

# GRANVILLE CHRISTIAN ACADEMY



**2020-2021**

## **PARENT/STUDENT HANDBOOK**

Revised 7/2020

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## **COVID-19 DISCLAIMER**

This revision of the 2020-2021 Parent/Student Handbook has not been updated to include specific adjustments that may need to be made in order to accommodate education during the COVID-19 pandemic. The Administration will make adjustments as necessary to ensure student safety and to comply with government regulations. Any changes made to our regular school guidelines and policies due to this issue will be released in a separate document and will be dealt with on a case-by-case basis. As it becomes available, information will be communicated to our families and posted on our website.

TABLE OF CONTENTS

**COVID-19 DISCLAIMER.....2**

**INTRODUCTION ..... 7**

**SCHOOL IDENTITY.....7**

    Mission Statement ..... 7

    School Verse ..... 7

    Core Values ..... 7

    Expected Student Outcomes ..... 8

**STATEMENT OF FAITH .....8**

    Preamble ..... 8

    Essential Beliefs..... 8

**EXPECTATIONS .....9**

    Code of Conduct..... 9

    Biblical Expectations..... 9

    Institutional Expectations..... 10

**NON-DISCRIMINATORY POLICY .....10**

**RESERVATION OF RIGHTS .....11**

**EXCEPTIONS OF TERMS AND CONDITIONS .....11**

**GENERAL GUIDELINES..... 11**

**REGISTRATION, ADMISSION, & TUITION POLICIES .....11**

    Registration & Application ..... 11

    Tuition Payment ..... 12

    Tuition for Non-traditional Students..... 12

    Financial Hardship/Scholarship ..... 13

    Account Credits ..... 13

    Withdrawal Refund Policy ..... 13

**SAFETY PRACTICES .....14**

    Closed Campus Policy..... 14

    Drills ..... 14

**SCHOOL HOURS.....14**

    School Building Hours ..... 14

    School Office Hours..... 14

**STUDENT & VISITOR PROCEDURES.....14**

    Student Arrival Procedures ..... 14

    Student Dismissal Procedures..... 15

    Student Pick-Up Arrangement ..... 15

    After-School Care ..... 15

    Student Visitor ..... 15

    Visitor Parking & Procedures ..... 15

**ATTENDANCE .....16**

    Tardiness/Absence Notification ..... 16

    Absence Credit ..... 17

    Tardiness Procedures ..... 17

    Tardiness Consequences ..... 17

Notification for Known Absences .....	17
Work Make-Up Policy for Absences .....	17
Absence Consequences.....	18
<b>SCHOOL CLOSINGS &amp; DELAYS.....</b>	<b>18</b>
School Activities & Events on Closing Days .....	18
<b>APPOINTMENTS .....</b>	<b>19</b>
Administration & Faculty Appointments.....	19
Parent/Teacher Conferences .....	19
<b>FAMILY INVOLVEMENT AREAS.....</b>	<b>19</b>
Volunteer Hours.....	19
Field Trips .....	20
Fundraisers.....	21
Parent/Teacher Fellowship .....	21
Athletic Boosters .....	21
<b>DRESS CODE GUIDELINES.....</b>	<b>21</b>
General Guidelines for All Students .....	22
General Uniform Guidelines for All Students.....	22
Specific Guidelines for Young Ladies.....	23
Specific Guidelines for Young Men .....	23
Dress Code Variables.....	23
School Jackets .....	23
Picture Day Dress .....	23
Dress Down Days.....	24
Guidelines for Athletic Practices .....	24
Guidelines for Athletic Game Days .....	24
Guidelines for Physical Education Classes.....	24
General Guidelines for School-Sponsored & Special Events .....	24
Special Event Guidelines for Young Ladies.....	25
Special Event Guidelines for Young Men .....	25
Guidelines for Awards/Concerts/Plays.....	25
Guidelines for Field Trips.....	25
Guidelines for Special Trips .....	25
Consequences for Dress Code Violations.....	26
<b>STUDENT HEALTH INFORMATION .....</b>	<b>26</b>
Physical Exam .....	26
Immunizations.....	26
Student Illness Guidelines .....	26
Illness or Injury at School .....	27
Using Medication in School.....	27
Severe Nut Allergies .....	28
Out of School Trips & Food Allergies.....	28
Policy Regarding Food in Elementary Classrooms .....	28
Policy Regarding Food in Middle/High School Classrooms .....	29
Other Health-Related Issues .....	29
<b>SCHOOL DISCIPLINE.....</b>	<b>29</b>
Partnership with Parents.....	29
Behavioral Expectations.....	29
Discipline Philosophy.....	30
Discipline Practices.....	31

Behavioral Policies .....	31
Disciplinary Consequences.....	34
Severe Behavior Cases .....	35
<b>RESTORATION POLICY .....</b>	<b>38</b>
Grievance Protocol.....	38
Procedure for Voicing a Concern .....	38
Retribution .....	39
Partnering during Resolution .....	39
<b>MATERIAL SELECTION POLICY .....</b>	<b>39</b>
<b>GCA COMPUTER NETWORK USE POLICY.....</b>	<b>39</b>
Personal Electronic Device Policy.....	41
GCA Chromebook Student Guidelines .....	42
<b>GENERAL MISCELLANEOUS AREAS .....</b>	<b>43</b>
Video Surveillance/Photo & Video Releases .....	43
Bulletin Boards & Posters.....	43
Care of Property .....	44
Textbook Responsibilities.....	44
Classroom & Hallway Behavior .....	44
GCA Branded Apparel.....	44
Library Responsibilities.....	44
Lost & Found .....	45
Lunch Periods .....	45
Pets on Premises .....	45
School Bus Conduct.....	45
Office Telephone Use .....	46
<b>ELEMENTARY GUIDELINES .....</b>	<b>46</b>
<b>ACADEMIC AREAS .....</b>	<b>46</b>
Grading System .....	46
Grades K-1 Grading Guidelines .....	46
Grades 2-5 Grade Percentages.....	46
Grading Policy .....	46
Homework Policy .....	47
Academic Awards.....	47
Academic Probation .....	47
Promotion & Retention.....	47
Standardized Testing.....	48
<b>PLAYGROUND &amp; RECESS GUIDELINES.....</b>	<b>48</b>
Outdoor Recess .....	48
Outdoor Recess Guidelines .....	48
Indoor Recess Guidelines .....	49
<b>ELEMENTARY MISCELLANEOUS AREAS.....</b>	<b>49</b>
Backpack/Book Bags/Sports Bags .....	49
Candy & Gum .....	49
Students & the Teacher Workroom .....	50
Special Trip .....	50
<b>MIDDLE SCHOOL/HIGH SCHOOL GUIDELINES.....</b>	<b>50</b>
<b>ACADEMIC AREAS .....</b>	<b>50</b>

Grading System .....	50
Grade Averages .....	50
GCA Grading Policy.....	50
Homework Policy .....	51
Middle School Courses .....	51
High School Courses .....	52
Advanced College Prep (ACP) Courses .....	52
Advanced Placement (AP) Courses .....	52
<b>ACADEMIC GUIDELINES .....</b>	<b>52</b>
Athletics & Extra-Curricular Activity Academic Expectations.....	52
Academic Awards .....	53
Final Exams.....	53
Final Grades.....	54
Promotion & Retention .....	54
Failing a Course in Middle School .....	55
Failing a Course in High School.....	55
Academic Probation .....	55
<b>COLLEGE &amp; CAREER COUNSELING .....</b>	<b>56</b>
College & Career Counseling .....	56
College Visits .....	56
Student Schedule Changes.....	56
Transcript Requests.....	56
<b>EDUCATIONAL OPTIONS .....</b>	<b>57</b>
Career & Technical School Students .....	57
Clubs & Leadership Opportunities .....	57
College Credit Plus .....	57
Credit-Flexibility Option .....	58
Home School Students .....	58
Independent Studies .....	58
<b>GRADUATION &amp; SENIORS .....</b>	<b>58</b>
Graduation Credits .....	58
Graduation Commencement Preparation.....	58
Graduation Awards .....	59
Class Rank.....	60
<b>MS/HS MISCELLANEOUS AREAS .....</b>	<b>60</b>
Backpack/Book Bags/Sports Bags .....	60
Lockers .....	60
Gum.....	61
High School Class Rings .....	61
Student Driving Privileges .....	61
Students & the Teacher Workroom .....	61
Study Halls.....	61
Special Trips .....	62
<b>WORK RELEASE PROGRAM .....</b>	<b>62</b>

# INTRODUCTION

The purpose of this handbook is to identify those things that will assist us in meeting the spiritual and educational philosophy of Granville Christian Academy. We acknowledge that it is impossible to create an environment where all expectations and boundaries are totally acceptable to everyone. However, certain guidelines must be specified to assure order in our school. When students, staff, and parents agree to become a part of Granville Christian Academy, they freely and willingly choose to take upon themselves the responsibilities outlined in this handbook as well as respecting the authority of the GCA leadership.

It is the goal of GCA to assure that strong Christian values are the foundation of a student's life, as well as a foundation of their academic program. Students should apply to GCA only if they desire and intend to participate in our school under the rules and guidelines set forth in this handbook. Parents and students must note that students who have reached the age of eighteen (18) and have not yet graduated must adhere to all school rules and guidelines, just as those students who are under the age of eighteen (18) do. There are no exceptions.

## SCHOOL IDENTITY

Granville Christian Academy has a rich history as a discipleship school, where students are encouraged to grow in their faith through learning, obeying, loving, and applying the Scriptures. GCA partners with families to assist them with a biblically driven education consistent with the Christian home and church. All school staff and leaders are charged to use their gifts (to impart knowledge) and live out their faith in front of their students and to mentor them as Jesus commanded. Teachers are committed to developing ongoing relationships with the students with the motivation to honor Christ. The goal is to move students on a clear path of spiritual growth so they may develop into mature spiritual leaders. As such, students maintain the role of the learner (to pursue and receive truth). In response, students and families are expected to be faithful, teachable, and available.

Evangelism will always be a part of our efforts to reach students who have not committed to a personal relationship with Jesus Christ. However, as the primary goal of the school is to disciple the students in their journey towards maturity as a whole person – spiritually, academically, emotionally/socially, and physically, all GCA curricular, co-curricular, and extra-curricular programs and activities are built on a philosophy of education that is based on biblical truth.

Academically, Granville Christian Academy strives to provide a rigorous academic course offering and is currently a college preparatory/post-secondary preparatory school with a selection of advanced classes in middle and high school. The goal is to provide inspiring and enriching coursework for all students and to prepare them for college or careers, while recognizing that students are at different proficiency levels. Some accommodations can be made to assist students who struggle. Biblically based academic excellence for all is the goal.

For a full description, see the “Philosophy of Christian Education” section of GCA’s Foundational Documents located on our website.

## MISSION STATEMENT

The mission of Granville Christian Academy is to partner with Christian families and local churches by creating a Christ-centered nurturing environment with biblically based academic excellence and character development, resulting in students who are becoming Christ-like and impacting their culture through servant leadership.

## SCHOOL VERSE

“For God has not given us a spirit of fear, but of power, and of love, and of a sound mind” (2 Timothy 1:7).

## CORE VALUES

1. Jesus Christ – Our Center: We seek to bring glory to Jesus Christ in every aspect of Granville Christian Academy life (Colossians 1:18).
2. Truth Taught – Our Foundation: All truth is God’s truth, and His truth is couched in a biblical worldview (John 8:32).

3. Community Spirit – Our GCA Family: We desire to experience Christian fellowship, looking out for one another in sincere love (Romans 12:10).
4. Partnership with Parents & Churches – Our Strength: We commit to partnering with parents and churches in this crucial endeavor of education (Deuteronomy 6:6-7).
5. Academic Excellence – Our Endeavor: We pursue the highest attainment, and all for God’s glory (Colossians 3:17).
6. Servant Leadership – Our Method: Board members, administration, faculty, staff, coaches, and students follow Christ’s example as servant leaders (Luke 22:26).
7. Exemplary Mentors – Our Faculty & Staff: Our prayer is for each child to be drawn to and influenced by faculty and staff who are exhibiting Christlikeness in and out of the classroom (Philippians 4:9).

### EXPECTED STUDENT OUTCOMES

Granville Christian Academy graduates are characterized by the following:

1. Students understand and have committed to a personal relationship with Jesus Christ, and independently and actively attend a biblically based church. They know, understand, and apply God’s Word in daily life and are empowered by the Holy Spirit to pursue a life of faith. Students are prepared to defend their faith through apologetic skills and utilize biblical values to impact social and civic activities through intellectual inquiry and honest exchange of ideas.
2. Students are proficient in the biblically based academic disciplines of mathematics, language arts, science, social studies, the arts, and the Bible, as well as the skill sets of reading, writing, speaking, listening, critical thinking, and financial management.
3. Students have the skills and ability to question, solve problems, and make wise decisions. They show emotional and social maturity in relationships and professional and social settings. They are equipped to make wise life-defining choices.

## STATEMENT OF FAITH

### PREAMBLE

1. In essential beliefs – we have unity: “There is one Body and one Spirit...one Lord, one faith, one baptism, one God and Father of all...” (Ephesians 4:4-6).
2. In non-essential beliefs – we have liberty: “Accept him whose faith is weak, without passing judgment on disputable matters. Who are you to judge someone else’s servant? To his own master he stands or falls...So then, each of us will give an account of himself to God. So whatever you believe about these things keep between yourself and God...” (Romans 14:1, 4, 12, 22).
3. In all our beliefs – we show love: “If I have the gift of prophecy and can fathom all mysteries and all knowledge, and I have faith that can move mountains, but have not love, I am nothing” (I Corinthians 13:2).

### ESSENTIAL BELIEFS

1. About God: We believe that God exists eternally and that He manifests Himself in three persons...God the Father, God the Son, and God the Holy Spirit (Matthew 28:19; I Peter 2:2; 2 Corinthians 13:14; Psalm 90:2; Genesis 1:1, 26, 27, 3:22).
2. About Jesus Christ (Son of God): We believe that Jesus Christ was born of a virgin, was crucified, buried, and rose bodily from the grave and will come again to this world to reign in righteousness (Luke 1:30-35; John 14:6; I Thessalonians 4:16-17).
3. About the Holy Spirit: We believe that a person is baptized by the Holy Spirit into the Body of Christ at the time of conversion; this baptism results in a believer being filled and supernaturally empowered for service through



spiritual gifts (I Corinthians 12:13; Romans 8:9-17; John 16:7-13; Ephesians 5:18; Galatians 5:25; John 14:16-17).

4. About the Bible: We believe that the Bible is our supreme authority, and it is sufficient as our only rule of faith and practice. The Bible is God's Word to us. It was written by human authors under the supernatural guidance of the Holy Spirit and it is truth without any mixture of error (I Timothy 3:16; Hebrews 4:12; Revelation 22:19; Proverbs 30:5; Psalm 119:105, 160; 2 Peter 1:20-21).
5. About Salvation: We believe that forgiveness of sin, salvation, and new life is made possible by the death of Jesus Christ on the cross. This salvation is by grace, through faith, and by the appropriation of the shed blood of Jesus Christ (Romans 6:23; Ephesians 2:8-9; John 14:6; John 1:12; Titus 3:5; Galatians 3:26; Romans 5:2).
6. About Eternity: We believe there shall be a resurrection of the saved to eternal life and a resurrection of the unsaved to eternal punishment in hell. Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity (John 3:16; John 5:11-13; John 10:29; Romans 6:23).

## EXPECTATIONS

### CODE OF CONDUCT

Conduct or behavior is defined as the manner in which one acts. In addition to the biblical expectations of Granville Christian Academy, the students, staff, and administration voluntarily commit themselves to the following standards of behavior. This commitment results from the conviction that these standards serve the good of the individual as well as the school. Granville Christian Academy believes that mutual respect forms the basis for any Code of Conduct. As such, those in the GCA community should:

- work to uplift and support the school, fellow students, its faculty, staff, and administrators, and should find their purpose in the GCA body as Christians work and find their purpose in the body of Christ;
- care for the GCA campus and equipment, and other facilities experienced, while representing GCA with the expectation of being a living testimony through their actions;
- treat others as they wish to be treated, incorporating the fruits of the spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control;
- respond positively to the directions of those in authority over them (as applicable): teachers, student teachers, substitute teachers, teacher aides, administration, or other authorized school personnel at school or school functions and parents/guardians at home;
- attend school with the attitude of 1 Corinthians 10:31: "Whatever you do, do it all for the glory of God";
- demonstrate unity by setting aside personal preferences, choosing to follow the rules and guidelines of the school
- resolve grievances/conflicts between parents, students, and/or staff members with the biblically-prescribed procedure of conflict resolution (Matthew 18:15-17);
- demonstrate Christian attributes in all activities 24/7: honesty, speech, actions, choices, and influences, setting an example for all and mentoring those who are younger.

The intent of this Code of Conduct is to identify expectations that assist Granville Christian Academy in functioning as a Christian school and in achieving its goal as a chartered K-12 school operating in the State of Ohio. All students and family members of the school are responsible to abide by and support this Code of Conduct as long as they are enrolled in this school.

### BIBLICAL EXPECTATIONS

Scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include these: "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law" (Galatians 5:22-24). This "fruit of the Spirit" is to energize and characterize our relationships and interactions.

In contrast to encouraging these positive attributes of the heart, Scripture condemns attitudes such as greed, jealousy, pride, lust, and hatred. Although these attitudes are sometimes difficult to discern, they often lead to unacceptable behavior and always hinder relationships with God and others. “What causes fights and quarrels among you? Don’t they come from your desires that battle within you? You want something but don’t get it. You kill and covet, but you cannot have what you want. You quarrel and fight. You do not have, because you do not ask God” (James 4:1-2).

Certain behaviors are expressly prohibited in Scripture. Members of the body of Christ, not just GCA, should abstain from and flee from these things. They include theft; lying; dishonesty; gossip; slander; backbiting; crude, vulgar, and profane language; sexual activity and/or gratification outside of the bonds of marriage; intoxication; immodesty; and occult practices.

Gambling (exchange of money and/or goods by betting or wagering) is viewed to be an unwise use of God-given resources, to promote a greedy spirit, and to put faith in luck or chance, and, therefore, is not acceptable in any form on school grounds or at school activities (Colossians 3:1-2, 5-6; Exodus 20:15; 1 Corinthians. 10:31).

In keeping with Scriptural admonitions to bring ourselves under the authority of government, members of GCA are expected to uphold the laws of the local community, the state of Ohio, and the nation to the extent that obedience to such laws does not require disobedience to God.

### INSTITUTIONAL EXPECTATIONS

In addition to the above biblical expectations, students and parents/guardians of GCA voluntarily commit themselves to the following standards of behavior. This commitment results from the conviction that these standards serve the good of the individual as well as the school. These standards are not necessarily set forth as absolutes or as an index of spirituality. They do, however, define the parameters that govern life in GCA. Violations of these standards are regarded as a serious breach of integrity within the community. Therefore, the following standards apply to students, staff, and administrators at Granville Christian Academy.

While some in our community worship on Saturday, GCA recognizes Sunday as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, mandatory school programs, games, rehearsals, and services will not be sanctioned or encouraged except with mutual consent. In addition, GCA also recognizes Wednesday evenings as a time to join other Christians for mid-week study and fellowship. Since services on Wednesday are later in the evening, GCA may hold some practices or rehearsals immediately after school, completing activities and events by 5:00 PM (year round) unless approved by administration.

Because of our concern for the worth and dignity of persons, each member of the community is expected to be sensitive to special needs existing in our society and on our campus. Any kind of demeaning gesture, threat of violence, physical attack, or overt, unwelcome, or disrespectful attention will not be tolerated.

Consideration for others and the development of a Godly worldview are important; therefore, all members of the community should strive to develop tastes and preferences in art, music, film, and broadcast media that derive great pleasure from the things God calls good while avoiding those things from which he has admonished us to flee (2 Timothy 2:22).

Members of the community are subject to the demands of academic integrity such as honesty and giving credit to sources.

Compliance with the routine day-to-day policies and procedures of GCA is expected from all members of the community. These routine items are listed in the handbook or are made known to students, staff, and administration through normal channels of communication. Likewise, teachers must establish clear guidelines for procedures and conduct in their classrooms that are consistent with this covenant. Students must abide by those guidelines.

## NON-DISCRIMINATORY POLICY

The governing body of Granville Christian Academy, located at 1820 Newark-Granville Road, in Granville, Ohio, has adopted the following non-discriminatory policy:

The School, by and through the operation of its educational schools, admits students and employs staff of any race, color, national and ethnic origin, or sex (biological sex of man or woman as defined in Genesis 1:26-27) with all the rights, privileges, programs, and activities generally accorded or made available to students and staff of the School.

does not discriminate on the basis of race, color, national and ethnic origin, and sex (biological sex of man or woman as defined in Genesis 1:26-27) in administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs, and hiring practices. Pursuant to applicable federal and state law, the School may discriminate on the basis of religion with respect to (i) students who, in the determination of the School, possess and exemplify a religion or religious belief philosophy that is a harmful deviation in the belief system of and detrimental to the interests of the School; and (ii) employees whose functions serve the School's spiritual and religious-based education missions or whose duties consist of teaching, spreading the School's faith, the School's governance, supervision of a religious order, or supervise or participate in the School's religious education mission.

## **RESERVATION OF RIGHTS**

Prayer will always be at the forefront of any action, disciplinary or otherwise, when making a decision for Granville Christian Academy and its students. We will always seek God's guidance in all that is done and make every effort to be in full obedience to Him and His plan. The School Board and Administration of Granville Christian Academy reserves the right to make changes to this handbook and policies. Please be in continual prayer for the Granville Christian Academy Board, administration, faculty, staff, students, and families.

## **EXCEPTIONS OF TERMS AND CONDITIONS**

All terms and conditions as stated in this document are applicable to GCA. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of all involved parties.

# **GENERAL GUIDELINES**

## **REGISTRATION, ADMISSION, & TUITION POLICIES**

Granville Christian Academy is a chartered private Christian school financially operating on funds provided by registration, tuition, generous donations, and any fees that may be charged in various areas.

The operating budget for the school is primarily based on enrollment tuition. Employee salaries, supplies, and monthly bills are paid from the tuition commitment that families have made. Granville Christian Academy has made a commitment not only to its students and families but also to its employees, who are committed to educating and nurturing our students. GCA is devoted to operating under the biblical principles of paying what is due to those who are owed, and keeping our school from debt. Romans 13:7 tells us, "Give everyone what you owe him: If you owe taxes, pay taxes; If you owe revenue, then revenue; if respect, then respect; if honor, then honor."

### **REGISTRATION & APPLICATION**

In order for registration to be accepted for the upcoming school year, a family must have all current school-year tuition payments up-to-date. Tuition and fees are available on the school website.

For a student to be registered, registration materials and fees must be fully completed and submitted by current and new students. Registration fees will be the same for all students, regardless of their status as full-time, part-time, or homeschooler.

**For Current Students & Their Siblings (current year through December)** – a registration fee is assessed per student and is due no later than the published due date. Please note that if the full registration fee is not paid by the published date, there will be a late fee. An absence of the full registration fee will create an opening for another student wishing to attend GCA.

**For Current Students & Their Siblings (beginning January 1 for School Year 2021/2022)** – a registration fee is assessed per student and is due no later than the published due date. In addition, continuous enrollment registration fees will be factored into the monthly tuition payments.

**For Current Students & Their Siblings (for School Year 2022/2023)** – Continuous enrollment registration fees will be factored into the monthly tuition payments.

**For New Students** – the application fee is due at the time the application is submitted and is non-refundable. The application fee will be applied towards registration. Once they have received an offer of admission to GCA, all new students must pay the remaining registration fee immediately.

### **TUITION PAYMENT**

GCA has contracted with FACTS Management for tuition collection and management. Monthly tuition is paid on an eleven- or twelve-month basis at Granville Christian Academy. All families attending GCA who pay on a payment plan must pay tuition through FACTS Management; thus, no monthly tuition payments will be accepted in the school office. Full information on the FACTS Management payment process is available in the school office.

If a family chooses to pay the full year's tuition in advance, they will receive a \$100.00 discount per student. Please note that families with more than one student enrolled at GCA receive a tuition price break. Tuition must be current in order for a student to begin school on the first day of the school year. The first tuition payment is due by the designated date.

Tuition must be paid in full each month in order for a student's position at GCA to remain secured. If tuition is not paid before the last day of a month, parents will receive a tuition arrears letter indicating the amount owed.

If a student or parent owes GCA any amount for any reason, GCA may withhold the student's transcript until the student's debt is paid.

### **TUITION FOR NON-TRADITIONAL STUDENTS**

Attending GCA is more than taking a class, it is about the whole experience of Christian community. While on the GCA campus, students experience valuable opportunities to grow in leadership and to mentor and be mentored. However, there may be times when a family makes a different choice for their student than full-time attendance. The following is GCA's policies for those instances.

#### **Career and Technical School Students**

Some students may decide to pursue a technical career path rather than a college career path, which will lead the student to attend a Career and Technical School during high school. Recognizing that, for students attending a Career and Technical school during their Junior and/or Senior years, they will pay the full registration fee and 1/6 of the tuition rate per each full-year class or 1/12 of the tuition rate per each half-year class taken at GCA to remain a part-time GCA student. If they take the Bible curriculum approved by GCA and complete the Bible requirement, they may participate in all GCA activities (such as athletics and trips with the requisite fees) and graduate from GCA so long as they have met all the graduation requirements. Students must remain committed to GCA's Faith Statement and Code of Conduct and will be subject to adherence to the Parent/Student Handbook. Report cards from the Career and Technical school must be submitted for review quarterly. Students may be asked to submit a progress report more often to maintain athletic eligibility. (See the Career and Technical School Students Program on the school website.)

#### **College Credit Plus (CCP) Students**

There may be times that a family decides to introduce the college experience to their child during high school; however, students are highly encouraged to take the Advanced College Prep (ACP) and Advanced Placement (AP) courses at GCA, as they often have more depth of discussion and instruction and have proven to be equal or above in academic rigor compared to CCP classes.

In order to receive CCP Services from GCA, all CCP students must remain full-time GCA students.

1. Full-time students must pay all registration fees and full tuition.
2. Seniors that take five (5) or more class periods at GCA (including study halls) are considered regular full-time students and pay the full registration fee and full tuition.
3. A discount is extended to Senior students who take less than five (5) periods at GCA while enrolled as CCP students. They will pay the full registration fee and 1/6 of the tuition rate per each full-year class or 1/12 of the tuition rate per each half-year class taken at GCA (including study halls). These students retain their full-time classification for CCP registration purposes and their participation in GCA activities.

All CCP students are required to take a GCA-approved Bible course. This allows them to participate in all GCA activities (such as athletics and trips with the requisite fees) and to graduate from GCA so long as they have met all the graduation requirements. Their eligibility for graduation awards will be determined by the current policy. Students must remain committed to GCA's Faith Statement and Code of Conduct and will be subject to adherence to the Parent/Student Handbook. Report cards (which may be submitted via screenshot) from the CCP school must be submitted for review quarterly (or as often as they are administered and upon request) for athletic and academic awards eligibility. (See the College Credit Plus Program located on the school website.)

### **Home School Students**

GCA seeks to provide a home school-welcoming environment that provides ample educational opportunities for partnering with families under the shared banner of biblically based Kingdom education.

Homeschooled students from grades 6-12 may take individual classes at GCA upon paying the full registration fee and 1/6 tuition per period. This may lead to eligibility for athletics and other extra-curricular activities. (See the Homeschool Student Program located on the school website.)

### **FINANCIAL HARDSHIP/SCHOLARSHIP**

If payment for the previous month and current month are not paid in full by the due date of the current month, parents will receive a letter indicating that their student's last day of school will be the last school day of the current month. Should a family experience financial hardships that affect their ability to meet the tuition obligation agreement, they may request a temporary payment arrangement by contacting the GCA Financial Office. This information will be reviewed, and the possibility of special arrangements will be considered. Families experiencing unique circumstances may be exempt from paying registration fees or tuition due.

If a parent is in need of a GCA scholarship, please contact the finance office.

### **ACCOUNT CREDITS**

Account credits may be used toward expenses that are paid to GCA including, but not limited to, the following: tuition, registration fees, field trips, sports fees. Credits may not be applied toward lunches due to lunch payments being handled through a third-party vendor. Account credits will remain on a family's account year to year until the credits are either used or until the family no longer has a student attending GCA. If a family no longer has a student at GCA, they may request a refund within 30 days of leaving GCA. After 30 days, any remaining account credit will be accepted as a donation to GCA.

### **WITHDRAWAL REFUND POLICY**

#### **For Current Students & Their Siblings (2020/2021 School Year)**

Upon submitting an official Withdrawal Request Form to the GCA office, the following guidelines will be used to assess tuition balance/refund:

- Before the first teacher day of school, full annual tuition refund -- no tuition due;
- Between the first teacher day of school and November 1, 2/3 annual tuition refund -- 1/3 tuition due;
- Between November 2 and February 1, 1/3 annual tuition refund -- 2/3 tuition due;
- After February 1, no refund -- full tuition due.

Please note that any outstanding charges will be subtracted from the refund or added to the amount due. No grades/transcripts will be released until the balance is paid in full. Refunds will be processed within 7-14 days of the completion of all of the following items: Withdrawal Request Form, grades entered by all teachers, and all textbooks, library books, GCA-owned technology, or any other GCA-issued item returned.

#### **For Current Students & Their Siblings (2021/2022 School Year)**

Starting in the spring, families that notify GCA by March 15 may withdraw without penalty. Families that break the Continuous Contract by withdrawing on March 16 through July 31 are contractually obligated to pay the published late

withdrawal fee per child. Families that withdraw on or after August 1 will be responsible for paying 1/10 of the full amount of tuition for each month that the student was enrolled at GCA.

### EdChoice Scholarships

GCA participates in the EdChoice Scholarship programs offered by the Ohio Department of Education. Please contact the office for further information.

## SAFETY PRACTICES

### CLOSED CAMPUS POLICY

GCA offers a closed campus for the protection and security of its students and staff. Students may not leave the school campus during school hours, except when accompanied by a staff member or parent. Student drivers need to leave campus for approved reasons may only do so after the office has been notified by their parent/guardian. Seniors with the written permission of parents/guardians may leave campus during their lunch period. All students must sign out in the office before leaving the GCA campus. Should students return during the school day, they must sign in at the reception desk and obtain a pass to class.

### DRILLS

GCA follows the recommended schedule for school safety drills throughout the year including fire, tornado, and lock-down drills to prepare our students and staff in the event an unexpected emergency occurs.

## SCHOOL HOURS

### SCHOOL BUILDING HOURS

Students may not enter the building before 7:40 AM each day unless dropped off by their bus or involved in a school function that meets before 7:40 AM. Students involved in before-school activities must report directly to the area assigned for the activity. The building must be vacated by Granville Christian Academy students no later than 3:30 PM each day. All students must either be picked-up before that time or must be in GCA After-School Care. Only students involved in after-school activities or those in After-School Care should be in the building after 3:30 PM, and they must report to the assigned area for the activity. Students may not wait in the building for an after-school activity later in the evening unless supervision has been arranged. No student is permitted to be in the Spring Hills Baptist Church-only areas of the facility (Café, Gathering Place, etc.) either before, during, or after school without adult supervision.

### SCHOOL OFFICE HOURS

The Granville Christian Academy school office is open Monday through Friday from 7:45 AM to 3:45 PM during the school year. The office will close promptly at 3:45 PM each day. Hours of operation during the school year will follow the school calendar for breaks and holidays. Summer office hours will be posted on the school website.

## STUDENT & VISITOR PROCEDURES

### STUDENT ARRIVAL PROCEDURES

GCA doors will open for bus arrival at 7:30 AM. Church doors will open at 7:40 AM for car riders. Parents or guardians may drop off their students in the morning at the church awning. Parents choosing to walk their student into the school, must enter through the school front entrance, sign in, and collect a visitor's badge. They must also sign out and turn the badge in before leaving the campus. **Parents may not park and walk their child in through the church entrance or side door.**

All elementary students are to report directly to the Worship Center when arriving at school in the morning. Elementary students should attend the morning assembly which begins at **8:05 AM**.

All middle- and high-school students are to report directly to the upstairs when arriving at school in the morning. Middle- and high-school students must report to their first period class no later than **8:00 AM**. Any student not following this procedure will be given a communication slip.

## STUDENT DISMISSAL PROCEDURES

**Parents must wait in their vehicles in the car lines to pick up their students and may not begin lining up before 2:30 PM. No cars may enter the church front awning until 2:55 PM.** Students may not be picked up in the rear of the building, and parents may not enter through the side or rear doors. This policy must be adhered to for the safety of all students, staff, and parents.

Parents/guardians should be aware that the office staff is unavailable between 2:45 PM and 3:30 PM as they are preparing for and involved in student dismissal. If it is imperative that a parent/guardian enter the building at close of day, they must enter through the school entrance, sign in and out, and acquire a visitor badge. In addition, they may be required to wait until student dismissal procedures are completed before their requests or questions can be addressed. Students and parents are asked not to cross the car rider traffic line between 3:15 PM and 3:30 PM.

### Car Riders

Students who are car riders will be dismissed at the end of the school day to go to the Worship Center. All car-riders must be picked up under the front awning of the church building. These students will be released by assigned car-duty staff.

### Bus Riders

All bus riding students will be released to the designated area to wait for their buses to be announced. They will then proceed immediately to the GCA front lobby to exit the building through the main GCA doors when their bus is called.

### Student Drivers

Student drivers and their siblings must exit the building as quickly as possible after the final bell.

## STUDENT PICK-UP ARRANGEMENT

A parent or guardian must inform the school via a phone call or written note prior to 2:30 PM if someone other than the pre-authorized parent/guardian will be picking up a student on any given day. Additionally, changes to the student transportation arrangement should be entered via the parent/guardian's Secure Student Pickup account prior to 2:30 PM at [securestudentpickup.com](http://securestudentpickup.com). Authorized adults must possess a Secure Student Pickup card to be scanned in the car rider line. Students will not be released to anyone other than pre-authorized adults unless the school has been notified and arrangements verified with the parent's security code.

## AFTER-SCHOOL CARE

Granville Christian Academy has an After-School Care program to assist parents with childcare on school days. After-School Care is available from 3:30 PM to 6:00 PM every day that school is in session. Parents using After-School Care are required to complete the After-School Care packet and will be charged a fee for the time their student is in attendance.

Any student in grades K-12 who is not picked-up by 3:30 PM on a school day will be sent directly to After-School Care, and parents will be charged the normal fees for the time those students are there. Students may not remain in other areas of the building after 3:30 PM unless directly supervised by a designated adult.

## STUDENT VISITOR

Any student genuinely interested in GCA is welcome to visit, and may attend classes for a day. A current GCA student who wishes to bring a visitor should seek permission from the school office. Student visits will not be permitted on the days immediately preceding and immediately following school vacations, during midterm or final examinations, or on the last three (3) days of a semester.

## VISITOR PARKING & PROCEDURES

All visitors will be admitted to the school section of the building with GCA office permission only. All visitors must sign in and out at the GCA receptionist desk and receive a visitor badge unless the visitor is merely dropping off an item for a faculty or staff member or student. This badge must be visibly worn at all times when a visitor is in our building for any reason, no matter how short or how long the visit. **The badge must be returned to the receptionist when signing out.** A visitor who is in the building without a badge will be escorted to the school receptionist for the proper visitor procedures.

Visitors must park in front of Granville Christian Academy in the designated parking section, or in front of the Spring Hills Baptist Church building. Parking is not permitted around the circle in front of the school or in the rear of the building. Cars will be unable to park in the school visitor parking spaces in front of the school at the end of the day due to bus arrival and departure, or during elementary recess times. **When parking in front of SHBC or in the school's visitor parking area, the front school entrance must be used. Visitors should not enter through the doors of the church.**

All students, staff, parent/guardian, and visiting drivers should adhere to the following rules when driving in the Spring Hills Baptist Church and Granville Christian Academy parking lot:

1. Slow down when entering the driveway.
2. Drive slowly – A maximum of 5 mph must be observed.
3. Stay in the driving lanes.
4. Watch for children who may walk between cars.

## ATTENDANCE

Ohio law requires that all persons between the ages of six (6) and eighteen (18) years of age attend school until graduation from an accredited high school. It is essential that parents and students assume the obligation to attend school regularly and on time. Tardiness affects the overall education of not only the student who is tardy, but of all students. Regular and punctual attendance is an important habit contributing to success in school, college, and career.

At Granville Christian Academy, all students must reside with a parent or legal guardian who is responsible for seeing that the children attend school. GCA views parents or guardians as the legally responsible party for a student's academic, behavioral, and financial commitments.

**Excused Absence** -- A student absence from school is considered excused when the student is absent with prior parent permission.

**Unexcused Absence** -- Any absence from school without parent permission is considered an unexcused absence.

**Excused Tardy** -- An excused tardy to school is defined as lateness to school with parent permission. An excused tardy to class or any other assigned area is defined as lateness to class with faculty/staff permission.

**Unexcused Tardy** -- A tardy to school is considered unexcused when a student is late to school without parent permission/knowledge. An unexcused tardy to class is defined as lateness to class or any other assigned area without faculty/staff permission.

## TARDINESS/ABSENCE NOTIFICATION

### **Reporting a Tardy/Absence:**

When a student is tardy/absent, the following procedure should be followed:

1. The parent or guardian is requested to call the school office at (740) 587-4423 to report the absence by 8:15 AM. It is not permissible for a student to call in an absence.
2. The following information should be provided:
  5. Name of person calling
  6. Name of student who is absent
  7. Nature of illness or absence
3. If a student is absent for more than one (1) consecutive day, the parent or guardian must phone in each day of the absence, unless it is a planned and previously notified absence.
4. **On the first day the student returns to school, the parent or guardian must send a signed note indicating the reason for the absence, even though the absence was previously advised.**



### Procedure for Requesting an Early Release:

Occasional requests for early dismissal may be allowed. Requests for early dismissal must be made with a note or phone call to the school office from the parent or guardian. Students leaving early must be signed out by an authorized adult listed on the student transportation form, except in the case of student drivers. Parents are asked to pick up students for early release before 2:45 PM or wait until the end of the day for safety and security reasons.

Student drivers with pre-approved parent/guardian permission for early release must sign out at the front desk before leaving the school building.

### ABSENCE CREDIT

**Elementary School:** Absences are credited as follows:

1. Half day = absent 80-200 minutes
2. Full day = absent 200 or more minutes

**Middle/High School:** Absences are credited as follows:

1. Half day = absent two (2) to four (4) periods
2. Full day = absent five (5) or more periods

### TARDINESS PROCEDURES

A student who is tardy to school must go directly to the school receptionist when arriving at the building. If the tardy is excused as defined previously, the student will receive a pass to class. If the tardy is unexcused as defined previously, the student will receive a pass and an unexcused tardy will be recorded. An unexcused tardy will result in a communication slip. Students who are in grades 6-12 receive a three-minute period between bells for changing classrooms. A student who is tardy to any class after the first period will receive a communication slip from the classroom teacher unless excused by another teacher or staff member.

### TARDINESS CONSEQUENCES

If a student is tardy to school five (5) or more times in a nine-week period, whether excused or unexcused, the family and student will be required to meet or speak with the Dean of Students to compile an agreement as to how to get the student to school as necessary. Therefore, it is recommended that students acquire dental, doctor, and eye appointments throughout various times of the day in order to avoid continual tardiness at the same time of day.

Any student failing to meet the above attendance requirements may be dismissed from Granville Christian Academy.

### NOTIFICATION FOR KNOWN ABSENCES

Parents/guardians choosing to take students on a family vacation during school time should notify the Principal in writing a minimum of five (5) days in advance of the vacation, using the Known Absence Notification Form.

For a planned excused absence, such as vacation or a medical situation, it would be in the best interest of the student to obtain assignments ahead of time (while teachers will make every effort to accommodate advanced work requests, they may not be able to do so). Family days are healthy and fulfilling; **however, parents are encouraged to consider their student's current academic performance when deciding to take the student out of school for the day or for a vacation.** If a student is struggling academically, missed class time can result in further difficulties with schoolwork. Families should remain aware of the attendance policies (See the "Attendance Policy" section of the Parent/Student Handbook), as excessive absences may result in disciplinary actions.

### WORK MAKE-UP POLICY FOR ABSENCES

Students are responsible to collect missed assignments themselves. Completing and returning missed assignments following an absence is the responsibility of the student. Should the student experience an extended illness, the parent should communicate with the teacher and Principal concerning accommodations.

1. Upon the first day back to school, the student must contact each teacher for the missed assignments, as classwork may have changed from that previously given to the student or posted online.
2. Make-up work may consist of homework, quizzes, tests, and/or projects.
3. Upon returning to school, a student must complete the missed assignments within a period of time equal to the same number of days they were absent. The student has the possibility of earning one hundred percent credit for the assignments, quizzes, tests, and examinations assigned and due during the absence.
4. If the missed work is not made-up within the required time period, the student may receive a zero (0%) for the assignment. If an extension is needed due to extended illness, parents must communicate the need to the Principal who will evaluate the circumstances, determine needed actions, and communicate adjustments to the appropriate staff. Extensions will only be granted due to extended illness.
5. Absences during a long-term project will not affect the date the project is due for that particular student. The due date will remain the same as originally given, and the student will be responsible to complete work in such a way as to catch up to the schedule of the project in order to complete it on time.

### ABSENCE CONSEQUENCES

1. If a student is absent five (5) or more consecutive school days or class periods, seven (7) or more school days or class periods in one (1) quarter, or eleven (11) or more school days or class periods in a semester, the family and student will be required to meet or speak with Dean of Students. Therefore, it is recommended that students acquire dental, doctor, and eye appointments throughout various times of the day in order to avoid accruing absence at the same time of day.
2. Any student failing to meet the above attendance requirements may be dismissed from Granville Christian Academy.

## SCHOOL CLOSINGS & DELAYS

Granville Christian Academy may cancel school, begin on a delay, or have early release when weather conditions produce hazardous driving conditions or dangerously low temperatures.

Parents will receive official notification of school closings, delays, and early releases via the current school alert broadcast system. This system directly calls the contact phone numbers provided by parents and advises them of the correct status of GCA during a problem situation.

Official notification will also be broadcast over local media centers.

GCA students represent many public-school districts. It is possible that GCA may have school on a day when one of these local school districts may be cancelled or delayed. In this situation, parents should use discretion and determine if it is safe to transport their student to school. Parents should call the school office if they choose not to send their student. These situations are considered an excused absence or tardy, and the student is responsible for completing all missed assignments.

If severe weather conditions strike unexpectedly during the school day, GCA may release students from school early. In this situation, the cancellation will be broadcast over the school alert system. Families should ensure that they have a well-established plan for situations such as these and be certain that the plan has been fully discussed with their students. Students must be picked up promptly if they will not be riding the bus. Phone calls to and from the school should be kept to a minimum in these cases.

### SCHOOL ACTIVITIES & EVENTS ON CLOSING DAYS

Granville Christian Academy may have after-school activities and evening events scheduled on a day when school has been cancelled. Parents and students will be notified about each event as to whether or not it will still occur.

# APPOINTMENTS

## ADMINISTRATION & FACULTY APPOINTMENTS

We welcome parents to be a part of their student's education and see the learning process in action. Therefore, in order to serve our students and parents in the best manner possible, it is important that administration and staff know when a parent might be coming by to visit the classroom or to talk with the teacher about a concern.

Teachers are available to meet with parents during a scheduled planning period during the day. Our teachers plan their days to give students the best education possible. With unplanned visits, the entire classroom may be affected by time constraints, and leaving students unable to receive the full benefit of the teacher's scheduled activities. Parents should consider this when needing to see their child's teacher and should email the teacher or call the school office to leave the teacher a voicemail. The teacher will respond during a time that will not interfere with classroom activities.

The administration is available to meet with parents during the school day. Working with students and staff, school planning, scheduled events, and meetings can make it difficult for the Administration to serve as efficiently as possible without knowing when a break might occur in the day. Parents should consider this when scheduling an appointment.

Family time is precious to our students and their families, and hours spent after school are used to share special times and to tend to family needs. We ask that GCA families realize that the employees of Granville Christian Academy cherish those same times with their families as well, and trust they will respect these employees' time away from school.

1. Parents should refrain from discussing school issues at sporting or other school events employees are attending in order to watch their students and sometimes their own children.
2. Parents should refrain from calling employees on their personal phones without their permission to do so, unless there is an emergency. Emergencies exist when conditions make it impractical or impossible to delay a message. Emergencies are not questions regarding dress down days, test scores, issues with teachers, whether or not school is closed for the day, shopping trips for a school event, etc.

## PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled two (2) times per school year to allow discussions on academic, behavioral, and general issues relative to students' school success. Each fall, parents or guardians will be notified of the conference dates and will be asked to select an available time to meet with teachers. Conferences will also be held in February on an as-needed basis. Parents should make every effort to attend these conferences. In addition, parents and teachers may schedule a conference any time throughout the school year.

## FAMILY INVOLVEMENT AREAS

Granville Christian Academy believes that family and fellowship are essential ingredients to a Christian lifestyle. Children spend almost as much time at school during the school year as parents spend at their jobs. It is a place where they meet friends and create their own niche. GCA believes it is necessary for parents to be in touch with their child by being a part of their world. We also believe that every parent and child will benefit from the time invested in this common family interest. Parents will fellowship with other parents in an environment conducive to teaching their children Godly characteristics, Godly choices, and a Godly lifestyle. With this in mind, we request that adults participating in any school activity act as examples in their choice of attire. Attire should be appropriate for a school setting, modeling modesty and acceptable attire for our students, their families, and the community.

## VOLUNTEER HOURS

Funding and family involvement are important components that allow Granville Christian Academy the capacity to provide each student with a variety of opportunities for growth. Much of the success of the academic and extracurricular programs at GCA depends upon the personal involvement of individuals to get the job done. Successful Christian schools throughout the country share the common characteristic of a high level of family involvement. Each family that enrolls a student in a Christian school has done so because they desire more for their child. This goal can only be attained when schools and families work together as a team. GCA has a need for volunteers during school hours, as well as during

evenings and weekends. Volunteers are needed for school events, special events, PTF-organized events, tutoring, lunchroom assistance, room parents, assisting teachers, concession help at sporting events, and others on the approved list (see the school website). Please note that not all family participation will result in volunteer hours.

Each family at Granville Christian Academy is required to participate in a minimum of twenty-five (25) hours of volunteer work during each school year. Family members are also welcome to assist parents in fulfilling these hours. ***If a minimum of twenty-five (25) hours is not recorded for a family by May 1 of the school year, or if the remainder of the twenty-five (25) hours is not scheduled by May 1 to be completed by the end of the school year, the family must purchase volunteer-hour time. The rate of unfulfilled hours is \$25.00 per hour.*** Therefore, a family may choose to work their volunteer hours or to provide the funding for the school to hire others to carry out specific school needs. If neither option is met by May 1 of the school year, the student's report card will be held and their class schedule delayed until the hours are paid. **A family must complete all volunteer hours during the school year. Any volunteer hours fulfilled during summer break will apply to the upcoming school year.**

Parents will be notified by the GCA office of areas where help is needed. Volunteer Hour Forms can be found on the information board in the school lobby. Once a volunteer opportunity has been completed, a Volunteer Hour Form must be fully completed, signed by a staff member, and returned to the appropriate place on the information board in the school lobby.

### **FIELD TRIPS**

Field trips and other GCA-sanctioned trips are included as part of the GCA experience and/or curriculum, and, as a result, are designed with a specific purpose for our students. Parents will receive advance notice of all activities that will take their students away from school property and regular classes. Signed permission slips must be returned to the classroom teacher in order for students to be a part of the trip. The cost of the field trip is a personal expense. Teachers will determine vehicle assignments. Parents should refer to the "Dress Code Guidelines for Field Trips" section of this handbook for appropriate field trip dress if the dress is not specified on the field trip notification. Although participation is expected, the teacher must be informed in advance if the parent does not want his or her student to participate. Students will be notified as to whether or not they should attend school if they are not participating in the field trip and if they will have an alternate assignment to complete.

**Student Expectations** -- In order for a student to participate, students must be counted present when attendance is taken at the beginning of the day. Unless prior approval has been given by the Administration, all students must also return to the school after the field trip.

**Chaperone Expectations** -- Chaperones will be included depending on the event and the need. There may be times where the number of chaperone openings is less than the number of adults requesting to attend.

Chaperones must complete a Volunteer Background Check through the Volunteer Background Check link on the school's website (and must pay the nominal fee) a minimum of two (2) weeks prior to the event they will be chaperoning. Once the school office has been notified that the background check has passed, the applicant will be eligible to act as a chaperone. Those who submit a Volunteer Hour Form will receive one (1) volunteer hour for requesting the background check.

Parents, guardians, or grandparents driving on field trips must submit a copy of their valid Ohio Driver's License and proof of insurance with valid dates to the school office at least ten (10) days before the field trip. Each passenger riding in a private vehicle to and from any school-related event is required to wear a seat belt. In addition, all drivers on field trips must return to the school at the end of the field trip if they have any student passengers in their vehicles outside of their own children or grandchildren. No exceptions can be made to this policy.

Chaperones are expected to follow the time schedule and plans of the field trip, unless they have received pre-approval from the Administration. As chaperoning is a privilege, deviation from expectations and responsibilities may result in the loss of chaperone privileges for future events.

While we encourage parents and grandparents with students of all ages to join in field trip activities whenever space allows, younger and/or older siblings may not attend field trips with adult chaperones.

Volunteer hours are recorded for the time during the field trip, not necessarily the entire school day. Volunteer hours for a field trip are only received when chaperoning more than one child. Volunteer hours and the number of chaperones needed will be determined by the GCA administration.

**\*Please note that any movies shown in vehicles on a field trip must be rated “G” unless otherwise approved through the school administration.**

**\*See the “Dress Code Guidelines for Field Trips” section for details concerning dress requirements.**

### FUNDRAISERS

Granville Christian Academy plans fundraisers throughout the school year to provide additional funding for various areas of the school. Some of these areas include purchasing items for classrooms and teachers to enrich the learning environment and providing funding for special events and activities for students. All fundraisers must be approved by the Administration prior to their implementation.

### PARENT/TEACHER FELLOWSHIP

The Granville Christian Academy Parent/Teacher Fellowship (PTF) is an organization designed to build a network of prayer, support, and fellowship between families and teachers. A good parent/teacher relationship is necessary for maximum school success. PTF raises funds to purchase items requested by the teachers that will enrich student’s education. PTF also organizes events for teachers such as appreciation luncheons and meals on parent/teacher conference days. PTF organizes ongoing fundraisers throughout the school year.

PTF meetings may be held to develop strong school ties and new ideas for strengthening the support of GCA. Attendance at meetings will count toward required volunteer hours. Membership is open to all families who wish to further the academics and relationships at Granville Christian Academy.

### ATHLETIC BOOSTERS

Granville Christian Athletic Boosters is an organization devoted to financially promoting and supporting the athletic programs of Granville Christian Academy. Their focus is funding to be used for facilities, equipment, training supplies, and two senior scholarships for our student-athletes each year. Membership is open to all families and all are welcome to attend the monthly meeting held at the 5<sup>th</sup> Street Gym.

## DRESS CODE GUIDELINES

Granville Christian Academy has adopted an official school uniform as the basis for the K-12 dress code. This dress code is designed to reflect the seriousness of purpose which each student should bring to his studies. As Christians, all that we do should be a reflection of our walk with Christ, including our style of dress; thus, the guidelines that follow are established to bring unity to the student body and to clarify areas where personal standards may cause conflict. Furthermore, GCA believes that parents or guardians and their students are equally responsible to make dress and grooming choices appropriate to this code.

The preferred vendor for uniforms is School Closet & School Days, and they will deliver uniforms to school. Pants, shorts, shirts, sweaters, and accessories may also be purchased from other vendors, but must match those offered through the School Closet & School Days store. Additionally, GCA offers used clothing through a summer uniform resale opportunity. For more information, contact the school office.

**If families choose to use a different vendor, no recognizable differences may occur between uniforms worn that were purchased from another vendor and those offered by the School Closet & School Days store.**

**Jumpers, skirts, quarter zip pullovers, and school jackets must be purchased through the following organization:**

**School Closet & School Days  
73 N. Stygler Road  
Gahanna, Ohio 43230**

**614/476-4106 877/725-6467  
www.schoolcloset.com**

**Fleece orders will be submitted in bulk through the school office, and order forms are available at the receptionist desk.**

**The administration of Granville Christian Academy reserves the right to make discretionary decisions concerning this code and individual cases.** GCA students are to arrive at school in proper uniform attire, as defined by the following dress code guidelines, and are to remain in proper uniform attire until the end of the school day:

### **GENERAL GUIDELINES FOR ALL STUDENTS**

1. Clothing/footwear must be in good condition, free of holes, tears, and frays, and must not be distracting.
2. Clothing should fit modestly, not oversized or too tight.
3. Pants, shorts, and skirts may not be worn in a “low-riding” position but must be worn as they are made to fit.
4. Hair should be of natural colors. Dyeing of unnatural hair colors (burgundy, green, blue, etc.) or styles that draw undue attention are not permitted. Any hair coloring should only complement the existing color; thus, a natural color remains.
5. Hair must be kept clean and well groomed. Hair may not be excessively spiked. No design may be shaved into the hair, and no partially or fully shaved heads are permitted. Extreme or eccentric hairstyles will be determined by the Administration and addressed individually.
6. Shorts may not be worn between Thanksgiving Break and Spring Break.
7. Tennis shoes, dress shoes (maximum two-inch heel), casual shoes, boots, and clogs with a hard sole intended for outdoor wear are permitted. Slippers, sandals, and flip-flops are not permitted.
8. Hats may not be worn in the school building at any time, unless specifically approved by the Principal.
9. Tattoos are not permitted. Students with existing tattoos including temporary tattoos, must keep them covered. **Students may not write on their own or anyone else’s body.**
10. No sunglasses may be worn in the building during the school day unless specifically approved by the Principal.
11. Excessive or inappropriate jewelry will be addressed individually.

### **GENERAL UNIFORM GUIDELINES FOR ALL STUDENTS**

1. The official school uniform must be worn every day, unless special “dress down” instructions have been approved by the Principal.
2. Students have the option of tucking in their polo shirts unless they are dressing up for an athletic event, in which shirts must be tucked in. Button-up shirt hems may not be folded up and under to look as though they are tucked in.
3. Long-sleeved shirts may not be worn under short-sleeved shirts.
4. Uniform pants must be straight leg-style and hemmed appropriately. No jean material or sewn-on back pockets are allowed, **including skinny-pant style.** Tan khaki color should not be caramel-colored.
5. Neutral-colored (white, grey, or black) T-shirts are permitted under uniform shirts.
6. A belt is required with uniform pants and shorts when shirts are tucked in.
7. The official GCA gray or navy blue fleece jacket, quarter-zip pullover, school uniform sweaters, and school uniform vests are the only outerwear garments permitted to be worn throughout the school day. Quarter-zip pullovers must be worn over a polo or must be zipped to cover an undershirt. Sweatshirts (pullover, zipped, hooded, etc.), jackets, coats, vests, sweaters, gloves, scarves, or any non-uniform items are not permitted.
8. Socks must not be distracting.



9. Uniform pants may not be tucked into boots.
10. All students must wear tennis shoes for physical education classes.
11. All shoestrings must be tied or “tucked” in the shoe.

### SPECIFIC GUIDELINES FOR YOUNG LADIES

1. School uniform shorts, skirts, and jumpers must be no shorter than two (2) inches above the top of the kneecap.
2. Skirts may not be rolled at the waistband.
3. Shorts, tights, or leggings must be worn under skirts. Tights or leggings must be of a solid color.
4. Leggings, running tights, or tight-fitting yoga pants are not permitted to be worn alone at any time.
5. Turtlenecks may be worn only under a uniform sweater, long-sleeved oxford shirt, or jumper.
6. Undergarments must be worn.
7. Earrings are the only pierced jewelry permitted. No gauges are permitted.

### SPECIFIC GUIDELINES FOR YOUNG MEN

1. School uniform shorts must be no shorter than two (2) inches above the top of the kneecap. No cargo-style shorts are permitted.
2. No earrings or other pierced jewelry of any kind are permitted at school or at any school-sponsored or sanctioned event.
3. Hair may be no longer than the top of the collar in the back and no longer than the top of the eyebrows when worn styled. Man-buns are not permitted.
4. Sideburns may not extend below the bottom of the ear.
5. Young men must be clean shaven at all times. Facial hair or shadow look is not permitted.

### DRESS CODE VARIABLES

Variations are part of the official Granville Christian Academy uniform dress code and may be mixed and matched as the student chooses as long as they remain within the options offered through the Granville Christian Academy account on the School Closet & School Days store (see the link on the school website under myGCA/my Resources).

### SCHOOL JACKETS

All official GCA school jackets are available for purchase exclusively through:

**School Closet & School Days**  
**79 N. Stygler Rd.**  
**Gahanna, Ohio 43230**  
**(800) 627-2409**

When purchasing school jackets families should note that each jacket has a specific design. The vendor will advise purchasers of the design, and no changes or variations to any part of the official GCA designs are permitted. Two (2) of our jackets are available to high school students only. Parents and K-8 students have another design available to them. The various designs may be viewed at School Closet & School Days.

### PICTURE DAY DRESS

Students may dress down or may dress up for picture days. Dress for these days should follow the general principles of the GCA dress code (see the “General Guidelines” section of the Parent/Student Handbook). In addition, no off-the-shoulder, strapless, or spaghetti-strap tops/dresses are permitted. T-shirts must not promote bands or slogans that conflict with GCA philosophies.

## DRESS DOWN DAYS

Throughout the school year, there will be Dress-Down Days on the last day of each school week. Students may dress down in GCA-approved dress down if they choose. Students may wear approved GCA T-shirts or sweatshirts with jeans, athletic pants, sweat pants, and shorts (no shorter than 2 inches above the knee/not between Thanksgiving and Spring Break). Girls may wear skirts that are no shorter than 2 inches above the knee. Dressing down is not required, and a student who chooses not to dress down will need to be in proper school uniform attire.

All newly-designed GCA dress-down T-shirts and athletic team dress-down shirts must be approved by the Administration.

GCA does observe other special dress-down days throughout the school year. These days are meant to be fun and are not meant to encourage or allow dress in styles that should not be emulated in our Christian walk. It is expected that students will use discretion and uphold the values of young Christians when choosing their attire for these types of functions.

## GUIDELINES FOR ATHLETIC PRACTICES

Proper clothing must always be worn -- no bare feet, no socks only, no bare tops (men) on coed teams, no sports bras showing (ladies), no "street clothing." **Leggings, spandex, and other similarly styled attire may not be worn alone.** All other decisions concerning practice attire is up to the discretion of the Coach and what they deem appropriate or inappropriate. Uniforms are for games and are NEVER worn as practice attire.

## GUIDELINES FOR ATHLETIC GAME DAYS

Athletic Teams must all be uniform in their dress on game days, even on school dress-down days. When a game falls on a school day, athletes are permitted to wear their jerseys (no sleeveless attire) or warm-up tops with khaki dress pants, and must be tucked in. Warm-up tops and khaki pants must follow school dress code policies and guidelines as specified in the Parent/Student Handbook (See the "Dress Code Guidelines" section). To keep in the spirit of being professional, no jeans are permitted on game days.

## GUIDELINES FOR PHYSICAL EDUCATION CLASSES

Elementary students will participate in Physical Education (PE) during the week. On PE days, girls should wear shorts or leggings under their skirts/jumpers. Also, all students should wear athletic-type shoes. Middle school and high school students enrolled in PE are required to wear official GCA black gym shorts/athletic pants (purchased from School Closet & School Days), approved GCA short-sleeved T-shirts, and athletic shoes for PE class. Non-GCA attire is not permitted.

## GENERAL GUIDELINES FOR SCHOOL-SPONSORED & SPECIAL EVENTS

The Granville Christian Academy Special Event Dress Code is based on the biblical principles of modesty and appropriateness. Although family dress rules may vary, we believe the following standards unite our students in a way that provides the best opportunity to serve one another in love while being respectful to other believers and non-believers.

School standards of modesty and appropriate taste must be observed at school functions such as athletic events, school dances, fundraising events, special dress-down days, etc., by both GCA students, their families, and their guests. **Guests of students must follow the same guidelines as students for dances.**

### General Guidelines for All

1. Clothing should fit modestly, not oversized or too tight.
2. Shorts worn at school-sponsored events must meet these specifications: the length of shorts worn by students who attend school-sponsored events must be no shorter than mid-thigh.
3. Athletic uniform shorts not meeting the length requirement may only be worn for the sport for which they were assigned.
4. Leggings, running tights, or tight-fitting yoga pants that are worn alone are not permitted at any time.
5. Tattoos are not permitted. Students with existing tattoos must keep them covered.



6. Hair should be of natural colors. Dyeing of unnatural hair colors (burgundy, green, blue, etc.) or styles that draw undue attention are not permitted. Any hair coloring should only complement the existing color; thus, a natural color remains.

### SPECIAL EVENT GUIDELINES FOR YOUNG LADIES

All dresses, even those of outside dates, must be pre-approved by the Special Events Dress Committee no later than one (1) week prior to the event. A checklist of the below guidelines will be used for the approval process:

1. Dresses must be of modest length (no shorter than three (3) inches above the kneecap). If the dress has a slit, the slit must not be shorter than three (3) inches above the kneecap.
2. Pant suits are allowed, but must meet all modesty guidelines in this section.
3. Dress backs must not be cut below the mid-back.
4. Separate undergarments must be worn if not integrated as part of the dress.
5. No cleavage can be showing.
6. No bodice cut-outs or midriff-baring dresses without solid, non-transparent fabric beneath them will be permitted.
7. No two-piece, midriff-baring dresses will be allowed.
8. All dresses must be pre-approved. If a dress does not meet standards, it must be corrected and evaluated again for approval prior to the event.
9. Earrings are the only pierced jewelry permitted.
10. All other Special Event Guidelines apply.

### SPECIAL EVENT GUIDELINES FOR YOUNG MEN

All young men, even outside dates, are required to adhere to the following Dress Code Guidelines.

1. Dress shirt, tie, dress pants, and shoes (no athletic shoes) must be worn for escorting at the Father/Daughter Dance and to the Fall Formal.
2. A suit or tux with a tie and shoes (no athletic shoes) must be worn to Prom.
3. No body piercing jewelry may be worn. This includes earrings.
4. Hair may not be excessively spiked.
5. All other Special Event Guidelines apply.

### GUIDELINES FOR AWARDS/CONCERTS/PLAYS

Award events, school concerts, and plays may require students to wear dress clothes. No shorts, jeans, T-shirts, warm-ups, etc. are permitted. All Special Event Guidelines apply, including skirt/dress length and the proper fit of clothing.

### GUIDELINES FOR FIELD TRIPS

Field trips require students to be in proper school uniform code. However, teachers will advise parents if other attire is permitted. Students who arrive at school dressed inappropriately for the event or field trip will receive a Communication Slip and may not be permitted to attend the event. There will be no reimbursement of funds should a student not attend a field trip due to inappropriate attire. If students are allowed to dress down for their field trip, they must follow the “General Guidelines for School-Sponsored and Special Events” and the appropriate “Special Event Guidelines.”

### GUIDELINES FOR SPECIAL TRIPS

Students participating in special trips must follow the General Guidelines for School-Sponsored & Special Events. In addition, swim suits worn by young ladies must be one piece or a tankini-style that shows no midriff. As an alternative, a

two-piece swimsuit may be worn if covered by a T-shirt (no white, no cut-offs). No off-the-shoulder, strapless, or spaghetti-strap tops/dresses are permitted. T-shirts must not promote bands or slogans that conflict with GCA philosophies. Depending on the purpose of the trip, other specific dress requirements may be necessary and will be addressed on a case-by-case basis.

### CONSEQUENCES FOR DRESS CODE VIOLATIONS

When a Granville Christian Academy student arrives for the school day and is not dressed according to the guidelines set forth in this handbook, the student will be sent to the Dean of Students or Principal. The student may be sent home to change, or the student's parents or guardian may be required to bring clothing to the school. However, the student must remain in the school office until the proper clothing arrives. It is the student's responsibility to approach teachers for assignments, tests, or quizzes that were missed due to dress code infractions.

A communication slip or detention may be issued to students for violations of dress code at school functions or events. The school officials in charge of such events reserve the right to exclude any student and/or guest who does not observe appropriate standards. The administration reserves the right to take action as it deems necessary for patterns of continual dress code infractions.

## STUDENT HEALTH INFORMATION

### PHYSICAL EXAM

New students are required to have a physical exam completed within the past calendar year by a professional healthcare provider.

### IMMUNIZATIONS

Students must receive all immunizations required by the Ohio Department of Health, and these records must be on file with the school nurse at the school by the fifteenth school day of the year. In the event a family has an acceptable reason for declining immunizations as stated by the state of Ohio, an Immunization Exemption Request Form (available on the school website under myGCA/my Resources/School Health Services) must be submitted to the nurse within the same time period.

### STUDENT ILLNESS GUIDELINES

Parents should keep a child at home who exhibit the following conditions:

1. Has a fever of 100.0 degrees or higher.
2. Has had vomiting, diarrhea, or fever within the past 24 hours. The child must be symptom free without the use of fever-reducing medicine for the last 24 hours.
3. Has a frequent or chronic cough or a new rash. Skin rashes of unknown origin should be evaluated by a healthcare provider before a child is sent to school.

Students who have been absent with the following acute contagious diseases will be readmitted to school after 24 hours or more of medical therapy with a note from their health care provider. The note must indicate that the student is under adequate and effective therapy or has been judged non-infective. A prescription is required for all of the following conditions:

1. Strep Infection
2. Conjunctivitis (Pink Eye)
3. Enterobius (Seat worm or Pinworm)
4. Impetigo Contagious
5. Pediculosis Capitis (Lice of Body)

6. Scabies
7. Tinea Capitis (Ringworm of Scalp)
8. Tinea Corporis (Ringworm of Body)

Students must remain at home for the number of days indicated below for the following illnesses:

1. Chicken pox – a student should remain home until all blisters have scabbed over, usually five to 7 (5-7) days after the appearance of the first crop of blisters.
2. Common cold – a student should remain home if symptoms are serious enough to interfere with their ability to concentrate and learn. Medical attention should be obtained if symptoms persist beyond ten (10) days, fever develops, or discharge becomes yellow or green.
3. Fever – if a student’s temperature is 100 degrees Fahrenheit or greater (or 1-2 degrees above the child’s normal temperature), he or she should remain home until they have been without fever for a full 24 hours.
4. Flu (seasonal) – a student should remain home from school until symptoms are gone and he is without fever for a full 24 hours.
5. Head lice – following lice infestation, your student may return to school after receiving treatment with a pediculicide shampoo, **AND ALL NITS HAVE BEEN REMOVED AND THIS HAS BEEN CONFIRMED BY THE SCHOOL NURSE.**
6. Impetigo – a student should remain home from school until receiving 24 hours of antibiotic therapy and sores are no longer draining.
7. Pain – if a student complains, or behavior indicates that he or she is experiencing persistent ongoing pain, he should be evaluated by a healthcare provider before being sent to school.
8. Skin rashes – skin rashes of unknown origin should be evaluated by a healthcare provider before a student is sent to school.
9. Strep throat and scarlet fever – a student should remain home until receiving a full 24 hours of antibiotic therapy and until he has been without fever or vomiting for 24 hours. Most healthcare providers will advise rest at home for one to two (1-2) days after a strep infection.
10. Vomiting and diarrhea (intestinal viral infections) – a student should remain at home until he is without vomiting, diarrhea, or fever for a full 24 hours. **IF A CHILD HAS HAD ANY OF THESE SYMPTOMS DURING THE NIGHT, HE OR SHE MAY NOT BE SENT TO SCHOOL THE FOLLOWING DAY.**

### ILLNESS OR INJURY AT SCHOOL

Students who are ill or injured during school hours must report to the health clinic to be evaluated and the event documented. In the event that the illness or injury requires the student to go home or seek medical treatment, the student will remain in the health clinic while waiting to be picked up. **Under no circumstances should a student call home and arrange to be picked up due to illness without first consulting the nurse.**

### USING MEDICATION IN SCHOOL

Granville Christian Academy school policy states that a student possessing or using prescribed medication during school hours must have a signed Medical Authorization Form from the parent or guardian, and a properly completed healthcare provider’s statement on file in the school office. Authorization forms are available from the school nurse. The authorization must include the following:

1. Written permission from the parent or guardian for the student to take the medication.
2. A healthcare provider’s verification of the necessity for medication, name of medication, dosage, time or intervals at which it is to be taken, duration, and possible side effects. **All prescription and non-prescription medication will be kept in the school nurse’s office.**

3. A statement releasing and holding school personnel harmless from any and all liability for damages or injuries resulting directly or indirectly from the presence of the medication in the school or its use by the student. Medications must be in the original containers and have an affixed label including the student's name. Accurate records of the medication given must be kept in the student's file.
4. While at school, students **may not** obtain any medication from anyone other than the school nurse or assigned employee acting on the nurse's behalf. Over the counter medication may be obtained from the school nurse if a signed permission form from the student's parents or guardian is on file in the Granville Christian Academy nurse's office. **Students are not permitted to share over-the-counter or prescription medication with other students.**

### SEVERE NUT ALLERGIES

Due to a high incidence of severe peanut/nut allergies, every classroom is a nut-free zone. Parents should not send any nut products, peanuts, peanut butter, foods, or candy containing peanut or nut oils to be eaten as a snack or meal in the classroom in **all grades!** (Parents of students with food allergies are responsible to provide replacement snacks for their child.) Nut-based products will be limited to lunch time in the lunch room. Nut products sent in a student's lunch must be properly sealed and must remain unopened until the student is seated in the lunchroom.

A peanut-free table will be provided in the lunch room. A note must be on file signed by a parent and doctor to allow allergic students to sit with other students at a regular table. Students with food allergies will eat only the food provided by their parents unless given parental permission. When other severe food allergies are discovered, they will be dealt with on an individual basis.

Immediately after eating foods containing nut products, students must wash their hands with soap and water or use hand wipes to minimize the spread of food allergens.

Teasing, bullying, or tempting students with food allergies will not be tolerated.

### OUT OF SCHOOL TRIPS & FOOD ALLERGIES

Parents of students with severe food allergies will be encouraged to accompany their students on school trips. It is the responsibility of the parent to communicate directly with the adults in charge of before or after school activities and their district bus garage (if applicable) regarding their child's severe allergy. Parents are responsible to provide necessary training and any emergency medications needed to these responsible adults.

### POLICY REGARDING FOOD IN ELEMENTARY CLASSROOMS

As a courtesy to children with particular food needs, teachers will alert parents about occasions in which food will be served in the classroom. This will provide parents with time to make necessary arrangements as children with food-related allergies are to consume only food items provided by their parents. All food consumed in the classroom must be peanut and tree-nut free items.

#### Classroom Snacks

Parents are asked to provide "snack-sized" portions of healthy items such as fresh or dried fruit, raw vegetables, or whole-grain crackers with cheese. No nuts, please.

#### Curricular Assignments

Food may be served in the classroom if the food is an essential part of a curricular assignment; however, it may not contain nuts.

#### Classroom Incentives / Rewards

Routine or short-term classroom rewards cannot be food-based items. Depending on the classroom environment and teacher discretion, non-food and/or food items may be used to acknowledge achievement or reinforce classroom goals, as long as such rewards serve as the culmination of a long-term goal, project, or assignment.

#### Holiday Celebrations

Traditionally, GCA celebrates four holidays per year including Thanksgiving, Christmas, Valentine's Day, and Easter. When there is a unique opportunity to learn about another holiday through an additional celebration, the teacher will

discuss this opportunity with their Principal and the school nurse before the celebration occurs. However, foods served during these events should still be nut-free.

### **Birthday Celebrations**

Birthday treats are to be non-food items only such as stickers, pencils, school supplies, or an item for the classroom to share such as a book or new game.

## **POLICY REGARDING FOOD IN MIDDLE/HIGH SCHOOL CLASSROOMS**

### **Classroom Snacks**

Middle and High school students may bring a snack to eat during their second or third period class if the teacher allows. Students that eat in classrooms must clean their desks before the end of the class. These snacks should be nut free. Teachers have the right to revoke the snack privilege.

### **Curricular Assignments**

Food may be served in the classroom if the food is an essential part of a curricular assignment; however, it may not contain nuts.

### **Classroom Incentives/Rewards**

Routine or short-term classroom rewards cannot be food-based items. Depending on the classroom environment and teacher discretion, non-food and/or food items may be used to acknowledge achievement or reinforce classroom goals, as long as such rewards serve as the culmination of a long-term goal, project, or assignment.

## **OTHER HEALTH-RELATED ISSUES**

The school nurse will address all other health-related issues that are not addressed in this handbook on a case-by-case basis.

## **SCHOOL DISCIPLINE**

Granville Christian Academy is charged with the task of setting forth rules and regulations to help all students conduct themselves in a Godly manner as citizens of the kingdom of God. A matter of discipline is understood as any violation of these rules and regulations. Throughout life, we are continually learning personal discipline and self-control. Students are free to choose one form of behavior or another. In choosing to behave or misbehave, they take upon themselves the consequences of that chosen behavior. Students are expected to follow school policies and will be held accountable. Parents/guardians are expected to partner with GCA in jointly building the students' biblical moral character.

GCA must comply with local, state, and federal laws. In some cases, this would mean that the school is required by law to inform local law enforcement agencies of certain illegal activities.

Teachers shall uphold the spirit of the school's handbook. All staff and administration are expected to discipline with kindness, firmness, and love that looks toward the restoration of the student. Consequences for minor, daily, misbehavior situations rest with the classroom teachers and staff. All forms of reasonable discipline have the full backing of the school administration. A student's or parent's/guardian's failure or refusal to accept their responsibility in these situations will be considered a serious offense.

## **PARTNERSHIP WITH PARENTS**

Discipline is an area where the partnership between parents and the school is paramount. Parents should only enroll their students in GCA if they share the core values illustrated in the disciplinary policies. In all disciplinary matters, the school will work with the parents in carrying out its policies. Discipline is only effective in the heart and life of a student if the parents and school are working in harmony.

## **BEHAVIORAL EXPECTATIONS**

1. A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any conduct, intentionally cause disruption or obstruction of any lawful mission, process, or function of the school.

2. A student shall not intentionally cause or attempt to cause damage to school or church property or equipment or to private property either on the school grounds or during a school activity, function, or event off school grounds.
3. A student shall not harass, intimidate, or bully any individual (see the “Bullying, Intimidation, or Harassment Policy” section of the Parent/Student Handbook).
4. A student shall not cheat or plagiarize (see the “Cheating Policy” section of the Parent/Student Handbook).
5. A student shall not be permitted to have dangerous weapons in possession at any time while in attendance at school or at approved school-related activities either as a participant or as a spectator. A dangerous weapon shall be defined as any firearm, explosive device, and/or instrument with a blade, or other object which, in the judgment of the teacher, administration, or other school personnel, is being used or threatened to be used in such a manner as to constitute a potential danger to the physical welfare of others.
6. A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, administration, or other authorized school personnel during any period of time when properly under the authority of school personnel. This includes spectatorship at any school activity, function, or event.
7. A student shall not engage in public Displays of Affection (PDA) on school grounds during the school day or at school functions and events. PDA is defined as, but not limited to, kissing, back or neck rubbing, holding hands, sitting on laps, any hugging outside of friendly hugging (side hug), etc. It is expected that students will be convicted by the Holy Spirit to maintain pure relationships 24/7 and that shall be reflected in their behavior and social media representation.
8. A student shall attend school regularly and shall not be excessively absent, truant, or tardy as described in this handbook.
9. A student shall not be permitted to use profane, vulgar, inappropriate, or obscene language or gestures while in school, on school property, or school-related activities. This includes spectatorship at any school activity, function, or event.
10. A student shall not access, possess, photograph, record, distribute, scan, display, or post an image or words (including acronyms) of a sexually explicit or suggestive or obscene nature, pornographic material, material of a libelous nature or involving defamation of character, threatening, harassing, bullying, and/or that which is illegal or biblically immoral. Also, students may not play any unapproved games.
11. A student shall not engage in theft of another’s belongings including copyright and software violations.
12. A student shall not possess, use, conceal, promote, transport, sell, distribute, or be under the influence of any drug, unless prescribed by a doctor (students are required to have the prescription on file in the Granville Christian Academy school nurse’s office), tobacco products, e-cigarettes, drug paraphernalia or vaping devices, alcohol, narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, designer drugs, look-alike drugs or alcohol, or any other mind-altering substances.
13. A student shall follow policies as established by the School Board and the Granville Christian Academy Student Handbook.
14. Student shall not violate any local, state, or federal laws.
15. This list is not meant to be an inclusive list. Any action or attitude that is not God-honoring, distracting, harmful to others, etc. may result in disciplinary action as will any other action which seriously impairs the effectiveness of GCA’s spiritual, curricular, co-curricular, or extra-curricular mission of the school.

## DISCIPLINE PHILOSOPHY

The biblical principles concerning God that guide GCA’s Administration, Faculty, and Staff in the area of discipline focus on the fact that first of all, **God is sovereign and that He does according to His will** (Daniel 4:34-35) whether people agree with it or not. The truths of **God’s impartiality** (Acts 10:35) and **His establishment of certain laws within the universe** also influence these policies. The example in the Scripture of **welcoming the chastening of the Lord and the**

**sorrows and hurts as necessary steps to growth** (James 1:2-4; Hebrews 12:7-13) is an important example of this law when talking about discipline principles.

The character qualities related to GCA's discipline principles include the following: **obedience** - doing as told without challenge, excuse, or delay (Hebrews 13:7); **respect** - honoring and esteeming those that God has put in authority (I Thessalonians 5:13); **self-control** - doing something even when one doesn't feel like it (I Corinthians 9:25a); **honor** - showing a deep respect for God and others (Hebrews 12:9); and **wisdom** - thinking and doing things God's way (Proverbs 4:7).

When discipline is administered, the student/individual will be approached in the spirit dictated by the Holy Spirit through Paul in Galatians 6:1; "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."

The discipline at GCA is based on the four steps indicated in Matthew 18:15-17:

1. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over" (Matthew 18:15).
2. "But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses" (Matthew 18:16).
3. "If he refuses to listen to them, tell it to the church" (Matthew 18:17a).
4. "[A]nd if he refuses to listen even to the church, treat him as you would a pagan or a tax collector" (Matthew 18:17b).
5. Students are encouraged to relate to the offenses of fellow students as indicated above. Since students are under the authority of the parents, the parents will be notified at any time a staff member becomes involved in the knowledge of an offense of a student. GCA staff members are an extension of the home, not a replacement for it.

### DISCIPLINE PRACTICES

Several biblical principles guide these practices. One has to do with the fact that since **God is orderly** (I Corinthians 14:33) GCA's discipline procedures must also be orderly, recognizing that God is not the author of confusion. Realizing that **God provides** (2 Peter 1:3; Matthew 6:33) and that **He has provided all that His disciples need for a life of godliness** should help believers with the problems they face. **God values each member of the body of Christ** (I Corinthians 12) so when those in authority deal with students, they recognize that we, as believers, are all part of that body of Christ. God expects His followers to **handle all relationships with wisdom, humility, and love** by deferring one to another and **keeping a clear conscience according to I Timothy 1:5** and by recognizing that forgiveness should be extended to others (Matt. 6:12) also because each of His followers has first been forgiven by God.

The character qualities that guide GCA's discipline procedures include the following: **forgiveness** - treating an offender as though he/she has never offended (Colossians 3:13); **discernment** - seeing things as they really are (Hebrews 11:1); **tenderheartedness** - feeling the joys and hurts of others (Ephesians 4:32a); and finally **wisdom** - thinking and doing things God's way (Proverbs 4:7).

### BEHAVIORAL POLICIES

The purpose of the discipline policies at GCA are as follows:

1. To assist students in developing a lifestyle that is pleasing unto the Lord as they strive to become more like Him.
2. To facilitate learning.
3. To apply biblical principles in handling daily problems.
4. To provide a consistent pattern of expectations to which students can respond positively.

5. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
6. To protect and build respect for the personal rights of fellow students and adults.
7. To protect and build respect for the personal property of persons and organizations.
8. To encourage students to accept responsibility for their words and their actions.
9. To establish standards that would support the biblical instruction that is provided in the Christian home of which GCA is an extension.
10. To encourage complete honesty in all matters.
11. To avoid behavior which may tempt a weaker brother.
12. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

### **Cheating Policy**

Cheating is a serious offense and undermines the value of academic honesty. Useful and lasting learning cannot occur unless the learning process is an honest process that reflects the student's true abilities, as measured by their own efforts. Cheating is a breach of academic integrity and involves one or more of the following actions:

1. To use, copy, or submit another person's work as if it were one's own.
2. To copy or to allow a person to copy information from another person's classroom work, homework, quiz, test, examination, report, or term paper, whether the other person is currently enrolled or not, at Granville Christian Academy.
3. To plagiarize is defined as, "to steal and use the ideas and writings of another as one's own, without giving credit to the original author."
4. To prepare to cheat in advance by:
  - Having in one's possession an unauthorized copy of a quiz, test, or examination he or she will be taking.
  - Using any form of notes during a test or exam without teacher permission.
  - Communicating in any way with another student during a quiz, test, or examination.
  - Communicating in any way with another student advising that student of material that is on a quiz or test the student has yet to take.
5. To assist another student with cheating, according to the above definitions.

Cheating may be proven against a student only under one (1) of the following conditions:

1. A teacher or staff member personally observes or discovers an act or some physical proof of cheating.
2. A student admits to a teacher or staff member that the student has cheated.
3. The act of cheating is observed and reported to the teacher by at least two (2) independent witnesses.

The teacher will personally present the case to the Dean of Students with the student present. If it has been determined that an act of cheating has occurred, the Dean of Students will take appropriate disciplinary action.

1. Elementary students' consequences for cheating are as follows:
  - **First Offense:** The student will be mentored by the class teacher about appropriate behavior; however, the Dean of Students and parent will be notified as to the specifics of the event and the follow-up in writing.
  - **Second Offense:** The student guilty of cheating may receive the grade of zero (0%) for the assignment or test. The student will meet with the Dean of Students and may receive further discipline.



2. Middle and high school students' consequences for cheating are as follows:

- **First Offense:** The student guilty of cheating may receive the grade of zero (0%) for the assignment or test. The Dean of Students and parent will be notified as to the specifics of the event and the follow-up in writing.
- **Second Offense:** The student guilty of cheating will receive the grade of zero (0%) for the assignment or test and will meet with the Dean of Students, possibly receiving further disciplinary action.
- **Third Offense:** When a third offense occurs it is considered a serious offense. The student will meet with the Dean of Students for further disciplinary action.

**Bullying, Intimidation, or Harassment Policy**

Granville Christian Academy is firmly committed to providing an educational environment that is free from bullying, intimidation, and harassment against any person because of race, ethnic background, gender (as Genesis defines the unique roles of male and female in Exodus 20:14; Leviticus 18:7-23; 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; 15:19; Romans 1:21-27; 1 Corinthians 6:9-20), religion, or handicap. This policy covers all students, staff, administration, or persons acting on behalf of Granville Christian Academy, including participants or spectators at any school-sponsored activity.

It is the policy of Granville Christian Academy that bullying, intimidation, or harassment shall not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. We shall respond to bullying, hate crimes, or harassment in a manner that effectively deters future incidents.

**1. Definition of Bullying, Intimidation, & Harassment**

Harassment, intimidation, or bullying, as defined by the Ohio Department of Education, is any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once, and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassment, intimidation, or bullying can also consist of violence within a dating relationship or a negative or derogative act carried out through electronic means through a cell phone, computer, or other electronic communication device.

Examples include physical violence and/or attacks; threats, taunts, and intimidation through words or gestures; extortion, damage, or stealing of money and/or possessions; exclusion from the peer group or spreading rumors; repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as cyber bullying), such as posting slurs on websites where students congregate or on web logs (personal online journals), sending abusive, inappropriate, or threatening instant messages, using camera phones to take embarrassing or inappropriate photographs of students and posting them online, or using websites to circulate gossip or rumors.

2. **Reporting --** If a student or staff member is the target of such conduct, he or she should contact the school Principal, Dean of Students, or any GCA faculty member. The person receiving the bullying, intimidation, or harassment will be asked to complete a reporting form. The complaint will be promptly and confidentially investigated, and if determined to be valid, warranted disciplinary action will be taken at the discretion of the Principal or Dean of Students.
3. **Mandatory Staff Reporting --** When any staff member in the course of his or her employment has reason to believe either of the following:
  - a hate crime, bullying or harassment has been committed or is about to be committed on school property or by any student or staff member on or off school property; or...
  - a student or staff member of the school has been or is about to become the victim of bullying, intimidation, or harassment, ...

the student or staff member shall immediately notify the Head of School or Principal.

4. **Police Notification** -- The Administration shall promptly notify the police department or the county prosecutor's bias officer when there is any reason to believe that an act of violence has been or is about to be committed against a student or staff member, or there is otherwise reason to believe that a life has been or will be threatened.

### **Search & Inspection Policy**

GCA reserves the right at all times, while any student, faculty, or staff member is on GCA premises or is otherwise on duty, to have the Administration, authorized individuals, or search and inspection specialists conduct searches and inspections of students and any of their personal property, including without limitation, their locker, backpack, baggage, purse, desk, clothing, and vehicles for the purpose of determining if such persons are in possession, use, transportation, or concealment of any of the prohibited items and substances of this handbook. Searches will be conducted by two or more individuals of the same gender as the student, faculty, or staff being searched.

### **DISCIPLINARY CONSEQUENCES**

#### **Communication Slips**

Students will receive a GCA Communication Slip for two reasons: positive behavior or infractions. These slips may be issued by the GCA staff or administration. GCA Communication Slips serve as communication between the school and the parent/guardian, and help reinforce positive behavior and identify and avoid repeat offenses.

*Communication slips may be given for the following infractions:*

1. Disobedient/Disrespectful/Disruptive Behavior
2. Dress Code Violation
3. Gum/Food/Drink
4. Unexcused Tardy to Class
5. Unauthorized cell phone use
6. Other – infractions such as teacher-specified classroom behavior guidelines, or handbook violations, etc.

*If a student feels a communication slip is unwarranted, he should use the following procedure:*

1. The student should confer as soon as possible, showing restraint and respect, with the staff member who issued the slip.
2. If this conference does not resolve the disagreement, parents should schedule a conference with the staff member who issued the slip.
3. If this conference does not resolve the disagreement, the matter should be referred to the Principal.

#### **School Detentions**

Detentions serve to remind students they have grown overly careless with the school guidelines. Detentions may be issued by the GCA Dean of Students. Detention is a consequence for infractions that occur at school and school-sponsored functions. Infractions usually resulting in detention include: excessive tardies, dress code violations, or disruptive behavior. Anyone receiving three (3) communication slips in a single nine-week period will receive a detention. An additional detention will be assigned for each slip received after the third slip in a nine-week period. An overall excess of detentions or specific or repeated infractions will be considered when determining if a student may remain at GCA. Detentions accumulated during the fourth grading period must be served before the final report card is issued.

*It should be noted that serving a detention takes priority over any school function or extra-curricular activity.*

Three (3) detentions within two (2) consecutive nine-week periods indicate that most likely an attitude or behavioral problem present. A third detention will be accompanied by a conference with the school Principal or Dean of Students to discuss the patterns of behavior that are precipitating the detentions. As a result of this conference, other disciplinary action such as Saturday school, suspension, or permanent dismissal may be in order.

***School detentions will be served according to the following guidelines:***

1. All detentions must be served on the next detention day.
2. Detention will be held each Wednesday afternoon from 3:15 PM to 4:15 PM.
3. Detention is an extension of the class day. Thus, all rules apply, (i.e., school dress code, silent study, no food/drink, etc.) as if school were in session.
4. Detention may include assigned work.
5. Students who do not serve their detention in the assigned time, or do not follow the guidelines for detention, will receive an additional detention.
6. Each additional detention after the first one will be subject to a \$10 fee to be billed on the student's account.

***Upon receiving a sixth detention in a semester, a student will receive an automatic suspension. The school administration does reserve the right to void this suspension, or to impose other actions as they deem necessary such as probation or permanent dismissal. Consequences for the cases of voided suspensions will be determined by the Head of School or Principal.***

**High School Saturday School**

1. Meets Saturday morning at the High School from 8 to 11 AM (Student does not serve on the Saturday of the week he/she earns the Saturday School.)
2. Student Responsibilities include the following:
  - Be on time (tardiness or skipping may result in a suspension);
  - Bring a pen or pencil and notebook paper;
  - Do project(s) assigned;
  - Bring \$10 fee (If fee is not brought in, then the fee must be paid to the school office by 8:15 AM on the first school day after the detention or the student will be suspended (out-of-school) until the fee is paid);
  - Be quiet -- no talking is allowed during Saturday School;
3. The student's fee (\$10) is used to help bear the cost of the monitor (we suggest the student earn this money);
4. A student will receive Saturday School from an administrator for the following reasons:
  - Accumulating three detentions during the semester
  - Skipping detention
  - At administrative discretion

**SEVERE BEHAVIOR CASES**

At Granville Christian Academy, serious or repeated misconduct may result in suspension and/or permanent dismissal. Misconduct may result in suspension and dismissal when it disrupts the academic atmosphere of the school; endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the school or church. The parents or guardians will be notified immediately.

**Out-of-School Suspension**

Out-of-school suspension automatically occurs when a student receives six (6) school detentions during one (1) semester or is the consequence for violations of school policies that the school administration considers serious. Most Out-of-School suspensions extend from one (1) to five (5) school days in addition to intervening holidays and/or weekends. Suspensions of four (4) to ten (10) days require prior approval by the Head of School. Suspended students may complete their missed academic work if completed under the Missed Work Policy in the Parent/Student Handbook.

Students that have been suspended are to be at home or directly under adult supervision on days of suspension. Parents must notify GCA as to who the supervisor will be and where the suspended student will be.

Students will have an opportunity to express their side of the issue prior to suspension. Suspended students will also receive a period of disciplinary probation in most instances.

The following consequences accompany an out-of-school suspension:

1. Communication with a parent or guardian and the student.
2. Exclusion from being on Granville Christian Academy property and from participating or attending, in any manner, all Granville Christian Academy activities, regardless of location, for the duration of the suspension.
3. Completion of specific terms established by the Administration for the student's continuation at Granville Christian Academy.
4. A specific project must be completed and presented to the Dean of Students or Principal before returning to classes.
5. The student is responsible for all material covered in class during the suspension, as missed material may be covered on tests.
6. Notice that further violations of school regulations and/or failure to meet terms established for the student's continuation at Granville Christian Academy is most likely to result in dismissal.

### **Probation**

Probation is invoked at the discretion of the Principal when a student has a serious problem. It gives the student an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be dismissed, or asked to withdraw from the school.

#### **Academic Probation**

A student at GCA will be placed on academic probation for any of the following reasons:

1. If the student receives the grade of "F" in one or more courses for a nine-week grading period.
2. If the student receives the grade of "D" in two or more courses for a nine-week grading period.
3. If the student fails Bible class for the semester or the year.

#### ***The following conditions apply to students on academic probation:***

1. The probationary period will be for the duration of the next nine-week grading period. A student who receives academic probation as a result of the grades from the last nine weeks of the school year will be on academic probation for the first nine-week grading period of the following school year.
2. Parents will be notified via letter that their student is on academic probation.
3. The student may be assigned to a teacher who will assist the student in organization and study skills during the duration of the probationary period or may be recommended to acquire tutoring help.
4. A student will be removed from academic probation at the end of the nine-week grading period when the student no longer meets the academic probation requirements previously listed. Removal will occur only at the end of a nine-week grading period when report cards have been reviewed and confirmed by the Principal. Parents will be notified via letter when their student is removed from academic probation.

Throughout the probationary period, teachers and the Principal will monitor the student's progress. Repeated placement on academic probation is an indication that GCA may not be meeting the student's academic needs. Should a student remain on academic probation for two (2) consecutive grading periods, the Administration will meet together with the student and parents to discuss possible alternative educational options. This may mean that the student will need to leave GCA to attend another educational facility that might improve his or her opportunities for academic success.

## Conduct Probation

A student may be placed on conduct probation at the discretion of the GCA Head of School, Principal, or Dean of Students. Probation may be for handbook violations or the following conduct issues:

1. Attitude -- A rebellious spirit which is unchanged after much effort by the teachers or a continued negative attitude and bad influence upon other students.
2. Disciplinary -- Continued deliberate disobedience to a teacher or of school rules, or committing a serious breach of conduct inside or outside of school.

Individual circumstances may apply to each case in question. The following consequences accompany probation for conduct:

1. Communication with a parent or guardian and the student.
2. Completion of specific terms established by the Administration for the student's continuation at GCA. These terms not being met and maintained may lead to immediate dismissal of the student.

Probation may last up to a year. During the probation, the student will be ineligible to participate in any co-curricular activity. Positions of trust and responsibility will be relinquished for the remainder of the school year. At the end of a Probation period, the student will be evaluated as to fulfilling the conditions set for his/her probation. A recommendation will be (a) to remove the student from probation status; (b) continue on probation status; (c) be dismissed or withdrawn from GCA.

A student who has been dismissed or withdrawn will be considered for admission after a minimum of one semester from the date of dismissal or withdrawal.

## **Dismissal/Expulsion**

Dismissal from school may occur at the recommendation of the principal and the discretion of the HOS. GCA may discipline its students for suspendable or dismissible infractions regardless of whether these occur on or off school grounds and before, during, or after school hours. Dismissal may also be the result of the failure of parents to cooperate with the school in the discipline of their children.

Dismissal will be the usual consequence for the following infractions:

- Abusing, supplying, selling or possessing illegal drugs or drug paraphernalia;
- Assault or battery;
- Commission of any suspendable infraction while on disciplinary probation;
- Destruction of school or personal property;
- Fornication, homosexual immorality, any other sexual immorality, indecent exposure, or improper language;
- Possession of a weapon, explosive, or dangerous substance;
- Representing a substance as an illegal drug;
- Repeatedly committing an infraction;
- Serious violation of any state, federal, or city ordinance;
- Stealing;
- Students who marry will be asked to withdraw (GCA will not admit students who are married or who have children);
- Threatening the safety of other students;

- Any other action which seriously impairs the effectiveness of GCA's academic or spiritual mission.

The student and his parents may have an opportunity to express their side of an issue to the Head of School in writing. All other privileges including the privilege to appear before the board, to present evidence, to be represented by counsel, and to cross-examine witnesses are reserved by the Head of School.

#### Dismissal/Expulsion Due Process Procedure

GCA seeks to protect students against arbitrary and capricious actions. This means that a dismissal from school must be reasonable and fair. The process must be a just and orderly proceeding when a student is charged with a violation of a school rule which leads to dismissal. A student and their family will experience the following:

1. Parents and student will be informed of charges and evidence. If the parents wish to appeal the decision, they must notify the Head of School within ten (10) days after receiving the decision.
2. Parents have the right to submit an official request in writing to the Head of School.
3. Parents may present their case to the Head of School for reconsideration.
4. If the parents remain unsatisfied after the Head of School's decision, they may appeal to the School Board President within ten (10) days of the decision of the Head of School.
5. The decision of the School Board is final and not appealable.

#### Corporal Punishment

GCA believes that corporal punishment is biblical and necessary in some disciplinary cases; however, GCA employees will not administer corporal punishment (Proverbs 13:24; 23:13-14).

## RESTORATION POLICY

Granville Christian Academy will provide a restoration plan for all students as an integral part of any disciplinary process. The purpose of the restoration plan is to restore the student back to his or her place in the GCA community, whether the disciplinary offense is minor or major. The restoration process includes the following: repentance, restitution, rebuilding, and restoration.

#### GRIEVANCE PROTOCOL

GCA staff members, administration, and families should strive to apply principles from God's specific teachings in relation to conflict. We have been given definite instruction about how to deal with others in a way that honors Christ. Matthew 7:12 says, "So whatever you wish that men would do to you, do so to them." James 1:19 also reminds us to "be quick to listen, slow to speak, and slow to anger, for man's anger does not bring about the righteous life that God requires." If a grievance/conflict should arise between parents and staff members, there is also a biblically-prescribed procedure of conflict resolution. Matthew 18:15-17 instructs us to try to resolve conflict at the individual level first, progressing to include witnesses if necessary, and then, only if those methods fail, to bring the matter before the leadership. This is the procedure GCA encourages in all matters of resolving conflict.

#### PROCEDURE FOR VOICING A CONCERN

1. **Step One:** Student/parent contacts teacher – The student/parent should present the conflict/issue to the teacher as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this level. Parents should contact the teacher via email or call the school to set an appointment to meet with the teacher.
2. **Step Two:** Contacting the Dean of Students – If a satisfactory resolution is still not achieved, the student or parent may contact the Dean of Students. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.
3. **Step Three:** Contacting the Principal – If a satisfactory resolution is still not achieved, the student or parent may contact the Principal.

4. **Step Four:** Contacting the Head of School – If a satisfactory resolution has still not occurred, the Head of School will be apprised of the situation and will determine further appropriate action.

### RETRIBUTION

Students and parents must be confident that the voicing of an opinion or concern, using the proper forum and method, is not only free from penalty or retribution, but also strongly encouraged. Teachers are committed to ensuring that, after a student or parent raises an issue or concern, there shall be no "retribution" in any form at GCA.

**NOTE:** If, at any point, the proper order is not followed, the parent will be referred back to the appropriate staff member.

### PARTNERING DURING RESOLUTION

1. Parents should strive to maintain a cooperative relationship between the home and the school.
2. Parents should try to establish positive contact with their student's teachers before a problem arises.
3. Parents should check the parent portal regarding homework and projects.
4. Parents should make every effort to contact the teacher or staff member for an appointment regarding a problem, rather than merely coming to the classroom. Parents should also consider time constraints when talking to a teacher during the school day, and should not call a teacher on their personal phone unless they have been asked to do so. This way, both parties can be well prepared, and accurate information can be exchanged.
5. Parents should not discuss another student's situation with their child or discuss a staff member with another parent. They should always refer other parents to the staff member.

## MATERIAL SELECTION POLICY

The selection of library and classroom resources is guided by GCA's philosophy of Christian education and approved by the Administration before integration into the curriculum. Should a parent/guardian question the appropriateness of material presented in the classroom, they can submit a request for review using the Request for School Resource Review Form available on the school's website.

## GCA COMPUTER NETWORK USE POLICY

### Student Computer & Internet Use Rules

As used herein, the term *computer[s]* refers to any desktop, laptop, or other mobile computing device owned or issued by GCA to any student for school and/or home use, and any personal electronic device brought onto school grounds. The term *computer services* refers to the GCA's network or internet connections used to access school or internet-based information. All students are responsible for their actions and activities involving computers and/or computer services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of the computers and/or computer services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the Administration. These rules apply to all computers/devices, school-owned or personally-owned and/or school computer services regardless of how or where they are accessed. In cases in which the school provides a computing device, students may not bring in personal computing devices, i.e. laptops, Chromebooks, etc.

1. **Student Agreement** – In order to be able to access and use GCA internet and provided technology, students must sign the Chromebook & Acceptable Use Policy Form, agreeing to the following:
  - Agree to use GCA's computers and/or computer services for educational purposes and research consistent with the GCA's educational mission, curriculum, and instructional goals.
  - Comply with all Board policies, school rules, and expectations concerning student conduct and communications when using computers and/or computer services, whether on or off school property.
  - Comply with all specific instructions from school staff and volunteers when using the computers and/or computer services.

2. **Acceptable Uses** – Internet activities that are permitted and encouraged include, but are not limited to, these:
  - Investigation of specific topics being studied in school.
  - Investigation of opportunities outside of school, related to community service, employment, or further education.
  - Access of websites of other ministries and faith-based organizations that share similar values with GCA.
3. **Prohibited Uses** – Unacceptable uses of computers and/or computer services include, but are not limited to, the following:
  - **Accessing or Communicating Inappropriate Materials** – A student shall not access, possess, photograph, record, distribute, scan, display, or post an image or words (including acronyms) of a sexually explicit or suggestive or obscene nature, pornographic material, material of a libelous nature or involving defamation of character, threatening, harassing, bullying, and/or that which is illegal or biblically immoral. Also, students may not play any unapproved games.
  - **Illegal/Inappropriate Activities** – Students may not use computers and/or computer services for any illegal activity or in violation of any Board policy/procedure or school rule. GCA assumes no responsibility for illegal activities of students while using computers and/or computer services.
  - **Violating Copyrights or Software Licenses** – Students may not copy, download, or share any type of copyrighted materials (including images, videos, music, or films) without the owner’s written permission; or copy or download software without the express authorization of the Administration except as expressly provided below in connection with the GCA’s 1-to-1 mobile devices. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. GCA assumes no responsibility for copyright or licensing violations by students. Violations may result in disciplinary action.
  - **Downloading “Apps” from Authorized Sources/Authority of School Staff to Search** – Students may download apps onto mobile devices issued by GCA provided that those apps do not violate the other provisions of this section regarding “Prohibited Uses” and provided they are downloaded from a school-authorized source. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without student permission, even if it means the loss of student-purchased material, and appropriate restrictions may be placed on the student’s future computer use. The school staff also has the right to confiscate or search any electronic device at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search privately-owned devices on school grounds upon reasonable suspicion of a violation of this “Prohibited Uses” section.
  - **GCA Devices Use at Home** – Any GCA-issued device may be used at home should still be primarily used for academic purposes. Parents retain rights to monitor and control their child’s device use while it is used off-campus.
  - **Use for Non-school Purposes** – Using computers and/or computer services while at school for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the “Prohibited Uses” section of this policy and/or are not interfering with the educational purpose of these devices by the student or others. While at school, students may not access any social media sites using computers or computer services. In addition, students should limit the streaming of media to educational purposes only.
  - **Misuse of Passwords/Unauthorized Access** – Students may not share passwords, use other users’ passwords, access or use other users’ accounts, or attempt to circumvent the network security systems and/or computer services.



- Malicious Use/Vandalism – Students may not engage in any malicious use, disruption, or harm to computers and/or computer services, including but not limited to hacking activities, “jail breaking,” and creation/uploading of viruses.
4. **Care of and Responsibility for Damage to Computers** – Students and their families are responsible for the proper care of computers at all times, whether on or off school property, including costs associated with repairing or replacing the computer. The student and his or her parents may be responsible for compensating GCA for any losses, costs, or damages incurred for violations of Board policies/procedures and school rules while the student is using computers and/or computer services, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using computer and/or computer services. The student and his or her parents/guardians are similarly responsible if the student takes any action with a computer that has the purpose or effect of voiding any warranty in effect.
  5. **Student Privacy and Safety** – A student should exercise caution, in consultation with a parent or school staff member, before revealing his or her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the internet. Students should never agree to meet people they have contacted through the internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.
  6. **System Security** – The security of the computers and/or computer services is a high priority. Any student who identifies a security problem must notify a teacher, supervisor, or administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.
  7. **Computer Loss or Theft and Loss or Theft Prevention** – If a computer is lost or stolen, the loss or theft must be reported to a teacher, staff member, or administrator immediately. Additionally, if a computer is stolen, a report may be made. With respect to the school-owned devices, students must keep the service that allows those computers to be located remotely active at all times and must establish and keep activated at all times a password which will prevent others from accessing the content and services of the computers.
  8. **Miscellaneous Issues**
    - School-issued devices that are purchased with non-public school auxiliary funds and as such are to be used for non-religious study.
    - Return of Computers – Student computers must be returned in acceptable working order at the end of the school year, following their last final exam, or whenever requested by school staff, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy.

### **Reliability**

GCA makes no warranties of any kind, whether expressed or implied, for the technology resources provided. GCA will not be responsible for any damages suffered by individuals or other users. This includes non-deliveries, miss-deliveries, or any service interruptions regardless of cause. Use of any information obtained via the Internet is as the user's own risk.

### **PERSONAL ELECTRONIC DEVICE POLICY**

#### **1. Electronic Devices in General**

- All use of technology and electronics is dependent on the discretion of each individual teacher. A teacher may revoke privileges at any time.
- If GCA issues a student a device, personal electronic devices must not be used. GCA accepts no responsibility for the physical wellbeing or functionality of student-owned devices. There shall be no expectation of technical support by GCA staff for student-owned devices. GCA will not provide electrical outlets for student-owned devices. Therefore, students are responsible for making sure that their device has sufficient charge for the day.
- Students are to adhere to the GCA Acceptable Use Policies.

#### **2. Usage and Rules Violations will be dealt with on a student-by-student basis.**

**First Offense:** Students will receive a communication slip.

**Second Offense:** Students will receive a detention.

**Third Offense:** A loss of privilege will result.

3. **Cell Phones** – Middle school students are not permitted to use their cell phones during the school day and must therefore keep their cell phones put away. High school students may keep their cell phones with them, but they must be turned off or on silence/airplane mode and put away during school times. Texting is not permitted. Turn-in bins for cell phones may be provided in each classroom. Students should turn in their phones prior to using the restroom. High School students may use smart phones **ONLY** with teacher approval during class and when their GCA-provided device has an issue. Special requests to use personal devices must receive approval from the Administration.
4. **Laptops** – In some cases, GCA may make laptops available to students.
  - These devices must be checked in and out. Students are responsible to adhere to the school Computer and Internet Usage Policy. When returning a laptop, the student is responsible for logging out of the device and plugging the laptop back in to the cart or container for recharging.
  - GCA laptops must remain on school premises unless given permission by the Administration.
  - If a GCA laptop ceases to function properly, the student is to report the issue to the Administration.

### **GCA CHROMEBOOK STUDENT GUIDELINES**

GCA provides technology resources to enrich the academic experience of students, faculty, and staff. Our 1-to-1 Chromebook Program is a natural extension of our history of innovation with technology and its emphasis on authentic learning experiences.

Students are asked to use school-issued Chromebooks, even if they have their own at home, as teachers are planning and teaching with the assumption that students have a common technology capability, including hardware, connectivity, software, security, and online service subscriptions. The school also periodically updates and maintains this computing, software, and technology infrastructure – sometimes remotely. In addition, school-issued Chromebooks enable students to keep their data on a central server, allowing them to access their information from other locations.

The proper use of these Chromebooks and this technology rests on the school's values and requires students to accept the same ethical responsibilities found in all the other areas of school life. The general rules and principles of the school are a sound basis for good decision making with regard to technology. It is the student's responsibility to treat the technology and their fellow users with the proper care and respect.

Students must be respectful, thoughtful, and careful in their use of language in their online communications and in their behavior while online. While this policy addresses the most common issues relating to technology use at GCA, should other questions arise during the school year, they will be addressed and this policy updated.

- 1) **Privacy** – Within reason, GCA respects freedom of speech and access to information; however, usage and/or activity may be monitored to fix an issue or to investigate a complaint. Students should be aware the school may review any file on the Chromebook, including browsing history and other communications, to maintain the integrity of the network and to ensure everyone is using their devices responsibly. GCA may inspect the student's Chromebook at any time and for any reason. While the student possesses the Chromebook, GCA will not access the webcam or microphone without advance written permission from the parent.
- 2) **Consequences for Policy Violations** – GCA will investigate violations of GCA's general rules and guidelines, and any additional rules or agreements sent or posted at school. Depending upon the situation and the severity, the school may take disciplinary action against a student, including warnings, termination of access, and/or suspension. The school will also address any inappropriate use of the internet, on or off the network or the GCA website, including any harassing, insulting, or threatening language. Violations of the rules and guidelines in this policy reflect not only upon the individual student, but also upon the school.

- 3) **GCA Accounts and Passwords** – Students should only use the GCA-provided email (i.e., [firstname.lastname@granvilleca.org](mailto:firstname.lastname@granvilleca.org)) on school-provided devices. This email address should be used when communicating within the school community. When using another account at home (such as Gmail, Yahoo, or Hotmail) for general communication, the same rules of respect apply as if the student is using the school account. Using other email systems is not a way to get around the expected rules and standards for communication.

Students are responsible for their GCA network, email, and online accounts and their passwords. They are responsible for securing their passwords and for not revealing their passwords to anyone, except their parents, their teachers, or the Administration.

- 4) **Chromebook Use** – Chromebooks issued to students belong to GCA, and must be returned at the end of the school year in the same condition as when it was issued, taking into account normal wear-and-tear. It cannot be personalized with stickers or writing, or physically altered in any way, unless the personalization is through nonpermanent methods. **Chromebooks must only be logged onto the GCA Devices network while on the GCA premises.** Students should NOT attempt to log onto GCA guest or any other available.

## GENERAL MISCELLANEOUS AREAS

### VIDEO SURVEILLANCE/PHOTO & VIDEO RELEASES

GCA premises are monitored and taped continuously by video cameras inside and outside the school to protect the student body and discourage vandalism. The video cameras and footage are property of the owner of the facility, Spring Hills Baptist Church (SHBC). Should a question arise that would necessitate the review of video footage, the Administration will work with the SHBC Facilities Manager at his availability to review footage and determine appropriate action. Parents will not be allowed access to or viewing of video footage unless necessitated by law.

Students involved in regular classroom, co-curricular, or school-related social events may be photographed, videotaped, or recorded by GCA representatives (yearbook, parents, staff) or members of the community press (TV, radio, newspaper). These images or recordings may be used in yearbooks, displays, newsletters, promotions, videos, CDs, DVDs, or other media distributed by the school for advertisement or promotion. Parents or students with reasons for suppressing this information need to contact the school administration to assure the exclusion of their name or images from such school usages. GCA cannot control or be held liable for the postings of photographs/videos by non-employees in the GCA community.

### BULLETIN BOARDS & POSTERS

All GCA student clubs and organizations have the opportunity to post informational flyers/posters on the events bulletin board in the hallway outside the school office and on bulletin boards in the school hallways with appropriate administrative permission. The following guidelines apply to these situations:

1. All items to be posted must be approved and stamped by the Administration. Items not approved by the Administration will be removed.
2. An individual or group does not have the right to remove or replace items already posted. Students should see the school office if they find the bulletin board full.
3. All posted announcements must be removed by the group who handled the posting on the day immediately following the event. This keeps the boards and halls orderly and updated, making room for others to share their information.

In addition, some announcements will be converted to digital format and displayed. Follow these procedures for digital announcements:

1. All announcements must be approved by the Principal.
2. Announcements must be emailed to the Principal @ [principal@granvilleca.org](mailto:principal@granvilleca.org).
3. Once the announcement(s) have been approved, they will be forwarded to the Enrollment Director who will create the digital format for the announcement.

4. Please be sure to indicate the time frame that the announcement should be displayed.

### **CARE OF PROPERTY**

At Granville Christian Academy, all property must be treated with respect, whether that property belongs to the school or to others.

Textbooks, library materials, software, and other classroom materials loaned to students must be kept in good condition. Students must pay for the replacement of damaged or destroyed materials. Intentional damage to another's property will result in an immediate communication slip, and depending upon the severity of the action, may result in suspension or permanent dismissal.

All accidental breakage must be promptly reported to the school office, and costs of the repairs/replacement will be the responsibility of the student.

### **TEXTBOOK RESPONSIBILITIES**

All textbooks are the property of Granville Christian Academy. Textbooks are issued to individual students and become their full responsibility until they are returned at the end of the course. Upon issuance, the identification number and the condition of the book are recorded with the student's name. If the student does not return a book or does not return the same book that was issued to them, the student will be charged for the replacement of the lost book. Students and parents or guardians should observe books carefully when they are received to note any damage that may have already been done. Students will be required to pay for a replacement when books show excessive wear or abuse compared to original issuance. This fee will include a \$5.00 processing fee. All issues must be resolved by the end of the grading period in which they occurred or a hold will be placed on the student's report card and records.

Some textbooks are considered "consumable," which means that the student will be issued the book and may write in the book or remove pages to complete course work. These consumable books remain the property of GCA until the end of the school year. A student will be charged for the replacement of a lost consumable book. Copies of another person's text will not be made due to copyright regulations. A replacement must be made as the text has been chosen as a requirement to complete the course in full.

Books are to be maintained in the best possible condition. It is highly recommended that students use book covers to protect books from further damage. Book covers must be free of any offensive wording or pictures.

### **CLASSROOM & HALLWAY BEHAVIOR**

Classroom environments will respect the right of each student to learn and shall be maintained as such at all times. Quietness is to be observed in the hallways during class times, and only students with classroom passes should be in the hallways. All students should take the most direct route to and from their destination and keep time away from class to a minimum.

Students should not be in classrooms when class is not in session, unless a teacher is present or unless a staff member or member of the Administration has granted them permission.

### **GCA BRANDED APPAREL**

The official GCA brand is specifically designed to embody the philosophy, theology, and standards that make our school unique. Each piece of the brand identity has a purpose and intentional way to be used. It also contains specific color codes for consistency. Therefore, all items bearing the Granville Christian Academy name, crest, or logo must be approved by the Marketing Director.

No student, parent, GCA employee, or GCA coach may go directly to a vendor and design a GCA item without approval of the school administration.

### **LIBRARY RESPONSIBILITIES**

The Granville Christian Academy library functions as an integral part of the overall educational process and exists to serve the student body and staff as a recreational reading and resource center. Elementary students will visit the library

once per week as a class during an assigned library time. Middle and high school students must have a pass from their classroom teacher in order to visit the library.

Books may be checked out for a one-week period and are renewable as needed. However, it is up to the student to renew materials by the due date. Students are granted a one-week grace period to return overdue items. Items not returned within this time accrue a ten cent per item per day charge for every day the material is late. Students and staff will receive notices regarding overdue materials. Students who repeatedly have overdue items may forfeit the privilege of checking out library materials. Library materials must be checked out by the librarian or a library assistant.

If an item is returned damaged or defaced, or if an item is lost, the student or staff member will be charged for the cost of replacing the materials, along with a \$5.00 processing fee for each item needing replaced. All library issues must be resolved by the end of the grading period in which they occurred or a hold will be placed on the student's report card and records.

### LOST & FOUND

Anyone finding an item that does not belong to them which has no name on it should turn the item in to the school office. These items will be placed in the lost and found where students may check for lost items. Any items not claimed by the end of the grading period will be donated to local charities.

### LUNCH PERIODS

Granville Christian Academy has a closed lunch policy which means students (other than seniors with approval) are not permitted to leave school during lunch except with their parents or guardians. If parents wish to take their student to lunch, they should follow the procedure for early dismissal explained in the Procedure for Requesting an Early Release paragraph. Closed lunch also means that only parents or guardians may visit and have lunch with students during lunch periods.

Lunch schedules are rotated so that some students have lunch while others are in class. The following guidelines should be observed during lunch:

1. Food and beverages are to be consumed only in a student's designated lunch area.
2. Students are to go through the serving line in single file, behaving appropriately and in the order specified by the lunchroom coordinator. Running, pushing, or displacing others in line are not permitted.
3. After eating, students are to place trash in containers provided, and return to their seats until dismissed by the lunch supervisor. Students must leave their tables clean. Students are to comply with other regulations set by the lunchroom supervisors and the Administration.
4. All students are to remain in the cafeteria during their assigned lunch period unless the supervisors on duty excuse them with a pass.
5. The public phone may be used during lunch periods only with the permission of the lunch supervisor and a pass. Even then, permission must be granted by the school office.

### PETS ON PREMISES

Granville Christian Academy realizes that pets are an important part of many families; however, there are students and adults in our building who may be allergic to or frightened of animals. Therefore, GCA has made the decision that pets are not permitted in or on the GCA premises for the health and safety of all students, staff, and visitors alike.

### SCHOOL BUS CONDUCT

Riding the school bus for a GCA student is considered to be an extension of the school day. Behavior on the bus is expected to be in accordance with the same respect and cooperation that is expected of the student while at GCA. The bus driver is to be treated as the person in authority while riding the bus. Students are expected to comply with all rules and regulations established by the bus's school district. GCA Administration will cooperate fully with the bus driver in all cases of reported misconduct and disciplinary action may be taken by the school. In instances where there has been

difficulty between students who attend GCA and there has been no bus driver involvement, the Administration will research and determine if any disciplinary action should be taken.

Individual districts have different policies regarding transportation changes, so families must contact their district bus garage for clarification in advance of these circumstances including other students riding the bus, or change of the designated stop.

**OFFICE TELEPHONE USE**

Students may use the phone located opposite the Granville Christian Academy administrative offices only with permission from the receptionist. Calls should be made either before or after school, or during lunch. Students should read the “Lunch Period” section of this handbook for instructions on leaving the cafeteria.

# ELEMENTARY GUIDELINES

## ACADEMIC AREAS

**GRADING SYSTEM**

Grades serve as a written record of the student’s progress. Grades are important and permanent. Records follow the student if he or she transfers to another school. Elementary students will receive grades based upon their performance for the entire school year. Final year-end grades are based upon their average performance for the entire school year.

**GRADES K-1 GRADING GUIDELINES**

Kindergarteners and first graders receive the following evaluations:

Code	Numeric Range	Definition
OM = Outstanding Mastery	90-100	the student has exceeded the grade level standard(s) and class expectations
SM = Satisfactory Mastery	80-89	the student has met the grade level standard(s) and class expectations
PM = Partial Mastery	70-79	the student has partially met the grade level standard(s) and class expectations
NM = No Mastery	Below 70	the student did not meet the grade level standard(s) and class expectations

**GRADES 2-5 GRADE PERCENTAGES**

Grade	Percent
A+	98-100%
A	93-97%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%

Grade	Percent
C	73-77%
C-	70-72%
D+	68-69%
D	63-67%
D-	60-62%
F	59% or below

**GRADING POLICY**

GCA Faculty strive for consistency in grading, understanding that grades reflect the actual aptitude of the student while also demonstrating the effectiveness of the education provided to the students.

**Definitions**

1. Preparation and Production refers to the grading of non-academic factors, or items that, although essential to learning, are not specifically part of the curriculum for a particular subject area, as well as assignments that are

part of the learning process where mastery is not yet expected. Examples include (but are not limited to) effort, participation, homework and/or practice assignments, timeliness, attendance, pop quizzes.

2. Formative assignments refer to items that are designed to determine whether students are learning what is being taught. Formative assessments guide instructional decisions by revealing to what extent students are learning or to what level of effectiveness the teacher is teaching. Many times, formative assessments are not graded; however, formative assessments requiring students to include expected outcomes may receive a grade. Examples include (but are not limited to) in-class work, exit tickets, indicators of overall understanding (thumbs up/down), pop quizzes, rough drafts.
3. Summative assignments refer to items that are designed to determine student mastery of curriculum. They should be given after students have had several Formative opportunities that include detailed feedback related to performance. Examples include (but are not limited to) chapter quizzes, chapter tests, unit tests, final projects, final writing assignments.

### HOMWORK POLICY

Homework may be assigned for the following reasons:

1. To reinforce skills.
2. To encourage responsibility (taking something home and returning it completed).
3. To complete unfinished school assignments (some students work more slowly).
4. To prepare for class and/or assessment.

At the elementary grade level, homework should be limited in the early years and increase with grade levels. Elementary teachers will avoid lengthy homework assignments on Wednesday evenings as GCA also recognizes Wednesday evenings as a time to join other Christians for mid-week study and fellowship. Teachers may give homework that can be completed in time for any church activity.

### ACADEMIC AWARDS

Granville Christian Academy students in grades 2 through 5 may earn their place on the Honor Roll or Merit Roll each quarter of the school year. Certificates may be earned at the end of the school year for achieving these levels.

#### Honor Roll

Students must receive an A average on their report card in all subjects for the quarter.

#### Merit Roll

Students must receive B average on their report card in all subjects for the quarter.

### ACADEMIC PROBATION

See the “Academic Probation” section of the “Disciplinary Consequences” section of the Parent/Student Handbook.

### PROMOTION & RETENTION

Granville Christian Academy believes that elementary students should have an adequate level of mastery in a subject in order to succeed at the next level of progression. Our promotion and retention policy for grades K-5 is as follows:

1. Students must demonstrate academic progress and capability in order to qualify for promotion. Third-grade students will be assessed as to their reading readiness which will be a consideration for retention.
2. If a student’s final grade in two or more core subjects (Language, Math, Science, and Social Studies) is an “F” or a “D” minus, the student may be recommended for retention. Teachers will discuss concerns with parents or guardians throughout the school year.
3. Students in grades K-4 may be retained one time only at GCA.
4. Evaluation for retention includes academic capability, social maturity, and age.

5. Parents may be required to provide additional tutoring support for academics.

Classroom teachers and the Administration will make final decisions on promotion, retention, and/or continuation at GCA.

### STANDARDIZED TESTING

Standardized tests are given to Granville Christian Academy students in elementary grades. GCA does not use these testing results as the deciding factor for promotion or retention. Granville Christian Academy uses the TerraNova3 Tests in Kindergarten through grade 5.

## PLAYGROUND & RECESS GUIDELINES

### OUTDOOR RECESS

Students in grades K-5 have outdoor recess after lunch each day if weather conditions permit. GCA students will be permitted to observe outdoor recess when the temperature or wind chill factor is at 24 degrees or above. Parents should keep this in mind as their student selects clothing for the day. As the weather temperature drops, parents should make sure that coats, hats, and gloves are part of the dress for the day. Recess monitors on duty reserve the right to permit students to wear or not wear a coat.

Faculty and staff may take children to the playground in the rear of the building for recess, or they may play on the blacktop and grass area in front of the school.

### OUTDOOR RECESS GUIDELINES

Students must play on the playground equipment in a proper manner, i.e., equipment should be used in the way it was designed to be used.

1. Students should go up the slide only via the ladder and climb down the slide the right way only.
2. Only one person may slide down the slide at a time, and he or she must be sitting down.
3. Swings should be stopped before the student gets down from them. Jumping out of the swing may cause injury.
4. Students must swing independent of others without hooking legs, feet, or hands with another student.
5. Swing chains should remain straight and not twisted.
6. Students should only sit on the swings and not stand.
7. Swings should swing straight ahead and not diagonally.
8. Overhead bars may only be used by students in grades 3-5. Students should go in one direction and not wrap their feet or legs around another student.
9. Because the wooded area next to the playground contains poison ivy and nettles, students should stay clear of the area.
10. Tree climbing is not permitted.
11. Stones, sticks, mulch, and dirt should remain on the ground and not be thrown.
12. Electronic toys, headsets, radios, cell phones, and other electronic devices are not permitted.
13. Pushing and shoving is not permitted.
14. Games promoting excessive roughness (i.e., tackling) are not permitted.
15. Students should stay clear of puddles and mud.
16. Shoes must be worn at all times.



17. Students should refrain from playing in the gravel parking lot behind the playground.
18. When the whistle blows or the teacher or monitor signals that recess is over, students should immediately line up.
19. Name calling or leaving individuals out of organized games is not acceptable.
20. Fighting will not be tolerated.
21. Food is not permitted at recess.
22. Students may bring items from home appropriate for outdoor play.

### **INDOOR RECESS GUIDELINES**

During inclement weather, Granville Christian Academy uses the Worship Center for indoor recess. In these cases, the Worship Center will be divided into four stations.

1. Half of the gym floor will be a designated basketball area.
2. Half will be a designated running area.
3. A jump rope/hula hoop area will be provided.
4. A reading/game area will be provided.

The following guidelines must be followed for the safety of all involved:

1. Students must get permission from the teacher on duty on duty to leave for any reason and let them know when they return.
2. The church stage, sound booth, chairs, and offices are off limits to all students during indoor recess unless the teacher has stated that a student must sit down due to illness or behavioral issues.
3. Students may bring items from home; however, all balls must be soft (Nerf). Teachers have the right to restrict the use of home items if they become unsafe or for other issues.
4. Students are to listen to those in authority during recess.
5. Pushing, hitting, kicking, or being rude to one another is not tolerated.
6. Students must pay attention to their surroundings, watching where they are running, throwing, and catching.
7. Students are to refrain from allowing the balls to hit the walls and ceiling, and from hitting others.
8. Jump ropes are to be used only for jumping.
9. Gymnastics, such as handstands, backbends, etc. are not permitted.

## **ELEMENTARY MISCELLANEOUS AREAS**

### **BACKPACK/BOOK BAGS/SPORTS BAGS**

Backpacks/book bags must be left inside the student's school assigned area during the academic day.

### **CANDY & GUM**

Gum is not permitted during the school day. Candy is permissible only if a parent sends it in a student's lunch or if the classroom has a party. However, candy should be consumed only during those times, and not during any other part of the school day. Teachers may allow gum or candy for special purposes at the teacher's discretion.

## STUDENTS & THE TEACHER WORKROOM

The teacher workroom is reserved for staff use. Elementary students are not permitted to enter this area unless accompanied by a GCA staff member.

## SPECIAL TRIP

In addition to field trips, GCA elementary students are given the opportunity to participate in a special trip. In the spring of calendar years ending in an odd number, students in fifth and sixth grades attend an environmental camp. Teachers and parents chaperone this educational camp grounded in Christian values. The cost for this trip may be offset by fundraising income, with any balance due before the student attends the trip. Parents will receive details about their costs in advance.

# MIDDLE SCHOOL/HIGH SCHOOL GUIDELINES

## ACADEMIC AREAS

### GRADING SYSTEM

Grades serve as a written record of the student's progress, and as such, are important and permanent. This written record follows the student if he or she transfers to another school. Grades 6-12 are based on a 4.0 grading scale. Percentages are rounded to the nearest whole number at the end of the semester (e.g., 93.5% becomes 94%). For Advanced College Prep (ACP) classes, the scale is increased by .50 and for Advanced Placement (AP) courses by 1.0, and will be entered on high school transcripts accordingly. CCP courses will be calculated into the student's grade point average per Ohio Department of Education guidelines. Any Physical Education Exemption receives no credit but satisfies the Physical Education graduation requirement. For Pass-Fail classes, a 75% or higher is considered passing. Pass/fail classes are not calculated into GPA. Granville Christian Academy has adopted the following grading scale based on The College Board grading standards.

### GRADE AVERAGES

Grade	Percent	General Prep or College Prep (GP or CP)	Advanced College Prep Courses (ACP)	Advanced Placement (AP)
A+	98-100%	4.0	4.5	5.0
A	93-97%	4.0	4.5	5.0
A-	90-92%	3.7	4.2	4.7
B+	88-89%	3.3	3.8	4.3
B	83-87%	3.0	3.5	4.0
B-	80-82%	2.7	3.2	3.7
C+	78-79%	2.3	2.8	3.3
C	73-77%	2.0	2.5	3.0
C-	70-72%	1.7	2.2	2.7
D+	68-69%	1.3	1.8	2.3
D	63-67%	1.0	1.5	2.0
D-	60-62%	.67	1.17	1.67
F	59% or below	0.0	0	0.0

### GCA GRADING POLICY

GCA Faculty strive for consistency in grading, understanding that grades reflect the actual aptitude of the student while also demonstrating the effectiveness of the education provided to the students.

## **Definitions**

1. Preparation and Production refers to the grading of non-academic factors, or items that, although essential to learning, are not specifically part of the curriculum for a particular subject area, as well as assignments that are part of the learning process where mastery is not yet expected. Examples include (but are not limited to) effort, participation, homework and/or practice assignments, timeliness, attendance, pop quizzes.
2. Formative assignments refer to items that are designed to determine whether students are learning what is being taught. Formative assessments guide instructional decisions by revealing to what extent students are learning or to what level of effectiveness the teacher is teaching. Many times, formative assessments are not graded; however, formative assessments requiring students to include expected outcomes may receive a grade. Examples include (but are not limited to) in-class work, exit tickets, indicators of overall understanding (thumbs up/down), pop quizzes, rough drafts.
3. Summative assignments refer to items that are designed to determine student mastery of curriculum. They should be given after students have had several Formative opportunities that include detailed feedback related to performance. Examples include (but are not limited to) chapter quizzes, chapter tests, unit tests, final projects.
4. Many assessments have both Formative and Summative characteristics.

## **Reteach/Relearn/Reassess**

1. Students are expected to meet with teachers to determine an appropriate plan of action when faced with evidence that student mastery is not satisfactory.
2. Reassessment plans for students needing additional support for specific concepts will reflect any efforts of re-teaching and re-learning that occur prior to any reassessment. These efforts may be accomplished by assigning the student to the corresponding lab with lab teacher and assigning teacher working together on the student's plan. Only students who have turned in all assignments in the Formative category (that apply to the assessment in question) will be given the opportunity to reassess.
3. Reassessment efforts may be limited to specific areas of concern and are not expected or required to reassess all topics covered by the original assessment.
4. Reassessment grades will replace and/or modify original grades so that they are reflective of current levels of mastery.
5. Reassessment opportunities will be available to all students meeting the reassessment criteria. This does not imply that reassessment opportunities are identical for all students or that they use the same format as the original assessment.
6. Opportunities for reassessment are limited by teacher discretion.

## **HOMEWORK POLICY**

Homework may be assigned for the following reasons:

1. To reinforce skills
2. To encourage responsibility
3. To complete unfinished in-class assignments
4. To prepare for class and/or assessment.

## **MIDDLE SCHOOL COURSES**

All middle school students will be taking high school Physical Education (PE) during their seventh and eighth-grade years. Upon successful completion of these courses, students will meet the graduation requirement for Physical Education, the courses will appear on their transcript, and their grade will be calculated into their high school GPA.

Likewise, some students are offered the opportunity to take Algebra I during their eighth-grade year. Upon successful completion of this course, the course will appear on their transcript, and their grade will be calculated into their high school GPA.

### HIGH SCHOOL COURSES

Elective offerings are classified by course requirements. Students should choose from the first three elective levels while at GCA. Juniors and Seniors are strongly encouraged to choose electives in the 301 and 401 categories as these courses will give exposure to career fields and help students determine their career path. Specific elective descriptions are available in the Course Description Catalogue available on the school website.

### ADVANCED COLLEGE PREP (ACP) COURSES

GCA offers a variety of ACP courses for high school students. Students must have achieved at least a B+ average in all general coursework that leads up to each ACP class or at least a B- average in the preceding ACP class as a requirement for enrollment. The approval of the Principal is also required.

### ADVANCED PLACEMENT (AP) COURSES

GCA offers AP courses for high school students. Students must have achieved at least a B+ average in all general coursework that correlates to the AP Course. A teacher recommendation is also required. Students who register and take the AP Exam will not be required to take a GCA Final Examination for the course. Any student opting not to take the AP Exam will be required to take a GCA Final Examination for the course which will be averaged into their final grade. AP course Final Examinations may not be exempted.

## ACADEMIC GUIDELINES

### ATHLETICS & EXTRA-CURRICULAR ACTIVITY ACADEMIC EXPECTATIONS

#### Eligibility

It is the expectation that students who participate in GCA's extra-curricular activities will benefit beyond the scope of the specific activity, through self-discipline, hard work, teamwork, and the establishment and achievement of goals. However, it is therefore essential that GCA students involved in GCA-sponsored, extra-curricular activities maintain a high standard of personal conduct, as well as acceptable academic achievement. As a result, standards for eligibility have been established to encourage this balance.

**A student must be in attendance at the school for the entire school day to participate in a contest, performance, game, or school activity on that school day or evening.** A student who has a doctor or dental appointment during the school day must submit their doctor's excuse to the school office before the end of the school day in order to participate. All other exceptions must have administrative pre-approval.

#### Academics & Ineligibility

Eligibility will be reviewed bi-weekly by the Dean of Students. Eligibility checks will begin the third week of each quarter to allow adequate grades to be entered. A student is **ineligible** to participate in their extra-curricular activity when he or she meets the criteria established in the "Academic Probation" or "Conduct Probation" sections of the Parent/Student Handbook.

When a student is ineligible, the following protocol will apply:

- The student, parent, coach, and Athletic Director, Drama Director, or other supervisor will be notified.
- The student will be ineligible for one (1) week (seven calendar days).
- The student may not participate in any extra-curricular team practice, open gym/field, scrimmage, or other extra-curricular activity.

- For athletics, the student may attend the game(s) with the team and sit on the bench; however, the student will not be permitted to “dress” for the game. The student may participate in any pep rally held during the ineligibility period.

At the end of the seven-day ineligibility period, the student’s grades will be reviewed. If the student has improved his or her grade(s) to meet eligibility requirements, the student will be reinstated to participate in their extra-curricular activity.

The Administration reserves the right to remove a student from GCA-sponsored, extra-curricular activities for academic or conduct issues as they see fit and reserves the right to evaluate each case individually.

### **OHSAA Academic Eligibility Requirements**

1. A student must be currently enrolled with GCA.
2. A full-time student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent thereof, in the immediately preceding grading period.
3. Eligibility for each grading period is determined by grades received in the preceding grading period. Eligibility for fall sports will be determined by grades at the end of the last grading period the previous spring.

### **ACADEMIC AWARDS**

Granville Christian Academy full-time students in grades 6 through 12 may earn their place on the Honor Roll or Merit Roll each quarter of the school year. Additionally, full-time high school students enrolled in ACP and/or AP courses may earn their place on the Dean’s List. Students taking CCP courses must provide proof of grade (screen shot) via email to the Student Services Coordinator for their CCP course grade at the GCA grading period to be eligible for this honor. Certificates and/or academic letters may be earned at the end of the school year for achieving these levels for each quarter.

**Academic Award of Excellence** -- Any graduating senior who has achieved A’s in all high school four-year courses to be given at the year-end Awards Assembly.

**Dean’s List** -- Full-time high school students achieving an unweighted 4.0 GPA on their report card in all coursework for the quarter.

**Honor Roll** -- Full-time middle or high school students achieving a 3.5 to a 3.99 GPA on their report card in all coursework for the quarter.

**Merit Roll** -- Full-time middle or high school students achieving a 3.0 to a 3.49 GPA on their report card in all coursework for the quarter.

**Academic Letter** -- Full-time high school students may earn academic awards for any given year by maintaining a 3.5 GPA for each of the four grading periods per school year. Awards are as follows:

- First year earned – Academic letter and pin
- Second year earned – Year bar
- Third year earned – Year bar
- Fourth year earned – Year bar

**ACSI Distinguished Christian High School Student** -- Juniors and seniors demonstrating a clear Christian testimony as well as excellence in specific areas will be chosen by faculty recommendation to receive this award to be given at the year-end Awards Assembly.

### **FINAL EXAMS**

Final exams or approved final projects are required in all academic courses. Students receive a Finals Week Information Sheet, which provides student guidelines and GCA expectations for the week, as well as the Finals Week Test Schedule.

1. Final exams will not be given before the scheduled time, without prior approval from the Principal.
2. A student exempting an exam is responsible to verify the exemption before the exam is given.
  - No students are eligible for exemption from first-semester exams for full-year courses.

- Seniors taking a semester course may exempt that exam if they meet comparable requirements.
  - For second-semester exams, only seniors are eligible to exempt final exams in any and all courses (with the exception of AP and Bible courses) in which they have maintained an A+, A, or A- average during each quarter for the school year, and continue to have an A+, A, or A- average in those same courses at the end of the last nine-week grading period of the school year. **Seniors must confirm each of their exemptions with their teachers two (2) days prior to the start of final exams.**
  - Any ninth-, tenth-, or eleventh-grade student (or eighth-grade student taking Algebra I) who has maintained an A+, A, or A- in all courses for each nine-week grading period of the school year and continues to have an A+, A, or A- in all courses at the end of the last nine-week grading period of the school year may choose to exempt one final exam of the student's choice with the exception of AP or Bible courses.
  - These students will be given an exemption card which must be presented to the teacher of the course for which they have chosen to exempt the exam. The teacher will sign the card to approve the exemption, and the student must then submit the exemption card to the school office. **In the event of a lost or misplaced exemption card, the card will not be replaced under any circumstance, and the student therefore will be unable to exempt an exam.**
3. GCA provides one (1) make-up day for those students who miss an exam due to an excused absence. Students will be notified of the make-up date. However, it is the responsibility of the student to make arrangements to take the missed exam. Failure to make these arrangements will result in the grade of "F" (0%) for the exam.
  4. An unexcused absence for a final exam may not be made up and will result in the grade of "F" (0%) for the exam.
  5. Parents should refrain from scheduling any vacations or doctor appointments during exam week.

## FINAL GRADES

**Middle School** – Year-end final grades for middle school students are calculated by giving the first and second nine-week grades a weight of 45% each, and the first semester exam grade a weight of 10%. The third and fourth nine-week grades also receive a weight of 45% each, and the final exam grade receives a weight of 10%. The two semester grades are then added together and divided by two (2) to receive the final grade for the course.

**High School** – Year-end final grades for high school students are calculated by giving the first and second nine-week grades a weight of 40% each, and the first semester exam grade a weight of 20%. The third and fourth nine-week grades also receive a weight of 40% each, and the final exam grade receives a weight of 20%. The two semester grades are then added together and divided by two (2) to receive the final grade for the course.

## PROMOTION & RETENTION

Granville Christian Academy believes that middle school students should have an adequate level of mastery in a subject in order to succeed at the next level of progression. High school students must pass all courses that are graduation requirements. Our promotion and retention policy is as follows:

### **Grades 6 through 8**

1. Students must demonstrate academic progress and capability in order to qualify for promotion.
2. If a student's final grade in two or more core subjects (language, math, science, social studies) is an "F" or a "D-", continuation at GCA may be denied or the student may be required to take summer remedial course work through an approved program. Teachers will discuss concerns with parents or guardians throughout the school year.
3. Evaluation for retention includes academic capability, social maturity, and age.
4. Parents may be required to provide additional tutoring support for academics.

### **Grades 9 through 12**

Please see the Failing a Course paragraph for these grade levels.

Classroom teachers and the Administration will make final decisions on promotion, retention, and/or continuation at GCA.

### FAILING A COURSE IN MIDDLE SCHOOL

1. If a student's final grade in two or more core subjects (language, math, science, social studies) is an "F" or a "D-", continuation at GCA may be denied or the student may be required to take summer remedial coursework through an approved program. Teachers will discuss concerns with parents or guardians throughout the school year.
2. Eighth-grade students must pass Algebra I or HS Physical Education, if enrolled in that class, in order to receive credit toward graduation. Required courses must be repeated if they are failed. If students fail a course in the eighth grade that counts toward graduation credits, they must retake the course in high school, and the failing course will not be recorded on their transcript and will not be factored into their GPA.
3. Middle school students who fail a course will be placed on Academic Probation. Their potential for promotion and retention may also be evaluated.

### FAILING A COURSE IN HIGH SCHOOL

1. High school students must receive a passing grade in their courses in order to receive credits toward graduation.
2. In a semester course, a minimum of one (1) nine-week final grade and the semester grade must be a passing grade in order to obtain a passing grade for a course.
3. In a full-year course, a minimum of two (2) nine-week final grades must be passing grades in order to obtain a passing grade for a course. One (1) of the final passing nine-week grades must be in the last nine-weeks of the school year, i.e., a student could receive final quarter grades of F, B, F, and C, and pass the course. However, if he receives F, B, C, and F, he would not pass the course. If one (1) of the two (2) nine-week final passing grades does not occur in the last nine-weeks of the school year, the student will fail the course.
4. Both nine-weeks in the second semester must have passing final grades in all mathematics courses in order to meet prerequisite requirements.
5. If a student fails the second semester of a mathematics or foreign language course, they will fail the entire course even if the average of the first and second semester is passing.
6. If a student fails a semester, he or she will not receive credit for the semester and will need to make arrangements to retake the failed semester. For example, in a year-long course, if a student receives a D- in the first nine weeks and a D- in the second nine weeks but receives an F on the midterm examination resulting in a semester grade of F, he or she would not receive credit for the first semester of the course. If the student continued to receive a D in the third nine weeks and a D- in the fourth nine weeks and a D on the final examination, the student would receive a D for the second semester and would receive credit for the second semester.
7. Required courses must be repeated if they are failed. If approved by the Administration, elective courses may be repeated to receive a passing or higher grade. Both grades will remain on the transcript and be counted when calculating GPA.
8. Summer remedial courses may be required. Remedial summer courses are not included in normal school tuition costs. If an outside source is used, coursework must be preapproved by the Administration.

### ACADEMIC PROBATION

See the "Academic Probation" section of the "Disciplinary Consequences" section of the Parent/Student Handbook for details.

# COLLEGE & CAREER COUNSELING

## COLLEGE & CAREER COUNSELING

Granville Christian Academy provides College and Career Counseling for students in grades 6 through 12. College and Career Counseling areas include, but are not limited to the following:

- Tracking fulfillment of graduation requirements;
- Scheduling of classes;
- Monitoring and processing transcripts;
- Distributing ACT, SAT, and PSAT information;
- Administrating testing and distributing results for the PSAT, ACT Aspire, and Standardized Tests;
- Providing college Financial Aid information;
- Discussing college plans and admissions deadlines with students and parents.

## COLLEGE VISITS

Junior and Senior students may complete a maximum of three (3) visits per school year (visits must be of an official nature, scheduled through the admissions office or other representative of the college or university). Prior to the visit, students must complete the College Campus Visit Permission Form and obtain the required signatures. This form must be turned into the Student Services Coordinator no later than three (3) school days before the scheduled visit. When returning to GCA after a visitation, students must deliver a dated validation slip from the college or university confirming their visit to the Student Services Coordinator. Students must follow all of the requirements listed on the College Campus Visit Permission Form.

## STUDENT SCHEDULE CHANGES

Once a student at GCA has made course selections and the schedule has been approved by the parent/guardian and the Student Services Coordinator, there should be very little need for schedule changes. If a student was not scheduled for a needed course because of scheduling conflicts or because a student's career objectives changed, that student may apply for a schedule change.

The student will first meet with the Student Services Coordinator, who will determine whether the change is necessary or is in the best interest of the student. If the Student Services Coordinator determines that the class may be changed, the student will receive a Schedule Change Form. All schedule changes must be made via this form. Parent signatures are required. The deadline for schedule changes for full-year courses is the fifth day of the school year. The deadline for schedule changes for semester courses is the end of the fifth day of the semester.

## TRANSCRIPT REQUESTS

Copies of student transcripts may be obtained from the GCA MS/HS Office. The following guidelines apply to all transcript requests:

1. Students may request a transcript by completing the Transcript Request Form and submitting the request to the MS/HS Office. The request should include where the transcript should be sent and if it should be sent via email, fax, or mail.
2. Students should submit transcript requests at least five (5) school days before the beginning of a school break.
3. Transcript requests will be processed within two (2) days of receipt of the request (Please note: Summer office schedule, staffing adjustment, and vacations may result in a longer response time).



# EDUCATIONAL OPTIONS

## CAREER & TECHNICAL SCHOOL STUDENTS

Some students may decide to pursue a technical career path rather than a college career path, which will lead the student to attend a Career and Technical School during high school while maintaining their relationship with GCA. Recognizing this, GCA has developed a Career and Technical School Student Program which is available on the school website.

## CLUBS & LEADERSHIP OPPORTUNITIES

### Clubs

GCA offers a variety of clubs to our student body. These clubs help to fulfill the mission and vision of the school while increasing student relationships. Clubs are a valuable way for students to demonstrate their leadership qualities and can be helpful when students apply for college scholarships or other awards.

### National Honor Society

The GCA chapter of the National Honor Society (NHS) is committed to supporting the high ideals of NHS at our school and will gladly welcome into its membership any and all GCA students who exemplify these ideals. The following selection process is in accordance with the NHS Handbook:

A student is eligible for candidacy consideration in their sophomore, junior, or senior year after completing two (2) consecutive semesters at GCA. A minimum of a 3.5 unweighted GPA or higher on a 4.0 scale is needed to qualify scholastically. In addition, the criteria of Scholarship, Leadership, Character, and Service are used by the appointed Faculty Council to determine membership. Selected students must maintain involvement in various extracurricular activities such as sports, youth group, church, community activities, volunteer work, etc.

### Student Council

The GCA Student Council is a representative group elected by the student body that functions as a vital link between student interests and the staff and administration. In order to operate effectively, the Student Council must represent the entire student body, understand its role within the structure of the school, and communicate effectively to students, staff, and administration. Both Middle School and High School Student Council groups are active at GCA. Student Council elections are held in May of each year. The newly elected students will serve their term the following school year.

## COLLEGE CREDIT PLUS

**College Credit Plus (CCP) Description:** Full-time students (grades 7 through 12) may enroll in a participating CCP college in order to take college-level courses while still attending GCA. These courses may be taken either during or after regular school hours. CCP courses taken off-campus during the school day will need to fit within the predetermined GCA schedule. CCP courses may also be taken online during study hall periods as space permits.

Seventh- through twelfth-grade students may earn high school and college credit for the same course. These courses are offered through accredited colleges participating in the program offered through the Ohio Department of Education.

1. Students may be required to have a recommendation for the college application from the Principal.
2. College-level coursework as described on the college syllabus may be completed in place of a regular high-school class.
3. Students may take up to thirty (30) credits per school calendar year as approved through state funding. This equates to a maximum of fifteen (15) credits per term.
4. Students will need to meet with a college advisor and the Student Services Coordinator to determine course(s) to take each semester.

It is GCA's policy that GCA's teachers will not be burdened with requests to help students who are taking classes from other educational institutions. Thus, should a student need help with a CCP course, they should use the assistance provided from the educational institution offering the course.

CCP students who decide to drop a CCP course must meet with the Student Services Coordinator to secure a full-time schedule as applicable. Students that drop a CCP class are responsible for any costs incurred per the Ohio Department of Education. In addition, any graduation requirement courses not completed and not scheduled during their normal class offering must be made up through an approved organization and at the student's expense.

Students interested in taking CCP courses should read, agree with, and abide by the GCA College Credit Plus Program located on the school website.

### CREDIT-FLEXIBILITY OPTION

The Credit-Flexibility Option allows students to take advantage of learning opportunities outside of the regular school day. In this case, the mentor is not a GCA teacher. All requests for Credit-Flexibility must be submitted on the Credit-Flexibility Option Form and must be preapproved by the Principal and Dean of Academics.

### HOME SCHOOL STUDENTS

GCA seeks to provide a home school-welcoming environment that provides ample educational opportunities for partnering with families under the shared banner of biblically based Kingdom education. This partnership allows homeschool students to participate in GCA activities, sports, extra-curricular opportunities, etc. For more information, see the Home School Student Program on the school website.

### INDEPENDENT STUDIES

GCA will not offer Independent Studies, unless approved by the Administration. Independent Studies may require an associated fee which is not included in the regular GCA tuition and must be paid before the Independent Study begins.

## GRADUATION & SENIORS

### GRADUATION CREDITS

Granville Christian Academy students must earn twenty-four (24) total graduation credits as set forth each year in the GCA curriculum guidelines. Credit requirements change in conjunction with the Ohio Department of Education requirements. However, being a college-preparatory school, GCA's graduation requirements are more rigorous.

### Minimum Graduation Requirements

#### *GCA Diploma*

To graduate with a diploma, a student must meet all of the GCA minimum graduation requirements.

Bible	4 units
English	4 units
Mathematics	4 units
Science	3 units
Social Studies	3 units
Electives	2 units
Fine Arts	1 unit
Foreign Language	2 units
Health	½ unit
Physical Education	½ unit

*Total of 24 graduation credits to complete.*

See the Course Description Catalogue for additional details.

#### *GCA Academic Honors Diploma*

To graduate with an academic honors diploma, a student must meet all GCA minimum graduation requirements in addition to fulfilling 7 of the 8 requirements listed below.

English	4 units
Mathematics	4 units
Science	4 units
Social Studies	4 units
Fine Arts	1 unit
Foreign Language	3 units
ACT/SAT Score	27 ACT/1280 SAT
GPA must be a minimum of 3.5 on a 4.0 scale	

*Minimum of 26 graduation credits to complete.*

### GRADUATION COMMENCEMENT PREPARATION

Granville Christian Academy holds Commencement exercises for its graduating seniors according to the school calendar.

Order packets for caps, gowns, and graduation invitations are made available to parents or guardians with information on specific ordering dates and approximate costs.

Granville Christian Academy will specifically design a graduation invitation with our school crest that will be available each year for the graduating class. These may be ordered with the caps and gowns. Various graduation memorabilia items will be available for students to purchase.

Seniors should plan to have their senior pictures available by mid-year for the Senior Video for graduation and for the yearbook.

### **GRADUATION AWARDS**

Granville Christian Academy presents specific awards to senior recipients at graduation. These awards recognize exceptional achievement in key areas. Students desiring to be considered for these awards should carefully plan their high school course of study. In order to be considered for any of the following awards, a student must be enrolled as a full-time student at GCA for a minimum of two (2) consecutive years during their time in high school, and must be a full-time student during their senior year (full time is defined as all classes all day except for CCP, Credit-Flex coursework, or Work Release). Full-time GCA students that are enrolled in College Credit Plus (CCP) courses are still eligible for the graduation awards as long as they meet the requirements. The evaluation of grades will include all grades awarded through Friday of the first full week of May.

The awards and their criteria are as follows:

**Valedictorian** – one (1) graduating senior will be awarded this honor by the Administration after careful evaluation of the following requirements:

#### ***Class 2021***

1. First, the student must have taken all available ACP/AP courses offered at GCA during their GCA enrollment, with the exception of elective honors courses;
2. Then, the student must have the highest unweighted GPA;

If a tie exists after the first evaluation, then,

3. the student must have the highest cumulative weighted numeric average on a 100% scale, to the thousandth place, for all high school coursework taken while enrolled at GCA. For CCP or other non-GCA courses, the grade will be averaged as per the GCA scale as specified in the GCA College Credit Plus Program located on the school website.

If a tie still exists after the previously specified steps, more than one (1) Valedictorian may be awarded. In this case, there will be no Salutatorian.

#### ***Class 2022 and beyond***

1. First, the student must qualify for an Academic Honors Diploma;
2. And, the student must have taken all available ACP courses offered at GCA during their GCA enrollment;
  - a. CCP courses may not replace available ACP or AP courses offered at GCA;
  - b. Students who do not qualify for Algebra I in eighth grade may receive an exception if they complete an individualized plan that allows them to re-enter the ACP math track;
3. And, students must take at least three of the five following ACP/AP course offered at GCA: AP US History, AP English, AP Calculus, ACP Anatomy & Physiology, or ACP Physics.
4. Then, the student must have the highest unweighted GPA.

If a tie exists, then,

5. the student must have the highest cumulative weighted numeric average on a 100% scale, to the thousandth place, for all high school coursework taken while enrolled at GCA. For approved CCP or other approved non-GCA courses, the grade will be averaged as specified in the GCA College Credit Plus Program located on the school website.

If a tie still exists after the previously specified steps, more than one (1) Valedictorian may be awarded. In this case, there will be no Salutatorian.

**Salutatorian** – the graduating senior with the second highest, unweighted GPA and meeting the above guidelines will be the Salutatorian.

**The GCA Lion Award** – Each year a very special award will be given to the full-time GCA student in the graduating class who has best exemplified the character of Christ in his/her daily life. Should more than one student qualify for this award, multiple awards may be given. Students are first nominated by the teachers and staff, then elected by their high school peers, and finally selected by the Administration.

**GCA Athletic Department Scholarship** – one (1) female and one (1) male graduating senior, may be nominated by a coach and chosen by the Athletic Director and coaches, and selected on the specific criteria which can be found in the GCA Athletic Handbook.

### **CLASS RANK**

Granville Christian Academy does not assess an official class rank beyond Valedictorian and Salutatorian.

## **MS/HS MISCELLANEOUS AREAS**

### **BACKPACK/BOOK BAGS/SPORTS BAGS**

Backpacks/book bags must be left inside the student's school assigned locker or hanging on the assigned hallway hook during the academic day. Sports bags may be placed on top of lockers during the school day. Under no circumstances should students use backpacks as additional locker space throughout the day; thus, backpacks must not be accessed between classes.

However, middle and high school students may carry backpacks/book bags to the restrooms to change for PE classes. Backpacks/book bags used for PE class should not be left in the restroom during PE class, but should be placed in one of the previously designated places or carried to the gym while in class, and finally back to the lockers before the next class period.

### **LOCKERS**

Student lockers will be assigned in middle and high school. Students are responsible for the security of their belongings and are to place them in their locker. Lockers may be locked if the student desires; however, the lock code or a duplicate key must be given to the office to ensure that students can access their school materials should a student be unable to open the lock. Locks that cannot be opened will be cut off by an employee or custodian. Students are not allowed to have more than one locker or to trade lockers with another student, unless designated by Administration.

The following guidelines apply to locker use:

1. Lockers must be kept clean inside and out. Outside decorations must be limited to extra-curricular recognition and should not be defaced in any way. Decorations must be removed following the sport season. Appropriate pictures are permitted on the inside.
2. **No adhesives may be used with the exception of Command Strips or painter's tape.** Magnets may also be used.
3. Students should regularly clean their lockers.
4. Students should report any malfunctions of the locker to the school office immediately.

5. Students must fully close locker doors and ensure that items are not sticking out of them.
6. Stopping at a locker is not a legitimate reason for tardiness to class.
7. Lockers may be inspected, and students will be charged for cleaning and repairs if they are necessary.
8. Lockers must be cleaned (inside and out) prior to the last day of school (including removing adhesives used in or on the lockers). Students who do not clean their lockers accordingly will be billed a \$25 cleaning fee.

### GUM

Gum is not permitted during the school day for students. Teachers may allow gum or candy for special purposes at the teacher's discretion; however, students must dispose of the gum before leaving for their next class.

### HIGH SCHOOL CLASS RINGS

Official Granville Christian Academy class rings are available to students in ninth through twelfth grades only. Packets containing information on specific ordering dates and approximate costs may be obtained from the GCA MS/HS Office.

### STUDENT DRIVING PRIVILEGES

Driving to school and parking on school property is a privilege for students and carries certain responsibilities. Because of the potential danger involved in the operation of motor vehicles, all infractions of driving and parking rules will be referred immediately to the Dean of Students. Repeat violators may lose their privilege to drive to school. Student drivers must adhere to the following guidelines:

All student-driven vehicles must be registered in the MS/HS Office by the first Friday of each school year. If a student drives more than one vehicle, each vehicle must be registered. In addition, if a student begins to drive to school later in the year, the student must register his or her vehicle in the office on the first day that it is driven. Parking permits are issued each year. Should a student fail to register their vehicle, they will be fined \$10, and the proceeds will benefit the student's class fund.

1. Students must park only in the parking lot in front of Spring Hills Baptist Church in their assigned area.
2. Driving speed in the parking lot must be kept to a maximum of five (5) mph.
3. Students must keep car radio and stereo volumes to a level that can only be heard in the vehicle and not outside its boundaries.
4. Students may not return to their vehicles during the school day without permission from the school office.
5. Students may not loiter in the school parking lot at any time before, during, or after the school day.
6. No vehicle may be operated with a student riding on the exterior.

### STUDENTS & THE TEACHER WORKROOM

The Teacher Workroom is reserved for staff use. Students are not permitted to enter this area unless accompanied by a GCA staff member, or the student has obtained permission from the GCA office. Preference at the copy machine is always given to staff members. Students, including student Teaching Assistants, are not permitted in the Teacher Workroom for reasons other than making copies or retrieving supplies for the teacher. Students are not permitted to run the laminator without approval and proper training. If a student is in the workroom unauthorized, the student will be given a Communication Slip.

### STUDY HALLS

Study Hall is provided as additional class time for the completion of school assignments. The following guidelines will govern all study halls:

1. Students must arrive to Study Hall on time and with sufficient work and materials to occupy the period. Being tardy to Study Hall will have the same consequences as being tardy to class.
2. Students must work quietly and alone unless the Study Hall monitor gives permission for them to work with another student.
3. Good conduct in Study Hall is expected just as it is in any classroom.
4. Passes that release a student from Study Hall that are issued by other teachers will be honored only after Study Hall attendance is taken. Students must report to Study Hall before being released to another location.

### SPECIAL TRIPS

In addition to field trips, GCA strives to give middle and high school students the opportunity to participate in special trips. The cost for these trips may be offset by fundraising income, with any balance due before the student attends the trip. Parents will receive details about their costs in advance. The Administration reserves the right to make changes and adjustments if needed.

**Camp Trip** – In the spring of calendar years ending in an odd number, students in fifth and sixth grades attend an environmental camp. Teachers and parents chaperone this educational camp grounded in Christian values.

**Washington, D.C., Trip** – In the fall of calendar years ending in an odd number, students in eighth and ninth grades visit Washington, D.C. Teachers and parents chaperone this educational trip.

**Operation Christmas Child (OCC) Trip** – In the fall of their junior and senior years, students participate in a mission/work trip to the OCC warehouse in North Carolina.

**Senior Trip** – In the spring of each calendar year, senior students participate in a trip before their graduation. Recently, the trip has consisted of a trip to Disney World; however, whenever possible a service project will be included as part of the trip. Administration, Class Advisors, and Parent Advisors chaperone this trip.

## WORK RELEASE PROGRAM

The Work Release Program allows students who are on track for adequate graduation credits to be employed during their high school careers. The program is a privilege extended to juniors and seniors whose grade point averages and current nine-week grade averages are 2.0 (C) or better. If at any time the student falls below this requirement, the program privilege will be revoked for that student.

The student must have a valid work permit and be currently employed to be released. These state-mandated forms may be acquired in the GCA MS/HS Office. Students who are over 18 must still fill out and file an appropriate form. A copy of the work permit and employer information must be on file in the GCA office.

Transportation must be provided by the student or the parent/guardian. Students will not be permitted to leave for work with other students. A student may leave school for work no earlier than the end of seventh period. There are no exceptions. No tuition refunds or discounts will be given for work releases.

If a student leaves the employment of the employer on file in the school office and is unemployed even for a short time, the school office must be notified immediately. That student will then be expected to be in Study Hall during the student's normal Work Release periods. If the student acquires new employment, the school office will need the new information on file and will return the student to the Work Release Program. If it is found at any time that a student is leaving school under the guidelines of the Work Release Program and is not working, the student will be considered truant and will meet with their parent/guardian and the Administration to discuss the situation.