility in fulfilling these duties is considered as important as class attendance. If a student is unable to be on campus to fulfill these duties, unless it is a school activity, he must arrange for a sub, and report to the faculty member in charge. Returning seniors will be assigned a leadership role as a captain in the kitchen area.

Lost and Found

Misplaced articles may be reclaimed in the office area of Armington Hall. Items found or lost in the dormitory should be given to the Head Dormmaster. Each student's possessions are his own responsibility and should be marked with his name or initials. The Academy will not be responsible for students' possession at any time or for any reason. A lost report can be filed with the head dormmaster or Dean. All students must use a footlocker and a school issued combination lock.

Weekends Home

In addition to vacations at fall, winter, spring, and scheduled "long weekends," selected students may be permitted to go home. Five-day students must be free from disciplinary or attendance violations and maintain acceptable grades to depart campus on Friday afternoon for a weekend home. Seven-day students should not plan excessive trips (more than once a month) off campus on weekends. All students must possess a sign-out form to leave campus. The head dormmaster will explain the procedures for checking out for the weekend. The procedures will be strictly enforced, and the penalty for violating the procedures can be suspension, and/or a \$100 fine. If a student is responsible for taking home another student who does not have permission to leave campus, then the student responsible for the transporting of the restricted student will also suffer the same consequences.

The time for all students to return to campus on Sundays is by 7:00 p.m. If the student does not return for evening study hall on time, the student will be given an absence.

On the last day of vacations and long weekends, students should be back two hours before lights out in their dorm. Please do not plan on arriving prior to 4:00 p.m. unless the dormmaster is notified in advance.

No meals are served at the end of vacations. The Student Union is open for snacks.

International students can make arrangements over long weekends to stay with a host family or stay at the Academy. The parents must incur additional expense. No students are usually on campus during the winter and spring vacations

Early Dismissal/Late Return Request Form

Each student is expected to attend all classes, activities and school-sponsored events. Academic achievement is our number one priority and class contact hours are irreplaceable.

However, we understand that a family, after much deliberation, may decide to have their son miss school for a valid reason. In each instance, the **EARLY DISMISS/LATE RETURN REQUEST FORM** must be completed; these forms are available in the school office as needed.

Any student with 7 absences in a semester class or 14 in a full-credit class may not receive credit unless a written medical excuse is provided. The Academic Council will review students with excessive absences to determine if credit should be withheld. All absences due to illness should be documented in a note from the doctor, on file in the school office. Students should attend all scheduled classes/activities until the parent arrives on campus.

The following procedure must be used when completing the Early Dismissal/Late Return Request form:

1. A verbal or written request must be made directly to the Headmaster by the parent or guardian.
2. The Headmaster's signature must be obtained by the student before any teachers or dormmasters are permitted to sign the form.
3. Each classroom teacher and head dormmaster must initial in the appropriate place.

4. Academic work should be satisfactorily completed beforehand. All work must be completed prior to the end of the monthly grading period. Teachers are not expected to give additional help for unexcused absences.
5. The form must be returned to the office before the absence occurs.

Transportation for Long Weekends and Vacations

Transportation to and from campus is solely the parental responsibility. For students living outside the Cleveland area, travel arrangements may be made by the Academy with two to three weeks advance notice. Students who travel by bus will be transported to/from the Ashtabula Greyhound bus station; students desiring air transportation can arrive/depart from the Cleveland Hopkins Airport. The students departing/arriving campus will share ground transportation to and from Cleveland; every effort will be made to economize on this transport. Students are expected to represent the Academy in a positive manner at the airport, bus terminal or in the vehicles used to transport the students. Failure to do so will result in disciplinary action. Students will receive their travel itinerary well in advance of departure. These plans cannot be changed during the week prior to the vacation.

Travel arrangements can be made for special occasions or **emergencies** with parental request. The cost of round-trip transportation to the Cleveland airport is \$140 for a special trip when using a GRA driver.

Pick-up and Return to Campus

Seven-day students should not plan on more than one weekend trip off campus per month. Special permission must be obtained from the Headmaster or Dean of Students for a second trip.

For weekends:

Pick-up

Friday after 3:15 p.m.

If your son is scheduled for **Friday Study Hall** he may leave after 4:15.

If your son is scheduled for **Special Study Sessions on Saturday** he may leave after **11:30 a.m.**

(If you are not sure your son is assigned to **Saturday Study Session** you can check with the school office on Friday morning. These assignments are posted at dinner on Thursday night.)

Return

Sunday by 7:00 p.m.

For vacations: Please check the School Calendar included in the handbook

All students must possess a sign-out form. The Head Dormmaster will explain the procedures for checking out for the weekend. The procedures will be strictly enforced, and the penalty for violating the procedures will be suspension, and/or a \$100 fine.

Medical Appointments

Please try to schedule medical appointments during regularly scheduled vacations. When this is impossible, please use the Early Dismissal/Late Return Request Form.

Airline Reservations

Contact our travel secretary, Ms. Hedrick at 440-275-2811 ext.29 or by e-mail at gratravel@yahoo.com. Please allow adequate time for transport arrangements to be made.

Laundry Policy

The following guidelines should be observed:

1. Laundry must be in a laundry bag with a drawstring that can be permanently marked with the student's name on the outside of the bag. (No pillowcases, garbage bags, laundry baskets, etc., please.)
2. The cost of the laundering will be charged to the name on the outside of the bag. Therefore, students should not loan bags to others. Students may need more than one marked bag.
3. Students will be instructed to leave their laundry for pick-up at the Armington Hall west entrance at following the times:

	<u>Pick-up</u>	<u>Return</u>
Mastin & Shepard Halls	Monday - 8:30 a.m.	Wednesday - 8:30 a.m.
Warren Hall, North & West Wings	Wednesday - 8:30 a.m.	Friday - 8:30 a.m.

Clean laundry will be retrieved in a designated area at a specified time to be announced. Since the laundering takes two full days, students should have enough clothing to avoid running out of clean clothes.

4. To avoid loss and mixing of clothing, all laundry must be permanently marked with names.
5. The Grand River Academy will not be responsible for losses or damage.

Illness/Injury

Sick call for any student who feels ill or has injuries is from 7:15 - 7:50 a.m. The school nurse is also on call 24 hours a day, seven days a week. In case of illness or injury when the nurse is off campus, students should report to the office or a dormmaster.

Students may not remain in their dorm rooms for illness during the school day; they will have bed rest in the infirmary with the approval of the nurse.

Students ending the school day in the infirmary must remain during afternoon activities and then must go to their rooms for rest. They may attend dinner, but must remain in their rooms the rest of the evening to prevent the spread of germs and promote recovery.

All students must have an annual physical exam prior to registration day.

Prescription Medication

Students who are required to take prescription medication in connection with any kind of health concern must provide the school with a full and complete identification of the prescribed medicine. The student must follow the established procedure for taking the medicine, under the

supervision of the nurse. Students cannot possess medication at any time for any reason. Parents should provide the prescription medication to the school nurse through Omnicare Pharmacy of Mentor. Students in possession of medication will suffer appropriate consequences including a \$50.00 fine. This policy must be strictly adhered to by the parent to ensure the health and safety of other students and to safeguard the medicine from being lost, stolen, misplaced, or unaccounted for. Forms are provided for parents, on or before registration day, for reporting prescription drugs and physical ailments about which Academy personnel should be aware.

Staff members in the dormitory will issue medicine in the absence of the nurse. The student is responsible for taking the medication and the proper handling of the prescription after distribution. Failure to handle the medicine, as intended will result in a major code of conduct violation. **Parents are responsible for providing the prescription medication for the school nurse by direct contact or mail.**

Students lacking the responsibility to take their medication after an adult requests them to do so should not be enrolled at the Academy.

Abuse of prescription medication will not be tolerated and will be handled in the same manner as a drug and alcohol policy violation.

The Academy's nurse will need a doctor's order to place a student on medication or to stop medication.

Motor Vehicle Policy

Students may have the privilege of maintaining a motor vehicle on campus subject to the permission of the Dean and their Head Dormmaster.

Eligibility

A student must be in good social standing to maintain his car permission. New students must wait one quarter before they seek car permission from the Dean.

Requirements before bringing the car on campus

1. The student must hold a current driver's license.
2. The student must sign a car permission form.
3. Have on file with the Dean proof of liability insurance.

Requirements for maintaining the car on campus

1. Park in front of Shepard Hall, and keep it locked at all times.
2. Cars are to be used to drive to and from home only, unless permission has been granted by the Dean or Headmaster.
3. Stay away from the vehicle unless you have permission from the head dormmaster.
4. Use the car only with permission and never to transport students off campus for any length of time or reason unless it is with the approval of parents and the school.
5. The student must not return to campus after signing out unless it is to remain on campus for the remainder of the weekend.
6. New drivers must have their license for at least a semester before transporting **anyone** off campus.
7. Students are not allowed to transport more than two students in their car at any time.
8. Students must turn in all car keys on Monday to the Dean. Students are not permitted to keep spare keys.
9. All Ohio BMV laws must be obeyed.

Any violation of these policies will result in the loss of car permission for a designated length of time.

Progressive fines will be implemented for those students having their car on campus without permission starting at \$50. Loss of this privilege means that students must remove the vehicle from our campus or have it secured in a specified area until they are able to remove the vehicle. In the event that the student or parents are unwilling to cooperate with this policy, the academy reserves the right to have vehicles towed off of the premises at the owner's expense.

Day students are permitted to drive vehicles to school provided that they do not visit the vehicle during the day and do not transport students anywhere without the school's permission.

Seniors and Honor roll students are allowed to use their cars on the weekend under certain restrictions.

Guidelines for Senior Car Usage

1. Intended for graduating seniors only.
2. Must not be on deficiency list.
3. No weekday usage.
4. Intended for Friday after school through Sunday dinner.
5. Limited to two trips per weekend.
6. A quick run to I-90 does not count as a trip. Quick is defined as getting food, pop, or gas and returning to campus. Quick also means not more than one time on a Friday, Saturday, or Sunday. Purchasing tobacco products will end quick trips.
7. May take two seniors in good academic standing (no D's or F's)(must be in compliance to state law)
8. Parent permission needed
9. Can use the car on a weekend to go to a friend's home
10. Limited to 60 miles from campus (Cleveland & Erie alright)
11. Must be good roads in winter (determined by dorm master on duty)
12. Alright to visit relatives
13. Alright to visit girl friend
14. Always back in dorm before dorm master/ dormparent is off duty
15. Time off campus dependent on what the activity is
16. Any problems and no more car usage on weekends for that person
17. Not to go to same place and time the van or bus is going unless Headmaster approves
18. If a new student was in the summer school program and receives car permission, no usage of the special weekend permission until after the first long weekend
19. Senior must be in good social standing
20. Must make advance plans, no last minute requests; head dorm master has final approval
21. Must ask permission prior to departure.

Driver Education

Students may participate in an Ohio Driver Education Program in conjunction with our local private driver education school. Classroom sessions are provided on weekends and driving

instruction is scheduled per the students' availability. Students cannot take driver education unless their grades are adequate in all subjects. Billing is through the student expense account.

Objectionable Material

Obscene material and profane language are unacceptable at any time. Recorded music must be acceptable to the degree of no foul, vulgar or perverse lyrics. Offensive music may be confiscated for the duration of the school year.

Borrowing, Trading, Selling

Occasionally students may be involved in the trading or selling of personal property. The school does NOT sanction this. Any trading or selling of possessions must be approved by the parent/guardian. All possessions should be properly marked by the owner, and it is expected that these items will leave the school premises with the identified student, unless authorized by a parent.

Weapons

The possession of fireworks, firearms, knives, air pistols, martial arts weapons, and any other items capable of doing harm to others is prohibited. Possession of any type weapon is grounds for immediate dismissal.

Property Damage

Each student is expected to care for all school property, and under no circumstances may any student alter, add to, remove, or damage anything real or personal belonging to the Academy. Any damages must be reported to the dormmaster or a teacher. The student responsible for the damage will be required to pay for the cost of repair or replacement. If the student responsible for any damage cannot be determined, in some cases, all members of the dormitory will share in the cost.

Acts of intentional destruction and theft (both on and off campus) can be subject to immediate dismissal.

Discipline Committee Procedures

Rule infractions by students, which exceed circumstances a teacher, head dormmaster, or Dean should handle, will be brought to the attention of the Headmaster. The Headmaster may bring the student's violation before the Discipline Committee. This committee consists of the Headmaster, Dean, the head dormmaster, and two teachers.

If the committee feels there is basis for dismissal, the student will be granted an opportunity to appeal directly to the Discipline Committee. The student will have a faculty, staff member or administrator to advocate for him before and during the appeals process. Parents are also welcomed to attend the appeals meeting and address the Discipline Committee. The appeal meeting is considered a closed session, conducted for the student, his family, and school

representatives. This meeting can also be conducted as a conference call. The Discipline Committee will make its final decision the next day. The Headmaster will retain a written report.

Suspensions

When a discipline committee meeting is warranted based on the seriousness of the infraction or the repetition, this committee may issue a suspension. A variety of suspensions including off-campus or on-campus may be selected. The Academy will communicate to the parents the type of suspension selected and work with the family to implement the consequence. The family will be responsible for any additional expenses involving the suspension and there will be no financial reimbursements from the Academy of any kind when a student is suspended.

Students suspended will be forbidden to attend or participate in any school activity either on or off campus.

Suspensions begin and end as dictated by the discipline committee. Suspended students are required to make-up any missed classroom work by deadlines assigned by each teacher. Students must make up all work missed during the suspension. Students will receive the appropriate grade for their work unless it is above 75%. The student will be scored no higher than a 75% on any work missed.

Student Assistance Program

A Student Assistance Program is a service designed to help school personnel identify issues, including the use or abuse of alcohol and other drugs, mental health, and behavioral concerns which could pose a barrier to a student's learning and school success. The primary goal of the Student Assistance Program is to help students overcome these barriers in order for them to achieve, remain in school, and prepare for college.

All school districts in Ohio are required to establish and maintain a Student Assistance Program to provide appropriate referrals for counseling and support services for students who experience difficulties in school. Grand River Academy established the "Care Team" in 1984. Under the direction of the Student Assistance Program Coordinator, the team is comprised of specially trained faculty and staff, as well as two licensed independent counselors. The team meets weekly. Student participation in the program is voluntary except when there is a policy violation. All information regarding a student's involvement in the program is confidential and maintained in the best interest of the student.

The medical field recognizes chemical dependency as a treatable primary disease. Failure to treat this disease can disrupt the maturation process, alter physical and emotional well being, and interfere with the performance capabilities of the user. This disruption extends beyond the user and adversely affects family, family, friends, and classmates.

Any student under the Academy's care involved in the use, possession, or distribution of alcohol, other drugs, and mood altering substances may be subject to immediate dismissal from the Academy. Students are forbidden to be involved with alcohol, other drugs, or mood altering substances while enrolled at the Academy. Mood altering substances include all alcoholic beverages, drugs listed in the 1974 Act 64 as a controlled substance, prescription medication, and over the counter medication intended to excite, relax or alter moods. Examples include but are not limited to: beer, wine, liquor, marijuana, hashish, cocaine in all forms, hallucinogens, opiates, steroids, nicotine in any form, barbiturates, stimulants, ecstasy, chemical solvents, glue, aerosols, look alike substances and designer drugs. Students may also not have vitamins, herbs, or over the

counter medication including (but not limited to) Nyquil, Sudafed, Coricidin"D", and Dramamine. The student may see the nurse or head dormmaster if over the counter medication is needed. **Any student found in possession of drug paraphernalia may be subject for dismissal.** Drug paraphernalia includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to: roach clips, pipes, spoons, razor blades, rolling papers, syringes, Golden Seal or Niacin (to mask usage), discharged aerosol cans, and measuring scales. Possession means to possess or hold any substance or paraphernalia as described in this policy. This not only includes being found on one's person, but also in one's property including book bag, locker, coat, car, or in the dormitory room. Appropriate communication will take place with the parents to discuss disciplinary proceedings and treatment of the student.

All students are required to participate in drug testing as requested by the Headmaster. Failure to cooperate or attempting to tamper with testing procedures may result in being subject for immediate dismissal. Aiding in the falsification of drug testing is also a dismissible offense. Parents/Guardians will receive the test results from the Student Assistance Program Coordinator. The Academy is responsible for the payment of all random screens that come back clean. Otherwise, parents/guardians are responsible for all costs.

The first violation of the Urine Screen Policy can result in suspension, probation, or dismissal. The Academy may also require the student to have a drug and alcohol assessment by a licensed chemical dependency counselor in order to determine what type of assistance the student may need in order to stay healthy and drug free.

The second violation of the urine screen policy may result in discipline procedures including the student being subject for dismissal by the Discipline Committee. Violations of this policy are carried through the student's entire academic career at Grand River Academy. This includes any summer school sessions the student may attend.

Any assessment must be initiated within 2 weeks and completed within 30 days of notification by the Academy with the family assuming all of the costs. The assessment must include cooperation and sharing of all information between the Care Team and the Assessment Counselor. The assessment must also include contact between the evaluator and Student Assistance Program Coordinator prior to the completion of the assessment. The student must follow the recommendations of the counselor in order to remain enrolled at the Academy. Lack of cooperation by the student or his family, will result in disciplinary proceedings including possible dismissal.

Any assessment/Counseling costs must be paid in full prior to the release of the official transcript.

Counseling

The Academy strongly supports any students' need to receive professional counseling. This can be arranged on or off campus with a variety of professionals. If off-campus visits are required, the parents will bear the additional cost of transporting the student to and from these appointments.

Two licensed Counselors are on campus weekly to meet with students both one on one and for support groups. Mrs. Sue Krieg, M.S., L.P.C., is on campus four days a week and Mr. Scott Schlachter, L.I.S.W., is here two to three days a week. Dr. Peter Geier, Adolescent Psychiatrist, is on campus monthly to assist with prescriptions renewals and/or medication monitoring. Parents or their insurance companies are responsible for payment. Any fees must be paid prior to the release of transcripts from the Academy. Contact Melissa Nipper to schedule appointments.

Advisor Program

All students are assigned two staff advisors starting the first day of school. The advisor and his/her advisees will sit together every morning during assembly. The second advisor will be a dormmaster.

Parent Association

The purpose of the Parent Association is to maintain open lines of communication with parents, enhance school activities, assist at school functions, and to enrich the feeling of community life at the Academy.

Guidelines for Attending Off-Campus Self-Help Meetings (A.A., N.A., Alateen, Al-Anon)

1. The student must attend afternoon study hall if he has no previous commitment such as team practice, drama, etc. If he does have a previous commitment, he should complete work following the meeting.
2. Attendance at weekend meetings should always be a preference.
3. Homework will always be due on time the following day and meeting attendance will not be accepted as an excuse from this responsibility.
4. A fee will be charged to the expense account for transportation.
5. All Grand River rules for transport in school vehicles must be observed.
6. Parental permission is not required to attend a meeting, but proper communication is the responsibility of the student.
7. Students in academic difficulty will be restricted to weekend meetings.

Searches

To assist in the full compliance of the Academy's previously stated rules, the administration/dormmasters reserve the right to search automobiles and dorm rooms including contents. They may request that locked trunks and other lock boxes be opened. When there is a reasonable cause to believe that a student may be in possession of contraband, the staff may initiate a search of the person. If a student is unwilling to submit to a search of his person, then the adult will get another adult witness to assist in the search. Failure of the student's cooperation in ruling out the suspicion of concealing contraband will result in the involvement of the sheriff's office and/or dismissal. With all searches, the primary purpose is the protection of the health, safety, and welfare of our students, faculty, school property, and the educational process.

Daily Planners/Assignment Books

All students are required to use daily planners or assignment books. Classroom teachers, study hall teachers, and dormmasters will always expect that each assignment is recorded accurately.

Meal Attendance

Students are required to attend all meals and sign-in at dinner and all week-end meals. Good manners and conduct are insisted upon at meals. Students will have assigned seats at breakfast/assembly and week-day lunches. Attendance is taken at all meals.

Class Attendance

Students are expected to be in attendance, on time, to all classes, help sessions, study halls and other required activities. A student may be excused from one of these only with permission from the school nurse or from a dormmaster when the nurse is not on campus. Excessive absences from school (7 in one semester or 14 for the year) could result in credit not being granted. If another activity requires a student to miss class (athletic event, college-recruitment representative, etc.), that activity's advisor or coach will excuse the student's absence.

A parent or guardian must notify the Headmaster or dormmaster when the student is not in school. A phone call by 9 a.m. will be appreciated when a student is not in attendance.

If a student has been mistakenly recorded as absent or tardy and can have his absence or tardy excused, he should correct the error as soon as possible. Purple excuse forms are available in the dining hall and office for that purpose.

Each day student will receive notification of all unexcused attendance violations.

Weekend Study Sessions

Saturday study sessions begin at 10:00 a.m. and continue through 11:30 a.m. Students are selected for study sessions by the Headmaster, based on their previous three-week grade and effort. Students can also be placed in Saturday study sessions for incomplete work. Students will be assigned to a corresponding academic teacher with specific work to strengthen his weaknesses and improve his grade. Students assigned to Saturday study sessions must remain on campus on Friday night. Work will be collected at 11:30 a.m., returned to the classroom teacher, graded, and credit awarded.

All students participate in the Sunday evening study period.

Evening Study Hours

Students are required to spend 1 1/2 hours Sunday through Thursday evenings in the dormitory in supervised room study. During this period, students have access to faculty members.

Afternoon Study Hall

Monday through Thursday there will be a study hall after school for all students not finished with their work. The classroom teacher assigns these students, and the supervising teacher is issued the assignment that was missing. That teacher will collect the completed assignments at the end of the period.

Each weekend, when it is possible, there will be study hall on Saturday and Sunday for students not having the work for the week finished.

Student Management System

The student management system is designed to provide individual faculty/administration intervention for each student when an infraction occurs. A student who violates school rules will have a staff member assigned to meet with him through the Dean of Students to review the code of conduct, discuss why it happened, and design a plan to prevent further infractions. This individual intervention can also include a wide variety of consequences, service to others, and additional forms of amends that the staff member feels are appropriate. The Academy believes handling student misconduct should be private, individualized, and supportive. Parents will be appropriately notified.

Cheating

Cheating is perceived as presenting someone else's ideas or work as your own, including homework, test and quiz answers, or other work required by your class. Students found cheating will be required to redo the work, whether it is a quiz, test, or other assignment. The original work will be given a zero, and the student will have an appropriate amount of time to redo the material. Parents will be notified of the infraction, and the student will receive a minimum of three hours work detail.

To put your name on a piece of work is to say that it is yours, that the praise or criticism due to it is due to you. To put your name on a piece of work any part of which is not yours is plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a form of theft. Taking words, phrasing, sentence structure, or any other element of the expression of another person's ideas, and using them as if they were yours, is like taking from that person a material possession, something he or she has worked for and earned. Even worse is the appropriation of someone else's ideas. By "ideas" is meant everything from the definition or interpretation of a single word, to the overall approach or argument. If you paraphrase, you merely translate from his or her language to yours; another person's ideas in your language are still not your ideas. Paraphrase, therefore, without proper documentation, is theft, perhaps of the worst kind. Here, a person loses not a material possession, but something of what characterized him or her as an individual. Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small; it is not a matter of degree or intent. You know how much you would have had to say without someone else's help; and you know how much you have added on your own. Your responsibility, when you put your name on a piece of work, is to distinguish between what is yours and what is not, and to credit those who have in any way contributed.

Cheating is handled through the Student Management system and/or the Discipline Committee.

Library

The library is open all day Monday through Friday and every evening except Friday and Saturday. Access to and use of the library shall be under the control of the librarian, and all rules for use of the facility and student behavior will be posted and enforced by the librarian and staff members.

Valedictorian, Salutatorian and GPA

The Valedictorian and Salutatorian are the seniors with the highest and second highest grade point averages. Grades for these honors are tabulated on a semester basis, from the beginning of the sophomore year through the end of the first semester of the senior year. In some cases, the third quarter of the senior year may also be taken into consideration. To be eligible for these honors, students must be enrolled at the Academy during their junior year.

The determination of grade-point average is based on a four-point system. This is true for all courses with the exception of Honors Physics, Pre-Calculus, and Calculus. In these classes a five-point system is used.

If a student retakes a course, duplicate credit cannot be awarded; however, both grades will be averaged for the benefit of the student's cumulative GPA. GPA is calculated based on the following scale:

A (90-100) = 4.0	C (70-79) = 2.0	F (59 & below) = 0
B (80-89) = 3.0	D (60-69) = 1.0	

National Honor Society

National Honor Society Selection Process

The National Honor Society was founded by the National Association of Secondary School Principals in 1921 to honor students in grades 10, 11, and 12 who effectively demonstrate *excellence* in four areas: Scholarship, Leadership, Character, and Service. Membership is offered as an honor; there is no application process. In accordance with the National Charter, selection at Grand River Academy is made by a 5-member Faculty Council after consideration by the full faculty.

Examples of excellence in each area include, but are not limited to:

Scholarship

- Always completes assignments thoroughly and on time
- Works to ones fullest potential
- Takes pride in academic achievement
- Has at least an 80% average in core classes over the last 3 semesters
- Follows strongest academic track capable of

Leadership

- Helping other students make positive choices
- Student Council
- Athletic Teams

- Clubs and Activities
- Warren Hall Leadership Program
- Dorm Leaders
- Leadership positions in Boys Scouts, 4-H, Youth Groups, other groups outside of school

Character

- Integrity
- Trust
- Taking personal responsibility
- Standing up for what is right
- Defending others
- Making positive choices
- Academic honesty
- Respect for others regardless of race, religion, or gender
- Taking constructive criticism positively and accepting recommendations graciously

Service

- Contributing to the welfare of others
- Volunteering time to one's school
- Volunteering time to one's community
- Active in one's church
- Working for the betterment of the environment
- Works well with others
- Willing to take on difficult or inconspicuous responsibilities
- Willing to represent the dorm or school in inter-dorm or interscholastic competition
- Does committee work without complaint
- Mentors in the school or the community

College Visitation Policy

Juniors and seniors are encouraged to visit prospective colleges. All attempts should be made to schedule a college visit over a weekend or holiday. If a student must visit a college on a regularly scheduled school day, an early dismissal form needs to be signed by the student's teachers, guidance counselor, and Headmaster. Parents must also give either written or verbal permission for the student to miss school.

Testing Dates

SAT

Test Date:

October 10th
 November 7th
 December 5th
 January 23rd
 March 13th
 May 1st
 June 5th

Registration Deadline:

September 23rd
 October 15th
 November 12th
 December 30th
 February 18th
 April 8th
 May 13th

ACT

<u>Test Date:</u>	<u>Registration Deadline:</u>
October 24 th	October 2 nd
December 12 th	November 20 th
February 6 th	January 15 th
April 10 th	March 19 th
June 12 th	May 21 st

PLAN

- All sophomores are required to take the PLAN Exam. It is the pre-exam for the ACT.
- Saturday, November 14th

PSAT

- All juniors are required to take this exam. It is the pre-exam for the SAT.
- Saturday, October 17th

Ohio Graduation Tests

Ohio Graduation Tests - October 2009 - for juniors and seniors that have not passed
March 2010 - All sophomores and those juniors and seniors who have not passed

Headmaster's List/Honor Roll

At the end of each quarter of the academic year, grades are averaged and those students achieving an average of 90 and above with no single grade less than 75 are placed on the Headmaster's List. An 80 to 89, with no single grade less than 75, places a student on the Honor Roll. Advanced classes are weighted on a 5-point scale. Students must have a minimum of four academic classes to qualify for each list

Students achieving academic honors will receive appropriate recognition including an award during the May Awards Assembly.

Seniors on the Honor Roll or Headmaster's List may go back to their rooms during their school-day study hall with their head dormmaster's permission. Underclassmen on the Headmaster's List may go to the Student Union during their school-day study hall. All students on the Honor Roll and Headmaster's List will be allowed to go to the student union during the evening study hall on Sunday night. Students abusing this privilege will have it taken away for the remainder of the quarter.

Graduation Requirements

The Grand River Academy requires 21 units of credit to be successfully completed in grades 9 through 12 and the successful completion of the Ohio Graduation Exam.

The 21 units required for graduation include:

- 4.0** Units of English
- 3.0** Units of Math
(minimum requirements include Algebra II {exceptions made on an individual basis})
- 3.0** Units of Science
- 3.0** Units of Social Studies

(one must be U.S. History and one must be Government)

- .5 Unit of Physical Education
- .5 Unit of Health
- .5 Unit of Computer Applications
- 1.0 Unit of Fine Arts
- 5.5 Units of Foreign Language/ Electives
A senior Research Paper
Each senior must be accepted by a college.
Each senior must complete 5 hours of community service.

THE COLLEGE PREPARATORY CURRICULUM

The following subjects are recommended by grade level.

<u>Credit</u>	<u>Grade 9</u>	<u>Credit</u>	<u>Grade 10</u>
1.00	English 9 - Introduction to Literature	1.00	English 10 - World Literature
1.00	Biology I or Integrated Science	1.00	Biology I or Biology II
1.00	Foreign Language	1.00	Foreign Language
.25	Physical Education I	.25	Physical Education II
1.00	Civics	.50	Health
1.00	Algebra I	1.00	Algebra II
.50	Art I	.50	Computer Applications II
.50	Computer Applications I	.50	Art II
		1.00	World History
		.50	World Geography
<u>Credit</u>	<u>Grade 11</u>	<u>Credit</u>	<u>Grade 12</u>
1.00	English 11 - American Literature	1.00	English 12 - British Literature
1.00	Chemistry	1.00	Foreign Language
1.00	Foreign Language	1.00	Physics
1.00	U.S. History	1.00	Calculus
.50	Computer Applications III	1.00	Government
1.00	Pre-Calculus	.50	Computer Applications IV
.50	Photography	.25	Physical Education IV
.25	Physical Education III	.50	Senior Colloquium

Students must take at least 6 classes per semester unless the Academic Council approves an alternative schedule.

Code of Conduct for Athletes

The purposes of this Code of Conduct are: 1) to promote and maintain desirable relations with other schools with which the Academy competes in interscholastic sports; 2) to develop desirable characteristics of sportsmanship and fair play in our athletes; 3) to establish and maintain a favorable public image of the Academy; and 4) to create uniform standards for coaches and athletes in all sports and athletic contests.

- I. The following rules will be followed by all students participating in any competitive athletic contest with another school, before and after each contest, and while traveling to and from the Academy's campus.
 1. Officials will be treated with respect at all times and acceptance of their decisions is expected.
 2. Fighting or threatening to fight is absolutely forbidden.
 3. Profanity, vulgarity, or vulgar and obscene gestures are forbidden.
 4. Unsportsmanlike conduct in any form will not be tolerated.

Coaches shall have the right and responsibility to discipline any student for non-compliance of any of the above guidelines, and in the case of numbers 2 and 3, the offending student will be removed from the game at once. Depending upon the severity of any offense, the coach shall have the option of referring the final disciplinary action to the Athletic Committee.

- II. The following rules will be followed by all students participating in every scheduled practice of all teams on the school campus and in the gym.
 1. Fighting, profanity, vulgarity in any form, and unsportsmanlike conduct are all absolutely forbidden.
 2. Once a student tries out for any team, he is committed to attend every practice unless excused by his coach. An unexcused absence will be treated as any other violation of the school's rules on attendance.
- III. With respect to attendance and grades, no student will be allowed to participate in any athletic contest or travel away to such contest if he was not in full attendance of classes that same day. In the case of a student excused for part of the day by the school nurse, he is expected to attend practice that day.
 1. All students are expected to maintain their academic progress regardless of the athletic involvement, and coaches, teachers, and the administration shall have the responsibility of assigning athletes with academic trouble to special help sessions, study halls, and restriction to campus until acceptable performance is evident.

Interscholastic Sports Participation

Parents can mandate participation in a sport by contacting the Headmaster. Each coach assumes a responsibility to encourage all students to participate in a team sport. If the student attends practices and cooperates with the coach's expectations, every effort will be made not to eliminate the athlete from the team. Exceptions to this "no-cut" policy must be made when facilities limit the number of players who can practice (e.g. tennis).

Athletic Contests

Academy students attending an interscholastic sporting event are obligated to behave in a gentlemanly and sportsmanlike manner. Visiting teams and officials should be treated with hospitality and courtesy. Any student not acting in this manner will be removed immediately from the event with possible punishment from the Discipline Committee.

Awards

In addition to awards for athletic participation which are given at seasonal sports banquets held throughout the year, the Academy also recognizes outstanding achievement in other areas as listed :

Yearly

MOST IMPROVED and OUTSTANDING STUDENT of each grade level, considering citizenship, scholarship, attitude, and contribution to the school.

TRUSTEES' BOWL, awarded to the senior with the most distinguished record during the senior year.

BAUDER CUP, awarded to the student who excels in character, leadership and friendliness.

HEADMASTER'S CUP, awarded to the student who best combines the attributes of scholar, athlete, and gentleman.

JAN KALLAY AND WATSON KALLAY AWARD, awarded to the outstanding senior athlete.

CASSIDY-SCHWARTZ SERVICE AWARDS, awarded to the students who unselfishly and generously give of their time and effort in service to the Academy.

MAGAZINE AWARDS, awarded to the students who produce outstanding work for **The Magazine** in the areas of fiction, non-fiction, poetry, artwork and photography.

FISHER ACHIEVEMENT AWARD, a cash award to a returning junior whose support of the Academy and whose service to his fellow students are exemplary.

GEORGE E. ARMINGTON, JR. MEMORIAL PLAQUE, awarded to the senior who best personifies the philosophy of the Academy.

DIEMER AWARD, a cash award to the student who exhibits a positive attitude and exemplary citizenship and who works to his fullest potential.

NATIONAL HONOR SOCIETY, honoring those students in 10th, 11th, and 12th grades who represent the best in character, service, leadership, and scholarship.

OUTSTANDING INTERNATIONAL STUDENT, voted by the faculty.

OHSAA SCHOLAR-ATHLETE AWARD, given to the outstanding senior, varsity letterman with the highest academic average.

WILLIAM H. JEFFERY AWARD, awarded to the student who excels in art, drama or photography.

THE NONNEMAN AWARD, awarded to the student who produces the outstanding work for school publications.

THE MASTIN SCHOLARSHIP, awarded to the outstanding math/science student enrolling for his senior year.

THE LESUER AWARD, awarded to the student whose citizenship is exceptional and who has excelled because of hard work.

SPECIAL STUDENT AWARD is sponsored by the Parent Board and is awarded to the student in each grade level chosen by his peers who is a humanitarian and who is honest and fair, resourceful, and sensitive and respectful of the needs of others.

STUDENT COUNCIL AWARD, voted by the entire student body for one outstanding student, teacher, and staff member.

Other

STUDENT OF THE MONTH, awarded to the student who excels in an area of school life (academic, athletic, or social) during a particular month.

STUDENT OF THE WEEK, awarded by the Dean of Students from faculty nominations.

Courtesy and Manners

If there is a fundamental theme that underlies all courteous behavior, all gentlemanly conduct, it is **consideration for the rights and feelings of others**. While social customs seem rather involved, all proper conduct starts from this principle. A man who conducts himself in a way that causes embarrassment, discomfort, and inconvenience to other people will always make a bad impression, whatever other talents he might wish, as an independent free spirit; they will assume he has been poorly educated. Good manners are a key to how others respond to an individual.

Courtesies: A general rule for courtesies is to treat the other person as you would wish to be treated. Consideration of others and a little common sense provide a good guide.

Conversation: You should always do your best to avoid interrupting someone who is speaking. If it is absolutely necessary to interrupt, then say, "Excuse me." Speak clearly and do not use slang with people you do not know well. For example, when a student addresses a visitor "sir" or "ma'am" is used as a designation of respect.

Forms of Address and Modes of Reference: As a general rule all teachers and administrative staff should be addressed as "Sir, Mrs., Ms., or Miss." Students should always treat Academy personnel (kitchen, maintenance, custodial, etc.) with courtesy. Rudeness to service staff is an indication of ignorance and will not be tolerated.

Dining Hall: Many people tend to think that proper table manners are reserved only for special occasions. In fact, good table manners for all meals should be a continual practice. Bad habits are

not easily broken. Careless, slovenly habits in the dining hall will betray you when dining out or as a guest in a home. A good rule to follow in the dining hall is "Take what you'll eat and eat what you take." Wasting food deliberately shows a lack of concern for others. Comments or corrections at the table directed at another student's eating habits, should be made by a teacher or staff member.

Good manners always say something about a Grand River Academy student. They show that he is thoughtful and considerate about other people. Knowing how to behave is part of a person's education, and it is a part that shows very quickly. There are no diplomas or certificates for good manners, but there are many rewards. A man with good manners feels better about himself; he feels more sure of himself in new situations, and he is always a welcomed guest.

Campus Activities

The Academy fields interscholastic teams in soccer, golf, cross country, basketball, indoor soccer, baseball, and tennis. Games are scheduled at the junior varsity and varsity levels, and all students are encouraged to participate, regardless of ability. In addition to the gymnasium, sports facilities include two soccer fields, three tennis courts, one softball field, three paintball fields and one baseball diamond.

All students are required to participate in selected afternoon activities if they are not in a junior varsity or varsity sport. These activities are Monday through Thursday from 4:00 - 5:30. Choices are limited and are announced each day at lunch. Attendance is recorded each day.

The Fine Arts Club takes advantage of Cleveland's cultural opportunities. Students attend concerts, ballets, plays, operas and visit museums.

Students publish the **Scimitar**, which is the Academy's yearbook. The Student Council is responsible for many campus activities. Qualified students at the Academy are inducted into the National Honor Society.

Other activities in which students may participate are bowling, fishing, floor hockey, paintball, weight lifting, canoeing, bicycling, movies, dances, horseback riding, and Cleveland Indians, Browns, and Cavs games. Weekend trips are scheduled to Peak'n Peek for downhill and cross-country skiing and snowboarding. Special trips may be arranged to major cities or other ski resorts.

Service Projects

All students are expected to participate in a service project during the school year. Recognition of outstanding service projects are recognized at the awards banquet each May.

Student Council

The Student Council will consist of members from each dorm elected by their fellow dorm mates. All candidates must be in good academic and social standing. The president shall be a member of the junior or senior class and have at least one year prior enrollment at the Academy.

The purpose of the organization shall be to promote goodwill; to provide a forum of discussion among students, faculty, and administration; coordinate affairs of student groups, and to promote an appreciation of and concern for the academic, social, and athletic qualities of the Academy.

International Program

We believe our International Students play a key role in our total education-for-life approach to learning. We value our International Students because we know we can help them learn about America and life - but equally because they help our American Students learn about the world and life from different and important perspectives.

Most important, we'll work with each student to create an **Individual "How to Succeed & Have More Fun" program** that provides guidelines and benchmarks to help him succeed in life and school.

GIFT IDEAS

Is your son's birthday coming up? Did he get an "A" on a test or paper? Was he student of the month? Do you miss him? Did his team win one? Was he the star? Is everybody in the dorm his best friend? Did someone on the staff do something extra nice for you? Does your son need cheering up? Do you just need to let him know that you love him?

WELL -- we just happen to have the right solutions for you! Listed below are the names and telephone numbers of companies that can help you out. Some are in the area of the school and others are not.

FLOWERS, BALLOONS, ETC.

ALL OCCASIONS BY YOUR IMAGINATION, 1005 Lake Avenue, Ashtabula, 440-964-9139 or 800-487-5388

Balloons and gifts, gourmet candies and chocolates, costumes, magic shows.
Prices start at \$20.00, free delivery; Call 24 hours a day.

JEFF'S FLOWERS, 48 S. Chestnut, Jefferson, 440-576-4836

Plants, mug bouquets, fruit baskets (2-3 days notice.) Delivery charge.

CAKES, COOKIES, ETC.

COOKIE EXPRESSIONS, 973-659-1004

Custom designed cookie baskets for any & all occasions or interests: hobbies, sports, birthdays & much more.

www.cookieexpressions.com

THE POPCORN FACTORY, 888-238-8107

Delighting customers with delicious, premium popcorn & impressive, all-occasion gift tins, baskets & towers.

www.thepopcornfactory.com

CARE PACKAGE TO GO

Care packages & gift baskets for every occasion.

www.carepackagetogo.com

LOCAL OVERNIGHT ACCOMMODATIONS

Five minutes from campus

COMFORT INN

Route 45 & Interstate 90
Austinburg OH 44010

- Ask for Grand River Academy
Special rate

AMERICA'S BEST VALUE INN

Route 45 & Interstate 90
Austinburg OH 44010
440-275-2011

HAMPTON INN *

Route 45 & Interstate 90
Austinburg OH 44010
440-275-2000

HOLIDAY INN EXPRESS

Route 45 & Interstate 90
Ashtabula OH 44010
440-275-2020

SLEEP INN & SUITES

9350 Route 45
Austinburg OH 44010
440-275-6800

Ten minutes from campus

BULA MOON BED & BREAKFAST

7218 Austinburg Rd.
Ashtabula OH 44004
440-992-8036
hosts@bulamoon.com

Fifteen minutes from campus

MICHAEL CAHILL'S BED & BREAKFAST

1084 Walnut Blvd.
Ashtabula OH 44004
440-964-8449

Twenty minutes from campus

QUAIL HOLLOW RESORT **

Interstate 90 & Rt. 44
Concord OH
440-352-6201

THE LODGE AND CONFERENCE CENTER AT GENEVA STATE PARK **

4888 Route 534 North
Geneva-on-the-Lake, OH 44041
Reservations: 1-800-801-9982
www.thelodgeatgeneva.com

* Recommended

** Highly Recommended

RECOMMENDED RESTAURANTS

Two minutes from campus

Quinn's Grill & Bar
(between I-90 and GRA on Route 45)
No reservation needed
440-275-5151

Laurello Vineyards (limited menu)
4573 State Rte. 307
Geneva, OH 44041
440-415-0661

Ten to twenty minutes from campus

Bob Evans, Red Lobster, Appleby's
Near Ashtabula Towne Center - I-90
to Route 11 North, Exit on Rte.20 east to Mall

Hil-Mak Sea Foods (Closed Sun. & Mon.)
449 Lake Ave.
Ashtabula OH 44004
440-964-3222
www.hilmaks.com

Ferrante Winery & Restorante (closed Mon. & Tues.)
5585 Route 307 (I-90 to Geneva exit (218)south to
307 right turn (west) Ferrante's is less than two miles.
440-466-8466

www.ferrantewinery.com

The Lodge & Conference Center at Geneva State Park
4888 Rte.534 North
Geneva-on-the-Lake, OH 44041
440-466-7100
www.TheLodgeAtGeneva.com

Casa Capelli
4641 Main Ave.
Ashtabula OH 44004
440-992-3700
www.casacapelli.com

Chops Grille & Tap House
Route 534 & I 90 (Geneva exit)
Turn north on 534. Across from McDonalds
440-466-4638
www.chopsgrille.com

Checklist of Suggested Items Students Might Need

School Supplies

_____ Daily Planner*
_____ Paper*
_____ Pens*
_____ Erasers*
_____ Pencils*
_____ Flash Drive
All necessary School Supplies

REQUIRED:

TI-83+ or 84 Graphing Calculator
for Algebra II, Pre-Calculus, and
Calculus. Other calculators may be
disallowed for use on tests because
of their capabilities.

Room Furnishings & Personal Items

_____ 2 Sets of Regular Twin Sheets
_____ Pillows
_____ Blankets
_____ Comforter
_____ Clothes Hangers
_____ Desk Lamp
_____ Posters
_____ Stereo (portable) with
headphones
_____ 6 x 9 Area Rug (optional)
_____ Alarm Clock (Battery back-up)
_____ Laundry Bags*
_____ Laundry Marking Pen
_____ Toothbrush & Toothpaste*
_____ Comb* or Brush
_____ 5 Towels
_____ 5 Wash Cloths
_____ Foot Locker
All necessary toiletries

- Available in Student Center

OPTIONAL:

Athletic Equipment
Skateboard
Snowboard/Ski Equipment
Bicycle/bicycle helmet/bicycle lock

Clothing (see Dress Code for restrictions)

_____ 6 pr. Dress Pants
_____ Belt
_____ 7 Solid Color Dress Shirts
_____ 3 Ties*
_____ Sweaters
_____ 7 Plain white undershirts
_____ Socks*
_____ Underwear
_____ Sweats*
_____ Shorts*
_____ Jeans (properly fitting)
_____ T-shirts*
_____ Jacket
_____ 2 pr. School Shoes
_____ Tennis Shoes
_____ Navy Blazer*
_____ GRA Student Polo Shirt*

2009-10 SOCCER SCHEDULE

Mr. Scott McNeven, Athletic Director & Varsity Coach (8th season)
Mr. David Scharping, Asst. Coach (3rd season)

DATE	OPPONENT	LOCATION	TIME
Sat., Sept. 12	Conneaut H.S.	Away	11:00 a.m.
Tues., Sept. 15	Lawrence School	Away	4:30 p.m.
Thurs., Sept. 17	Fuchs Mizrachi School	Away	5:30 p.m.
Sat., Sept. 19	Cornerstone Christian	TBA	TBA
Mon., Sept. 21	Geneva H.S.	HOME	4:00 p.m.
Tues., Sept. 22	Mentor Christian	HOME	4:30 p.m.
Thurs., Sept. 24	Edgewood H.S.	Away	4:00 p.m.
Weds., Sept. 30	Ursuline H.S.	Away	4:15 p.m.
Sat., Oct. 3	Philly Trip Game #1	Away	TBA
Sat. Oct. 3	Philly Trip Game #2	Away	TBA
Tues., Oct. 6	Cleveland Heritage	Away	4:30 p.m.
Sat., Oct. 10	Ursuline H.S.	HOME	3:00 p.m.
Tues., Oct. 13	Harvey H.S.	Away	4:30 p.m.
Thurs., Oct. 15	Edgewood H.S.	HOME	4:00 p.m.
Sat., Oct. 17	Soccer Alumni Day Tourney	HOME	1:00 p.m.

Revised 8/31/2009

2009-2010 GOLF SCHEDULE

Mr. Scott McNevan, Athletic Director
Mr. Jed Trombley, Coach
Mrs. Alicia Field, Coach

SEPTEMBER

DAY	DATE	OPPONENT	LOCATION	TIME
Mon.	Sept. 14	Perry H.S.	Powder Horn G.C.	4:00 p.m.
Mon.	Sept. 14	Perry H.S. (JV)	Hemlock Springs	4:00 p.m.
Tues.	<u>Sept.</u> <u>15</u>	<u>Sts. John & Paul</u>	<u>Maple Ridge G.C.</u>	4:00 p.m.
Weds.	<u>Sept.</u> <u>16</u>	<u>Lake Ridge Academy</u>	<u>Hemlock Springs</u>	4:30 p.m.
Thurs.	Sept. 17	Harvey H.S.	Hemlock Springs	4:00 p.m.
Mon.	Sept. 21	Perry H.S.	Hemlock Springs	4:00 p.m.
Mon.	Sept. 21	Perry H.S. (JV)	Powder Horn G.C.	4:00 p.m.
Tues.	Sept. 22	Sts. John & Paul	Hemlock Springs	4:00 p.m.
Thurs.	Sept. 24	Harvey H.S.	Painesville	3:30 p.m.
Mon.	Sept. 28	Lake Ridge Academy	TBA	4:30 p.m.
Weds.	Sept. 30	Conneaut H.S.	Windy Hills	3:30 p.m.